

Recap: Human Resources Liaisons Quarterly Meeting

November 4, 2010

Next meeting: Thursday, February 3, 2011 – 10:00a to 11:30a (Location TBD)

1. Meeting opened at 10:15am

- **Please share the information from this meeting with your departments.** Forward both meeting notes and handout packets, or refer to the HR Liaison's meeting web page at: http://www.du.edu/hr/liaisons_notes.html

2. Director's Report – Dick Gartrell

- **National Western Stock Show Group Discounts** for “Friends of DU” (employees, families, friends). See coupon in handout packet for more details.
- **Human Resources reorganization is underway.** The search committee is being led by former College of Education Dean Ginger Maloney. Three candidates will be interviewing on campus in the next four weeks, and we expect the new HR Director will start in the New Year. The new HR Director will oversee the reorganization of Associate Director roles, and of HR functions under the new organization. Dick is retiring, but will be here through December 2010.

3. Employee Services Update – Amy King

- **Merit process:** Merit recommendations will be reviewed by Amy and Linda Kosten before the merit notebooks are submitted to Chancellor Coombe, Provost Kvistad, and Vice Chancellor Woody. The overall pool is 2.0%, with .25% being held at the executive level for executive merit and 1.75% available for merit at the division level. **December 9** the system will be opened for divisional review and sign-off, due to HR by **December 13**. ***Amy reminded everyone to hold off on the release of merit letters, and to keep merit recommendations confidential until you receive formal notice.***
- **I-9's:** Amy noted that nationally, the Department of Labor (DOL) and Immigrations and Customs Enforcement (ICE) are increasing the number of employer I-9 audits. She stressed the importance of timely and accurate completion of these forms for new hires.
- **Confidentiality form process:** As part of the University's key controls review, it has been recommended that there be an annual process for renewal of the confidentiality statement by every employee. Starting in January 2011, individuals will be prompted to renew their agreement with the confidentiality statement online. **Ashley Gross** will oversee the prompts and follow through for this new process.
- **PeopleAdmin:** The applicant tracking system will be down starting at 6:00p on Monday, 13 December through Tuesday, 14 December in order to conduct the upgrade to the new system. We will go live with the new version of the system on December 15. **Sean Lipsey** noted the new version has extensive new functionality, and there will be training in January to familiarize hiring managers with the new system.

4. Benefits Update – Jane Bucher-McCoy and Yong Sin Kim

- **Kaiser Premium Holiday:** Distributions for the premium holiday will be completed with the Friday, 12 November bi-weekly paycheck.
- **Flexible Spending Account (FSA) Changes:** Jane Bucher-McCoy noted that, as part of the change resulting from passage of the Affordable Care Act, over-the-counter medications will no longer be covered by Flex starting January 1, 2011. People may change their Flex funding elections during the normal Open Enrollment period in May, 2011 (effective July, 2011).

5. Organizational Effectiveness Update – Sharon Gabel

- **Annual Legal and Policy Update:** Sharon Gabel noted that this mandatory annual training is offered in both an online and instructor-led (ILT) format. The instructor-led sessions will take place November 30, December 7 and December 9. Registration is through the webCentral Employee Tab. Sharon noted that the memo announcing the annual series was sent to Administrative Council members on Tuesday 2 November, and individuals who must attend will be notified directly in the next week. She requested the assistance of HR Liaisons in answering questions about the annual training and encouraging identified individuals to attend.
- **Effective Supervision with the Management Trinity Model:** A new session for supervisors was piloted in October, and will be offered every other month as part of a new Management series offered through Organizational Effectiveness. Upcoming sessions are December 8 and January 12.
- **PEDS Development Goals:** Sharon encouraged everyone to enter development goals for the 2010-2011 PEDS cycle into their PEDS in the Goal Setting and Planning stage. She also encouraged people interested in discussing development options to contact her at sharon.gabel@du.edu or x13103.

6. Eco Pass Update – Yong Sin Kim

- **2011 Eco Pass Distribution:** Yong Sin Kim announced that the 2011 Eco Passes would be distributed starting December 13 and 14 between 10:00a and 2:00p at the Transportation Center in the Evans Parking Structure. She also noted that Transportation Solutions will conduct a survey of transportation preferences and challenges to better serve the DU community.

7. Controller / Payroll Update – Pat Kavanagh

- **Out-of-State Employees:** Pat Kavanagh noted that, for appropriate taxes to be applied, DU employees working out of state must be properly identified. She requested that HR Liaisons complete the field noting this in the workflow for Non-Benefited hiring, and noted Jason Gerow (x14046) is available to answer any questions about this matter.
- **Adjunct Hiring:** Pat noted that, with the end of Fall term, Winter adjuncts will need to be hired in Banner. She added that HR Liaisons may hire adjuncts for Spring and Summer as well, but till need to tell Jason Gerow if there is a change in course load.
- **Holiday Payroll Deadlines:** Pat reminded everyone that there are early payroll deadlines due to the holidays over the next couple of months. She encouraged people to look up the deadlines on the calendar in Banner – PTRCALN.

8. Open Forum – Q and A

- There were no questions.

9. Announcements

Upcoming 2010 Human Resources Liaison meetings (10:00a – 11:30a):

- Thursday, 5 February 2011
- Thursday, 5 May 2011
- Thursday, 4 August 2011

10. The meeting closed at 11:15am.