# HR Liaison Zoom Meeting June 3, 2021

[Link to Recording](https://auburn.zoom.us/rec/share/J6c03shYD5-198o6qWcFjmFpjenrAh_zN4tIDaWTR5RiJ6ihvy3jq9sg0Hj-cTUu.pt0uBsoX12yNdQzG)

The following reminders and items were shared in the HR Liaison Zoom meeting that was held on June 3, 2021. Please refer to the audio recording link above for details.

* **Welcome and Announcements – Karla McCormick**
  + Karla McCormick welcomed everyone to the call.
  + The Employee Relations Specialist position is in the interview stage (vacancy by Angela Cannon leaving for a position in Engineering).
  + There is a current recruitment underway for the Payroll Specialist position (left vacant by Trista Armstrong leaving for a position in Liberal Arts).
  + More information to be shared as positions are filled. Karla wished Trista and Angela the best in their new positions.
* **HRL Network Updates – Leanne Fuller**
  + **HRL Advisory Meeting**
    - The advisory group met earlier in the day as a follow-up to the Employment Services – Diversity, Equity and Inclusion initiatives. This was the third meeting for a discussion of this topic.
    - Employment Services team will have further discussion with Karla and more information will be shared with the HRL Network.
  + **Monthly Meetings**
    - No HRL Monthly Meeting scheduled for July. With the holiday and deadlines of performance reviews, we typically do not have a planned meeting during the month of July. However, if there is an urgent need to schedule something prior to August, I will plan accordingly.
    - Next HRL Monthly meeting scheduled for August 5, 2021. A meeting invite will be forthcoming.
  + **FFCRA (Families First Coronavirus Response Act)** poster is no longer required to be displayed. If you have not done so already, please make sure that it is removed as it is no longer in effect.
  + **Initial Training Review Form (Transfer Form)**
    - AUHR is no longer requiring the completion and submission to AUHR of the Initial Training Review form.
    - As an alternative, you will utilize the performance planning process to set expectations
    - If an issue of performance arises for a transfer employee, the procedures for improvement plan and/or corrective action should be followed. You may determine to continue to use if you wish but it is no longer required nor should be sent to AUHR.
    - Karla shared that it is important for people to get feedback when new in a role, encourage the supervisors to do so
    - There were no concerns expressed from the HRLs for eliminating the form
    - A communication will be sent to HRLs and Supervisors of all Staff and A/P employees soon
    - ***Note that this change does not eliminate the 90 Probationary Review form – all procedures still apply for this process****.*
  + **Performance Reviews Reminder**
    - Due to AUHR via the Box folder by July 9th
    - Utilize the Excel On-line feature when updating the DPRS spreadsheet in the Box folder
* **Fast-Train Simulation – Moriah Kent**
  + Moriah shared a view of a simulation of Fast-Train
  + Created as a resource for employees and supervisors that may not be familiar with Fast-Train
  + You can find the link on the HRD webpage ([HRD Class Schedule | Office of Human Resources (auburn.edu)](http://www.auburn.edu/administration/human_resources/hrd/schedule.html)) at the very bottom, labeled “Interactive Training”.
  + Please share with others that need or don’t have experience where to go to access Fast-Train
* **New ID Card Initiative – Kristine Ball**
  + Kristine thanked the HRLs for all of their collaboration in working with the onboarding center in distribution of the new employee ID cards so far.
  + Kristine and her team will continue to reach out to each of the HRLs as the cards are ready to be distributed to their employees.
  + They are working with IT on a list of employees and sometimes all are not included on the list but with the help of the HRLs, we can get those identified and get those printed as well
  + When the list is provided, please review and work with the center on identifying everyone
  + Appreciate everyone’s patience as we go through the divisions, they are becoming more efficient as they move through the production and distribution of cards
  + Any employee’s with pictures on file that is dated more than 10 years old the center will work directly with the employee in coordinating for the new ID card
  + There is an acknowledgement form for signature in the packet for the HRL – important due to access being tied to the card and ensuring that distribution is accurate
  + To date, they have processed more than 1000 cards to employees
* **Records - Leanne Fuller**
  + New Records website – LIVE now: [Records Management | Office of Human Resources (auburn.edu)](http://www.auburn.edu/administration/human_resources/records/index.html)
  + Includes a section of Banner Resources
    - All EPAF illustrations are complete
    - Position Class table – description and codes
    - Employee Class table – description and codes
    - FTE tables for figuring the Hrs Per Pay needed for EPAFs
    - Common HR Banner Admin screens – includes forms, description of fields
    - A link to the webpage is also available on the HRL Network webpage
    - Share with others that are new in your area that have the responsibility in HR Banner
* **Payroll and Benefits – Ann Shore**
  + House Bill 93 (HB93)
    - On Thursday, May 27th, Governor Ivey signed into law
    - Only affects Tier 2 employees under Retirement System of Alabama
      * Tier 2 employees hired on or after 1/1/2013 with no previous RSA agency service credit
    - Allows Tier 2 employees to convert sick leave hours to service credit
    - Contribution for employees increases from 6.0% to 6.2%
    - Effective October 1, 2021
    - Same vesting schedule applies, 10 years AND age 62
    - Will send a communication to employees after RSA communication comes out to ensure the same language is used
  + **Reminder about ECAL changes effective June 1, 2021**
    - May 6th communication was sent out – ECAL ended except:
      * Employee advised to quarantine by University and unable to work, they can use ECAL until August 16, 2021
        + Still subject to available hours up to the original total of 160 hours allotted
    - Sick leave can be used for closure of school or day care if unable to work until August 16, 2021
    - Employees can use their own annual leave or sick for all other situations
* **EverFi Training – Garry Morgan and Katherine Weathers**
  + Powerpoint shared with HRLs (Attached)
    - Digital learning platform used in several industries
    - Presidential Task Force recommendation of EverFi training
    - Four goals:
      * Highlight the role each person has in making AU a more supporting and engaging place to learn, work, and live
      * Reinforce the university commitment to safety, wellbeing, and inclusion
      * Be a catalyst for the discussion regarding healthy decisions on campus
      * Assist the university community in identifying resources that provide a respectful and welcoming environment
  + Comprehensive Learning Plan: **Launch July 2021**
    - * Employees:
        + Preventing Harassment and Discrimination (PHD) – *Mandatory*

Can take around 2 hours to complete the course

One for Supervisors

One for Non-Supervisors

EEO / Title IX Office responsibility

Federally required

All employees are mandatory reporters of these types of incidents when known

This course will replace the HRD course currently in Fast-Train

EEO will still go into departments

* + - * + Diversity, Inclusion and Belonging (DIBS) – *Strongly Encouraged, Values approach as a member of the community*
      * Students:
        + Alcohol EDU
        + Sexual Assault Prevention
      * There are additional training modules that will be coming at a later date.
      * Communication will be directed to the individual employee for the access to the training
      * A FAQ document will be shared soon
      * Advanced access will be provided to the HRLs so you will have the opportunity to take the course and have first-hand knowledge of the content
      * Tracking Participation:
      * 3 Content Managers/Administrators will track the completion of courses
      * Work with HRLs and Leadership to communicate completions
      * Would like to provide information to the HRLs to help with the encouragement of training
        + Information important to share?

Percentage of completion of each course

Planned format of report in an excel file to HRLs

Include department name and suggestion of supervisor data but uncertain whether

* + - * New Hires – in conversation with Onboarding Center of including
      * Reminder emails can be turned on but this is still under consideration for the best approach and timing
      * Single-Sign On for accessing the courses
      * Inability to integrate with Fast-Train due to technology factors
      * Deans and VP levels are being engaged in a pilot process soon
      * Content is not customizable but there is the ability to add supplemental information (e.g., text, videos, etc.)
      * Office of Inclusion and Diversity will be a resource from questions received from employees, help with these discussions

*There were no other questions and the meeting adjourned.*

* Notes Shared
* Handouts Shared
* Recording Shared
* *LF – 6/10/2021*