

**Agenda****10:00am**

1. Meeting opens
2. Opening announcements
3. Orientation Update – Sharon Gabel
4. Benefits update – Jane Bucher-McCoy
5. Employee Services Update – Amy King
6. New Non-benefitted Online Hiring Process – Chris Bennett
7. Student Employment Update – Joslyn Robich
8. Media Services and Classroom Support – Theresa Hernandez
9. Open Forum (Q and A)
10. Announcements
11. Meeting close

**11:30am****2009-2010 Human Resources Liaison meetings:**

Thr, Nov. 5, 2009, 10:00am-11:30am, Ricketson Law Building Room 165

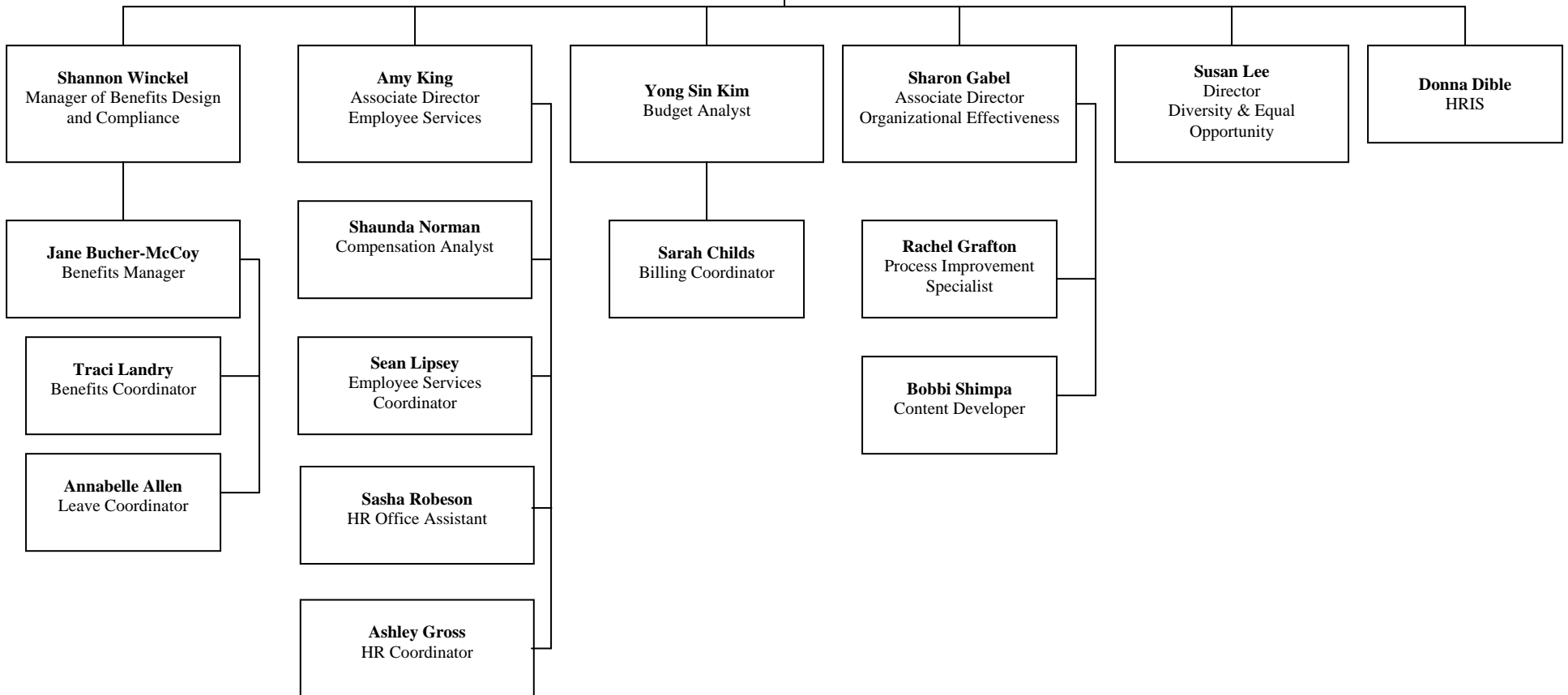
Thr, Feb. 4, 2010, 10:00am-11:30am, location TBD

Thr, May 6, 2010, 10:00am-11:30am, location TBD

# Human Resources University of Denver

8/2009

**Dick Gartrell**  
HR Director



# UPCOMING TRAINING EVENTS

Organizational Effectiveness, Human Resources



## NEW EMPLOYEE ORIENTATION

Tuesday, Aug. 18, 2009	10:30am – 12:30pm	University Hall, Room 306
Tuesday, Sept. 1, 2009	10:30am – 12:30pm	University Hall, Room 306
Tuesday, Sept. 15, 2009	10:30am – 12:30pm	University Hall, Room 306
Tuesday, Oct. 6, 2009	10:30am – 12:30pm	University Hall, Room 306
Tuesday, Oct. 20, 2009	10:30am – 12:30pm	University Hall, Room 306
Tuesday, Nov. 17, 2009	10:30am – 12:30pm	Location TBD
Tuesday, Dec. 15, 2009	10:30am – 12:30pm	University Hall, Room 306

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## WORKPLACE LAW FOR NEW DU MANAGERS

Friday, Sep. 11, 2009	9:00am – 11:00am	Location TBD
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## ANNUAL LEGAL AND POLICY UPDATE

Early Dec. 2009	Time TBD	Location TBD
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## PEDS (*Performance Evaluation and Performance System*): GETTING STARTED

Wednesday, Aug. 19, 2009	1:30pm to 3:00pm	Cherrington Hall, Room 201
Wednesday, Sept. 23, 2009	1:30pm to 3:00pm	Location TBD
Wednesday, Oct. 21, 2009	1:30pm to 3:00pm	Location TBD

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## PEDS (*Performance Evaluation and Performance System*): YEAR-END REVIEW

Thursday, Aug. 20, 2009	9:00am to 10:30am	Cherrington Hall, Room 201
Thursday, Sept. 24, 2009	9:00am to 10:30am	Location TBD
Thursday, Oct. 1, 2009	9:00am to 10:30am	Location TBD

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## HR LIAISON MEETINGS

Thursday, Nov. 5, 2009	10:00am to 11:30am	Ricketson Law Building, Room 165
Thursday, Feb. 4, 2010	10:00am to 11:30am	Location TBD
Thursday, May 6, 2010	10:00am to 11:30am	Location TBD

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# Memo

To: Budget Officers and Human Resources Liaisons  
From: Amy King, Associate Director of Human Resources, Employee Services/Chair, Electronic Transaction Committee  
CC: Christopher Bennett, Assistant Controller  
Date: 8/6/2009  
Re: Electronic Transactions

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Over the past several years a number of initiatives have been put into place to create paperless processes in order to improve work efficiency and effectiveness. Within Human Resources alone, projects have been created and implemented: on-line background check processing, benefits open enrollment, and performance evaluations, to name a few. Additionally, internal electronic forms have been implemented in order to increase efficiencies within our area.

An Electronic Transaction Committee was created to focus efforts on eliminating paper in employment processes by utilizing the transactional systems we already have in place. This committee is made up of members from the Controller's Office, University Technology Services, Payroll, and Human Resources. Recent focused efforts have been placed on the creation of electronic personnel action forms.

We are excited to report that all non-benefited hires will be done by way of an electronic transaction which will include processes created within webCentral and the Banner system. The new process will include automatic emails sent through approval chains, validation tables to ensure accuracy of the information entered on the form, and more.

#### Committee Charge:

The charge and duty of the Electronic Transaction Committee is to facilitate the efficiencies and automation of business operations in regard to paperwork and data entry.

#### Committee Goals:

- Move all employee transaction information paperless
- Create electronic capabilities for validating online data entry

The electronic transaction process is currently being tested by two pilot groups with the goal of rolling out to the entire University this fall. At that time, we will require a brief training in order to assist you through the process and ensure understanding of the operations. If you have questions regarding the upcoming paperless process for non-benefited hires, please do not hesitate to contact either Chris Bennett or myself.

# Memo

NOTE: Please contact your Budget Officer with any questions about this. This memo was sent to them earlier in August.

To: Budget Officers  
From: Budget Operations, Human Resources, Planning and Budget  
Date: August 5, 2009  
Re: Position/Job Detail/Future Year Budget Report (WPR2011)

The Position/Job Detail/Future Year Budget report (WPR2011) allows you to generate current or future year printouts. Please print the **future** year report **using a job effective date of September 1, 2009** and preview the report for accuracy and submit it to **Human Resources, with your signature, acknowledging all information is correct and/or what changes need to be made by Thursday, August 20<sup>th</sup>.**

It is critical that the budget and human resources information on the WPR2011 match so that employees are paid properly and you have the correct data to begin to prepare for your fall budget development meetings.

There will not be a mandatory budget officer training session on this topic; however, there will be an open lab. The lab will be held on August 12<sup>th</sup> from 8:30-10:30 am in the DuPont Room in the Mary Reed building. While this lab is not mandatory, completing this process accurately and by the deadline is an important benchmark during the budget development process. You can also refer to the training materials on WebCentral titled “PEDS, Payroll, Position-Job-Budget Deferred Pay Training – August 2008” pages 13-26 (Banner tab, under Banner Documentation, in the Planning and Budget folder).

If you feel that you have processed the appropriate PCR, BECR or future year budget entry and the report is still incorrect, please contact the following individuals:

Position related questions in “**bold**” type can be answered by Tami Nickell at x12364, Margaret Shoup at x14072 or Clint Emmerich at x14554.

Job related questions can be answered by Shaunda Norman at x12398.

Thank you for your time, attention and assistance with this important review process. Please feel free to contact us if you have any questions.

# MEMO

Date: August 6, 2009  
To: H R Liaisons  
From: Theresa Hernandez  
Assistant Director, Penrose Library  
Subject: Media Services/Classroom Support

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Please be advised that within the past fiscal year, Media Services and Classroom Support have been relocated to Penrose Library.

Effective July 1, 2009, there will no longer be charges to internal departments for classroom equipment (the DVD/VHS players and overhead projector with sound.) There will also be no charge to internal departments for the Sturm Labs (Rooms 353 & 354.)

Any additional equipment requests will incur a charge to the user. To request Classroom Support and/or A/V equipment for classrooms and events:

- 303-871-3595 - Direct line to support services
- Penrose Library - <http://www.library.du.edu/>
  - Classroom Support/Media Service listed on the main page.
- WebCentral – <http://webcentral.du.edu/cp/home/loginf>
  - Within the Employee Tab, under Event Planning is listed the Event Planner Guide which will take you to a complete meeting and event planning guide with contact information.
- DU Directory - <http://www.du.edu/az/index.html>
  - Listed under Multimedia Services

Please note: All equipment requests will require you to complete a form and provide a budget number.

To request a classroom, you will need to contact the Registrar's Office at x14795.

If you have any questions and concerns, or if you need training to use the equipment in these rooms, please contact our office at x13595.

### Employee Information

- Pay Stub
- Leave Balances
- Paycheck Direct Deposit
- Expense Reimbursement Direct Deposit
- Update Addresses and Phones
- Critical Incident Notification Preferences
- Emergency Contacts
- Job History Summary
- DU Employee Additional Online Action Items

### Benefits Information

- Benefits Overview
- Benefits Choices Guide (PDF)
- Employee Benefits Statement
- Beneficiaries & Dependents
- Tuition Waiver
- Leaves of Absences
- Dependent Care
- Retirement Plans
- Benefit Forms
- Contact Benefits (email)

### myWeb (Banner Self-Service)

Banner Self-Service (Click here for myWeb)

### Employee Resources

- Person/Department Directory
- A-Z Directory
- Maps
- Parking
- EcoPass
- Directions to DU
- Employee Assistance Program
- Coors Fitness Center
- Managing Pioneer ID Card
- Policies
- duContinuity
- Chancellor's Speeches
- DU Annual Report
- Facilities Work Orders
- Construction Updates
- Computer Help Desk
- Telephone Services

### Calendars

- Payroll
- Academic
- All Training
- Athletics
- All Calendars

### Department Units

- University Organization Chart (PDF)
- Administrative Units
- Colleges & Schools
- Centers & Institutes

### Event Planning

- Event Planner Guide
- Risk Management Event Assessment
- Third Party Contracts
- Room Reservations
- Campus Safety
- Event Parking
- Sodexo Catering

### Training

- HR Courses: Registration | Overview
- Envir. Health & Safety: Registration
- Office of Research & Sponsored Programs
- Risk Mgmt. Courses: Registration | Overview
- Teaching & Learning, Center for
- UTS Courses: Registration | Overview  
Office 2007 & Web Handouts

### Performance Management & Development

- PEDS login
- PEDS information
- PEDS Online Training
- Division Project Leads

### Employee Life-Cycle Resources

- New Employees
- Transfers and Promotions
- Leaving DU

## Official University Personnel Files

Few legal guidelines exist about the manner in which records for an employee's official personnel file are maintained. This document contains practices that the University of Denver's Human Resource Department follows in maintaining employee's official files.

Personnel files may contain the following information or documents:

- ✓ Resume/Vita
- ✓ Application
- ✓ Letters of reference
- ✓ Banner forms
- ✓ Performance reviews
- ✓ Written warnings
- ✓ Letters of reprimand
- ✓ Offer letters
- ✓ Benefits enrollment forms
- ✓ Resignation letters
- ✓ Beneficiary forms
- ✓ Patent agreement
- ✓ Grievance letters

Certain information **MUST** be kept separate from a personnel file (and should not be kept in any supervisor's working files, these files are not considered official personnel files):

- ✓ Medical records
- ✓ ADA information
- ✓ FMLA information
- ✓ I-9's
- ✓ Background check
- ✓ Worker's Compensation

Any University employee may view his/her personnel file using the following procedure:

1. Contact a Human Resources representative for an appointment to view the file
2. A Human Resources representative will sit with the employee while he/she reviews the file
3. If the employee requests copies, that paperwork for requested copy is set aside until the entire file has been viewed
4. Copies of the requested documents are given to the employee before the original document is returned to the employee's personnel file

The University of Denver Human Resources staff have access to the official University personnel files. Occasionally hiring managers contact Human Resources and ask to review a current employee's file. The following is a list of paperwork pulled from the file for the hiring manager to view:

1. Performance Reviews
2. Written warnings
3. Grievance letters
4. Letters of reprimand

All efforts are made to maintain confidentiality of official University files. Contents within a personnel file are only used in cases of work-related need. Should you have any questions concerning these procedures or contents within a supervisor's working file and/or official University file, please contact Human Resources at x17420.