The challenges...

Determining whether a communication is primarily:
- Informative;
- Important, or;
- Urgent, and,

Determining whether a communication:
- Should be shared immediately;
- Should be shared at a later date or time; or is,
- Only meant for you.
How we're addressing these challenges...
### What Type of Communication is it?

<table>
<thead>
<tr>
<th>Type</th>
<th>What it Means</th>
<th>Frequency</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative</td>
<td>Provides useful or interesting information</td>
<td>Least common</td>
<td>Green</td>
</tr>
<tr>
<td>Important</td>
<td>Of great significance or value</td>
<td>Most common</td>
<td>Orange</td>
</tr>
<tr>
<td>Urgent</td>
<td>Requires immediate action or attention</td>
<td>Only as needed</td>
<td>Red</td>
</tr>
</tbody>
</table>
To: HR Liaisons  
From: Human Resources  
RE: Tips for Conducting a Mid-Year Performance Evaluation  
Date: February 1, 2017  
Informative - Feel free to share this with your departmental leadership as warranted

HR Liaisons,

Many of the supervisors and managers in your departments are currently performing mid-year performance evaluations with their direct reports. In fact, you may be conducting evaluations with your direct reports. Women in Technology International (WITI) has published a terrific article with several tips on how to perform a mid-year performance review. You can click here to read the article. Of course, you can also contact our Human Resources Department if you have any questions about mid-year reviews.

We appreciate your hard work and assistance. Take care.
To: HR Liaisons and Staff
From: Human Resources
RE: New Talent Management System Update
Date: September 14, 2017

Important. In the next few weeks and months, we will share additional information with AU employees about the new system. Feel free to share this information with your departmental leadership as warranted.

Human Resources (HR) is pleased to announce that we have signed an agreement with PageUp People to work with us to implement a unified talent management system for Auburn University.

Once fully implemented, this new system will significantly benefit applicants, current employees, supervisors and managers, and, of course, HR Liaisons and Staff. The new system will include the following modules:

- An applicant tracking system;
- A position management system;
- An onboarding system;
- A performance management system, and;
- A learning management system.

In the next few weeks and months, Human Resources will share with you additional details about the new system. We will also schedule informational meetings throughout campus to garner feedback from campus stakeholders. For now, if you would like to learn additional information about PageUp, we encourage you to visit www.pageuppeople.com or email us at univhr@auburn.edu.
To: Timekeepers and HR Liaisons  
From: Human Resources -- Payroll  
RE: Semimonthly Payroll  
Date: Sept. 10, 2017

Urgent! Please read this immediately and contact our Payroll department ASAP if you have any questions.

Due to the threat of inclement weather from what is now Hurricane Irma, we will process the semimonthly payroll today (Sunday, Sept. 10) instead of Tuesday, Sept. 12.

We will process the payroll based on the EPAFs and late pays that have been submitted. If you have corrections or late pays, please forward as soon as possible to payroll@auburn.edu. The comparison report will be provided and the emails to let you know they are ready for review will be sent.

Please ignore the times on the comparison report email and send changes as soon as possible. If you are unable to review the payroll, we will work with you to ensure corrections are made at a later date.
To: Auburn University Employees  
From: Karla McCormick, Associate Vice President of Human Resources  
RE: FLSA Final Regulations Update  
Date: July 6, 2016

Urgent! We will email this communication to all employees by tomorrow afternoon. This information is embargoed until then; please do not share this within your department. Contact us at 844-4145 if you have any questions or concerns.

On May 19, 2016, Auburn University Human Resources informed employees that the U.S. Department of Labor (DOL) had just issued its final ruling regarding changes to the Fair Labor Standards Act (FLSA) Overtime Rule. This is a significant change as it will impact several hundred A&P employees at Auburn University.

The DOL announced that it was increasing the Minimum Salary Level threshold for job positions designated as exempt, from the current threshold of $23,660 per year to a new threshold of $47,476 per year. More than 600 employees at Auburn University will be impacted, as the FLSA designations for their positions will change from exempt to nonexempt. As we stated in the May communication, this will result in several changes:

- Impacted employees will receive overtime premium (either in the form of premium pay or in compensatory time off) of 1.5 times their hourly rate for hours worked in excess of 40 hours in the designated workweek.
- To comply with DOL guidelines, impacted employees will be required to keep accurate records of hours worked. Most employees will do this through Kronos, the University's timekeeping system.
- Impacted employees will be paid biweekly rather than monthly. Employees who are currently compensated monthly, or 12 times each year, will be compensated every two weeks or 26 times each year.