

Recap: Human Resources Liaisons Quarterly Meeting

August 6, 2009

Next meeting: Thursday, 5 November at 10:00am – Sturm College of Law, Room 165

1) Meeting opened at 10:00am

2) Opening Announcements – Sharon Gabel

- Welcome to Yong Sin Kim, the new HR Budget Officer
- Welcome to new HR Liaisons: Joe Bogner in Campus Safety and Nancy Francone in Engineering and Computer Science

3) Orientation and Training Updates – Sharon Gabel

As we are entering the time of year with increased hiring, New Employee Orientation sessions are scheduled twice monthly (1st and 3rd Tuesdays). Please ensure that new employees attend Orientation (required) as soon as possible after their hire date. This is particularly important due to a new deadline for signing up for benefits (see #4 below).

Also, please ask new employees to complete the online orientation on “Getting Started” DU’s “History”, “People/Programs/Places”, and “Special Topics” (*this valuable information used to be presented in the second Orientation session, DU 101, but are now available online at www.du.edu/hr/orientation*).

Upcoming orientations are listed on page 3 of the handout: 2 sessions are offered monthly from August through October 2009. We will evaluate whether we need to schedule 1 or 2 sessions per month after October.

Workplace Law for New DU Managers is scheduled for Friday, September 11th. The annual Legal and Policy Update will be held in early December (*dates and times TBD*).

Also upcoming in August through October are PEDS Getting Started and Year-End Performance Review sessions (*dates and times on page 3 of the handout*).

4) Benefit Updates – Jane Bucher-McCoy

As of July 1, 2009, the window for new employees to sign-up for voluntary benefits has been shortened to **30 days** from 60 days. Employees need to attend New Employee Orientation and enroll in benefits as soon as possible following their hire date.

Although forms for Leaves are available online, employees still need to contact Annabelle in order to ensure that everything is in order. New requirements make additional paperwork necessary. See Annabelle for details.

5) Employee Services Updates – Amy King

New employees and new assignments in Employee Services include:

- Welcome to Ashley Gross, the new HR Coordinator. Ashley will handle Unemployment Claims, BECRs, BESSs, New Hire Files, and Expired I-9 Notification Reports.
- Sean Lipsey is now handling the People Admin System and doing Background Checks.
- Shaunda is now the Compensation Analyst working with classifying Job Positions and with PCRs.
- Sasha continues to handle I-9s as well as other administrative functions.

PEDS deadline is Friday, October 9th. Performance reviews are essential to ensure good communication between employees and their supervisors regarding job priorities and expectations, as well as to identify development needs and opportunities. Questions concerning technical system problems should be directed to Donna Dible, x17016; questions on policy or job expectations should be directed to Amy King, x17511.

PeopleAdmin (Sean Lipsey): Watch for information about Using PeopleAdmin for Hiring training on the online application system. **Be sure to update the system with the status**. This gives HR information about the qualifications of candidates who are applying, if first choice hires are accepting offers, and other useful information. Also, **be sure to close the position in the system** when you have a sufficient pool to move forward in your selection process. The activation of the “back” button makes the application more user-friendly. **Thank you** to all HR Liaisons who help the hiring managers with People Admin tasks!

I-9 update (Sasha Robeson): The government has yet to release new I-9 forms as previously announced. We will keep you updated. Please note that you cannot ask for any specific documentation for international employees. You should make copies of documents that international employees provide.

NOTE: Budget Operations, HR and Planning and Budget remind Budget Officers that the Position/Job Detail/Future Year Budget report (WPR2011) must be printed with a job effective date of September 1, 2009. The report should be reviewed for accuracy and submitted to Human Resources, with your signature, **no later than Thursday, August 20th**. A memo on this was sent earlier in August to Budget Officers (see handout page 5) Ask your Budget Officer if you have any questions about this.

6) *Electronic Transactions: New Non-Benefited Online Hiring Process – Chris Bennett*

Paper NBHT's are no more !! The Electronic Transaction Committee (UTS, HR, Controller's Office, Payroll, Planning and Budget) have implemented a new process for non-benefited hiring that should only take about 10 minutes from start to finish. The process will be accessed through the webCentral Employee tab. Refer to page 4 of the handout for more information.

Training will be provided in ½ blocks of time today, August 6th, and Tuesday, August 11th, in the Women's College.

As of July 1st, DU no longer mails paychecks and prints no direct deposit advices. As of August 1st, employees can view all paycheck information from the Employee Tab on webCentral (Employee Information / Pay Stub). This includes Leave balances, Year-to-date deductions, gross FICA deductions, W-4 set-up, etc. It will also have your name on the electronic version so that you can print it out if needed for bank purposes, etc.

7) *Student Employment Update – Joslyn Robich*

Work Study Supervisory Training is underway – the next session is on August 19th. This training is required prior to being able to post jobs on the website.

Four days are required to process the Work Study paperwork. A work confirmation email from Student Employment **must** be received prior to a student starting to work. If a student starts earlier, the department will be responsible to funding their pay (versus using work study funds).

Refer to the Work Study Hiring Checklist available from the Student Employment website at www.du.edu/studentemployment/oncampus.htm, select “Hire a Student”.

Work Study timesheets should be retained for 5 years.

Also see the Student Employment website for off-campus jobs.

8) *Media Services and Classroom Support – Theresa Hernandez*

Multimedia Services are now housed in the Penrose Library. Effective July 1st, there are no charges for using equipment in the classrooms such as DVD/VHS players and overhead projectors. (External events are still charged and must be arranged through Conferencing and Event Services.) There are also no charges for the Sturm computer labs. Charges will still be assessed for additional equipment. For additional information on how to request Classroom Support and A/V equipment, see page 6 of the handout packet.

9) Open Forum (Q and A)

Record retention: How long should employee records be kept?

(Amy King) Employee records that contain supervisor notes, comments, etc. should be shredded immediately upon the employee leaving DU. Official employee records are kept centrally. The exception is timesheets for non-benefited employees. These should be kept for 3 years (note that timesheets for student employees paid on work-study funds should be kept for 5 years). David Read, University Records Manager, is heading up a Documents Retention Initiative that is currently in process. Official University Personnel File guidelines are on page 8 of the handout packet.

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

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

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