# HR Liaisons Network Meeting Agenda

**DATE:** April 8, 2021  
**ATTENDING:** HR Liaisons and HR Staff

<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
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<tbody>
<tr>
<td><strong>I.</strong> Welcome &amp; Announcements</td>
<td>Karla McCormick</td>
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<tr>
<td>A. Staff updates</td>
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<tr>
<td>1. Records Technician – Final stages of offer</td>
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<td>B. Impact Report</td>
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<td>C. Policies &amp; Procedures – Refer to list</td>
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<td><strong>II.</strong> HRL Network Updates</td>
<td>Leanne Fuller</td>
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<td>A. HRL Advisory meeting</td>
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<td>1. March 4, 2021</td>
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<td>2. Further engagement with new hires – Onboarding</td>
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<td>3. Tentative next meeting – during April</td>
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<td>B. HRL monthly meeting – May 6, 2021</td>
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<tr>
<td>C. Recruitment and selection in process</td>
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<tr>
<td>1. Nursing and Outreach – HRL roles</td>
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<td>2. Engineering - Generalist</td>
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<td>3. Development – Two Generalists – final stages</td>
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<td>4. Liberal Arts - Generalist</td>
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<td>D. Recently hired – Vet Med</td>
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<td>1. Veterinary Medicine – HR Assistant – Jaime Burnham</td>
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<td>E. Faculty Summer appointments EPAFs – Academic HRLs</td>
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<td>1. EPAF deadline – May 17 at noon</td>
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<td>2. Due date to Provost – May 4</td>
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</table>
| **III.** Human Resource Development | Kimberly Graham  
| A. Performance Management | Moriah Kent |
| **IV.** Compensation & Classification | Shelly Murray  
| A. Job Family Promotion update – Q & A | Bailey Ward  
| B. Job description minimum requirements (partnership with Employment) | Rod Kelly  
| 1. Certifications | Chris Thompson |
| 2. Importance of MQs | |  
| **V.** Employee Relations | Linda Maxwell-Evans  
| A. Employee recognition programs – 2021 | Sonya Dixon |
| B. Unemployment scams – Communication sent to all employees – 4/1/2021 | |  
| **VI.** Employee Records | Leanne Fuller  
| A. EPAF illustrations | April McFarlin  
| 1. Completed approximately 26 new ones – total 37 for end-user resource | |  
| 2. House in central location for reference – in discussion | |  
| 3. End-users – HRLs, EPAF Originators, Timekeepers | |  
| B. HR/Payroll Banner tip sheet | |  
| 1. UPDATED | |  
| C. Last paid date | |  
| 1. PZRHO28 – Report that will show ACTIVE PEAMPL with NO Active Jobs | |  
| 2. Monitor and clean-up these employees that meet that criteria in Banner | |  
| 3. TERM instructions/illustration provided for backing up to last paid date | |
HR Liaison Network Policies & Procedures Update

April 8, 2021

The policies and/or procedures adopted or revised with their effective/posted dates, in-process, under review or under construction during 2021 thus far:

Adoption/Approved

- Annual Leave Policy - effective January 1, 2021
- Adoption of Policy on Verification of Employee Eligibility for Employment (Form I-9 and E-Verify) – posted on January 11, 2021

Revision/Approved

- Employee Conduct and Progressive Discipline Policy - effective January 18, 2021

In Process

- Policy on Employee Name Changes
- Request for Name Change Form
- Employee Personal Data Change Procedures
- Employee Personal Data Form

Under Review

- On Call Policy and Procedure
- Policy on Establishing Base Pay
- Policy on Positions, Pay, and Budget Assignments
- Procedure on Using Pay Evaluator
- Procedure on Developing New Hire Pay
- Procedure on Developing Position Promotional Pay Adjustment
- Procedure on Developing Position Lateral Pay Adjustment
- Procedure on Developing Position Reductional Pay
- Procedure on Developing Pay Alignment Adjustment
- Standard Administrative Procedures for Mediation and Grievance
- Children in the Workplace Policy

Under Construction

- AU Policy on Proper Accounting for Time Worked (Timekeeping)
- Revision of Drug and Alcohol Testing Program Policy
- University Personnel Files and Records Management
- Procedure on Personnel Files Inspection
Performance Management

AUBURN UNIVERSITY
Agenda

- People Admin Performance Management System (PA7PM) 2020-21
- Communications Plan
- WalkMe Demo
- HRL Role
THANK YOU!
Employee Input Document

While it is a supervisor’s responsibility to set expectations for their employees, receiving input from employees on what they do day-to-day as well as what they think some goals for their position might be is a great way to start planning for the performance year. This document can be used for that purpose during both Step 1: Employee Self-Planning and Step 4: Employee Planned Check-In phases of the Performance Management Process.

Instructions:

- **Step 1: Employee Self-Planning:** List as few as five and up to ten Position Responsibilities & Supporting Duties/Position Goals / Previously Identified Development Needs in the Employee Self-Planning section.
  - When complete, name your form: lastname_firstname_Planning_year
    - [ex: Petrie_George_Planning_2020]
- **Step 4: Employee Planned Check-In:** Date and update or adjust any of the Position Responsibilities & Supporting Duties/Position Goals / Previously Identified Development Needs added during Planning.
  - Additions may be made at this time as well.
  - When complete, name your form: lastname_firstname_Check-in_year
    - [ex: Petrie_George_Check-in_2020]

1. **Employee Self-Planning (Step 1):**
   - Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020
     - Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel/expense voucher processing, and other accounting and financial tasks.
     - Employee Updates for Planned Check-In (Step 4):
       - Date: 
       - Add changes to this expectation: 

2. **Employee Self-Planning (Step 1):**
   - Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020
     - Performs multiple duties which are a mix of administrative and clerical in nature, which may include but are not limited to data gathering, data management, correspondence, filing, calendar management, event scheduling, mail distribution, answering phones, organizing mail, purchasing/ordering supplies, and website maintenance.
     - Employee Updates for Planned Check-In (Step 4):
       - Date: 
       - Add changes to this expectation: 

3. **Employee Self-Planning (Step 1):**
   - Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020
     - Advises staff, students, administrators, and clients of standard policies or procedures.
     - Employee Updates for Planned Check-In (Step 4):
       - Date: 
       - Add changes to this expectation: 

4. **Employee Self-Planning (Step 1):**
   - Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020
     - Reduce supply spending by 15% within six months.
     - Employee Updates for Planned Check-In (Step 4):
       - Date: 
       - Add changes to this expectation: 
2020-21 Performance Year in PA7 Suite

- Performance Management Module
- 2020-21 3-step process
  Year End Reviews (May 10 – June 30)
Upcoming Communications

APRIL
• Announcement of the People Admin Performance Management System
• WalkMe communication with instructions on installation

MAY
• Year-End Review communication with instructions and training opportunities
Upcoming Communications

JUNE

• Completion of Year-End Reviews reminder

JULY

• Planning Phase communication with instructions and full-system training opportunities
WalkMe Live Demo
The Role of the HRL

COMMUNICATOR

Ensure supervisors are aware of

• Deadlines
• Training opportunities
• New system and processes
The Role of the HRL

**TRAINER**
- Have an understanding of the new system and provide training and assistance to your supervisors

**INFLUENCER**
- Be a positive force in your messaging
- Strongly encourage thoroughness and completion
Questions?
Compensation and Classification

AUBURN UNIVERSITY
Reminders:

• Have you established and communicated the internal deadline for your represented areas?

• Review all requests to verify the employees’ eligibility for promotion.

• Attach the requests and all related documentation to Smartsheet and complete the few required columns.

• Reach out to your Compensation representative with any questions.

• It is due in Smartsheet no later than Friday, April 30, 2021.
Job Minimum Requirements: Reminders

• Before posting any positions, the supervisor and HRL should review, understand, and confirm the position’s minimum requirements and substitution language, if present.

• If concerns exist regarding them, please work with Compensation to modify the requirements prior to posting.
Job Minimum Requirements: Reminders

• Once posted, the minimum requirements are final. Applicants who do not fully meet the minimum requirements will not be approved to interview.

• The method in which experience is counted affects all of the above. Job description minimum requirements assume that the experience required will be representative of the candidate’s past primary roles. In cases where the experience is not representative of the primary role, such experience will be prorated. *For example:* An accountant with some HR responsibilities
Job Minimum Requirements: Reminders

• It is important to review each candidate’s qualifications in relation to the MQs prior to selecting for an interview. **Note:** Some applicants may misinterpret the supplemental questions and therefore provide misleading responses.

• Regarding education requirements, it is important to identify any directly related fields of study that are not explicitly stated on the job description.

• For example, a job’s stated Focus of Education is “Degree in Environmental Science, Health & Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry, or related field.” Suitable additions would not include arts or humanities-related degrees such as Dance, Music, or Family Development and Human Studies.
Job Minimum Requirements: Certifications

A certification can be supported if:

1. It is sponsored and/or administered through an approved governing body.
2. It is confirmed to be directly related to the job by the respective division leadership.
3. It directly adds value to the employee’s ability to perform the job’s essential functions.
   • This will generally include certifications that require the passing of a single exam or multiple exams before certification is issued and does not include certificates of completion or participation.
   • In addition, most certifications require renewals with continuing education hours and/or a re-test.
Job Minimum Requirements: Certifications

Tips for Efficient Processing:

• In order for it to be considered and to avoid delays in the process, candidates will be required to provide documentation of the credential.

• Be aware that all certifications (and licensures) are verified through the background check process by Employment Services. Candidates should be notified of this during the interview process.
Job Minimum Requirements: Certifications

Tips for Efficient Processing:

• Challenges arise when a verbal offer is extended that includes the certification, but the credential is not ultimately verified. This warrants a revision of the Pay Evaluator© which may result in a reduced suggested salary interval.

• Therefore, HR Liaisons should investigate all certifications submitted through the Pay Evaluator© to determine if the credential meets the standard identified.
  • Requires a quick Google search
  • Be sure to obtain any relevant documentation or certification card from the candidate.
<table>
<thead>
<tr>
<th>Job Group</th>
<th>Females</th>
<th>Minorities</th>
<th>Veterans</th>
<th>Individuals with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>61 A – Senior Executives &amp; Administrators, grade 40 and above and Deans</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>61B – Associate and Assistant Deans, Academic Chairs and Heads, Managers grade 36-39, Directors with no Salary Grade</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>61C- Executives, Administrators, Assistant and Associate Directors and Managers, grade 35 and below</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>62A- University Faculty, Assistant and Associate Research Professors</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>63A – Financial Professionals</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>63B – Health, Science, and Engineering Professionals</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>63C – Professionals with Other Specialties, grade 34 and above</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>63D – Professionals with Other Specialties, grade 33 and below</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>63E – Professionals, no salary grade</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>64A – Technical/Paraprofessionals in Health, Sciences, and Engineering Fields</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>64B – Technical/Paraprofessionals in Financial and Administrative Fields</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>65A – Administrative/office Support, grades 29 and above</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>65B – Administrative/office Support, grades 28 and below</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>66A- Skilled Crafts/Trades</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>67A – Campus Security/Parking Staff – Hourly</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>67B – Food Service Workers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>67C – Front Line Custodial Supervisors and Asst. Supervisors</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>67D – Custodial Staff and Unskilled Labor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>68A- Landscaping, Groundskeeping, Drivers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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Effective April 15, 2021 per KT.
BEWARE OF UNEMPLOYMENT BENEFIT SCAMMERS

IMPORTANT: Much of this information is taken from the Federal Trade Commission (FTC).

Last June, Auburn University Human Resources warned employees that imposters were filing unemployment benefit claims, using the names and personal information of people who have not filed claims. Unfortunately, we are receiving reports that some AU employees are still being targeted.

What You Should Do

If this happens to you, it means someone is misusing your personal information, including your Social Security number and date of birth. Act fast.

Here are the steps that can help you protect your finances and your credit:

1. Report the fraud to Auburn University Human Resources or your HR Liaison. Keep a record of who you spoke with and when.
2. Report the fraud to your state unemployment benefits agency. (State of Alabama information: Click on the link, “Report that you suspect someone has used your Social Security to work or claim UI Benefits.”)
   - If possible, report the fraud online. An online report will save you time and be easier for the agency to process.
   - Keep any confirmation or case number you get. If you speak with anyone, keep a record of who you spoke with and when.
3. Visit IdentityTheft.gov to report the fraud to the FTC and get help with the next important recovery steps. These include placing a free, one-year fraud alert on your credit, getting your free credit reports, and closing any fraudulent accounts opened in your name. There is also information to help you add a free extended fraud alert or credit freeze to your credit report. These make it more difficult for an identity thief to open new accounts in your name.
4. Review your credit reports often. The FTC has information on how to obtain a free credit report.

Additional Links

- Tips on Protecting Yourself and Auburn (Office of Information Technology)
- Identity Theft (Federal Trade Commission)

One More Thing

Unemployment payments are often deposited to accounts the imposters control. But sometimes payments are sent to the real person’s account. If this happens to you, the imposters may call, text or email to try to get you to send some or all of the money to them. They may pretend to be your state unemployment agency and say the money was sent by mistake. This is a money mule scam and participating in one could cause you more difficulties.

If you receive benefits you never applied for, report it to your state unemployment agency and ask for instructions. Don’t respond to any calls, emails or text messages telling you to wire money, send cash or put money on gift cards. Your state agency will never tell you to repay money that way. Anyone who tells you to do those things is a scammer – every time.
This report will provide a listing of employees with an Active PEAEMPL assigned to the Division with NO Active Job on campus. Parameters are set by division (i.e., 1xx) OR by timekeeping location (i.e., HRxxx)

1. **Banner Admin**
   erp.auburn.edu

2. **AU Authenticate and 2-factor DUO**

3. **Search Field Type PZRH028**

4. **Select the result**

5. **Submission Control -> Go**

   Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.
Parameter Values

1. Click on ... select Database and click OK in pop-up window

2. Enter Division Code (1xx) OR you can enter a specific Timekeeping location number (HRxxx)

3. Cursor MUST click within the Submission Block

4. Click on SAVE

EXAMPLE

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Contact humres@auburn.edu for assistance.
Terminations
Terminating Active Employees without an Active Job

Description: Terminating the active PEAEMPL (employee) record when NBAJOBS (job) record is empty

1. AU Access
2. Employee Tab -> Self Service
3. Employee Tab -> Electronic Personnel Action Forms
4. New EPAF
5. Enter the Banner ID number
   Query Date – Will Default to Today’s Date
   **TIP Use the beginning of TIME 10/05/2005 – this date will bring the entire job history**
   Approval Category – Termination - TERMEE
6. Go
Select the Last Paid Active Job -> Go

Enter the following:

1. Find the LAST Paid Date
2. Job Effective Date = LAST PAID DATE
3. Job Change Reason = SELECT REASON (i.e. AGEND)
4. Term Reason Code = SELECT REASON (i.e. Voluntary)
5. Termination Date = LAST PAID DATE

Please verify your Approval Levels before submitting. Approvals may vary by department.

Save the EPAF

Submit and please check for errors!