HR Connect Meeting Agenda

• Welcome, and HR update
• Employee Relations
• People Development
• Benefits, and wellness
• Shared Services
HR Updates

• Organizational Structure Update
  – Vice Chancellor, Human Resources search
  – Director of Comp, Title IX Coordinator search

• Compensation study status
Employee Relations

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

• 2017 Annual Legal Update
  – http://www.du.edu/human-resources/employee-support/employee-resources.html

• On-line Training
  – Canvas

• Compliance Posters
  – http://www.du.edu/human-resources/fedandstatelaborlawpost.html

• 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

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:

- Wellbeing Incentive Program Experts
- DU Benefits Information
- Kaiser Permanente Resources including kp.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:

- Annex and John J. Sie International Relations Complex
  The lactation room is located on the first floor in suite 1123 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 Dirks at 303-871-2538 or Emily.Dirks@du.edu.

- Rockerun Law Building
  The SCOL provides a lactation room on the first floor and convenience areas in 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 breastfeeding pump. To use the SCOL breastfeeding pumps, mothers will need to provide their own accessory kits compatible with the Medela Symphony pump. Kits may be purchased at the SCOL SRA 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 at 303-795-6184.

- Sturm Hall
  A lactation room is available in Sturm Hall, room 404. This room is equipped with a small refrigerator, open electrical outlets, and a comfortable chair.
Shared Services Center

Resources:  [www.du.edu/sharedservices](http://www.du.edu/sharedservices)
[sharedservices@du.edu](mailto: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
Travel and Expense Mgmt.

• 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
Recruiting

- Staff Introductions
- Background Check Reminders

What’s coming
- Staff Hiring Guidelines
- Dedicated Recruiter
• **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 1\textsuperscript{st} 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 (1\textsuperscript{st} 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
New 1,000 monitoring capability in PioneerTime

- 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:
1,000 Report, continued

**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

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Questions?
Thank you for attending!

• Please share information with your departments

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

Go Pio’s!