

Human Resources Liaisons Quarterly Meeting

August 2, 2007
9:00am to 10:30am
Renaissance South (Mary Reed)

Agenda

- | | | |
|---|-----------------------------|---------|
| 1. Meeting opens | | 9:00am |
| 2. Director's message | Dick Gartrell | |
| • Turnover survey | | |
| 3. Performance Evaluation & Development System (PEDS) | Sharon Gabel | |
| 4. Training & Development update | Sharon Gabel | |
| 5. Exit Interview update (new for transfers) | Adam Barnett | |
| 6. Software skills testing application upgrade | Adam Barnett | |
| 7. Background Checks | Shaunda Norman | |
| 8. E-protocol training sessions | Sylk Sotto-Santiago | |
| 9. Employment Issues for International Employees | Laura Buhs / Michael Elliot | |
| 10. Payroll update | Pat Kavanagh | |
| 11. Open Forum (Q and A) | | |
| 12. Announcements | | |
| 13. Meeting close | | 10:30am |

Next meeting: Thursday, 1 November, 2007 – 9:00am in Renaissance South

8-1-2007

To: All HR Liaisons and Hiring Managers
From: Adam Barnett
Re: Transfer Exit Interview

FYI,

Human Resources recently created a new exit interview questionnaire specifically designed for employees that are transferring within the University of Denver. The transfer exit interview can be found online at www.du.edu/hr under frequently used forms. This information collected is important for Human Resources to receive and obtain statistical data to help our university in its recruitment and retention efforts.

This exit interview questionnaire is to be completed by the transferring employee preferably during their last week. It is strongly encouraged the employee schedules a face-to-face interview with the Employee Services Representative. If unavailable to do so, the employee can fill out the questionnaire and turn it in to Human Resources.

If you have any questions, please feel free to contact the Employee Services Specialist in Human Resources at extension 1-3502. Thank you again for your time in collecting this valuable data.

Adam Barnett
University of Denver
303-871-3502
Abarnet2@du.edu

8-1-2007

To: All HR Liaisons and Hiring Managers
From: Adam Barnett
Re: Applicant Testing Software

For Your Information,

Human Resources has recently purchased new testing software to aid in the selection process for a new position. Hiring departments will now have the ability to test applicants on their skills in Microsoft Office programs including Word, PowerPoint and Excel. Typing speed can also be tested. Applicants should only be tested if computer skills are a job-related duty and listed on the requisition and job description as a minimum qualification.

The testing will be administered in Human Resources with the assistance of the Employee Services department. Hiring managers should schedule an appointment before sending applicants to be tested.

If you have questions, please feel free to contact Adam Barnett, the Employee Services Specialist in Human Resources, at extension 1-3502. Thank you for your time in collecting this valuable data.

Adam Barnett
University of Denver
303.871.3502
abarnet2@du.edu

HUMAN RESOURCES

BACKGROUND CHECK

Attention Hiring Manager: You are **required** to have a criminal background check completed on your final candidate **before** making an offer of employment in any position. Some positions require additional screening. Please mark the box(es) below to indicate any additional screenings desired. The Employment Office will report results to you once the background investigation has been completed.

—Please fax the completed form to 303.871.6098—

Name of Hiring Manager _____ Dept/Unit _____

Phone _____ *Manager's Email _____ Manager's DU ID# _____

FOAP: Fund _____ Orgn _____

- | | |
|---|--|
| <input type="checkbox"/> CRIMINAL | <input type="checkbox"/> MOTOR VEHICLE |
| <input type="checkbox"/> EMPLOYMENT | <input type="checkbox"/> CREDIT CHECK (for financial positions only) |
| <input type="checkbox"/> WORKERS COMPENSATION | <input type="checkbox"/> EDUCATION |

*Please note: the person whose email address is listed above, will receive the Background Check results.

APPLICANT/VOLUNTEER INFORMATION:

Position Applying For _____ Date of Birth _____ / _____ / _____
Month Day Year

Last Name _____ First _____ Middle _____

Current Phone Number _____ Email Address _____

In the past seven years, have you ever used a name(s) other than those listed above? _____

If yes, please list all names used (including maiden name): _____

Social Security # _____ DU ID # (if applicable) _____

Driver's License # _____ State _____

Present Address _____
Street City State Zip

Previous Address _____
(You Must Include Addresses for the Past **Seven** Years) City State Zip

Previous Address _____
(You Must Include Addresses for the Past **Seven** Years) City State Zip

Previous Address _____
(You Must Include Addresses for the Past **Seven** Years) City State Zip

Previous Address _____
(You Must Include Addresses for the Past **Seven** Years) City State Zip

—Please attach a list of additional addresses to this document if needed. Please type or clearly print the additional addresses—

In connection with this request, I authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

Note: If applicant/volunteer is under the age of eighteen, a parent or guardian must sign in his/her place.

Applicant/Volunteer Signature: _____ Date: _____

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant for employment and/or a volunteer position or a current employee of the University of Denver, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, the University of Denver may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

A “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the University of Denver.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

The University of Denver may request an investigative consumer report. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, _____ hereby voluntarily authorize the University of Denver to obtain either a consumer report, an investigative consumer report, or motor vehicle check about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the University of Denver. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Signature

Date

Print Name

Note: If applicant/volunteer is under the age of eighteen, a parent or guardian must sign in his/her place.

Background Checks

Contact: Shaunda Norman

Snorman3@du.edu

Office # - 303.871.4140

New Fax #- 303.871.6098

The Background Check form has been created as in interactive form in order to expedite the processing time in several ways:

- The form can be completed electronically by the division and emailed to the applicant. See example below.
- Handwriting analysis will not be required when the form is completed electronically.

Example: The division can complete the top section electronically, email the form to the applicant and request them to complete the applicant/volunteer information electronically, print off the final copy, sign and fax directly to Shaunda Norman.

- ❖ OSP provides guidance and support in the **preparation of proposals** from DU faculty and staff to external sponsors and is the university's office **authorized to enter into agreements** for the purposes of **research, instruction, or other activities**.
- ❖ Includes **grants, contracts**, cooperative agreements, etc, either **funded or not**.
- ❖ With **all governmental entities** (either direct or flowthrough).
- ❖ With **industry or non-profit organizations** where there is a **requirement for oversight, detailed financial reporting and/or audit, or compliance with regulatory statutes** (e.g. protection of human subjects in research, care and use of animals in research, biosafety concerns, management of conflicts of interest, etc.).
- ❖ OSP will provide **institutional signature** that binds the university and provides assurances of compliance with all appropriate laws and regulations.

OSP on the Web = <http://www.du.edu/osp>

<u>Project Administration</u>	<u>Grants Accounting</u>	<u>Research Compliance</u>
<p>Manager: Crystal Streit (cstreit@du.edu, ext. 14046)</p> <ul style="list-style-type: none"> ➤ Funding Opportunities ➤ Proposal Preparation ➤ Budget Preparation ➤ Proposal Review and Approval ➤ Proposal Submission ➤ Contract Negotiation ➤ Award Acceptance ➤ Award Management ➤ Award Closeout 	<p>Manager: Julie Cunningham (jcunnin2@du.edu, ext. 14039)</p> <ul style="list-style-type: none"> ➤ Management of Grants Expenditure Systems, including: <ul style="list-style-type: none"> ▪ Payroll / Effort Certification ▪ Non-personnel expenses ▪ Grants reconciliations ➤ Reimbursement to the University from Sponsors ➤ Audit Liaison ➤ Financial Reporting ➤ Financial Closeout 	<p>Manager: Sylk Sotto (ssottosa@du.edu, ext. 14052)</p> <ul style="list-style-type: none"> ➤ Protection of Human Subjects (IRB), including: <ul style="list-style-type: none"> ➤ HIPAA ➤ Informed Consent ➤ Care and Use of Animals (IACUC) ➤ Biosafety (IBC) ➤ Conflicts of Interest ➤ Research Misconduct ➤ Data Security
<p>Director: Fran Solano (Fran.Solano@du.edu, ext. 12121)</p>		
<p>Vice Provost for Graduate Studies & Research: Dr. Jim Moran (jmoran@du.edu, ext. 12706)</p>		

REVIEW, APPROVAL AND SIGNATURES

All proposals must be certified by:

- The Principal Investigator(s)

All proposals must be reviewed and approved prior to submission by:

- The Department Chair(s) and/or Dean(s) (For assurance that project is within the scope/mission of the department/school)
- The Vice Provost for Graduate Studies and Research (for indirect cost waivers)
- The Provost (For changes to scope of academic programs)
- The Director of the Office of Sponsored Programs

In addition, OSP will coordinate the review of contracts, to include the following as appropriate:

- University Counsel
- DU Risk Management
- DU Office of Intellectual Property and Technology Transfer
- DU University Technology Services (UTS)
- DU Human Resources
- Other DU offices that may be impacted by the project and/or can provide assurances that DU can comply with terms and conditions.

After review and approval by the above, the following individuals hold board-approved authority to commit the university to an agreement:

<u>Authorized Signatory</u>	<u>Amount</u>
Fran Solano, Director, Office of Sponsored Programs	Up to \$500,000
James Moran, Vice Provost for Graduate Studies & Research	
Margaret Henry, Controller	Up to \$1.5 million
Craig Woody, Vice Chancellor for Business & Financial Affairs	No limit.
Robert Coombe, Chancellor	

RESEARCH COMPLIANCE

OSP Research Compliance works with the Institutional Review Boards (IRB), Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) to approve and monitor research involving human subjects, animals, and recombinant DNA respectively.

Note: Projects may only proceed with the proper authorization from the appropriate institutional committee(s).

Institutional Review Board (IRB) for the Protection of Human Subjects

All projects involving human subjects conducted by DU faculty, staff and/or students require IRB review and approval. Involvement may include a survey, questionnaire, focus group, or any other form of human subject participation. This may also involve the use of personal or health data from human subjects.

An application must be completed and submitted by deadline for consideration by the IRB. Please see OSP web calendar for monthly deadlines.

Institutional Animal Care and Use Committee (IACUC)

Any individual proposing to use animals (live vertebrate) in research, teaching or demonstrations is required to obtain approval from the University of Denver IACUC.

Institutional Biosafety Committee (IBC)

The IBC is responsible for ensuring that research involving recombinant DNA or select agents and other biological hazards at the University of Denver is in compliance with establish NIH Guidelines.

International Student On-Campus Employment

F-1 and J-1 international students who are in good immigration standing are permitted to work on-campus at the University of Denver. Federal immigration regulations limit the number of hours international students may work on-campus. While the University is in session and an international student is enrolled in a full course of study, he or she only work 20 hours or less per week (part-time), cumulative for one or multiple positions, unless in rare cases special approval is given through another type of work authorization. During vacation periods-normally winter break, spring break and summer vacation-international students may work on-campus more than 20 hours per week (full-time).

Important points to remember:

- **General Eligibility** – International students are eligible to work on-campus in University of Denver divisions and departments or with “on-location commercial firms” such as Sodexo dining services. Individual tutoring is considered self-employment and is not allowed.
- **J-1 Students** – J-1 international students must have a letter of approval from International Student and Scholar Services or the J-1 program sponsor prior to starting on-campus employment.
- **Vacation Periods** – To be eligible to work during vacation periods-normally winter break, spring break and summer vacation-international students must be registered full-time for the next academic term. Full-time employment is allowed if the international student is not enrolled in a full course study, including graduating in the summer term. If the end of an academic term and the beginning of a subsequent vacation period starts before the end of the standard work week, distribution of hours over the week should be made accordingly. For example, if the academic term ends on a Thursday, and hours worked Monday through Thursday are 16, the total number of hours that full week may exceed 20 if additional hours beyond 4 are worked on Friday.
- **GTA/GRA Positions and Service Scholarships as On-campus Employment** – GTA/GRA positions and service scholarships are considered on-campus employment. Please ensure hours are distributed appropriately and other on-campus positions are considered so no more than 20 hours per week cumulative is worked and reported while the University is in session.
- **Multiple Positions On-campus** – Total hours of on-campus employment in multiple positions can not exceed 20 hours/week while the University is in session.
- **End of On-campus Employment Eligibility** – On-campus employment eligibility ends after completion of academic program, but may continue if the student has been issued an I-20 visa document (F-1 student) to begin a new program at DU. Qualifying employment on the University of Denver campus may also continue under Optional Practical Training (OPT).
- **Optional Practical Training (OPT)** – OPT, an international student employment benefit which is generally utilized after completing academic program (or after completion of coursework for those with a thesis or dissertation), needs to be conducted in the field of study as determined by academic advisor, student and employer.

Potential Effects for International Students Contravening On-Campus Employment Restrictions

An on-campus employed international student who works beyond 20 hours/week while the University is in session risks violating his or her immigration status. Potential effects of violating international student immigration status include but are not limited to termination of SEVIS record and the need to regain immigration status through costly and sometimes lengthy procedures. Please direct questions about the above outlined on-campus employment restrictions to International Student and Scholar Services (ISSS) at 303-871-4912 or iss@du.edu.

Provided by International Student and Scholar Services (ISSS) and Updated July 2007

Dear HR Liaisons:

Below is a message from the Social Security Administration:

I want to inform you of changes that the Social Security Administration (SSA) is making in assigning Social Security numbers and replacing Social Security cards, specifically for F-1 foreign students. Also, I would like to ask your help in providing the necessary documentation to foreign students, and in referring to SSA only those students who have, or have been offered, jobs on campus or who are authorized for certain off-campus employment, as permitted under Department of Homeland Security (DHS) regulations.

The integrity of Social Security numbers is of great importance. Concerns about national security, along with the growing problem of identity theft, have caused us to accelerate efforts to protect the integrity of the Social Security number (SSN).

On-Campus Employment

An F-1 student requesting an SSN for on-campus employment must now prove he or she has (or has been offered) an on-campus job, and must show evidence of that employment **or an SSN will not be assigned.**

1. A recently issued pay slip or pay stub from the F-1 student's employer.

OR

2. If the student does not have a pay slip or stub, the student must provide a letter from the employer on the employer's letterhead that provides employment verification, namely:
 - Identity of student employee
 - Nature of job the student is, or will be, engaged in
 - Anticipated or actual employment start date
 - Number of hours the student is expected to work
 - Employer identification number (EIN)
 - Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor
 - Original signature and signatory's title
 - Date

A sample letter is attached for your convenience (see enclosure).

Please note: All documents must be originals. We cannot accept photocopies or notarized copies of documents.

Working While Awaiting an SSN

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm> .

Also, employers are required to abide by Federal and State laws with respect to the payment of wages to employees who have completed the agreed-to amount of work. See the U.S. Department of Labor website that discusses the basic requirements of the Fair Labor Standards Act (FLSA) <http://www.dol.gov/elaws/esa/flsa/screen5.asp> Also, different States have different payday requirements. A comprehensive list can be found on the Department of Labor's web site at: <http://www.dol.gov/esa/programs/whd/state/payday.htm>. We strongly recommend that an employer and/or their payroll or HR departments check Federal and State labor laws and their own legal counsel before withholding wages from their employees. There is no provision in the Social Security Act (the Act) that employers must have their employees' SSNs before hiring them. Neither is there any provision in the Act that prohibits an employee from beginning work if he or she has not yet obtained an SSN.

Enclosure

Suggested language for letter to the Social Security Administration from F-1 student's ON-CAMPUS EMPLOYER (Verifying Employment)
(Typed or written on official school or department letterhead, and containing the employer's original signature)

To whom it may concern:

This is evidence of on-campus employment for: _____

(Name – F-1 Student)

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Start Date: _____ Number of Hours/Week: _____

Employer contact information:

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____

Working While Awaiting an SSN

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>

Nonimmigrant Statuses commonly used for employment or visits to DU

International Student and Scholar Services, updated February 2006

Immigration Status	Purpose	Length of validity	Employment	Typical position at DU	Process & timeline	Advantages	Disadvantages	Typical I-9 Documents *
B-1 Tourist WB (Visa Waiver Program)	Visit for business	Varies 90 days	<ul style="list-style-type: none"> None, can only receive honoraria or reimbursement for expenses under certain circumstances Contact Payroll for details 	Deliver lecture	Dept writes letter of invitation	No entry visa for WBs	<ul style="list-style-type: none"> No employment WBs cannot extend or change status in the U.S. 	Not eligible for employment
B-2 Tourist WT (Visa Waiver Program)	Visit for pleasure	Varies 90 days	<ul style="list-style-type: none"> None, can only receive honoraria or reimbursement for expenses under certain circumstances Contact Payroll for details 	Deliver lecture	No involvement by DU	No entry visa for WTs	<ul style="list-style-type: none"> No employment WTs cannot extend or change status in the U.S. 	Not eligible for employment
F-1 Student, enrolled full-time at DU	Full-time study	Duration of studies as indicated on I-20	<ul style="list-style-type: none"> 20 hrs/wk during school year Full-time during vacations More than 20 hrs/wk possible with authorization for CPT (curricular practical training) 	Part-time student employment	Based on admission to DU	Little or no employer involvement	Usually limited to 20 hrs/wk	<ul style="list-style-type: none"> Valid passport Valid I-20 Valid I-94 CPT authorization, if relevant
F-1 Optional Practical Training (OPT)	Practical experience following completion of studies	12 months	In a position related to field of study	Full-time employment (cannot be tenure track)	<ul style="list-style-type: none"> Student must apply for EAD from CIS 3-4 months 	No employer involvement	1 year limit, no extensions	<ul style="list-style-type: none"> EAD
H-1B Specialty Worker	Work temporarily	Maximum of 6 years in up to 3 year increments	Yes, with sponsoring employer	Full-time employment (can be tenure track)	<ul style="list-style-type: none"> ISSS files application at dept request 3-4 mos. for new employment 1-2 mos. for extensions or change of H-1B employer 	<ul style="list-style-type: none"> 6 yrs of employment May apply for permanent residence 	<ul style="list-style-type: none"> Application requires DOL and CIS approval Salary must meet minimum determined by the gov't CIS fees of \$820 for new petitions & \$320 for ext 	<ul style="list-style-type: none"> Valid passport Valid I-94 I-797 Approval Notice for DU

HR Liaison Meeting, August 2, 2007

1. Early due date for paperwork for the October 1, 2007 payroll is September 17. Please refer to the Payroll Calendar on the DU web page under Calendar of Events <http://ducal.du.edu> for future deadlines. ALL GRAs and GTAs need new MBTHs for the 2007-08 academic year. Position number is 700417 (suffix 08).
2. All new International Students must set up an appointment to meet with Paul Wilson prior to getting paid. Please make sure the student has a Social Security card or has applied for one, and has the receipt of application.
3. MHOT – Please make sure you add a brief description of the job that was done in the comment section. If you leave it blank it will be sent back and this might delay payment.
4. Direct Deposit – ALL employees are eligible for Direct Deposit please make sure new employee know about this service.
5. Payroll Training – If you or other people in your department feel a need for additional training in Payroll processes or would like a Payroll staff person to attend your staff meeting, we would be more than happy to help. Please call Pat Kavanagh at x12914 to set up an appointment.