



HR Liaisons Network Meeting Agenda

DATE: July 11, 2019

ATTENDING: HR Liaisons and HR Staff

Topic	Speaker
I. Welcome & Announcements A. Staff Updates <ul style="list-style-type: none">i. Assistant Benefits Managerii. Receptionistiii. Onboarding Center	Karla McCormick
II. HRL Updates A. HRL Updates <ul style="list-style-type: none">i. Next meeting – currently scheduled August 1, 2019ii. List of next academic year of monthly HRL meetings – handout & HRL websiteiii. New Hire/Transfer Hire Paperwork webpage - Live B. HRL Resources Advisory Council <ul style="list-style-type: none">i. Meeting – July 1, 2019<ul style="list-style-type: none">1. JumpStart (formerly called Pre-AU)<ul style="list-style-type: none">a. Implementationb. Communication Plan	Linda Maxwell-Evans
III. Tax Compliance A. Foreign National Tax Form <ul style="list-style-type: none">i. Web form - NEWii. Document Upload – NEWiii. Routingiv. Communication	Tammy Moore
IV. Human Resource Development A. HRD website preview – NEW B. Performance Management Reminders C. Changes on the DEB/EEB D. Faculty NEO – reminders to HRLs	Bill Shannon Penny Houston
V. Employment Services A. JumpStart	Chris Thompson
VI. Compensation A. Equal Pay Legislation	Shelly Murray
VII. Records Updates A. EPAF illustrations	Brittany Saliba
VIII. Q&A	Karla McCormick

HR Liaison Network Meeting – July 11, 2019

2:45 p.m., AU Administrative Complex

Staff Updates – Karla McCormick

- Becky Richardson has been selected as the new Assistant Manager, Benefits. She will begin working with AU Human Resources on July 22. McCormick said that Richardson has many years of Benefits experience and a strong HR background. She also said that when Richardson was interviewing for the position, her presentation on High Deductible Health Plans was “fabulous.”
- HR is reviewing applications for the front desk receptionist position, and a decision may be announced as soon as the next HR Liaison Network meeting.
- McCormick also announced that HR has signed a lease agreement for a new onboarding center, which will be located in the former Tiger Style hair salon that is two businesses down in our complex. She said that HR will soon advertise several openings for the center, including a center manager, three to four specialists, and a receptionist. While these positions would not necessarily require an HR background, a love for Auburn University and a “welcoming” personality would be vital. McCormick also said that HR would work with Liaisons and Network members to discuss what onboarding looks like in their respective departments and units. Leanne Fuller will be charged with helping launch the new center.
- Abbi Brown also announced that she was reviewing temporary employment (TES) usage throughout campus – specifically long-term usage (at least one year, if not several years). Brown said that she had identified 227 “long-term” TES employees. HRLs in departments/units with those employees will soon receive a four-question survey about these employees, where HRLs will be asked about the employee’s current roles, what were the roles before the employee started, etc. The goal is to determine whether those roles are truly temporary, or should be full-time or part-time.

HRL Updates – Linda Maxwell-Evans

- The next HRL Network meeting is scheduled for Thursday, Aug. 1, at 2:45 p.m. in the AU Administrative Complex (HR Training Room)
- Maxwell-Evans shared the 2019-20 meeting calendar. Other planned meeting dates are: Sept. 5, Oct. 10, Nov. 7, Dec. 5, Jan. 9, Feb. 6, March 5, April 2, May 7, June 4, July 9, and Aug. 6.
- Maxwell-Evans also reminded the audience about the New Hire/Transfers website that recently went live. When asked if they liked the website, one audience member stated that it was “simple and straightforward: I love it.”
- The HRL Resources Advisory Council also met on July 1 and discussed JumpStart (see below for more information on JumpStart).

Tax Compliance – Tammy Moore

- Moore discussed the new online secure document upload process related to the employment of foreign nationals (new hires and change of status/extensions) at Auburn University which was developed by Tax Compliance. Employees will now submit their required information electronically rather than via paper. The employee first submits their information to Tax Compliance, who then submits it to HR.
- Paper forms will be left on the website for a short period of time during the conversion process (approximately two weeks). The new links are listed below:
 - **New Hire:** <http://www.auburn.edu/administration/business-finance/financial/foreign-national-new-hire.html>
 - **Change of Status Extension:** <http://www.auburn.edu/administration/business-finance/financial/foreign-national-change.html>
 - **Lawful/Conditional Permanent Resident:** <http://www.auburn.edu/administration/business-finance/financial/foreign-national-lpr.html>

- Moore said that these changes would place less of the burden on HRLs, and more on the employee. The department/unit should also receive the employee's information in a matter of minutes.
- Moore also said that several people have already utilized the new online platform, even though it was not formally communicated until Monday, July 15.
- HRLs were asked to share any questions they may receive with the Tax Compliance office, as these questions will be used to populate a frequently asked questions webpage.

Human Resource Development – Bill Shannon and Penny Houston

- Shannon briefly discussed changes to the HR homepage, which include icons and other design elements to make the page easier to navigate. A new page has also been created for HRD courses/registration. He said the new Latitude learning page will look similar to the new HRD pages.
- Houston thanked the HRLs who had already turned in performance review information. As a reminder, she said that reviews and the DPRS worksheet were due to HR by Friday, July 19. She also reminded HRLs to place a "9" in the rating block for those with no review.
- Houston also announced that New Employee Orientation for faculty was already full for the morning session of Aug. 14, and half-booked for the afternoon session on that date. Other sessions are available.
- Shannon touched on changes to the Employee Education Benefit:
 - Previously, eligible employees could take up to five credit hours of University courses per academic term and receive a waiver of some or all of the fees associated with that attendance. **Now, eligible employees can take up to 15 credit hours per academic year (pending supervisor and/or departmental approval) and receive the waiver – regardless of when they take the classes during the academic year.** This change will give many employees additional flexibility in selecting classes, while reducing their costs if they take multiple classes in a semester.
 - Eligible employees who wish to enroll in a class no longer have to wait until one week before the class begins to register for the class. They can register for the class as soon as registration begins.
 - **Eligible employees are now required to apply for classes through Self-Service Banner. Otherwise, they will not receive the Benefit and will be required to pay for classes out of pocket.**
- Shannon said that HR would soon share a communication with campus about the changes.

Employment Services – Chris Thompson

- Thompson shared updated information about JumpStart, which was previously identified as Pre-AU.
- JumpStart, which was created by Information Systems Support and HR, is a customized workflow system that will give new employees immediate access to AU systems by generating Banner ID and GID credentials early in the onboarding process. It will also serve as a platform for securely submitting new hire documents such as tax forms, personnel data forms, and other required documents.
- Beginning **August 1, 2019**, JumpStart will serve as the only method of submitting new hire forms to HR for **new** faculty, Administrative/Professional, and University Staff employees. These employees should be processed through JumpStart as soon as a formal offer is accepted.
- The Secure Document Upload website will no longer serve as a platform for submitting new hire documents for new faculty, Administrative/Professional, and University Staff employees. However, the website will continue to be used as the platform for submitting documents for temporary employees, including student workers. **Temporary and student employees will not be processed through JumpStart.**
- Thompson announced that Employment Services team members were willing to meet with individual departments/units to help train those who submit these documents. Training began on July 15. On-demand training was scheduled to be released on July 22.
- He also showed several workflow examples that HRLs could use within their departments/units.
- As a reminder, HRLs or other hiring coordinators will initiate JumpStart within their respective campus departments. HR Liaisons need to determine which individuals in their departments will be responsible for processing new employees.

Compensation – Shelly Murray and Rod Kelly

- Murray discussed Equal Pay legislation that was recently approved for the state of Alabama.
 - The Clarke-Figures Equal Pay Act, which goes into effect on Sept. 1, prohibits discrimination against:
 - Race or sex – as previously stated in the Equal Pay Act of 1963 and Title VII of the 1964 Civil Rights Act.
 - An applicant who does not provide salary history.
 - Employers cannot:
 - Discriminate in pay based on race or sex, if the work “requires equal skill, effort, education, experience and responsibility, and performance under similar working conditions.”
 - Exemptions: seniority system, merit system, a system that measures earnings by quantity or quality of production, or a differential based on any factor other than race or sex.
 - Refuse to interview, hire, promote, or employ an applicant for employment, or retaliate against an applicant for employment because the applicant does not provide salary history.
 - Kelly said that Auburn University is already compliant with the guidelines – thanks largely to the Pay Evaluator.
- Kelly also touched on updates for IT job structure across campus. HR is working with the Office of Information Technology on these updates. Additional information will be coming soon.
- Kelly also said that HR is entering into negotiation with a global management consulting vendor who will be providing comprehensive compensation and benefits studies for Auburn University. It is anticipated that the projects will take approximately 18 months to complete. He said the studies would help ensure that Auburn’s pay ranges and benefits programs remain competitive with peer higher education institutions as well as appropriate non-higher education employers, locally, regionally, and nationally.

Records Update – Brittany Saliba

- Saliba distributed a sheet with information on “Add/Change Job Supervisors – SUPVR EPAF NBAJOBS”

Closing – Karla McCormick

- McCormick recognized new HR team member Carly Hall, Compensation Specialist, along with Keshia Dillard, who was representing HR for Auburn Montgomery.
- McCormick also recognized Rick Traylor, who will be assisting HR for the next year on several special projects. Traylor has worked with Facilities for many years, and McCormick said that Traylor’s expertise would be extremely valuable for these projects.
- Chris McClendon, ACES, mentioned that her department has an opening for an HR Generalist II/III.
- McCormick added that HR is seeking a Specialist, HR Initiatives.

The meeting concluded just before 4 p.m.



WELCOME!

HR Liaison Network and special guest:

Tammy Moore

Manager, Tax Compliance

Welcome and Announcements

KARLA McCORMICK





HR LIAISONS NETWORK MEETING

HR Liaison Updates

LINDA MAXWELL-EVANS



2019-20 HR Liaison Meeting Calendar

- September 5, 2019
- October 10, 2019
- November 7, 2019
- December 5, 2019
- January 9, 2020
- February 6, 2020
- March 5, 2020
- April 2, 2020
- May 7, 2020
- June 4, 2020
- July 9, 2020
- August 6, 2020

Meetings begin at 2:45 p.m. in the HRD Classroom





HR LIAISONS NETWORK MEETING

Tax Compliance – Foreign National Tax Form

TAMMY MOORE





HR LIAISONS NETWORK MEETING

HR Development

BILL SHANNON AND PENNY HOUSTON





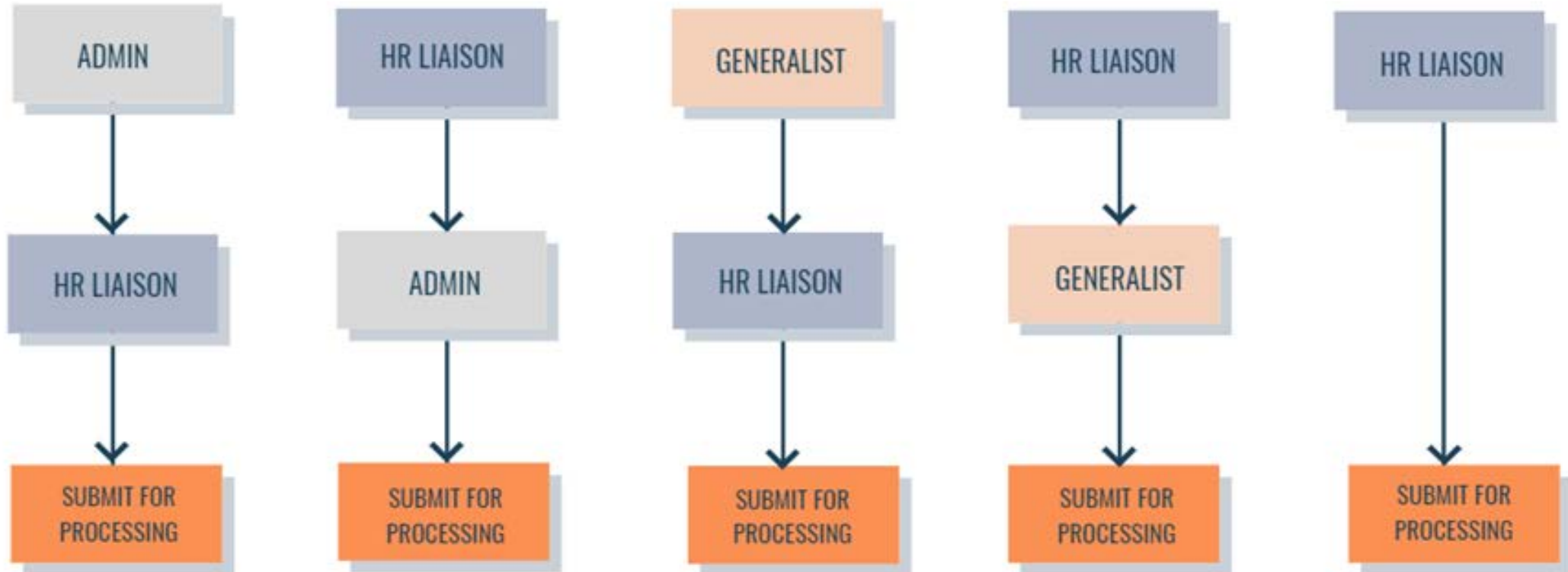
HR LIAISONS NETWORK MEETING

Employment Services- JumpStart

CHRIS THOMPSON



JUMPSTART WORKFLOW OPTIONS



EMPLOYMENT

• Informs HRL and Department that background check has cleared

INTERNAL WORKFLOW

See internal workflow options guide

- Initiates JumpStart request
- Attaches completed new hire paperwork to request (if in possession)
- Reviews and submits request
- Attaches paperwork once received

EMPLOYMENT

- Enters birthdate and SSN
- Reviews request and sends notification to OIT

OIT generates banner and GID

Email and other accesses authorized

EMPLOYMENT

If no new hire documents were initially attached to request, Employment returns the request to the initiator

Email notification to employee, supervisor, and HRL with Banner ID and GID

If new hire documents were initially attached to request, Employment sends to Records.

EMPLOYMENT

REQUEST INITIATOR

- Uploads completed new hire paperwork
- Option to send a link to candidate to upload docs
- Submits request to HR Records

HR RECORDS

- Reviews request
- Returns request to initiator if documents aren't sufficient
- Sets up new employee in Banner

WORKFLOW OPTION 1

WORKFLOW OPTION 2

HR RECORDS

- Reviews request
- Returns request to initiator if documents aren't sufficient
- Sets up new employee in Banner



New hire paperwork for staff and faculty must be sent through JumpStart ONLY

EMPLOYMENT

• Informs HRL and Department that background check has cleared

INTERNAL WORKFLOW

See internal workflow options guide

- Initiates JumpStart request
- Attaches completed new hire paperwork to JumpStart request (if in possession)
- Reviews and submit request
- Attaches paperwork once received
- PROV 101 or 200 should be attached

PROVOST

Provost's Office review

EMPLOYMENT

- Enters birthdate and SSN
- Reviews request and sends to OIT

JUMPSTART FACULTY WORKFLOW

NEW FULL-TIME FACULTY

EMPLOYMENT

If no new hire documents were initially attached to request, Employment returns the request to the initiator.

REQUEST INITIATOR

- Uploads completed new hire paperwork
- Option to send a link to candidate to upload docs
- Submits request to HR Records

HR RECORDS

- Reviews request
- Returns request to initiator if documents aren't sufficient
- Sets up new employee in Banner

WORKFLOW OPTION 1

OIT generates banner and GID

Email notification to employee, supervisor, and HRL with Banner ID and GID

Email and other accesses authorized

If new hire documents were initially attached to request, Employment sends to Records.

- Reviews request
- Returns request to initiator if documents aren't sufficient
- Sets up new employee in Banner

WORKFLOW OPTION 2

EMPLOYMENT

HR RECORDS



New hire paperwork for staff and faculty must be sent through JumpStart ONLY



HR LIAISONS NETWORK MEETING

Compensation – Equal Pay Legislation

SHELLY MURRAY



The Clarke-Figures Equal Pay Act

- Goes in to effect on September 1, 2019.
- This act is very similar to the Equal Pay Act of 1963 and Title VII of the 1964 Civil Rights Act.



This act prohibits discrimination against:

- Race or sex – as previously stated in the Equal Pay Act of 1963 and Title VII of the 1964 Civil Rights Act.
- An applicant who does not provide salary history.



Employers cannot:

- Discriminate in pay based on race or sex, if the work “requires equal skill, effort, education, experience and responsibility, and performance under similar working conditions.”
 - Exemptions: seniority system, merit system, a system that measures earnings by quantity or quality of production, or a **differential based on any factor other than race or sex**.
- Refuse to interview, hire, promote, or employ an applicant for employment, or retaliate against an applicant for employment because the applicant does not provide salary history.

Pay Evaluator

Assesses relevant qualifications without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation, economic status, or veteran status

IT Positions





HR LIAISONS NETWORK MEETING

Records Updates

BRITTANY SALIBA





HR LIAISONS NETWORK MEETING

Questions and Answers

KARLA McCORMICK





HR LIAISONS NETWORK MEETING



HR Liaison Network Meetings September 2019 – August 2020

Date / Time	Topic(s)	Location
September 5, 2019 / 2:45pm	TBD	HRD Classroom
October 10, 2019 / 2:45pm	TBD	HRD Classroom
November 7, 2019 / 2:45pm	TBD	HRD Classroom
December 5, 2019 / 2:45pm	TBD	HRD Classroom
January 9, 2020 / 2:45pm	TBD	HRD Classroom
February 6, 2020 / 2:45pm	TBD	HRD Classroom
March 5, 2020 / 2:45pm	TBD	HRD Classroom
April 2, 2020 / 2:45pm	TBD	HRD Classroom
May 7, 2020 / 2:45pm	TBD	HRD Classroom
June 4, 2020 / 2:45pm	TBD	HRD Classroom
July 9, 2020 / 2:45pm	TBD	HRD Classroom
August 6, 2020 / 2:45pm	TBD	HRD Classroom

Dear Equifax Users and HR Liaisons:

Tax Compliance has developed an online secure document upload process related to the employment of foreign nationals (new hires and change of status/ extensions) at Auburn University.

Tax Compliance has also added a more compact version for Lawful and Conditional Permanent Residents that will be used for these immigration statuses for any employment event, new hires, re-hires, or change of status.

With the increased volume of hiring during August, it is critical that you understand the procedures that are required for the employment and/or change of status/extension of foreign nationals. Please see the pertinent information below and visit the appropriate links to ensure that you understand the process.

Please refer to the Tax Compliance website (<http://www.auburn.edu/administration/business-finance/financial/tax-compliance.html>) for the newest version of these forms and instructions (refer to attached documents for the forms, detailed instructions, and workflow):

Paper forms will be left on the website for a very short period of time during the conversion process.

1. Provide the hiring department contact name and email address to the employee. This is where the email will go with valid dates of employment.
2. Provide the proper link (new hire, change/extension of status or LPR/CPR) for the employee:
 - **New Hire:** <http://www.auburn.edu/administration/business-finance/financial/foreign-national-new-hire.html>
 - **Change of Status Extension:** <http://www.auburn.edu/administration/business-finance/financial/foreign-national-change.html>
 - **Lawful/Conditional Permanent Resident:** <http://www.auburn.edu/administration/business-finance/financial/foreign-national-lpr.html>
3. The employee completes the form and submits it. The employee must have a Banner ID and certain required immigration documents to complete the form. The employee will receive an automated e-mail that the Tax Compliance Office has received the form.
4. Upon review and approval, the Tax Compliance office will email valid dates of employment to the hiring department contact name provided and HR records.
5. Once the department receives the email, instruct the employee to bring appropriate original documents required to complete or re-verify the I-9.
6. The department submits the new hire paperwork, including a copy of legal dates of employment email to Human Resources. **Do not submit new hire paperwork until the above process is complete.**

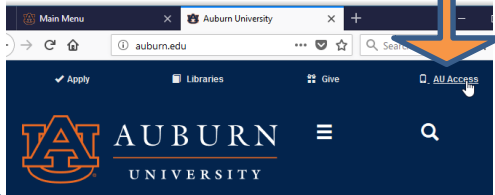
Please share this message with anyone in your department who needs this information. If you have additional questions, contact Tax Compliance at nratax1@auburn.edu or Human Resources at univhr@auburn.edu.

Please note: The only change in the process is going from a paper form to an electronic form that the employee will submit themselves.

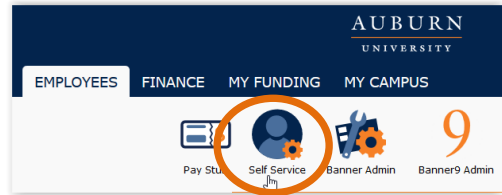
Add/Change Job Supervisors – SUPVR EPAF NBAJOBS

Description: Add or Change Job Supervisor

1 AU Access

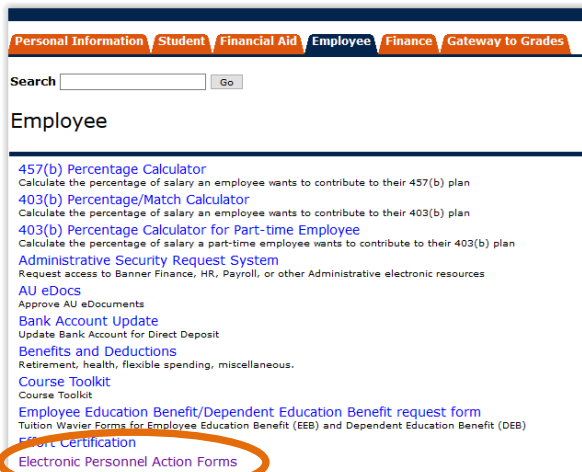


2 Employee Tab -> Self Service

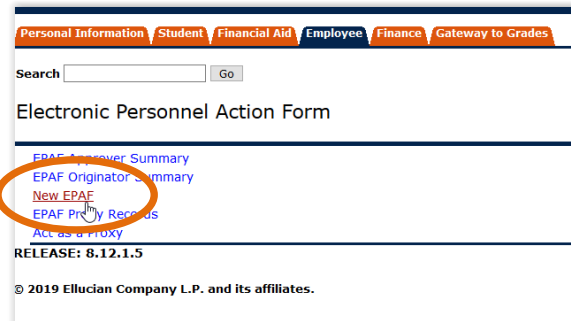


3

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
pay period****

Approval Category –
Add/Chg Job Supervisor

6

Go

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* 07/01/2019

Approval Category: * Add/Chg Job Supervisor, SUPVR

Go

Employee Job Assignments

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		Jun 30, 2019	Active

All Jobs

7 Select the Job

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Brittany Johnson Saliba, 902013629
Query Date: Jul 01, 2019
Approval Category: Add/Chg Supervisor Banner ID, SUPVR

Add/Chg Job Supervisor, SUPVR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job									<input type="radio"/>
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Jun 30, 2019	Active	<input checked="" type="radio"/>

All Jobs
Go

8 Go

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: Query Date: Jul 01, 2019
Transaction Status: Last Paid Date: Jun 30, 2019
Approval Category: Add/Chg Job Supervisor, SUPVR

Save

Approval Types | Routing Queue | Comments | Transaction History

Jump to Bottom

* - indicates a required field.

Add/Chg Job Supervisor, 160511-00 Mgr, Employee Records&Sys Mgmt, Last Paid

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	02/03/2019	07/01/2019
Job Change Reason: *	FT/PT	SUPV, Supervisor add/chg
Supervisor ID: *	903805475	903900143

Routing Queue

Approval Level	User Name	Required Action
99 - (HR) HR Apply/Supruser	JOHNS43	Brittany Johnson Saliba
Not Selected		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

1. Enter the Effective Date (Beginning of Pay Period, if possible!)

2. Enter the Supervisor's Banner ID Number

9 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 Job and Suffix: 160511-00, Mgr, Employee Records&Sys Mgmt
Transaction: 712154 Query Date: Jul 01, 2019
Transaction Status: Approved Last Paid Date: Jun 30, 2019
Approval Category: Add/Chg Job Supervisor, SUPVR