

Recap: Human Resources Liaisons Quarterly Meeting December 12, 2007

1. Meeting opened at 11:00am
2. Director's Message – Dick Gartrell
 - a. A **turnover survey** is now being sent to manager when an employee leaves the University (see packet pages 2 & 3). The information obtained will be included in the Balanced Scorecard that is sent to the Chancellor.
 - b. If an employee is out on **sick leave for more than five days**, Meaghan Burns should be contacted for FMLA implications.
 - c. **Temporary employees that are on the payroll but have not worked for six months** will be terminated in Banner. Selected adjunct faculty are an exception to this rule. If certain adjuncts in your college are considered a regular part of your faculty, please work with Human Resources to ensure they are not terminated.
3. Payroll Audit Findings and Corrective Actions – Paul Wilson and Dick Gartrell
 - a. **Payroll overpayments** can occur when the separation paperwork is not submitted to payroll prior to the termination date. Please help us avoid having to collect overpayments!
 - b. HR Liaisons are requested to notify Amy when **temporary employees have worked 900 hours**. When they work over their 1000 hour allotted time limits, it affects the ERISA regulations regarding eligibility for retirement.
4. Benefits Update – Shannon Winckel
 - a. A search is currently underway for a **new dental provider** that will coordinate with DU's policy on using the DU ID instead of Social Security numbers (the current provider does not comply).
 - b. Everyone is encouraged to sign-up for **Work Options**. There is no cost to employees, but pre-registration is required. Work Options provides a discounted rate for temporary child or elder care. Note that parents do not have to be living with the employee, and may even live outside Colorado and still qualify for the benefit if there is service in their area. In addition, Work Options will pay \$25 towards a wellness program. Employees may register by calling 1-888-610-2273, or by going online at www.workoptionsgroup.com.
5. Hiring Process Refresher – Adam Barnett
 - a. We strongly recommend that hiring managers use **specific interviewing questions** on the job posting in PeopleAdmin, the online recruiting system. The system can assign points to applicants to assist in identifying good candidates. If specific questions are not being used for staff positions, HR may call the hiring manager. Please contact Adam if you have any questions or need assistance.
 - b. HR is trying to capture when the **1st choice candidate** is hired into the position. We also encourage hiring managers to keep the hiring status current. See page 4 of the packet for status options. If you would like to add a new option, contact Adam.
6. I-9 Process – Amy King

The **new federal I-9 form** is available on the HR website. The new form must be used from December 26th forward – HR will return any old forms that are submitted. The new I-9 is available in Spanish and English. The Spanish version is intended for interpretation only – the English version must be completed and sent to HR. For sample I-9 documents, contact Angie Marr.
7. International Student Hiring – Amy King

An **international student hiring checklist** is outlined on pages 5 & 6 of the packet

8. Eco Pass and Exiting Employees – Meaghan Burns

You can now pick up your **2008 Eco Pass** at the DU Transportation Center. Note that fees will be charged to employees who leave the University and do not turn in their passes. Details on assessed fees are on page 8 of the handout packet.

9. Training and Development Update – Sharon Gabel

- a. Due to holidays, there was one **New Employee Orientation** offered in December, and only one in January. Upcoming sessions are scheduled for 1/15, 2/5 & 2/19. In addition, employees newly hired or transferred into a managerial position (managing employees or events) must attend *Workplace Law for New DU Managers*. The next session is Friday, February 22. Checklists for new employees and for managers of new employees are included in the handout packet. This information is given out to new employees at orientation (see packet pages 9 through 11). If you have any questions, or would like to suggest improvements to Orientation, contact Sharon.
- b. Human Resources has started a project to improve HR information being provided to employees through various channels (meetings, the HR website, Orientation & training sessions, etc.). Graduate work-study students will interview employees to find out what information is needed, used most frequently, unclear in our current communications, and suggestions for improvement. If you have any suggestions or ideas, please contact Sharon. [Information about job classification was suggested at the meeting.]
- c. As an aid to meeting development goals for 2007-08, keep in mind the **online courses** provided free of charge to all DU employees. These courses can tie into the Competencies section of the PEDS form, as well as the mandatory development goals documented in PEDS. See course ideas on page 12 of the handout packet, or contact Sharon for ideas and recommendation.

10. Risk Management Update – Jennifer Kogovsek

- a. **Critical Incident Notification System (CINS)** mailers will be going out in January. Please help capture non-benefited employees that may not be as familiar with the WebCentral / MyWeb registration process. The Critical Incident Notification System (CINS) is designed to notify you (and only you) in the event of an urgent situation. CINS is different from the Emergency Contact information that identifies who to call in the event that you are injured.
- b. DU is now required by law to provide **two Workers' Compensation providers**. In addition to the Rocky Mountain Medical Group on West Hampden, we have now added Concentra Medical Centers on South Broadway (see packet, page 13, for details).

11. Other / Announcements

- a. **Termination dates** have financial impact. If an employee's separation date is submitted as the 1st day in the month, the final check will have benefit deductions taken from it, and the employee will be benefited through the end of that month. If the separation date is the last day of the month, no deductions will be taken from the final check and benefits terminate.
- b. **Colorado Minimum Wage** is \$7.02/hour effective January 1, 2008 (packet page 14). Please contact HR to discuss adjusting salaries where required.
- c. Human Resources is saying **farewell to Nicola Dudek** as of January 4th. We appreciate her many contributions to Human Resources and wish her the best of luck.
- d. If **payroll checks are to be adjusted by \$5,000** or more, please include a comment on the time-entry screen. The Payroll Department will be **open from 8:00am to 10:00am** on December 28th to accommodate bi-weekly employees who need their BW#26 check prior to January 2nd. Please enter Mary Reed from the South doors. (As always, we encourage employees to sign up for direct deposit!) The monthly direct deposits will be posted by DU on January 1st (note that individual financial institutions have their own posting policies and check with your financial institution for more detail).

Next meeting: Thursday, 7 February at 9:00am – Location: Renaissance South