

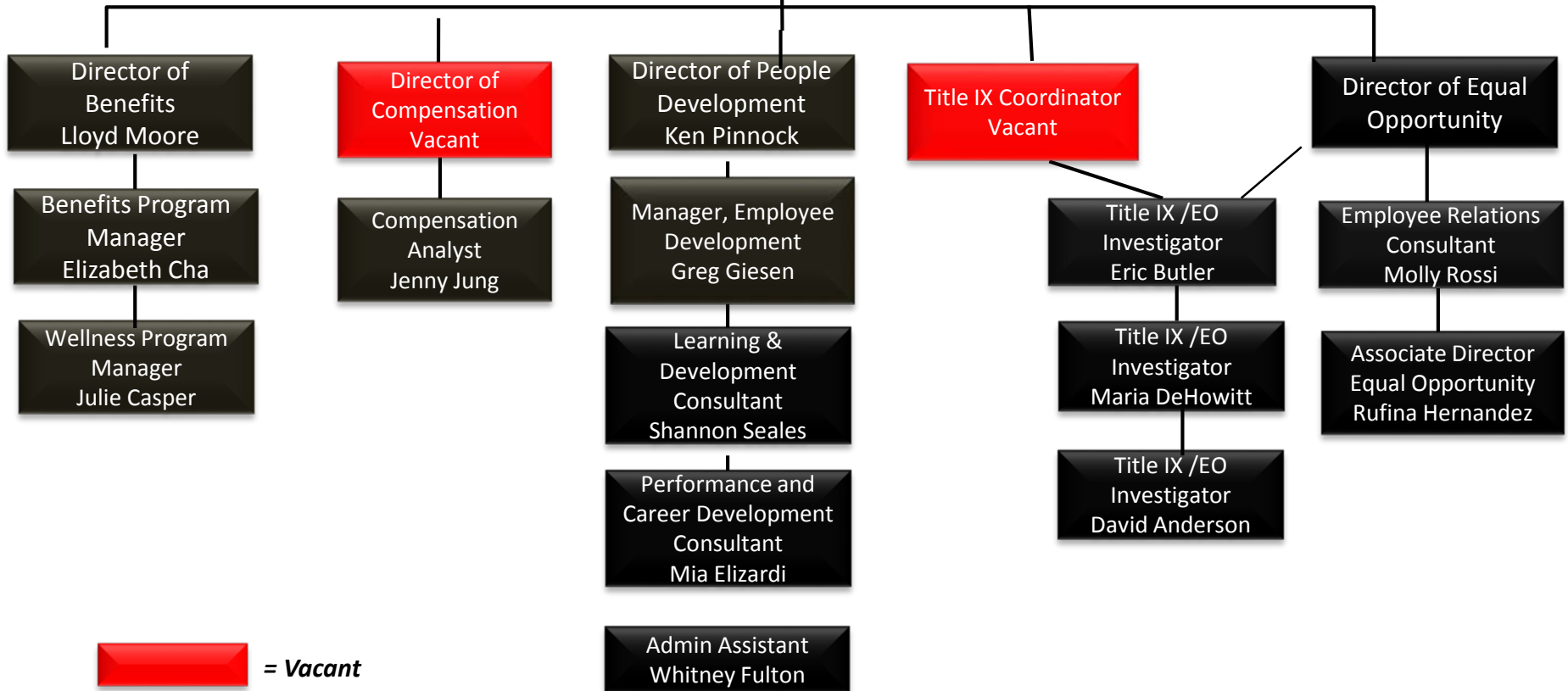


- Welcome, and HR update
- Employee Relations
- People Development
- Benefits, and wellness
- Shared Services



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

- Compensation study status



 = Vacant

- 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

The screenshot displays the PioneerWeb interface with a dark red header and a light yellow navigation bar. The main content area is divided into three columns: My Resources, Employee Resources, and Administrative Processes. Two black arrows originate from the text on the right and point to specific links in the My Resources and Administrative Processes sections.

PioneerWeb

Home Resources Courses myWeb Campus Scene Student Employee Banner

My Resources

- PioneerTime (Internet Explorer recommended)
- Pay Stub | W2
- Leave Balances
- PioneerTime Resources
- Employee Information
- Supervisor Resources
 - 360° Feedback Guide
 - Engaged-Stay Interview Toolkit
- Internal Career Opportunities

Employee Resources

Documents / Downloads / Policy

- University Budget Transmittal
For University Employees only - Do Not Distribute
- Employee Handbook
- Chancellor's Speeches
- University Factbook
- Policies
- Continuity of Operations Plans
- Campus Security Authority Incident Form

Applications / Services

- Directories: [People](#) | [Departments](#) | [Sites A-Z](#)

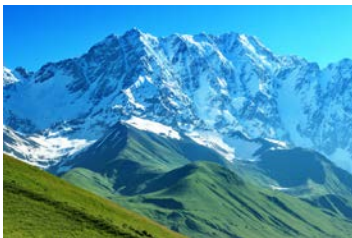
Administrative Processes

Employment Actions

- Hiring
- Orientation / Onboarding
 - Orientation Registration Form
 - Onboarding Guide
 - New Hire Checklist
 - New Hire Learning Activities Checklist
- Job / Position Changes
- Separations

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

- 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

Go to DU | Directory | A-Z | Site Map | Search (0)



Employee Wellness

Home | **Get Well** | About | Get Well Now | Tools | Wellness Incentive Program

WELL@DU
Resources

WELLNESS INNOVATORS

The Wellness 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 tag one of these phenomenal employees to help you. Innovators are trained in the following areas:

- Well@DU Incentive Program Experts
- DU Benefits Information
- Kaiser Permanente Resources including Sp.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 A. Ste International Relations Center.**
The lactation room is located on the first floor in suite 1121 and office 1125. This 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 Winge at 303-671-2538 or Emily.winge@du.edu.
- **Pickstone Learning Building.**
The SCOL provides a lactation room on the first floor and convenient areas in the women's restrooms on the north side of the building. The lactation room is located in room 1154. It has a refrigerator and other amenities, including a breastpump. To use the SCOL breastpump, mothers will need to provide their own accessory kit compatible with the Medela Symphony pump. Kits may be purchased at the SCOL 584 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 303-751-6354.
- **South Hall.**
A lactation room is available in South Hall, room 404. This room is equipped with a small refrigerator, open electrical

RESOURCES

EVENTS

APRIL 2017

5	Emma Figa with Jessica	11:00 a.m.
6	EMIT with Krissa	4 p.m.
11	Yvonne Figa with Deborah	11:00 a.m.
12	Emma Figa with Jessica	11:00 a.m.
13	EMIT with Krissa	4 p.m.
18	Yvonne Figa with Deborah	11:00 a.m.
19	Emma Figa with Jessica	11:00 a.m.
20	EMIT with Krissa	4 p.m.
25	Yvonne Figa with Deborah	11:00 a.m.
26	Emma Figa with Jessica	11:00 a.m.

CONTACT US

Well@DU
Employee Wellness Program
Human Resources
University of Denver
Max Ford Building
Phone: 303-671-4264
Email: Well@du.edu

COCK LIND

[Human Resources](#)

[Kaiser Permanente](#)

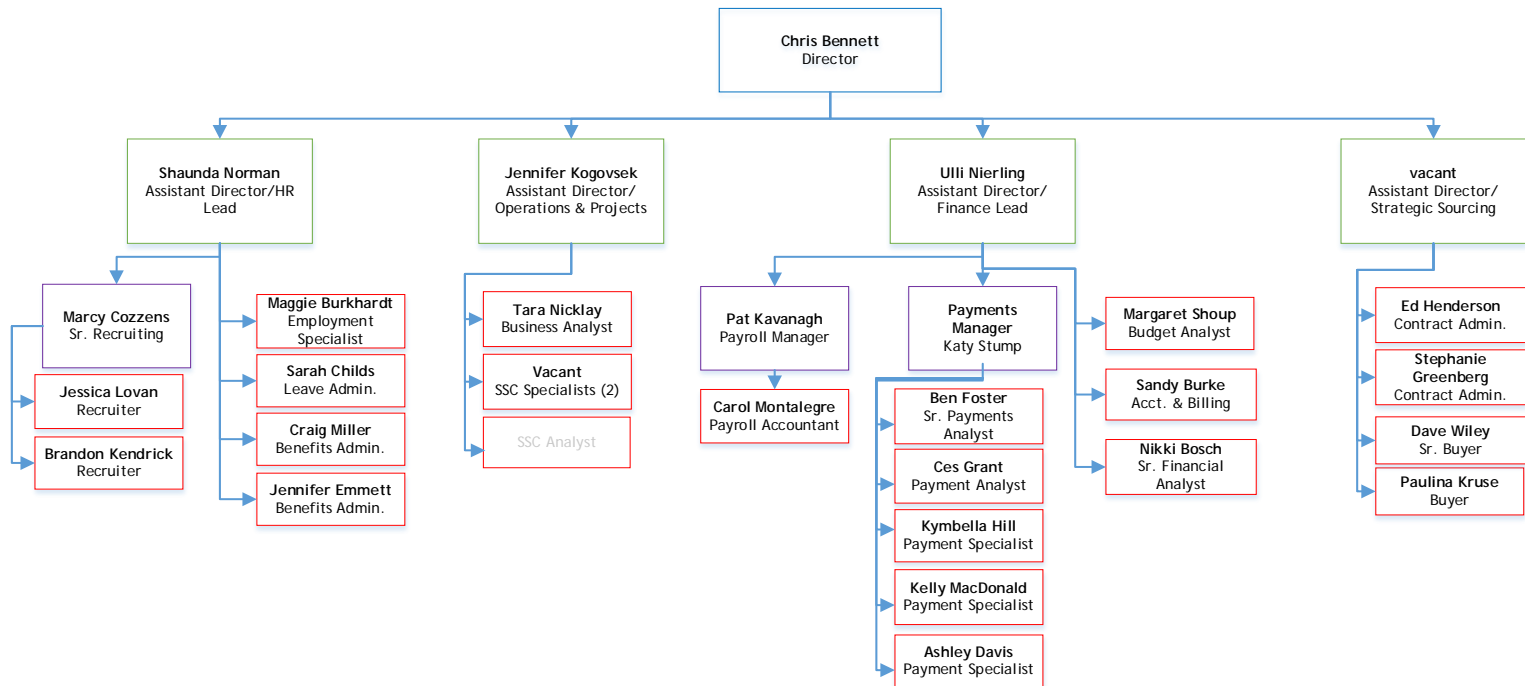


Shared Services Center

Resources: www.du.edu/sharedservices
sharedservices@du.edu



SSC Organizational Chart





UNIVERSITY of
DENVER

SSC Tool Kits

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
-

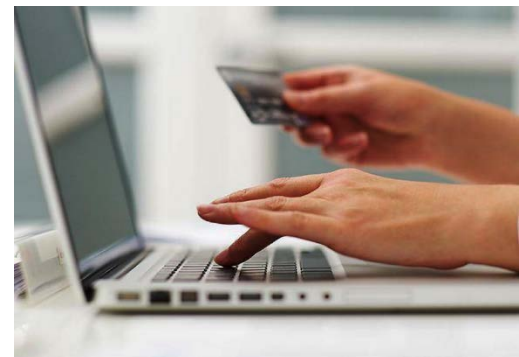


❖ New receipt limit

- 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**





- ❖ 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.
-



I-9 Compliance

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
-



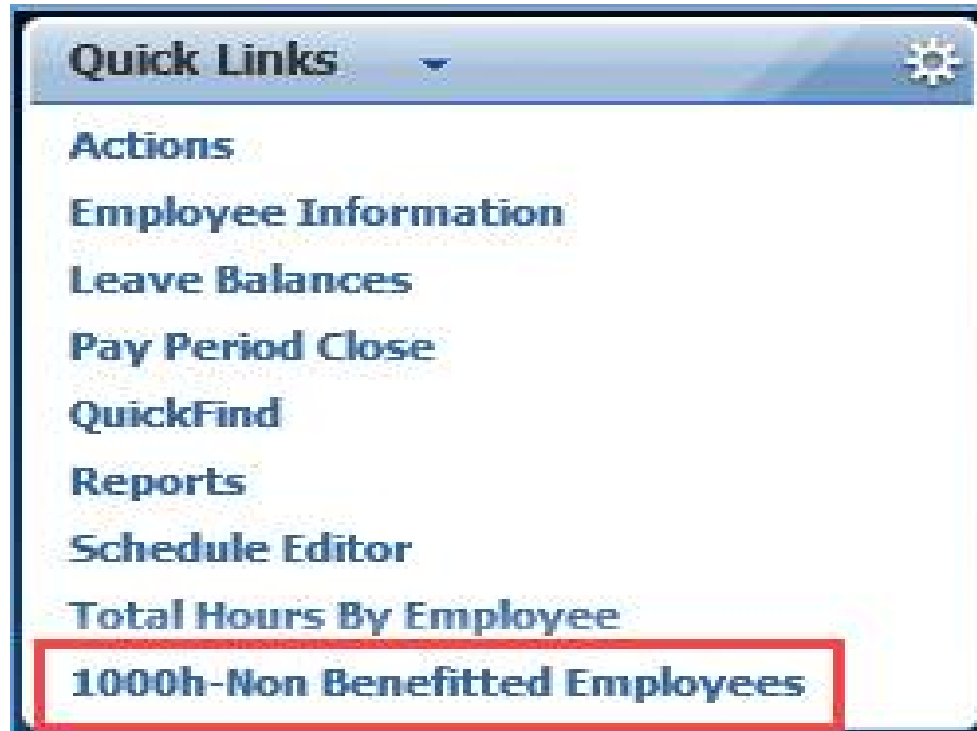
New 1,000 monitoring capability in PioneerTime

- 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

3 BENEFITTED EMPLOYEES

15PM

Show

Non-Benefitted Hours

Edit

Time Period

1/01/2017 - 12/31/2017,...

Refresh

ch Amount Accruals Schedule Approvals Payroll Prep Person Attendance Leave

Name	Job Type	Multiple ...	Supervisor of Primar...	Division of Primary Job	Overtime 1.0	Overtime 1.5	Total NB Hrs Worked	T Hrs V
	Non-Benefit...	No			10.0		520.0	
	Non-Benefit...	No					468.0	
	Non-Benefit...	No			8.75		445.0	
	Non-Benefit...	No				7.75	437.0	
	Non-Benefit...	Yes				8.75	431.5	
	Non-Benefit...	Yes					437.0	

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



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!