# **HR Liaisons Zoom Meeting 10/1/2020**

Below is information of reminders and items that were included in the HR Liaison Zoom Meeting held on October 1, 2020. Also refer to the video recording shared via email.

* **Conflict of Interest Email**
  + an email was sent from the Office of Audit, Compliance and Privacy on 10/1/2020 to all FT employees (AU and AUM)
  + annually complete a Conflict of Interest/Commitment disclosure
  + Deadline to take action no later than 30 days of receipt of email
* **PeopleAdmin Pointers communication**
  + Sent to PA Users (including HRLs) 9/29/2020
  + Topics included:
    - User Groups – permissions and access are tied to users, make sure to select the right user group in the upper right hand corner
    - Employee Records – If you have any issue viewing the checklists of employees and you have the proper permissions, try clearing your cache
* Refer to the communication for details and please let Jenna, Kristine or your Onboarding Specialist know
* **Reverifications of I9 (work authorizations)**
  + Leanne is currently auditing all I9 records that have reverifications due – some of which are overdue.
    - Sending emails to Admins (if known) and CC the HRLs
    - Provide assistance where needed and ensure that the admin completes the proper information to ensure compliance
    - Some responses have been that the employees no longer for the University and/or the department
    - Leanne will continue to review and audit these records and need assistance to get these completed as soon as possible
* **Master Contact List**
  + Recommended to run a Master Contact List for employees
  + Review the respective employee listing for last paid date
  + Terminate accordingly if no longer working at the University and use the last paid date
  + Be mindful and do not terminate if working for another department
* **Tax deferral Program Offered by Government**
  + Auburn University IS NOT participating in this program (employers are given an option)
  + Employees should understand that it is a DEFERRAL program, not a WAIVER of paying taxes
* **Advertising Rate FY2021- NEW**
  + Communication was set out on 9/29/2020
  + $57 **($116 per posting less than 2019-20)**
  + If print ads are needed, Employment Services can facilitate this request by contact them
* **Employment Reminders**
  + Interviewing Candidates - IMPORTANT
    - Make sure that the Employment Specialists is communicated with on who is selected for interview
    - Important to verify the candidate’s qualifications based on their answers to questions in the application process
    - Ensures that candidates are not being interviewed who do not meet the qualifications
  + Search Committee Members on Postings
    - Committee Members are not receiving automated notices of access to the pool AND a link to the search committee training if they are not added prior to posting being opened
    - Try to make sure committee members are determined to enter on the posting when submitting the posting information; if not, please notify Employment Services so they can send the important information needed
* **TES Rate FY 2021 – NEW**
  + Communication went out 9/9/2020
  + Rate is 19.18%
  + Share with others as needed
* **TES Long-term Assignments**
  + There are a few long-term assignments that are still continuing
  + Abbi is contacting each HRL for a decision to be finalized by the end of the year
* **HRD Reminders**
  + Updating all the on-line Performance Management courses to reflect the People Admin system.  MG 500 and 510 will be live next week.
  + With Patrick, we are updating the performance management and PeopleAdmin resource pages.
  + We are waiting for system availability via data integration from PeopleAdmin to begin testing the Performance Management module. Date TBD
* **Compensation Updates (Refer to the Powerpoint slides shared):**
  + The Comp team provided information on:
    - Reminder of the process for Supervisor changes
      * Note that the SUPV CHANGE EPAF is to be used for multi-filled positions ONLY
    - Mercer Project
* OTHER
  + Karla shared that there is a Parental Leave Policy coming
  + Post 11/30 & Return to Work
    - There is a representative group working on some recommendations from the questions identified for Senior Leaders
    - We have met 1 time and will meet again on Monday
    - Continue to send questions of any that you think of or get from your respective employees – send to Leanne or Patrick
    - Remote Work Policy – the policy has been taken down due to some updates that are needed
      * We have learned a lot about working from home during the alternate operations
      * The policy was written for a non-pandemic environment
      * We will discuss at some point later about what the workforce looks like and how we work – if you have an interest in being a part of a smaller group, let Karla know
  + Note that FMLA+ leave is not available to employees that have elected to have virtual school when the school is open – Federal guidelines are used for this interpretation
* Notes Shared
* Recording Shared
* Powerpoint Shared – Compensation

LF – 10/1/2020