



HR Community Meeting

CU Denver | CU Anschutz

HR Community Meeting

- Tuesday, October 14, 2021
- from 1:00 to 2:00
- Via Zoom



AGENDA

Carolyn Brownawell, Associate Vice Chancellor and Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Melissa Flippin, HR Principal Professional, Employee Performance & Development

- **Interpretation Service Request Process**

Doug Kasyon, Asst VC, Employee Relations & Performance

- **Classified Staff Performance Management**

Kaylene McCrum, Director, HR Operations

- **Updating Social Security Numbers in HCM**

Wrap Up

ASL Interpreter Request Process

Melissa Flippin, HR Principal Professional
Employee Performance & Development

Recent Update to ASL Services Request Process

- Procurement Process established in accordance with CU's policies
- Cost for interpreter, even at the interview level, is paid by the department (no central fund)
- Obtained vendor that offers in person and remote ASL services

How To Request Services

- Services requires 72 hours advance notice to avoid additional fees
- Reach out to HR.ADACoordinator@ucdenver.edu with the following info:
 - Name of applicant
 - Date of service
 - Time/length of meeting
 - Subject/position applicant is applying for
 - Name of department contact who will provide zoom link and Speedtype for billing
- **Reminder - we do not provide Language Interpretation services**

Q & A's

Classified Staff Performance Management

Doug Kasyon, Asst. VC, Employee Relations & Performance

Classified Eval Cycles

Classified

- April 2022 – July 2023: 15 month cycle
- August 2023 – July 2024
- No info forthcoming from the state on any change in merit award timing

Denver Eval Cycles

University Staff

- Cycle changes to FY effective July 2023
- Merit award changes to January 1

Faculty

- Cycle may change to FY effective 2023, subject to Provost approval
- Merit award may change to January 1, subject to Provost approval

Anschutz Eval Cycles

Faculty/University Staff

- No change
- Cycle remains CY
- Merit award remains July 1

Q & A's

Updating Social Security Numbers in HCM

Kaylene McCrum, Director of Operations

Updating SSNs In HCM

- When using a placeholder SSN:
 - Be sure to enter the actual SSN into HCM once received from the employee
 - Contact Employee Services at HCM_Community@cu.edu informing them of the following:
 - The old SSN number
 - The new SSN number
 - Employee ID
 - First and last name

Updating SSNs in HCM

- Employee Services must match actual SSN's for various purposes
- Not updating and/or notifying Employee Services when there is a SSN change/correction/update creates downstream issues that can be difficult to rectify
- SSNs impact the following:
 - Taxes
 - Tax forms such as W-2s
 - PERA retirement
- Penalties for retirement contributions may result in penalties for:
 - Employee
 - University
 - Department

Q & A's

Thank You for Joining Us

Closing Comments