• Welcome, and HR update

• Employee Relations

• People Development

• Benefits, and wellness

• Shared Services
Employee Relations

• Temporary HR partner, Cristina Valencia (ext. 13517)

• 2017 Annual Legal Update

• On-line Training
  – Canvas

• Compliance Posters

• Employee Handbook Revisions
People Development Resources

- Facilitated Conversations
- 360° Feedback
- Engaged-Stay Interviews

- Onboarding Guide
- Orientation Resources
- *NEW* Supervisor Resource Journals
- *NEW* Supervisor Resource Folder
People Development Program Updates

• Colorado 14ers
• Speaker Series: Sam Adams
• Leadership Academy: Fish out of Water Event
• *NEW* Toastmasters
People Development Staff

- Ken Pinnock, Director  
  Ken.Pinnock@du.edu, 1-7511

- Greg Giesen, Manager  
  Greg.giesen@du.edu, 1-3307

- Shannon Seales, Learning & Development Consultant  
  Shannon.seales@du.edu, 1-2537

- Mia Elizardi, Performance & Career Development Consultant  
  Mia.Elizardi@du.edu, 1-3973

- Whitney Fulton, HR Operations  
  Lowell.fulton@du.edu, 1-3931

www.du.edu/peopledevelopment
Wellness Program Resources

• The Feel Good Series, next workshop May 11th
  – Practicing mindfulness geared towards women to alleviate stress of ‘doing it all’ and ‘work life balance’

• Free physical activity classes: Yoga, Tai Chi and REFIT

• Midweek Mindfulness with Kara Wednesdays 1:15pm – 1:30pm in Sturm 335 during Spring Quarter

• Wellness room – for meditation, prayer or quiet time. Ruffatto Hall, Room 224

• Other Resources – Wellbeing Innovators, Lactation Rooms, Kaiser Permanente in person and online classes
Wellness Program Resources

Employee Wellness

WELLNESS RESOURCES

WELLBEING INNOVATORS

The Wellbeing Innovators are a group of passionate, knowledgeable and helpful employees on campus representing their units to promote, communicate and serve as coaches to their coworkers.

Please see the attached list to learn if you have an innovator in your unit. If you don’t, please feel free to tap one of these phenomenal employees to help you. Innovators are trained in the following areas:

- WellDゥU Incentive Program Experts
- DU Benefits Information
- Kaiser Permanente Resources including lipid.org navigation
- Health Education topics including, stress management, nutrition and exercise
- Behavior change

LACTATION RESOURCES

The University is supportive of nursing mothers and has resources and policies to support employees. Human Resources provides workplace accommodations for nursing mothers. Information can be found in the employee handbook. The University has dedicated lactation rooms on campus:

- Anna and John J. Sie International Relations Complex
  The lactation room is located on the first floor in suite 1121 and office 1125. You do not need a reservation, it is first come and first served. A refrigerator is supplied. For more questions regarding this location, please contact Emily Higa at 303-871-2538 or Emily.Higa@du.edu.

- Robertson Law Building
  The SCOL provides a lactation room on the first floor and convenience areas in the women’s restrooms on the north side of the building. The lactation room is located in room 115A. It has a refrigerator and other amenities including a breastpump. To use the SCOL breastpump, mothers will need to provide their own accessory kits compatible with the Medela Symphony pump. Kits may be purchased at the SCOL SBA bookstore, though availability may be limited. The lactation room is available to students, staff, faculty, and alumni. For access information, contact the Student Affairs Office.

EVENTS

APRIL 2017

- 6 REIT with Kristin 4 p.m.
- 11 Vinyasa Yoga with Stephanie 11:30 a.m.
- 12 Indoor Yoga with Jessica 11:30 a.m.
- 13 REIT with Kristin 4 p.m.
- 15 Vinyasa Yoga with Stephanie 11:30 a.m.
- 19 Indoor Yoga with Jessica 11:30 a.m.
- 20 REIT with Kristin 4 p.m.
- 25 Vinyasa Yoga with Stephanie 11:30 a.m.
- 26 Indoor Yoga with Jessica 11:30 a.m.
- 27 REIT with Kristin 4 p.m.

CONTACT US

well@du
Employee Wellness Program
Human Resources
University of Denver
Mary Reed Building
Phone: 303-871-4384
Email: well@du.edu

QUICK LINKS

Human Resources
Open Enrollment Updates

- Open Enrollment runs from May 1 through May 15
- We have scheduled 3 Open Enrollment Information Sessions
- Reminder that Open Enrollment is the ideal time to review and update beneficiary information and enroll or reenroll in Flexible Spending Accounts
- June 30th deadline for incurring costs under the current 17-18 FSA Plan

<table>
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| 04/27/17| **Event**: Open Enrollment Information Session (Rep. from KP, Delta, and RMR)  
Location: Sturm Hall, Room 254  
Time: 10:00 AM – 11:30 AM |
| 05/01/17| **Open Enrollment Begins**                                           |
| 05/02/17| **Event**: Open Enrollment Information Session (Rep. from KP, Delta, and RMR)  
Location: DCB, Room 205  
Time: 8:30 AM – 10:00 AM |
| 05/03/17| **Event**: Benefits & Wellness Fair  
Location: Ritchie Center Concourse  
Time: 9:00 AM – 3:00 PM |
| 05/10/17| **Event**: Open Enrollment Information Session (Rep. from KP, Delta, and RMR)  
Location: Mary Reed Building, Renaissance Room  
Time: 3:00 PM – 4:30 PM |
| 05/15/17| **Open Enrollment Ends**                                             |
Shared Services Center

Resources:  www.du.edu/sharedservices
            sharedservices@du.edu
A Shared Services Center Tool Kit is a comprehensive guide which contains all of the information you need to correctly complete administrative processes at DU. They are highly interactive documents that allow you to read only the steps that you need help with or read the entire document if you need to understand the full scope of the process. They are updated when new information becomes available or when we receive feedback from the community requesting more information.

There are currently 9 Tool Kits available for your use and we are working on more every day. Tool Kits can be accessed at:

PioneerWeb > Employment Tab > Administrative Processes
Update

• **What’s been done:**
  - Survey to all appointed faculty and benefited staff
  - 14 Focus Groups
  - Outreach to Deans (7/11)
  - RFP for Expense Management

• **What’s next:**
  - Vendor selection- look for an invite to participate in the presentations
  - Policy Review and Updates
P-Cards

- New receipt limit
  - No receipts are required for transactions under $75 (excludes lodging)
  - Must still justify the business purpose

- Single transaction limit $5,000

- Easiest method to pay for items under $5,000

Amazon Business Account
Open Enrollment Assistance

• **Weekdays from May 1st-15th***
  • 8 a.m.-12 p.m.
  • 1:30 p.m.-4:30 p.m.

• **Spanish Speaking Support Available during May 1st-15th***
  • Mondays, Tuesdays, and Fridays
  • 10 a.m.-12 p.m. & 1 p.m.-3 p.m.

*excludes May 3rd as we will be offering support at the Benefits Fair*
Extended Hours for Open Enrollment

• If you wait until the end of the open enrollment period, don't worry!

• We'll be offering extended hours on the following dates and times:
  
  ➢ Friday, May 12th 7am to 6pm

  ➢ Monday, May 15th 7am to 6pm
• Before visiting the benefit specialists, ensure that your PioneerWeb credentials are working. If you are having trouble logging in contact the Helpdesk at 1-4700 prior to visiting Shared Services.

• Shared Services is located in Aspen Hall and is not ADA accessible. If you would like to speak to a benefits specialist at an ADA accessible location please call 303-871-7420 and we will schedule an appointment.
Please remind your supervisors of the importance of having their new employees visit the SSC on their 1st day of employment.

1. **On or before the first day of work** the new employee is sent email from Shared Services with link to complete Section 1 of Form I-9 along with information regarding important deadlines.

2. **By the end of the first day of work** the employee must complete Section 1 of Form I-9. This is an online form. Supervisors and/or departmental representatives should remind new employee of I-9 compliance.

3. **On their first day of work** the employee must present original documents to the I-9 Administrator in Shared Services (1st floor Aspen Hall). The I-9 Administrator will ensure Section 1 is completed and verify the original documents establishing the employee’s eligibility to work in U.S.

4. **Within 3 business days from the first day of work** the I-9 Administrator in Shared Services completes Section 2 of Form I-9 and submits for E-Verify process.

5. **Shared Services** enters data into Banner, reviews compliance reports, and follows up individually on all outstanding issues.
If a person is accepted into a degree program at DU and is taking classes, their primary status is “student.”
- If they decide to work on top of taking classes, whether it is paid through work award dollars or departmental dollars, their primary status of “student” makes them **EXEMPT** from the 1,000 regulation.

At this time, Adjunct Faculty **are not** monitored for the 1,000 hours regulation.

If a person is hired for a non-benefited job and is not a student then the 1,000 hour limit will apply.
- If they apply for another non-benefited job BOTH job hours worked count towards the 1,000 hours as the rule is calculated by person, not by position. Each job counts towards the 1,000 hours regulation.
- Example: If the employee has **200 hours worked in Job A** and **300 hours worked in Job B**, even if the jobs are in different divisions, the **total is 500 hours** and that will counted against the 1,000 hours

The 1,000 hours is regulated on a calendar year and resets January 1st.
A report has been created in PioneerTime that will allow you, as supervisors, to monitor the 1,000 hour limit for your non-benefited employees.

- You will only see employees who need to be monitored.
- You will not see hours for students, adjunct faculty, or benefited faculty and staff.
- If you see something in error, please contact the Employment Specialist in Shared Services at 303-871-3502 and this will be looked into.
How to access the 1,000 report in PioneerTime:

- Supervisors can access the “1000h-Non Benefitted Employees” link from the list of Quick Links on the right hand side of the screen:
**Time Period:** Change to current year (i.e. 1/1/2017 to 12/31/2017)

**Sort Order:** “Total Non-Benefited Hours Worked Including Overtime” in Descending Order:

**Select one or many employees to view their timecard for more detail:**
SHIFT-CLICK allows you to select a block of employees
CTRL-CLICK allows you to select employees one-by-one
CTRL-A selects the whole list of employees
Recruiting

- Staff Introductions
- Background Check Reminders

- What’s coming
  - Staff Hiring Guidelines
  - Dedicated Recruiter
Questions?
Thank you for attending!

• Please share information with your departments

• Next HR Connect Meeting is scheduled,
  – August 1st, 1-2 pm
  – Same location

Go Pio’s!