

Recap: Human Resources Liaisons Quarterly Meeting November 6, 2008

Next meeting: Thursday, 5 February at 10:00am – Location TBD

1) Meeting opened at 10:00am

2) Director's Message – Dick Gartrell

a) Faculty / Staff / Retiree Appreciation Nights (Jan. 8 and Mar 9, 2009)

Mark your calendars: the two appreciation night events this year are a basketball game on Thursday, Jan 8th (game at 7:00pm in Magness Arena) and gymnastics on Monday, March 9th (match at 7:00pm in Hamilton Gymnasium).

b) Business resumption Information (duContinuity)

If there were a crisis on campus, how would we continue to do business? This was a topic of a the table test recently discussed by HR and other operational units. See handout packet pages 3 through 6 for common questions and answers (Q & As). If you have any questions or suggestions for questions to add to the FAQ, contact Donna Dible at x17016.

c) Human Resources Staffing update

Annabelle Allen has accepted the Leave Coordinator position left vacant by Meaghan Burns. Welcome to Sasha Robeson who will replace Annabelle at the HR Reception Desk. (New HR organization chart is on page 7 of the packet handout).

3) Charitable Giving Campaign – Adam Barnett

This year's theme is "Your Dollar makes a Difference". We ask every employee to participate by completing the contribution form in the large white envelopes (received through campus mail) or by making an online contribution at <http://du.cshares.org>. Employees may make a one-time donation or elect to make payroll deductions. (See flyer on page 8 of the packet handout).

4) PeopleAdmin: New Reference Collection and Management Tool – Adam Barnett

There is a new tab in PeopleAdmin for hiring managers to use the optional process for automating reference letters. See page 9 of the packet handout for more information.

5) Merit / PEDS Update – Amy King

Thank you for completing merit information in a timely manner! The last PEDS upload was performed on November 5th – there are no more uploads of PEDS ratings after that date. This year's Merit Calendar is on page 10 of the packet handout. On December 10th Budget Officers will be asked to print out Merit worksheets, review in detail, and obtain authorized signatures. Reminder: DO NOT release individual pay information until you have received the final notification from Human Resources (targeted for 12/15)!

6) 1000 Hour Issue and Other Legislation Updates – Amy King

The Memorandum on pages 11 and 12 of the packet has info on the following legislations:

- Wage Transparency Act – Effective August 5, 2008

This act states that we cannot discourage or prohibit voluntary discussion between others about their individual salary information. It does not mean that you have to disclose your wages if asked, nor should salary information on others ever be disclosed.

- Nursing Mothers Act – Effective August 5, 2008 – Employers should provide a location where an employee can express breast milk in privacy.

- Colorado Minimum Wage – Increase from \$7.02 to \$7.28 is effective January 1, 2009 (this is most likely to impact non-benefited employees).
- Pension Protection Act – Amended January 1, 2009
Part-time employees working 1000 hours or more during a calendar year must be included in the University Retiree Plan. See pages 11 and 13 for more information. Please track your non-benefited, part-time employee hours closely. HR will begin to run reports and notify you when an employee reaches 900 hours. This rule applies even if an employee ends employment in one position, then is hired into another during the same calendar year – the hours accumulate for that year. If the employee's primary status is a DU student, they are exempt from the 1000 hour rule. How to handle Adjunct Faculty is still under investigation. Questions? Call Amy King at x17511.
- Genetic Information Nondiscrimination Act (GINA) – Effective July 1, 2009
- The Americans with Disabilities Act (ADA) Amendments Act of 2008 – Effective January 21, 2009
The ADA Amendments expands the definition of a disability. If someone requests accommodation, DO NOT assume that they do not qualify based on past decisions – contact Susan Lee at x17436 for assistance.

7) 2008 Annual Legal and Policy Update (formerly title Annual Managers' Update) – Sharon Gabel

HR Liaisons are key to getting the right people to the 2008 Annual Update. Organizational Effectiveness has developed a report on who should attend based on their Banner PClass codes. Reports will be emailed to the division-level HR Liaison for forwarding to people in their division. If there is a question about whether or not an individual should be on the list, contact Sharon Gabel. She will work with Amy King to determine if the PClass code is incorrect.

See page 13 of the packet for dates and times for the 2008 Annual Update sessions. Note that all eligible employees must attend yearly – new information is presented every year. HR Liaisons are also encouraged to attend, and to help identify topics of concern for future sessions.

8) Orientation and Development Updates / Professional Development – Sharon Gabel

The first graph on page 14 of the packet shows recent spikes in attendance at New Employee Orientation, and the second shows how soon after their hire date employees attend orientation. Thanks to HR Liaisons for your help in getting new employees to Orientation on a timely basis!

Page 15 contains some course ideas for professional development identified through the PEDS process. There are more than 2000 courses available free of charge to anyone with a DU email account.

9) Confidentiality / Patent Agreement (New Employees) – Sean Lipsey

HR will no longer accept paper versions of the Confidentiality and Patent Agreements (with the exception of Facilities and non-English speaking individuals) after September 22nd. See pages 16 and 17 of the packet for instructions on how to complete this information online in webCentral which will then enter it into Banner. If not received within one month of hire, HR will contact you or the employee.

10) New Race and Ethnicity Categories / Vets Update – Susan Lee

All employees are asked to complete/update the information on Race, Ethnicity and Veteran Status on webCentral. Packet pages 16 and 17 have instructions on how to find the online forms; pages 20 through 23 show examples of what questions are asked.

11) Payroll Direct Deposit on MyWeb – Pat Kavanagh

a) Direct Deposit

Beginning September 1st, direct deposits for payroll checks may be split to a second bank. See page 24 of the packet for instructions on how to sign up!

b) Early deadlines

Early November payroll deadlines are indicated on page 25. December deadlines may be viewed at <http://ducald.edu/> (click on Payroll). Please share these deadlines with department timekeepers.

- c) **Paper checks for bi-weekly payroll** (only) will be distributed from 8-10am on Friday 11/28, and Friday 12/26. (Please encourage employees to sign up for direct deposit.)

12) Pay Codes for Research and Sponsored Programs – Ritu Martinez

Pages 26 and 27 of the handout packet is an aid to determining pay codes when hiring faculty and staff into Research and Sponsored Programs. Call Ritu Martinez at x14054 if you have any questions.

13) Employee Tab in webCentral – Rachel Grafton

Human Resources is collaborating with UTS and a select project team to implement an employee tab in webCentral that will serve as an authenticated portal to connect employees with role-specific information and Banner resources. The employee tab will utilize various channels to link conveniently to frequently used, secure areas and, ultimately, deliver internal communications that provide relevant notifications and alerts important to employees. Eventually, the employee tab will enable employees to become more efficient and successful by making resources and information more readily available.

Focus groups are scheduled for December 3rd and 4th. For more information, see pages 28 and 29 of the packet.

14) International Student & Scholar Services (ISSS) – Mary Boevers, Marlene Perrine, Laura Buhs

A New Hire Checklist for International Students (page 30 of the packet) will help you and students understand the process. International students can only work 20 hours or less per week while school is in session. This restriction does not apply during interterms.

See pages 31 and 321 for a table of Common Employee Authorizations.

A table of Nonimmigrant Statuses commonly used for employment or visits to DU (on pages 33 and 34 should answer questions about applicants or current employees. Laura Buhs is available to meet with applicants upon request. Remember that a print ad in a professional journal is required when considering international candidates for a faculty position.

15) Open Forum (O and A)

- Background Checks: There are some ‘tips and tricks’ regarding background checks on HR’s web site under Frequently Used Forms (<http://www.du.edu/hr/forms/index.html>). Under the Background Check Interactive Form, there are three links to form letters or help with the process. Contact Sean Lipsey if you want to know the current status on a particular background check.
- New Employee Orientation: If a benefited employee has a break in service of 90 days or less, they do not need to re-attend orientation.

16) Announcements – none

2008-2009 Human Resources Liaison meetings (10:00a – 11:30a):

- Thr, Feb 5, 2009
- Thr, May 7, 2009
- Thr, Aug 6, 2009