# **HR Liaisons Zoom Meeting 11/5/2020**

Link to audio recording: <https://auburn.app.box.com/s/3jdg17kudeo6l802zv0bi345widtx69z>

Below is information of reminders and items that were included in the HR Liaison Zoom Meeting held on November 1, 2020. Also refer to the audio recording link above and in email.

* **Welcome and Announcements**
  + Karla McCormick welcomed everyone to the call
  + Associate Director, HR Systems:
    - IT focus as a Business Analyst role for helping across all HR functions and also interactions will be expected with HRLs
    - Workflow analysis, data integrity, systems oversight, access to personnel records for Div, etc.
    - Portion of Brittany’s responsibilities and also transition of some of ISS support being transferred to OIT
    - Currently in the background check process
* **HRL Updates and Information**
  + **HRL Advisory Council Meeting**
    - 11/4/2020
    - Topics:
      * PA Job Description Module and Training Plan discussion – Shelly will share more on this call
      * TES Positons Alignment to Pay & Regular Staff Job Descriptions – discussion about the purpose of needed to align better for TES hires especially when there is a potential to hire in a regular employment capacity; TES team is working on more information based on the feedback and information will be shared at a later date
      * 120 Day Termination Policy & Process – discussion of outstanding job records and active employees that have not been paid in more than 120 days. Working on initiating the process with modification in the policy for exclusions and also sending out a report to all HRLs within the next week for review and clean-up first.
        + Issues of these records remaining active for a significant period is that they have access to email and other active directory systems, buildings. Further discussion with senior leadership to occur.
        + *Note from last meeting: monitor employee listing and take action of termination where needed*
  + **Work Authorizations Expirations**
    - Reverifications & Monitoring – Leanne shared that she has completed an audit of I9s and there were some I9s that had been updated with current work statuses; depts. Have been working on these as requested
    - Written protocols in development - there is a plan to build some resources/procedures for dept admins to have clear instructions
    - Work Expiring Emails from Banner – there is a plan to add timekeepers to the distribution of the work authorization expiring emails – should happen by the end of the month, OIT is currently working on it; will confirm that AUM TKs receive workflow notice as well
* **Onboarding Center Related**
  + **Onboarding surveys** 
    - Being sent to new employees with hires date of 6/1/2020 or later; there are approx. 200 new employees that will receive the survey and it will be sent from [onboard@auburn.edu](mailto:onboard@auburn.edu)
    - Deadline for responses requested by first week of December
    - We will share information with HRLs on the results. Included in the information to the HRL will be results from 2019 hires (broader survey sent) which was previously mentioned
  + **Preparation for Spring Hiring (Students)**
    - Discussion with some HRLs and having sessions with dept admins and others to ensure everyone is clear on roles and the system – going well so far
    - Let Kristine know if you want to have a session or further discussion
  + **ID Employee Cards**
    - Encourage new employees to send in pictures (using passport standard guidelines)
    - Include instructions on the website
    - When making appointments, the center will provide information
      * This will help with safety protocols and will be a more efficient process
* **Employee Relations**
  + Emergency Contact Information
    - Recent situations have occurred where it was discovered that emergency contact information was not completed in Banner
    - Established a “nagware” process where all employees will receive a notice in Self-Service Banner two times per year (July and January) to review emergency contact information and make changes where needed
    - There is also a notification in the Open Enrollment communication to check this information as well
    - Sonya will notify approx. 800 employees that do not have emergency contact information completed
  + Clearinghouse – Federal Motor Carrier Administration
    - January 6, 2021 effective date of new regulation where employers with Commercial Drivers Licenses (CDL) in performance of their job must register in the clearinghouse
    - Deadline to register is November 30th
    - Allows real-time information for law enforcement officials of violations
    - Auburn will initiate queries for review annually
    - Employees will be communicated with along with the HRL of the requirement
    - Random Drug Testing (quarterly) associated with the clearinghouse
    - Training will be required by the employee and will sign up at the end of the training
    - A Master List will be sent to each HRL affected by this new regulation
  + Unemployment Letter Requirement
    - New State of Alabama requirement of any employee that leaves the University must receive a letter
    - Employee Relations and TES has worked with ISS in development of a report and process to ensure that the letters are sent to the exiting employee
* **Human Resources Development**
  + **Supervisor pathways** <http://www.auburn.edu/administration/human_resources/hrd/supervisor-pathways.html>
    - Communication went out and over 250 clicked on the link
    - Co-horts begin: January 11 and January 25, registration opens on Nov 9th
    - Limited to 100 registrants
    - New - There is a 6 month experience credit applied to pay evaluator if in a selection process for another position on campus; incentive for going through the program
    - Consider someone in your area to participate in the program; contact Bill to talk through some things to consider
    - Pilot program – Bill seeking a couple of groups of 5 or more people to go through a Creativity & Innovation course; get with him if interested
* **Compensation and Classification** 
  + **PeopleAdmin module Training – Job Description & Workflows**
    - Plan for HRLs to be training first beginning week of November 30th – ending by December 15th
    - Register in Fast-Train
    - 3 ½ – 4 hour training length
    - Two types – Administrative and Academic – different workflows
    - Training will be on PA system, workflows and forms
    - Supervisors will happen in January 2021
  + **Position, Pay and Budget Alignment** 
    - Unit’s approved funding level for position
    - Current statement represents funding at 50% of range
    - Revised statement – if salary offer is above 50% (or the percentage in the original statement), will need to submit revised statement
* **Benefits**
  + Open Enrollment – Nov 1 – Nov 30th, deadline at 4:45pm on Nov 30th – no exceptions
  + Passive Open Enrollment - If no changes in plans, an employee would ONLY have to sign-up for the Flexible Spending Plan if they choose to participate
  + New year – effective January 1
  + Virtual Benefits Fair – Nov 14 and Nov 15
  + No benefit enrollers on-site this year
    - Schedule a slot for time for assistance/questions
  + Digital Signage was sent out to HRLs earlier this week, let Patrick know if need more communication tools
* **Travel Restrictions & Return to Campus\***
* The CDC provides guidance regarding holiday travel on its website.
  + <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>
  + <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>
  + The COVID Resource Center is developing guidance regarding how to plan for holiday travel.
    - If you choose to travel, you may have to quarantine. (14 days from no symptoms)
    - You may not be eligible for COVID leave if you are unable to work while in quarantine.
    - More information will be forthcoming.
* **Return to Campus Guidance\***
  + [Information was shared to campus](http://www.auburn.edu/administration/human_resources/covid/rtw-guidelines-113020.html) on Oct. 30. This guidance applies to the period between Nov. 30 and Dec. 31, 2020.
  + Auburn University Human Resources (AUHR) was unable to share this information with HR Liaisons (HRLs) ahead of time due to timeliness and to ensure that employees received it before late Friday afternoon. We shared it with campus as soon as senior leadership approved it.
  + AUHR attempts to give advance notice to HRLs when possible. However, please understand that it is not possible in some instances.
  + Regarding the Return to Campus on Nov. 30, all full-time employees are expected to work a 40 hour workweek **of which at least 20 hours must be worked on-site.**
  + The 20 hour on-campus minimum is a weekly requirement that is not meant to be averaged out over the period between Thanksgiving and the Christmas break. The requirement’s intention is for all employees to work a full 40 hours each week, with at least 20 of those hours occurring on campus or the designated work site.
  + More information is being developed for post-Dec. 31.

***\*This guidance is subject to change based on CDC and University regulations.***

* Notes Shared
* Recording Shared

*LF – 11/11/2020*