

Human Resources Liaisons Quarterly Meeting

August 7, 2008
10:00am to 11:30pm
Room 454, Sturm Hall

Agenda

- | | | |
|--|---------------------------|----------------|
| 1. Meeting opens | | 10:00am |
| 2. Director's message | | |
| • Annual meetings with deans | Dick Gartrell | |
| • HR office shift | | |
| 3. Orientation and Workplace Law for New DU Managers | Sharon Gabel | |
| 4. Organizational Effectiveness Update | | |
| • Events Management pilot | Sharon Gabel | |
| • PEDS training | | |
| • Other upcoming training | | |
| 5. Employee Services Update | | |
| • Inside Higher Ed | Adam Barnett, Sean Lipsey | |
| • Background Checks with HireRight | | |
| 6. Payroll Update | | |
| • Early deadlines | Pat Kavanagh | |
| • Direct deposit | | |
| 7. Student Employment Update | Joslyn Robich | |
| 8. University Records Management Initiative | David Read | |
| 9. Open Forum (Q and A) | | |
| 10. Announcements | | |
| 11. Meeting close | | 11:30pm |

Next meeting: Thursday, November 6, 2008 – 10:00am (location tbd)

GETTING STARTED

The first few days of employment can be challenging and confusing. The following checklists will help you get settled quickly. Even if you have been with the University of Denver for a short period of time, it may be useful to review the list to ensure that the important “basics” have been accomplished.

Employees receive a letter when their personnel information is entered into the DU system. The letter provides new employees with their DU ID, introduces them to webCentral and tells how to access both webCentral and DU email.

WebCentral and the DU web provide many opportunities to explore and learn more about DU before you come to campus!

First Day Checklist

Become familiar with your work area and its operations

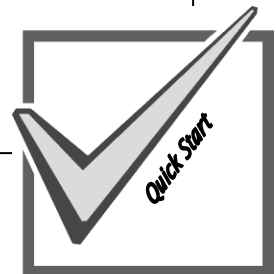
- Get copy of your position description
- Settle into your workspace (desk, computer, phone, files, supplies)
- Set up phone and e-mail
- Locate your departmental mailbox
- Locate the nearest copy and fax machines (if applicable)
- Note the nearest exits (in case of emergency)
- Determine appropriate dress code for your department and position

Complete paperwork

- I-9 Form (required: www.du.edu/hr – *New Employees / New Hire Paperwork*)
- W-4 Form (required: www.du.edu/hr – *New Employees / New Hire Paperwork*)
- Online Emergency Contact Information
(required: *webCentral / myWeb / Employee / Personal Information*)
- Critical Incident Notification System (required: *webCentral / myWeb / Employee / Personal Information / Notification Preferences*)
- Online Parking Permit (optional: www.parking.du.edu/)
- Online Payroll Direct Deposit Request (optional:
webCentral / myWeb / Personal Info / Add/Change Bank Account Info / Insert New)

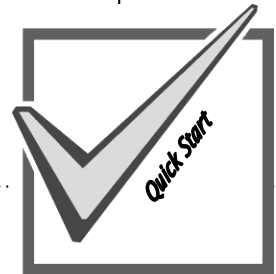
Read information for new employees (www.du.edu/hr/index.html)

- Pioneer ID Card
- Parking at DU



Read information for new employees (www.du.edu/hr *New Employee link*)

- New Employee Guide (www.du.edu/hr/forms/employee_guide.html)
- Employee Handbook (www.du.edu/hr/policy/index.html)
- Getting Started (www.du.edu/hr/orientation - select "Getting Started") – information about...
 - Parking
 - Pioneer ID Card
 - Technology Tools
 - Pay Practices and Payroll
 - Performance Evaluation and Development System (PEDS)
- The History of DU (www.du.edu/hr/orientation - select "History")
- Information about the People, Programs and Places of DU (www.du.edu/hr/orientation - select "People, Programs, Places")
- Resources available to Employees of DU (www.du.edu/hr/orientation - select "Special Topics")
 - University Technology Services
 - Center for Teaching and Learning
 - Risk Management
 - Penrose Library
 - Office of Sponsored Projects



Special Roles: If you are a...

Manager, read policy information

- Human Resources Policies and Procedures (www.du.edu/hr/policy/index.html)
- Other Policies (www.du.edu/policies)
- Register for Workplace Law for New DU Managers

Tenure-Track Faculty, read the Faculty Guidelines

- Faculty Personnel Guidelines Relating to Appointment, Promotion, and Tenure (APT) Document (www.du.edu/facsen)

Adjunct Faculty, access

- Adjunct Faculty Website (www.du.edu/hr – *New Employee link*)

Emergency Coordinator

- Review and maintain the Emergency Plan
- Call Campus Safety to identify responsibilities

Budget Officer

- Register for Banner System training (www.du.edu/uts/banner)
- Contact Budget & Planning and the Controller's Office for training and detailed orientation

Human Resources Liaison

- Register for Banner System training (www.du.edu/uts/banner)

Non-Appointed Employee, access

- Non-appointed Employee Website (www.du.edu/hr – *New Employee link*)

Driver of University Vehicles

- Register for DU Defensive Driving course (www.du.edu/risk/automobileliability.html)

Register online for Orientation (www.du.edu/hr/training - select "Register")

- Register for Orientation where you will receive benefits information, information about the University, its mission and goals, and policies, procedures and resources.

Obtain useful information to quickly integrate you into the DU environment

- Discuss performance goals with your manager, and complete the Performance Evaluation and Development System (PEDS) electronic form
- Sign up for the campus tour with Undergraduate Admissions (x13377)

New Employee Orientation (on the job)



First Day Checklist for Managers of New Employees

Warm Welcome:

- Genuine welcome by the supervisor
- Enthusiastic introduction to coworkers
- Assign a buddy
- Lunch with coworkers, supervisor, or buddy

Tour of Facilities:

- Where to park, parking permits
- Departmental mailbox
- Copy and fax machines
- Nearest exits (in case of emergency)
- Building access
- Rest room locations
- Break facilities, refrigerator
- Smoking areas
- Settle into the workspace (desk, computer, phone, files, supplies)
- Where to obtain a Pioneer Identification Card

Review:

- Position, title and salary
- Timecard and leave reporting
- Pay schedule
- Rest and meal breaks
- How to get supplies
- Safeguarding personal belongings
- Keys
- Emergency procedures; evacuation routes
- If there is an accident...
- Work hours and overtime
- Organizational chart

Expectations:

- Complete the I-9 form
- Complete the W-4 form
- Dress code
- Attend Orientation session
- Job description
- Goals and accountabilities
- Assign meaningful first-day assignment



First Week Checklist for Managers of New Employees

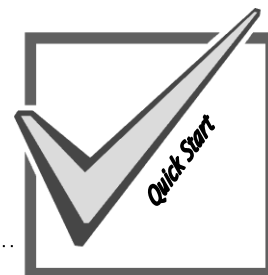
Policies and Procedures.....

- Employee Handbook
- Performance reviews and merit system
- Leaves:
 - holidays
 - if employee is late, sick or absent
 - unexcused absences
 - vacation requests

- Employee purchases
- Business travel policies & expenses
- Personal calls and visitors
- Guidelines on
 - discrimination
 - violence
 - drug and alcohol use
- Confidentiality

Other.....

- Job-related skill training
- Computer training



Upcoming Training Sessions

August	Day	Date	Start_Time	End_Time
New Employee Orientation	Tue	8/5/08	10:30 AM	12:30 PM
Human Resources Liaison meeting	Thr	8/7/08	10:00 AM	11:30 AM
New Employees: Spanish Orientation (Evening)	Wed	8/13/08	8:00 PM	10:00 PM
New Employee Orientation	Tue	8/19/08	10:30 AM	12:30 PM
PEDS: Getting Started	Wed	8/20/08	1:00 PM	2:00 PM
Handling Contracts at DU: Contract Review Process	Thr	8/21/08	10:00 AM	11:00 AM
Hiring Manager Training	Thr	8/21/08	2:00 MP	4:00 PM
PEDS: Year-End Performance Reviews	Thr	8/21/08	9:00 AM	10:00 AM
September	Day	Date	Start_Time	End_Time
New Employee Orientation	Tue	9/2/08	10:30 AM	12:30 PM
New Employees: Spanish Orientation (Evening)	Wed	9/10/08	8:00 PM	10:00 PM
Workplace Law for New DU Managers	Fri	9/12/08	9:00 AM	12:00 PM
New Employee Orientation	Tue	9/16/08	10:30 AM	12:30 PM
PEDS: Getting Started	Wed	9/17/08	1:00 PM	2:00 PM
Handling Contracts at DU: Contract Review Process	Thr	9/18/08	10:00 AM	11:00 AM
PEDS: Year-End Performance Reviews	Thr	9/18/08	9:00 AM	10:00 AM

Register online for any session at: www.du.edu/hr/training - Select "Register" and complete the online form.

Memo

To: Human Resources Liaisons
From: Human Resources
Date: Thursday, August 7th, 2008
Re: Announcing a Pilot Program: Integrating DU's PeopleAdmin System with Inside Higher Ed's Recruitment Service

Human Resources (HR), the Center for Multicultural Excellence (Multicultural Faculty Recruitment and Retention), and the Office of Diversity and Equal Opportunity announce a one-year pilot program to automatically expand advertising for many positions posted on HR's *PeopleAdmin* hiring management system (*DUJobs*). Currently, all newly posted benefited faculty and all exempt staff job positions will be advertised on *InsideHigherEd.com*. (If you have a position that is currently posted on *DUJobs* and would also like it added to *InsideHigherEd.com*, contact Adam Barnett, below.)

This increased national exposure will supplement existing efforts to enhance the quality, depth and diversity of our applicant pools. *Inside Higher Ed* is a free daily news website for people in higher education. Breaking news, lively debate and thousands of job postings draw more than 450,000 engaged professionals each month. You may view DU's profile on *Inside Higher Ed* at: <http://www.insidehighered.com/profiles/universityofdenver>

There are no additional administrative steps or costs for the hiring unit. *PeopleAdmin, Inc.* and *Inside Higher Ed* have partnered to provide the University of Denver with an automatic linkage duplicate text from the *PeopleAdmin* DU job posting on a new job posting advertised on the web site *InsideHigherEd.com*. Please note that *Inside Higher Ed* is not published in a print format; it is only an electronic advertisement. Positions will stay posted on the *Inside Higher Ed* for the same time period that they are posted on *DUJobs*.

There are no additional steps for job seekers. Persons who view a DU job posted on the *InsideHigherEd* website will be referred to our existing site at *DUJobs* to apply for the job.

We look forward to your feedback. If you have any questions or comments about this new service, please contact:

Adam Barnett Human Resources	adam.barnett@du.edu	303.871.3502
Fernando Guzman Multicultural Faculty Recruitment and Retention	fernando.guzman@du.edu	303.871.7660
Susan Lee Diversity and Equal Opportunity	susanlee@du.edu	303.871.7436

New Background Check Process

Human Resources

Central Funding

- University has provided Central Funding
 - Divisions are no longer being recharged.
 - Only the top Candidate for a position should receive a background check.

New Things to Look For

- Template letter for applicants explaining the process steps.
- Step by Step guide to look at if experiencing problems with the form (includes screen shots).
- All of this can be found under frequently used forms on the HR Website.

Hire Right

- Reasons for New Background Check System:
 - More Thorough Background Checks
 - Safe and Secure System
 - Stores and Maintains Records
 - Paperless System
 - More Efficient and Effective
 - More Information can be found at www.hireright.com

Hire Right

- Please remember that if the candidate will be driving for the university they must complete a Motor Vehicle Check, and if the Candidate will have a financial position they must complete a Credit Check.
- These are both available packages in the Hire Right system.

The Process

- Hiring Managers fill out the new form on www.du.edu/hr under Frequently Used Forms.
 - This form will require candidates name, e-mail, DU ID (if applicable), division name, and department name.
 - It will also let you choose the most appropriate background check to run for the candidate.

The Process

- Once submitted the form will be attached to an e-mail which you will send to bgc@du.edu, which is our e-mail account for all incoming background check requests.
- We will then enter in the candidates e-mail address and they will be sent an e-mail with a temporary login and password to fill out their personal information.
 - Once they complete their information the background check will begin.

The Process

- Please note:
 - Please take care entering the candidate e-mail address.
 - Template Letter available for hiring managers.
- Once favorable results come in the hiring managers will be e-mailed with further information.

International Applicants

- We still need to see paperwork for International applicants (Visa's, Passport, etc.)
- We will run a single county check.
 - This can be done for applicants who do not have a SSN yet. We are adding this option onto the form as a package.

Background Checks

- Currently Employed Candidates do not need another background check if they have a background check in our system.
- Candidates that have been terminated
- *Work Study Candidates Change*
- If you have any questions about the need of a background check feel free to contact me.

Questions

- Any questions, Donna is also here to help answer any questions that might pertain to the interactive form.
- If you have any further questions please feel free to contact me.

Sean Lipsey
HR Coordinator
Slipsey@du.edu
303-871-4140

Payroll Update

- **Pat Kavanagh, Payroll Manager - 871-3744** expert in Payroll, Department Time entry, Banner Security and Banner Su
- report questions.
- **Carol Montealegra, Payroll Accountant** – 871-2914 expert in non-resident employees and general payroll questions.
- **Glenna Leff, Payroll Assistant** – 871-3754 expert in MBTH, MHOTS, W-4, Direct Deposits and general payroll questions

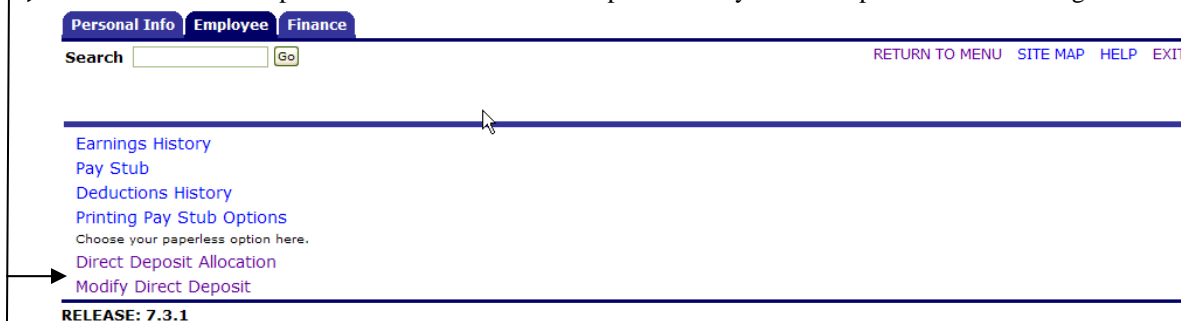
❖ Early paperwork due dates

- Paperwork is due in payroll on **9-15-08** for the MO 10 or Oct. 1 payday.
- Paperwork is due in payroll on **9-17-08** for the BW 20 or Oct. 3 payday.

Please bring any paperwork over so as you have it ready.

NEW starting September 1, 2008

- Direct deposit can be set up on WebCentral after you log on go to MyWeb click “Employee” then go to “Pay Information”
- Click “Direct Deposit Allocation” for new set up or “Modify Direct Deposit” to make changes.



Starting September 1, 2008 you will be able to split your payroll check to a second bank. You must be set up in Payroll before you can set up any direct deposits.

Department Time Entry classes are now being offered by Carolyn Bolden. To register for this class go to WebCentral, click on the Banner tap, go to Banner Training, click on Human Resources / Payroll and click on the Human Resources session:

Human Resources – Attending the class will provide you with the information necessary to enter employee's time, and approve time. This class is only offered to those persons who have been granted the Banner security to enter / approve time. Click here to see the sessions that are scheduled to take place and to sign up to attend: [Banner Human Resources Training.](#)

It is designed for new and experienced users: you just might learn some tips and tricks to help you with Department Time Entry!

Work-Study Hiring Checklist

- ___ 1. **Background Check**
Each student must pass a background check to be hired by the University of Denver.
- ___ 2. **New Hire Form**
This form verifies the eligibility of the student to utilize Work-Study fund by the Office of Student Employment.
- ___ 3. **Job Description Form**
This form is *required* for every student position.
- ___ 4. **W-4 Federal Tax Forms**
All new student employees and those wanting to make changes must complete this Federal forms.
- ___ 5. **Employment Eligibility Verification Form (I-9)**
This form must be completed by the student before he/she begins working.
- ___ 6. **Affirmation Statement**
All student employees hired after January 1, 2007 must have this form completed.
- ___ 7. **Confidentiality Form**
This form is now required.
- ___ 8. **Direct Deposit Form (Optional)**
Students are strongly encouraged to use direct deposit.
- ___ 9. **Banner Access Form (Optional)**
If your student needs access to Banner, please complete the necessary forms.

University of Denver Timesheet

Students must track hours worked via timesheets. Employers must keep copies of timesheets for three years for auditing purposes.

NOTE: Students should not begin working until a notification from the Office of Student Employment has been received, authorizing their eligibility. If a student begins working prior to this notification, the employer is responsible for paying 100% of any wages earned UNTIL the paperwork has been processed and approved.

Submit forms all forms to:
Office of Student Employment
2197 South University Boulevard
University Hall, Room 255
Denver, Colorado 80208

HR Liaisons Meeting – 8/7/08

University Records Management Program

Mission and Goals

The mission of the University Records Management Program is to support accountability and efficiency at the University of Denver by identifying, capturing, and managing University records throughout their life cycle including retention, destruction, and transfer of permanent records to the University Archives.

To accomplish its mission, the University Records Management Program will:

- Maintain an active program for the economical and efficient management of University records, regardless of format
- Minimize risk at the University while promoting accountability and transparency
- Provide effective records management leadership, training, and service to all University departments
- Promote the use of progressive and innovative technologies to create and manage records
- Preserve the history and evidence of functions at the University for scholarly research and the public good

What is a record at the University of Denver?

A record is evidence of the functions, history or business transactions of the University of Denver. Records are reliable and authentic as evidence when their content, context, and structure are maintained.

University Records can be permanent or non-permanent. Please consult the University of Denver ***Records Management and Archives Policy**** and ***Records Retention Schedule**** for guidance on retention, destruction, and transfer of permanent records to the University Archives.

* These documents are still being developed. Notification will be sent when the policy and retention schedule have been approved.

DU Board-Approved Policy

Section 2.10.070: Corporate Governance and Responsibility, 4/17/2004:

“...***The University shall develop and maintain a document retention and periodic destruction policy*** that ensures that necessary documents and files (including electronic files and voicemail) are archived and that outdated documents and files (including electronic files and voicemail) are periodically disposed of. The policy shall cover backup procedures, archiving of documents, and periodic tests of reliability of the system(s)...”

Sample from DRAFT Retention Schedule for Human Resources

Record	Description	Retention Requirement	Disposition	Custodian	Legal Citation
Citizenship Verification	Records of verification of citizenship and eligibility to work in the USA. (Form I-9)	3 years from hire date or one year after separation, whichever is later (Minimum 3 years)	Shred/destroy	Dept. of Human Resources	Immigration Reform Control Act 8 CFR 274a.2
Affirmation Statement	Documentation verifying the work authorization for all new hires.	Duration of employment	Shred/destroy	Dept. of Human Resources	CRS 8-77-109
Collective Bargaining Agreements	Records of agreements between the University and labor unions establishing the terms and conditions of labor-management relations.	3 years	Permanent - Transfer to Archives	Dept. of Human Resources	Title VII and American with Disabilities Act 29 CFR 1602; Fair Labor Standards Act 29 CFR 516,5
Arbitration Files	Records containing details regarding unsettled controversies which are presented to an arbitrator.	3 years	Shred/destroy	Dept. of Human Resources	Title VII and American with Disabilities Act 29 CFR 1602

FOR ALL RECORDS: Use copies should be kept long as required to serve business purposes, but no longer than the retention period of the official record.

Contact Information

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 University Records Management Program
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 University Records Management Program
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