



HR Liaisons Network Meeting Agenda

DATE: May 2, 2019 ATTENDING: HR Liaisons and HR Staff

Topic	Speaker
I. Welcome & Announcements A. Tonya Dupree – Transferred to AUM 5/1/2019 B. Policy & Procedures update C. Ellucian (Banner) Assessment	Karla McCormick
II. HRL Updates A. HRL Updates i. Next meeting – currently scheduled June 6, 2019 ii. Development – Leanne handling HRL duties in transition B. HRL Resources Advisory Council i. Call – April 22, 2019 1. New Hire & transfer Paperwork project update (Records) 2. Supervisor Approvals in Fast-Train 3. Employment & Comp Processes ii. Next Meeting – May 6, 2019 1. New Hire & transfer Paperwork project update (Records) 2. HR Generalist Job Descriptions	Leanne Fuller
III. Employee Relations A. Employee Appreciation Week – THANKS! i. Pictures ii. Monday activities iii. Next Year? B. Family Fun Day – June 13, 2019 C. Hardship Policy Communication	Linda Maxwell-Evans
IV. Human Resource Development A. Supervisor Approval in Fast-Train discussion B. Reminders - Performance Management Class dates	Bill Shannon Penny Houston
V. Records Updates A. Awards EPAF illustration B. Professional Improvement Leave EPAF (PIL)	Brittany Saliba
VI. Employment Services A. NEW - Offer Letter Templates B. Job Postings i. Qualifying Questions usage ii. Competitive range or budgeted range in Job Summaries	Chris Thompson

VII.	Compensation/Classification A. Compensation and Benefits Study - update	Shelly Murray
VIII.	Q&A	Karla McCormick

HR Liaisons Network Meeting Minutes

May 2, 2019 – 2:45 p.m. – Auburn University Administrative Complex

I. Welcome and Announcements – Karla McCormick

- McCormick thanked everyone that was involved in the first **Employee Appreciation Week**. She asked for feedback and if Network members enjoyed the week and would like to see it continue. The group responded positively. There was one comment suggested of touching base with the Payment and Procurement office on the ability to pay for these types of events if that was needed.
- Some HRLs shared what they did for Department Appreciation Day (Monday):
 - Library – breakfast, appreciation cards to employees, stress balls were given out
 - ACES & Agriculture – partnered to do a picnic lunch
 - Agriculture – hosted a childhood picture contest and gave gift cards to winners
 - Experiment Station – sent hats and snacks to outlying units (mailed)
 - Outreach – outdoor picnic, bingo, Aubie
 - Engineering – ice cream sundaes on the grounds
- McCormick announced that Tonya Dupree accepted an opportunity with AUM effective May 1, 2019. Her last day with Human Resources was April 30, 2019. She is determining the best decision regarding filling a position.
- **Open positions:** There are two Compensation Specialists positions and we are getting close to a decision of conducting interviews in the near future. The Assistant Manager for Benefits position is moving forward with phone interviews in the next couple of weeks.
- **New Policies and Procedures:** We currently have five in the pipeline, three of which are being discussed with President’s Cabinet. One is the **TES Policy** that will include philosophy, hours and compliance. A new **Layoff Policy** is in discussion to include distinguishing difference between RIF (Reduction in Force) and layoffs. There is more information and a meeting coming about the RSA (Retirement Systems of Alabama) file feed and utilization of TES.
Another policy is the **Employee Educational Benefit Policy (EEB)**, Section 127 plan which is being discussed by President’s Cabinet. There is a current decision of a change in the number of hours in the benefit from 5 hours per semester to 15 hours over an entire calendar year period.
The **Salary Alignment Policy** is being finalized to document the current practice over the last two years. The **Community Service Leave Policy** is currently being worked on and should be finalized soon.
- Ellucian (Banner) visited campus for three days the week of April 8th to conduct an assessment of utilization of Banner features. This included meeting with key HR staff, Information Systems Support (ISS) and others to discuss needs of HR Banner. We are awaiting a final report from Ellucian before any decisions are made.

II. HRL Updates – Leanne Fuller

- Leanne Fuller announced that the next HRL meeting is currently scheduled for June 6 at 2:45 p.m. Fuller asked the group to share any topics that they would like to see on the agenda. There will also a group picture taken at that meeting for internal use on the website.
- Fuller is handling the HRL duties for Development in the transition period until a new HR Generalist III can be recruited and hired.
- HRL Advisory Council meeting – The last meeting was held on April 22. The following topics were discussed:
 - New Hire & Transfer Paperwork project – URL sent to group for feedback

- Supervisor Approvals in Fast-Train
 - Employment & Comp Processes – proposed change
- There is another meeting planned on May 6 to discuss the following:
 - Follow-up on New Hire Paperwork web resource
 - HR Generalist Job Descriptions (separate descriptions)
 - Other TBD
- Other project updates: Fuller shared that the first meeting occurred on April 29 for Remote Work/Flex work/Telecommuting; the next meeting is on May 14. Fuller asked if anyone would like to be on the workgroup to let her know.

III. Employee Relations – Linda Maxwell-Evans

- Linda Maxwell-Evans highlighted the website pictures, social media stats and reiterated thanks to everyone that help make the first Employee Appreciation Week a success and reminded everyone to share pictures. Maxwell-Evans asked for feedback of how to make the week better going forward for 2020. She noted to the group that feedback received to date was the following regarding the picnic:
 - Veggie options
 - Mayonnaise and condiments
 - Lettuce and tomato
- Family Fun Day – Maxwell-Evans announced that Family Fun Day is June 13. She asked for volunteers again to make it a success. A communication will be coming out soon.
- Hardship Fund Policy – There was a communication that went out that a fund is being established to assist employees in need. She encouraged everyone to consider contributing to the fund and to refer to the communication sent from University HR on May 1, 2019.

IV. Human Resource Development – Bill Shannon

- Bill Shannon reminded the HRLs that the deadline for the DPRS of July 19. Shannon reminded everyone to refer to the email from Penny Houston.
- Performance Management form – Shannon indicated to remind supervisors that they must engage the EDIT function to complete the performance review form. This feature is enabled by clicking on VIEW and then EDIT Document.
- Fast-Train & Supervisor Approvals – Shannon presented to the HRLs that he was proposing that the supervisor approval for HRD courses be eliminated because it appeared that employees are not aware if it is approved and do not show up or will show up without supervisor approval. The HRLs did not have any issues with eliminated the requirement except in cases where the class had a cost associated with attendance. Furthermore, Shannon indicated that supervisors would continue to receive email notifications of registration, attendance, and if the employee is a “no show” for a class. This change will be effective fall semester, 2019.

V. Records Update – Brittany Saliba

- Brittany Saliba presented an illustration for the **Awards EAPF**.
- Saliba also presented instructions and Workflow illustration of **Professional Improvement Leave EAPF** process for faculty.
- Both were well received by the HRL group.

VI. Employment Services – Chris Thompson

- Chris Thompson provided new offer letter templates to correspond with non-contingent on background check offers. There is expanded language on completion of the Form I-9, Section 1 and to include the timekeeping location abbreviation from the electronic I-9 system so the new employee will select the correct location. **Note that there is an updated version of the offer letter templates attached.**
- Job Posting summaries – Thompson shared that it would be beneficial for including the competitive range/budgeted range in the summary to assist with applicants having realistic salary expectations.

Thompson feels that it would help the applicants make better decisions regarding applying if salary is a main factor and they are looking at the full salary range indicated in another location on the job posting.

- Using Qualifying Questions of job postings – Thompson indicated that in the past, departments had not been involved in submitting qualifying questions to use in the screening of applicants. Recently, the Office of Information Technology has been developing questions to assist them with summary of experience and screening out applicants that do not meet the relevant experience. Thompson encouraged the entire HRL group to start using this feature by working with their supervisors and emailing Employment Services of questions that they want to utilize. He will reach out to PeopleAdmin (ATS vendor) to enable the ability for departments/HRLs to enter their own questions. A suggestion from the HRLs was for Employment Services to develop a library of general qualifying questions for use going forward.

VII. Compensation/Classification – Rod Kelly

- Rod Kelly provided an update on the current upcoming Request for Information (RFI) for the market study. Kelly indicated that four vendors that have submitted proposals and the committee will begin to evaluate the submissions. He will keep HRLs updated on the process and what their involvement will be going forward.
- FLSA Threshold – Kelly shared that the proposed final regulations are out for comment and we should have notice in the next 3-6 months with anticipated effective date of January 2020. The proposed new salary threshold is \$35,308 but it will not be final until the process is complete. Today, there are approximately 100 employees that are under the threshold amount with several being right under. He expects another budget cycle with merit increases to place several of them right over the proposed threshold.

VIII. Other/Q & A – Karla McCormick

- **Onboarding Center** – McCormick updated the onboarding center possibilities that were being planned and inquired to see if HRLs were still in support of the center approach. There is a great need to document what the return-on-investment (ROI) would be in creation of a center.

McCormick indicated that there has been some movement on identification of available space. Although there is still planning to do which includes staffing, McCormick indicated that an onboarding center would include an employee visiting on their first day (or before) of employment to process I9s, get their Employee ID badge, etc. to enable faster entry into Banner for access. HRLs indicated that they would love to see all types of employees come to the center. ACES suggested to consider off-campus employees when decisions are made if opportunities for ZOOM (or other web-based) meetings to take place for the onboarding center experience.

In the near future, we will be sitting down to include stakeholder groups (including HRLs) to talk about what an onboarding center will look like. McCormick called on all HRLs that want to be involved and in giving feedback, to let her know.

No other topics were discussed; meeting was adjourned.



Employee Appreciation Week 2019 Social Media/Website Statistics



Facebook

Top postings (April 22-26)

Posting	Reach	Likes/Loves
Tiffany Chandler	2,693	176
Employees of the Year	2,285	150
AU Bookstore Discount	1,684	32
Walk @ Lunch	1,675	69
Spirit of Excellence (39 pix)	1,282	64

Cumulative Facebook
36 posts/28,836 reach



Instagram

Top postings (April 22-26)

Posting	Impressions	Likes
Employee Picnic	410	29
Popcorn (HR)	395	29
Walk @ Lunch	372	28
Popcorn (campus)	371	37
Employees of the Year	350	31

Cumulative Instagram
15 posts/4,421 reach



Twitter

Top postings (April 22-26)

Posting	Impressions	Engagements
Walk @ Lunch	1,672	92
Employees of the Year	1,655	102
AP Day Conference	1,267	46
AU Bookstore	715	10
Business School	465	8

Cumulative Twitter
13 posts/8,105 reach

Cumulative social media shares of #auappreciation: 30



Website

Page Visits (April 1-29)

Page	Unique Page Views	Average time spent on page
Index	431	1:50
Lunch	336	4:39
Employee Appreciation Pgrm.	328	5:32
AP Day Conference	301	5:33
Dept. Appr. Day	245	4:00
Lunch	133	4:21

Cumulative Numbers
1,774 unique page views

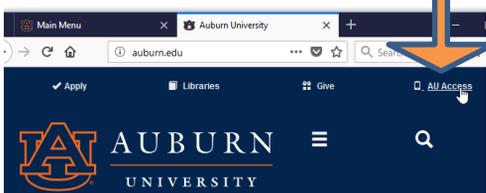
Add/Change Special Pay – OSPECP EPAF

Example: Awards

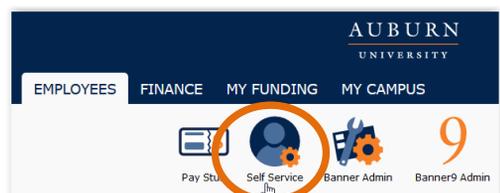
Description: Adding/Change Special Pay (typically) within the Department.

Awards 'AWD' (A% suffix) – The employee award programs must be submitted to the committee for approval before the awards can be disbursed. Once approved, department initiates the EPAF and sends supporting documentation to Records. Department will also initiate the job termination EPAF once the award has been paid (TERMJB).

1 AU Access



2 Employee Tab -> Self Service



3 Employee Tab -> Electronic Personnel Action Forms

Employee

- 457(b) Percentage Calculator
- 403(b) Percentage/Match Calculator
- 403(b) Percentage Calculator for Part-time Employee
- Administrative Security Request System
- AU eDocs
- Bank Account Update
- Benefits and Deductions
- Course Toolkit
- Employee Education Benefit/Dependent Education Benefit request form
- Electronic Personnel Action Forms

4 New EPAF

Electronic Personnel Action Form

- [New EPAF](#)
- [EPAF Originator Summary](#)
- [EPAF Approver Summary](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

RELEASE: 8.12.15

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5 Enter the Banner ID number

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 902013629 Brittany Johnson Saliba

Query Date: MM/DD/YYYY* 04/01/2019

Approval Category: * Add/Chg Special Pay (OOC/END/PROF/SUP/AWD), OSPECP

Go

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Mar 31, 2019	Active

All Jobs

6 Go

7 New Job

Type in the Position Number and suffix. The position number should be the same, but the suffix would change to A% (ex. Award)

ID: Brittany Johnson Saliba, 902013629

Query Date: Apr 01, 2019

Approval Category: Add/Chg Special Payment, OSPECP

Add/Chg Special Pay (OOC/END/PROF/SUP), OSPECP

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	160511	A1	Mgr, Employee Records&Sys Mgmt	113550, Payroll Records and Benefits					<input checked="" type="radio"/>
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Mar 31, 2019	Active	<input type="radio"/>

All Jobs

Next Approval Type Go

8 Go

1. Enter Values (ex. Awards)
a) Use beginning of the Pay Period for the Job Effective Date.

Add/Chg Special Pay (OOC/END/PROF/SUP), 160511-A1 Mgr, Employee Records&Sys Mgmt

Item **Current Value** **New Value**

Job Begin Date: MM/DD/YYYY* 04/01/2019

Job End Date: MM/DD/YYYY (Not Enterable) -

Contract Type: (Not Enterable) S

Jobs Effective Date: MM/DD/YYYY 04/01/2019

Personnel Date: MM/DD/YYYY 04/01/2019

Job Status: * Active

FTE: .10

Job Change Reason: BSPEC, Begin Special Pay

Step: (Not Enterable) 0

Regular Rate: 3000

Hours per Pay: 1

Factor: 1

Pays: 1

Annual Salary: 3000

Current
Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

If the position has been used prior by the employee, then the Job Begin Date may not match the Job Effective Date.

b) Job Change Reason – BSPEC Begin Special Pay

c) Rate – in this example, the employee won the Employee of the Year award and will get a one-time payment of \$3,000. Therefore, the Rate and Annual Salary are the same and the Hours per Pay, Factor, and Pays are “1”

New Value

Effective Date	MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	MM/DD/YYYY	Remove
04/01/2019		AWD, Award	1			1	05/01/2019		
		Not Selected				1			
		Not Selected				1			
		Not Selected				1			

Save and Add New Rows

Last date of pay period + 1

d) Default Earnings Effective Date = Beginning of the Pay Period
Earnings = AWD
Hours/Units = 1
End Date = the day AFTER the last day of the pay period.

Labor Distribution Change, 160511-A1 Mgr, Employee Records&Sys Mgmt

Current
Effective Date: 04/01/2019
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY (04/01/2019)

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
QA	A		101002	101081	60005	7000					10.00		
QA	A		101001	113950	60005	7000				90.00			
Total:												100.00	

2. Labor Distribution
Ensure the Effective Date is the beginning of pay period (if possible).

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	LEONNE FULLER	Approve
03 - (APPRV2) Approval 2	SHARLY JONES-MURPHY	Approve
21 - (OUTCLS) Special Pays/Endow/OOC-Spec	KARLA SORRELLS MCCORMICK	PRT
95 - (HRM0N) HR-Assistant	APRIL L MCFARLIN	Approve
99 - (HR) HR Apply/Supervisor	BRITTANY JOHNSON SALIBA	Apply
Not Selected		Not Selected

Comment

Approve per Compensation. Memo sent to records.

Save

3. Routing Queue and Comments
Ensure to enter the proper routing specific to your department.

10 Save

Submit and please check for errors!

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: 699598
Transaction Status: Pending
Approval Category: Add/Chg Special Pay (OOC/END/PROF/SUP/A

ID: 902013629 Brittany Johnson Saliba Query Date: 04/01/2019

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
160511	A1	04/01/2019	04/30/2019	Secondary

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason
04/01/2019	Active	Mgr, Employee Re...	FM	MN	A	HR424	BSPEC
04/30/2019	Terminated	Mgr, Employee Re...	FM	MN	A	HR424	ESPEC

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: 699598
Transaction Status: Pending
Approval Category: Termination (Job ONLY), TERMJB

Query Date: May 01,
Last Paid Date: Mar 31,

Save

Jump to Bottom

* - indicates a required field.

Termination (Job ONLY), 160511-A1 Mgr, Employee Records&Sys Mgmt

Item **Current Value** **New Value**

Jobs Effective Date: MM/DD/YYYY* 04/01/2019 04/30/2019

Personnel Date: MM/DD/YYYY 04/01/2019 04/30/2019

Job Status: *(Not Enterable) Active T

Job Change Reason: * BSPEC ESPEC, End Special Pay

Once the award has been paid, the Department will initiate a job termination EPAF. Use the last paid date as the termination date.

Job Change Reason – ESPEC – End Special Pay

SAMPLE OFFER LETTER

INTERNAL CANDIDATE

[DATE]

[CANDIDATE NAME]

[CANDIDATE ADDRESS]

Dear [CANDIDATE NAME]:

I am pleased to extend you an offer of employment for the [POSITION/TITLE] in the Department of [DEPARTMENT NAME]. This offer includes an [ANNUALIZED SALARY for Exempt OR HOURLY RATE for Non-exempt] paid on a [PAY SCHEDULE TYPE]. Your employment will begin on [DATE]. Please report to our office located at [ADDRESS] on the scheduled date.

Your employment is subject to all existing applicable rules, regulations and policies of the university. Because you are a current employee of Auburn University, there will be no changes to your current benefit package by the university with this change in position.

In closing, I am excited about your future contributions to the position and look forward to working with you in this capacity.

Sincerely,

[DEPARTMENT HEAD or SUPERVISOR]

By signing below, I understand that this appointment is subject to Auburn University's Policies and Procedures. This offer does not constitute an expressed or implied contract of employment. Any provision contained herein may be modified and/or revoked without reason, in accordance with AU Policies and Procedures. Auburn University is an at-will employer; this document does not constitute a guarantee of continuing employment for any term.

Name

Date

CC: [HUMAN RESOURCES LIAISON]

Attachment: AU Workplace Policies

SAMPLE OFFER LETTER

CONTINUING TERM APPOINTMENTS

****Note that additional wording must be included in the offer letter for hiring of foreign nationals related to work authorization***

[DATE]

[CANDIDATE NAME]
[CANDIDATE ADDRESS]

Dear [CANDIDATE NAME]:

I am pleased to extend you an offer of employment for the [POSITION/TITLE] in the Department of [DEPARTMENT NAME]. This offer includes an [ANNUALIZED SALARY for Exempt OR HOURLY RATE for Non-exempt] paid on a [PAY SCHEDULE TYPE]. This offer is for a continuing-term appointment and is subject to all applicable rules, regulations and policies of the University. Your employment will begin on [DATE]. Please report to our office located at [ADDRESS] on the scheduled date.

This offer of employment is also contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986, and by E-Verify. Upon acceptance of this offer, one of the first steps of your employment is to complete the verification of identity and employment authorization process. Please visit www.newi9.com and complete Section 1 of the electronic form, enter the location of **[Enter the Specific Location for your Department]** and sign it with an electronic signature **no later than the first day of employment**. The **Employer Code** to utilize for Auburn University is **18580**. On the first date of employment, you must report to [enter name and location address] with your original documents to be used for the verification to enable the completion of Section 2. If you are unable to comply with Form I-9 and E-Verify in a timely manner, this offer is void.

You will be provided additional information regarding new hire documents and a New Employee Orientation session. During the orientation session, you will be provided information regarding Auburn University Benefits, Policies and Procedures, and other important information as you begin your appointment with Auburn University. Prior to the New Employee Orientation session, you may visit: http://www.auburn.edu/administration/business_office/payroll/benefits.html for detailed information regarding benefits and eligibility.

In closing, I would like to welcome you to Auburn University, and the [DEPARTMENT NAME].

Sincerely,

[DEPARTMENT HEAD/CHAIR OR SUPERVISOR]

By signing below, I understand that this appointment is subject to Auburn University's Policies and Procedures. This offer does not constitute an expressed or implied contract of employment. Any provision contained herein may be modified and/or revoked without reason, in accordance with AU Policies and Procedures. Auburn University is an at-will employer; this document does not constitute a guarantee of continuing employment for any term.

Name

Date

CC: [HUMAN RESOURCES LIAISON]

Attachment: AU Workplace Policies

SAMPLE OFFER LETTER

LIMITED TERM APPOINTMENTS

**Note that additional wording must be included in the offer letter for hiring of foreign nationals related to work authorization*

[DATE]

[CANDIDATE NAME]

[CANDIDATE ADDRESS]

Dear [CANDIDATE NAME]:

I am pleased to extend you an offer of employment for the [POSITION/TITLE] in the Department of [DEPARTMENT NAME]. This offer includes an [ANNUALIZED SALARY for Exempt OR HOURLY RATE for Non-exempt] paid on a [PAY SCHEDULE TYPE]. As previously discussed with you, this offer is for a limited-term appointment and is subject to all applicable rules, regulations and policies of the University. Continuation of the appointment is contingent upon the department's assessment of the continued need for the position and available funding. Your employment will begin on [DATE]. Please report to our office located at [ADDRESS] on the scheduled date.

This offer of employment is also contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986, and by E-Verify. Upon acceptance of this offer, one of the first steps of your employment is to complete the verification of identity and employment authorization process. Please visit www.newi9.com and complete Section 1 of the electronic form, enter the location of [**Enter the Specific Location for your Department**] and sign it with an electronic signature **no later than the first day of employment**. The **Employer Code** to utilize for Auburn University is **18580**. On the first date of employment, you must report to [enter name and location address] with your original documents to be used for the verification to enable the completion of Section 2. If you are unable to comply with Form I-9 and E-Verify in a timely manner, this offer is void.

You will be provided additional information regarding new hire documents and a New Employee Orientation session. During the orientation session, you will be provided information regarding Auburn University Benefits, Policies and Procedures, and other important information as you begin your appointment with Auburn University. Prior to the New Employee Orientation session, you may visit:

http://www.auburn.edu/administration/business_office/payroll/benefits.html for detailed information regarding benefits and eligibility.

In closing, I would like to welcome you to Auburn University, and the [DEPARTMENT NAME].

Sincerely,

[DEPARTMENT HEAD/CHAIR OR SUPERVISOR]

By signing below, I understand that this appointment is subject to Auburn University's Policies and Procedures and accept the conditions of the offer as stated. This offer does not constitute an expressed or implied contract of employment. Any provision contained herein may be modified and/or revoked without reason, in accordance with AU Policies and Procedures. Auburn University is an at-will employer; this document does not constitute a guarantee of continuing employment for any term.

Name

Date

CC: [Human Resources Liaison]

Attachment: AU Workplace Policies

Instructions for Reporting On-the-Job Injury (OJI) Claims

Administration of Auburn University's On-the-Job Injury (OJI) Program is provided through Brentwood Services Administrators (BSA). The goal of the OJI Program is to protect employees from financial hardship caused from on-the-job injuries or illness. Eligibility depends on whether the injury or illness arises out of the course and scope of the employee's employment. Benefits are payable only after all other available insurance has been exhausted.

Any work related incident, on or off campus, that results in an injury should be reported in accordance with the procedures below.

NEW CLAIMS:

Employees should report new claims through the incident entry portal as soon as possible following the accident/incident (even after-hours or on holidays) and to cooperate with Brentwood Services Administrators and Auburn University Risk Management & Safety

SUBMIT AN INCIDENT OR CLAIM ONLINE
<https://cws.auburn.edu/rms/pm/claims>

EXISTING CLAIMS:

All inquiries/correspondence, including questions related to existing claims, bill payment, etc., should be directed to :

Dana Mattiace
On-the-Job Injury (OJI) Claims Adjuster
800-524-0604
dana.mattiace@bwood.com

Procedure After an Incident Occurs:

- Ensure the injured employee receives immediate and appropriate medical attention.
- Gather as much information about the incident:
 - **What happened**
 - **How it happened**
 - **Where it happened**
 - **Conditions**
 - **Any other relevant information**
- Any witnesses should be identified, along with their contact information.
- Equipment involved in the incident, may need to be tagged or otherwise identified, saved or set aside for further examination and/or testing if potentially defective.
- All University personnel are encouraged to cooperate with BSA, as well as AU Risk Management & Safety, in the investigation, mitigation, and settlement of any claim.
- Please contact Risk Management & Safety at **334-844-4533**, if you have any questions.