HR Community Meeting

CU Denver | CU Anschutz

HR Community Meeting

- Tuesday, June 15, 2021
- from 9:30 to 11:00
- Via Zoom
AGENDA

Carolyn Brownawell, Associate Vice Chancellor and Chief Human Resources Officer
  • Welcome and Introductions
  • Chat and Ground Rules

Kaylene McCrum, HR Director Operations
Doug Kasyon, HR Director Employee Relations and Performance
Anitha Sakthivel, HR Principal Professional
  • Remote/Hybrid Remote Work – Policy, Demo of Smartsheet Application and Guidance for HR Partners

Florie Montoya, HR Senior Director, Talent Acquisition and Compensation
Doug Kasyon, HR Director Employee Relations and Performance
Kaylene McCrum, HR Director Operations
  • Time & Labor Systems – Update on Cross Campus Project & Requirements Gathering

Florie Montoya, HR Senior Director, Talent Acquisition and Compensation
  • Equal Pay for Equal Work Update – Postings and Compensation Reviews

Questions & Answers
Remote Work Policy and Demo of Remote Work Form

Doug Kasyon, HR Director of Employee Relations and Performance
Kaylene McCrum, HR Director of Operations
Anitha Sakthivel, HR Principal Professional
Remote Work

Policy

- Effective 6/1 (Denver) & 9/7 (Anschutz)
- Granted only with approval of SV, Unit HR and one other designee
- Appointing Authorities will have access to approval data
- Option, not an entitlement
- May be discontinued or modified at any time
- Essential consideration: optimal customer service
Remote Work

Key Factors

• Nature of the work performed
• Impact on productivity
• Ensure coverage with burdening colleagues
• Meet customer service needs/ peak workloads
• Ability to work independently
• SV ability to evaluate performance
• FLSA overtime requirements
Remote Work

Key Factors

• Maintain weekly schedule equaling FTE
• Have formal dependent care arrangements
• Ensure security safeguards in place to protect university data
Remote Work

- Demo – Remote Work Form
Q & A's
Time & Labor Systems
Update on Cross Campus Project
& Requirement Gathering

Florie Montoya, HR Sr. Director of Talent Acquisition & Compensation
Doug Kasyon, HR Director of Employee Relations and Performance
Kaylene McCrum, HR Director of Operations
Time & Labor Systems Update

Planning Phase Activities

Overview

• Cross-campus representation – System, CU Denver | Anschutz, CU Boulder, UCCS
• Campuses currently employ >15 different system
• Gather information on needs and identify candidate systems
• Will engage a consultant to guide the process
Time & Labor Systems Update

Planning Phase Activities

Consultant Hiring Process

• A decision has been made on the consultant
• Currently in the PSC process and waiting for leadership approval
• Once the approval is granted we should expect 1 to 1.5 weeks before joining the team
Time & Labor Systems Update

Planning Phase Activities

Current State Analysis

• The sub-team meetings and workshop continue with identifying the information and documentation that will be needed from the campuses:

• Includes MyLeave, CU Time, Payroll Processing, Compliance, Post-Payroll, Benefits & Enrollment

• This sub-team is working with the Comm Team on creating a web-form questionnaire that will be sent to campus partners.

6/15/2021 HR COMMUNITY MEETING
Time & Labor Systems Update

Planning Phase Activities

Cross Campus Collaboration

• The bi-weekly HRSM committee meetings include Time and Labor updates and coordination.

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Time & Labor Systems Update

Planning Phase Activities

Project Governance

• Continue to work on the Steering Committee Assignment worksheet and Tracking Grid. Plan is to review and update during a ES|UIS Leadership Meeting.

• Once the steering committee assignments and tracking grid are approved the focus will shift to the charter reviews and approval.
Time & Labor Systems Update

Planning Phase Activities

Considerations

• Department and campus pay practices, policies, and eligibilities
  o Shifts, overtime, and work schedules
  o Comp time, On-Call, and other exception/premium pay
  o Leave of Absence and Short Work Breaks opportunities
  o Timeclock rules, such as rounding and midnight crossovers

• High-level payroll process, current work-arounds and hidden processes

• Multiple job rules and implications

• 3rd-party contract information
  o Expiration dates of contracts
  o Timeclocks
  o Other outside business partners, applications, or bolt-ons used to manage employee time and pay
Time & Labor Systems Update

Planning Phase Activities

Considerations

- Requests for specific processes, policies, rules and documentation will aid in understanding what is being requested.
- Looking to make this process collaborative
Q & A's
Equal Pay for Equal Work Update
Postings and Compensation Reviews

Florie Montoya, HR Sr. Director of Talent Acquisition & Compensation
Equal Pay for Equal Work Act

Guidance

• Most recent version of guidance sent on June 14
• Please review updated sections highlighted in green
• Continue to send questions and feedback

• Postings
  • Can post higher than the 40th percentile if have approved budget and have considered internal equity
  • Salary will be reviewed at hire against selected candidate’s qualifications
Equal Pay for Equal Work Act

Aon Equity Study

- Increases complete for Anschutz/CSA units where employee was flagged as lower limit outlier or below minimum
- Denver meetings will be held soon
Q & A’s
Thank You for Joining Us