

# Recap: Human Resources Liaisons Quarterly Meeting August 7, 2008

Next meeting: Thursday, 6 November at 10:00am – Location TBD

- 1) Meeting opened at 10:05am
- 2) Director's Message – Sharon Gabel for Dick Gartrell
  - a) **Annual meetings with Deans**

Dick and the HR senior managers have scheduled meeting with all the University Deans to discuss the correlation of completed Performance Evaluation and Development forms and Merit.
  - b) **Shifting of HR Offices**

Benefit offices has recently relocated to the South wing on the 4<sup>th</sup> floor of Mary Reed. The purpose of the shift was to bring these offices closer to the Employee Services offices in order to provide a 'service hub' for the DU community. As a result, Organizational Effectiveness has moved into the old Benefits office location in the North wing of the 4<sup>th</sup> floor.
- 3) Orientation and Workplace Law for New DU Managers – Sharon Gabel
  - a) **New Employee Checklists**

Pages 2 through 4 in the handout provide checks lists for new employees. These are given to all new employees at orientation. They are provided in the handout so that HR Liaisons can assist the new hires to get organized.

Page 3 has information about how to access online presentations and information for employees with special roles.

Page 4 has a checklist for managers of new employees.
  - b) **Workplace Law for New DU Managers**

The next Workplace Law session for new DU managers is scheduled for Friday, 9/12/2008 – location tbd.
- 4) Organizational Effectiveness Update – Sharon Gabel
  - a) **Events Management pilot**

A new training session pilot on events management is targeted for early September. The training will be jointly delivered by University Events and other campus experts.
  - b) **PEDS training**

As fall is approaching, there are two ways to obtain first-time user training as well as refresher training on the online PEDS process and system.

The fastest, most convenient method is to access the online presentation from the HR home page (select "PEDS web page").

Face-to-face sessions are also available. Registrations may be made from Campus Calendars.
  - c) **Other upcoming training**

See the handout page 5 for upcoming training in August and September.

5) Employee Services update – Adam Barnett & Sean Lipsey

a) **Inside Higher Ed**

Free recruiting advertising is available during a one-year pilot program. If you have a position that is currently posted on DUJobs and would also like it added to InsideHigherEd.com, contact Adam Barnett. There are no additional administrative steps or costs for the hiring unit, and there are no additional steps for job seekers. See more information on page 6 of the handout.

b) **Background Checks with HireRight**

The University is now providing central funding for background checks – divisions are no longer being recharged. A new background check system has been implemented providing more thorough background checks on a safe and secure paperless system that also stores and maintains records. Handout pages 7 through 10 details more about the process and contact information.

6) Payroll Upddate – Pat Kavanagh

a) **Early deadlines**

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.

b) **Direct Deposit**

NEW starting September 1<sup>st</sup>: direct deposits for payroll checks may be split to a second bank. See page 11 of the handout for more information. Remember that all students are also eligible for direct deposit.

c) **Department Time Entry classes** are being offered by Carolyn Bolden. (Information on how to register is on handout page 11.)

7) Student Employment Update – Joslyn Robich

A Work-study hiring checklist is provided in the handout on page 12. Note that the New Hire Form requires four signatures. Weekly training has been scheduled in University Hall, room 306, on Wednesdays from 11:00am to 12:00pm. Register through campus calendars.

A Networking Fair is targeted for Saturday, 9/6, from 11:00am to 12:00pm.

In order to utilize the work-study program, all students must have their paperwork in by 10/15.

8) University Records Management Initiative – David Read

A new University records management program is based out of Penrose Library with a dotted line responsibility to Business and Finance. Page 13 of the handout discusses their Mission and Goals and provides additional information.

A long-term goal is to have a searchable website where departments can located what records that they have and their required retention.

Shorter-term goals include sending out a survey about retention practices and needs, then in-department interviews.

9) Open Forum (Q and A)

There were no questions during the Open Forum.

10) Announcements

Reminder: everyone should sign up for the Critical Incident Notification System on MyWeb. The goal is to have 100% of employees signed up, but are currently only at 30%.

Multimedia has split from UTS and is now located in Penrose. More information should be sent campus-wide in the near future.