

Recap: Human Resources Liaisons Quarterly Meeting

August 2, 2007

1) Meeting opened at 9:00am

2) Director's Message – Dick Gartrell

a) Turnover Survey

Human Resources will begin collecting turn-over data when an employee leaves the University in order to distinguish “not wanted”, or harmful, turnover from “wanted” turnover. Questionnaires will be sent to managers upon the receipt of termination paperwork in HR. The goal is to eventually put this online. More information will be forwarded to managers and HR Liaisons at a future date.

3) Performance Evaluation & Development System (PEDS) – Sharon Gabel

a) The University is implementing a new web-based Performance and Evaluation and Development System for the 2006/2007 cycle. Members of the Administrative Leadership Council (consisting of all deans, Vice Chancellors, and selected department heads) will decide if their divisions will go online this fall, or use a modified paper PRDS form this year, and go online in Fall 2008. To determine what path your department will take, contact your Division Lead (a list is on page 10 of the PEDS PowerPoint handout and online at www.du.edu/hr/oe/peds.html).

b) Some key points:

i. Faculty reviews will not move online at this time

ii. Each Essential Duty and each Job Goal will require weighting (see PEDS handout, page 20)

iii. Reviews for 2006/2007 and forward will be based on a 5-point rating scale (see PEDS handout, page 6)

iv. Performance competencies will be available for the 2007/2008 cycle

4) Training & Development Update – Sharon Gabel

Thank you to all HR Liaisons who are making sure that new employees are attending the New Employee Orientation – especially during this peak hiring period. September sessions are not yet available for registration pending room confirmations. Sessions will be held on the 1st and 3rd Tuesdays (9/4 & 9/18) – registrations will be up shortly. Workplace Law for New Managers will be held from 1:00pm to 4:00pm on Friday, 9/28.

5) Exit Interview Update (new for transfers) – Adam Barnett

In addition to exit interviews for employees leaving DU, HR has created a new interview questionnaire specifically designed for employees who are transferring within the University (see agenda packet, page 2).

6) Software Skills Testing Application Upgrade – Adam Barnett

HR has recently purchased new software to test applicants on their skills in Microsoft Office programs. The testing will be done in Human Resources (see agenda packet, page 3).

7) Background Checks – Shaunda Norman

The Background Check form is now available in a template from the HR website at <http://www.du.edu/hr/forms/index.html> (see agenda packet, pages 4 & 5).

a) Note that there is a new fax number listed on the form

b) Please make your employees aware of the new form

c) If you have any questions, call Shaunda at x14140

8) Employment Issues for International Employees – Michael Elliott and Laura Buhs

International Student and Scholar Services (ISSS) work with students that come from about 87 countries in the areas of academics, on-and-off campus employment, travel, and some financial issues.

- a) International students may only work on-campus a total of 20 hours per week cumulative for one or multiple positions (except for rare cases and during vacation periods).
- b) J-1 students must have a letter of approval from ISSS or the program sponsor prior to starting employment. F-1 students do not.
- c) Any questions, call the International Student and Scholar Services or access their website at www.du.edu/intl/iss (see agenda packet, page 10)

9) Payroll Update – Pat Kavanagh

(see agenda packet, page 15)

- a) Early due date for paperwork for the October 1, 2007 payroll is September 17
- b) International Students must set up an appointment to meet with Paul Wilson
- c) MHOT – information needed in the comment section
- d) Make sure all employees know about Direct Deposit
- e) Payroll Training

Next meeting: Thursday, 1 November at 9:00am – Location TBD