

Recap: Human Resources Liaisons Quarterly Meeting

May 7, 2009

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

1) Meeting opened at 10:05am

2) Paycheck Distribution – Chris Bennett

- Beginning July 1st, the Payroll Department is going paperless! Employees will no longer receive paper paychecks or paper notices for Direct Deposits.
 - Paper checks will be mailed on payday to employees who have not requested Direct Deposit. Mailing costs will be consumed by the Payroll Department.
 - For employees with Direct Deposit: any employee who is paid at DU can use their 87xxxxxxx number to access payroll information. See page 3 of the handout for instructions on how to sign-up for, or access direct deposit information.

3) Preventing the Flu – Sharon Gabel

The prevention notice on page 4 of the handout has been distributed throughout the campus. Bottom line is: if you are sick, stay home!

Handout page 5 has statistical information about flue cases from the Centers for Disease Control and additional information from the Colorado Department of Health and Environment. Information at DU may be accessed from the DU home page or from the Student Health website – both URLs are noted on page 5.

4) Open Enrollment – Jane Bucher-McCoy

Open Enrollment is now in progress until May 15th. If an employee has no changes in coverage, they do not need to do anything. For others, links are provided from the webCentral Employee Tab. Paper packets were not distributed this year – packet information may be accessed from the HR home page at www.du.edu/hr. If an employee does not have computer access, contact HR for a paper packet.

Most plan designs are the same with some increases in costs. In particular, the Work Option co-pays have increased.

Retirement is not part of Open Enrollment – changes to the 403(b) plan can be made at any time during the year.

Life Insurance can be increased, but not online – call Traci or Jane for assistance.

During Open Enrollment, the HR phone lines will offer routing options: 1 for Open Enrollment, 2 for general HR

5) I-9's – Sasha Robeson

- A new I-9 form will be required as of July 1, 2009
- Pages 7 through 9 of the handout contain copies of the slide presentation presented. Page 10 is a checklist to aid completion of the I-9 form. Pages 11 through 13 are samples of how to complete the form.

A few major points include:

- Never use white-out on the I-9. Page 12 sample shows how a minor mistake may be corrected (refer to the change in the Date of Birth).

- No portion of the I-9 may be copied.
- Be sure to include an Affirmation Statement.
- The form must be included on the first day of hire – failure to complete and submit to the government on time can incur \$1,100 fines!
- Employees must complete and sign their section.
- Employees cannot write in the Employers section.
- We cannot tell an international employee which documents to use.

6) COBRA Regulations – Annabelle Allen

Reminder: new regulation changes in the stimulus bill require employers to pay 65% of COBRA costs for nine months for employees who leave involuntarily or are laid off.

7) Tuition Waiver Update and Reminders – Traci Landry

None

8) FMLA Timing and Paperwork – Annabelle Allen

See handout pages 15 through 19 for information regarding FMLA, Parental and Bereavement Leaves.

A recent change in FMLA is that 26 weeks FMLA is available for an eligible employees who is the spouse, son, daughter, parent, or next of kin of a covered service member injured in the line of duty on active duty.

9) Leaves: Time Entry and Ensuring Accrual – Annabelle Allen

It is the approving manager's responsibility to ensure that sick and vacation accrual balances are available prior to submitting leave time to Payroll. Balances may be access through DU reports or on the PEALEAV screen in Banner (see example on handout page 20).

If leave time is submitted without enough accrual, it will result in a negative balance, which should ***never*** happen. If an employee has no sick time, charge the leave to vacation. If there is no vacation time, then the leave will be unpaid, and you should process it as DOC pay. (Typically, any unpaid leave should be approved in advance by the supervisor.)

10) Student Employment Update – Joslyn Robich

See handout page 21 for important year-end dates for Work-Study. Note that 6/21 is the last day to submit time sheets (payroll week 13). After that date, the work-study will be paid out of departmental funds.

11) Toastmasters – Gordon Savage

Toastmasters is a non-profit organization that offers opportunities for giving prepared speeches and obtaining constructive feedback. The Gates for Excellence Toastmasters invites members of the DU community to join them. Their next meeting is 5/14 at 6:30pm to 8:00pm at the Perkins Restaurant at Colorado and Buchtel. See handout pages 22 and 23 for more information. This is a professional development resource that employees in your units may find helpful.

12) Open Forum (Q and A)

I-9 addresses: a generic address (such as the Mary Reed address) may be used for DU on the I-9 form. It does not have to be the address of the building where the employee will be working.

Hiring paperwork for returning students:

- New paperwork is required if there is a 120-day lapse in employment for work-studies or a 90-day lapse in employment for other employees. Note that hiring paperwork may be completed prior to the start date to avoid the 90 or 120 day lapse.

- Call HR to determine if a new background check is required.

13) Announcements

Information regarding the hire of 1st choice candidates is important to Human Resources. Prior to closing the posting in PeopleAdmin, please indicated all offers that were accepted, declined or withdrew and reasons why.

For questions about the new Faculty Hiring Process, call Linda Kosten in the Budget Office (x-17922) or Amy King in HR (x-17511).

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

- Thr, Aug 6, 2009
- Thr, Nov 5, 2009
- Thr, Feb 4, 2010
- Thr, May 6, 2010