



HR Liaisons Network Meeting Agenda

DATE: October 10, 2019

ATTENDING: HR Liaisons and HR Staff

Topic	Speaker
I. Welcome & Announcements <ul style="list-style-type: none">a. Staff Updates<ul style="list-style-type: none">i. Instructional Designerb. Onboarding Center update – Construction began last weekc. PeopleAdmin - update	Karla McCormick
II. HRL Updates <ul style="list-style-type: none">a. HRL Updates<ul style="list-style-type: none">i. Next meeting – currently scheduled November 7, 2019ii. New HR Generalist in ACES – Carol Edwardsb. Employee Emergency Contact Information - discussionc. HRL Resources Advisory Council<ul style="list-style-type: none">i. Meeting – September 16, 2019<ul style="list-style-type: none">1. International Degrees2. International Background checks3. Banner Assessment Discussion4. Appointments to HRL Advisory Councilii. Next meeting – scheduled October 28, 2019<ul style="list-style-type: none">1. Topics - TBD	Leanne Fuller
III. Human Resource Development <ul style="list-style-type: none">a. Supervisor Pathway and Brochureb. Class and Quick Dive videos completec. Absenteeism – online classd. LMS email notifications	Bill Shannon Kim Graham
IV. Records <ul style="list-style-type: none">a. Termination EPAF illustration	Brittany Saliba
V. Benefits Update <ul style="list-style-type: none">a. Benefits Fairb. Benefit Enroller Sessionsc. Tiger Perks – New website	Teresa Coker Patrick Johnston
VI. Campus Relations <ul style="list-style-type: none">a. Spirit of Excellence – NEW web form	Sonya Dixon
VII. Compensation & Classification <ul style="list-style-type: none">a. New FLSA Threshold – effective date January 1, 2020b. OIT reclasses and postings - stepsc. Project Update	Shelly Murray Rod Kelly
VIII. Employment Services <ul style="list-style-type: none">a. 2019-2020 Advertising Ratesb. Phone Interview Guide - NEWc. TES Survey – Update and Next Stepsd. TES Rate – 2019-2020	Chris Thompson Abbi Brown Amy Bruce
IX. Q & A	

HR Liaisons Network Meeting Minutes

October 10, 2019 – 2:45 p.m. – Auburn University Administrative Complex

Welcome and Announcements (Leanne Fuller)

- **Staff Updates:**
 - David Hall, our new HR Initiatives Specialist, will begin on Oct. 14. He comes to Auburn University from the Florida Department of Law Enforcement.
 - Moriah Kent will be joining HR as a new Instructional Designer. She has worked with Auburn Global and Auburn Online.
- **Onboarding Center:**
 - Construction is under way for the new onboarding center, which is two doors down from our HR offices. Construction should be completed by the end of the year. There is no time frame as to when the center will open, as we still need to hire staff, develop processes, install technology, etc.
- **System Update - PeopleAdmin:**
 - We are in the process of upgrading our Applicant Tracking System (PeopleAdmin). We will be using the same version that Faculty currently uses.
 - We will also be working with PeopleAdmin to implement new onboarding, position description, and performance management processes. Additional information will be forthcoming which will include the timing/schedule and where HRLs will be intimately involved in the work.

HRL Updates (Leanne Fuller)

- Trey Lightner, HR Liaison for Student Affairs, brought posters with Student Affairs contact information. Fuller encouraged HR Liaisons to pick up a poster before they left the meeting.
- The next HR Liaison meeting is scheduled for Thursday, Nov. 7, at 2:45 p.m.
- **New HR Generalist:** Carol Edwards was introduced as a new HR Generalist for the Alabama Cooperation Extension System (ACES).
- **Leave Balance Report:** HR Liaisons can pull the leave balances of employees within their college/unit through Banner (PZRK146). Additional information is available on the HR Liaison Network website.
- **Emergency Contact Information:** Fuller discussed concerns that some employees have not completed their emergency contact information in AU Access. She said there are efforts to create a report that shows which employees have not completed their information. She also said that a reminder will be sent to all employees when W-2s go out and there is a potential for prompts to come from the AU Access portal. More information will come and how HRLs can assist in the communication to their employees.
- **HRL Advisory Council:** Last meeting was Sept. 16; topics included: background checks and International degrees, Banner system, next appointments to the Council (a call for interest was sent out to HRLs on October 10th).
 - The next meeting of the HR Liaison Advisory Council is set for Oct. 28. Topics are to be determined. Fuller requested topics from the group if anyone had any topics of concern.
- **Banner information:** HR has spent several days with Ellucian to discuss Banner, including current “pain points” with the hopes of improving the functionality of Banner for HR purposes. She said the meetings were very productive.

Human Resource Development (Bill Shannon, Kim Graham)

- **HRD Courses and Supervisor Notification:** Shannon shared with the HRLs that they are currently finalizing in Fast-Train the ability to send an email notification to the Supervisor IF the employee registered for the course does not show up.
 - **Performance Management:** Shannon reminded HRLs that scheduled check-ins are good to have for employees
 - HRD Course: Shannon shared that in the spring there will be a new course for multigenerational; he is testing it now on campus; a reminder was shared that Quick Dives are available for Management Fundamentals, Supervisor Basics and Performance Management.
 - Quick Dives – there is a new quick dive on Managing Absenteeism
 - Supervisor Pathways:
 - Shannon shared 2 brochures with each HRL in attendance and Graham showed the website where a brochure could also be downloaded from the site for HRLs to further share with their supervisors; Facilities shared that they have displayed the brochure around facilities to market the upcoming courses and planned curriculum
 - In the spring, there will also be a new series of classes for current supervisors or aspiring to be supervisors
 - Coming soon will be a course on Succession Planning course – building your team
 - Performance Management Metrics: Shannon shared that they were currently analyzing metrics of performance ratings in relation to participation in training. Shannon asked a show of hands from the group; several shared that they had completed/presented training to employees in their respective areas

Records (Leanne Fuller)

- **EPAF illustration: Terminating Active Employees without an Active Job**
 - Fuller shared on behalf of Brittany Saliba that we were starting a series of termination EPAF illustrations as a resource for HRLs and department administrative employees who complete EPAFs.
 - Fuller further shared that she will work with Patrick on creating a central location on the HRL Network webpage to house all the examples similar to the Reports/Scripts section.

Benefits Information & HR Communications (Patrick Johnston)

- **TigerPerks:** Johnston showed the new website and announced that we have 90+ vendors (with a few more pending)
 - He encouraged HRLs to share with their favorite businesses to consider registering so others can benefit from their services
- **Open Enrollment:**
 - Johnston shared that they are finalizing the open enrollment communication and announced that the dates will be Nov. 1 to Dec. 2, 2019.
 - Each HRL was given a list of session dates, times and locations for the benefit enrollers that are planned this year
 - Awards: HR Communications and Benefits recently received the Lantern Award from the Southern Public Relations Federation for the 2019 Open Enrollment Campaign. This award was given to the top 15 percent of entries from Alabama, Louisiana, and Mississippi.
 - Benefit Fair – It will take place on Thursday, Nov. 14, at Beard-Eaves-Memorial Coliseum.
- **Communication Video:** Johnston shared a short YouTube video on communication channels – it was very interesting related to how newer generations prefer communication. He asked the group to think about how best to communicate to their employees.

Campus Relations (Sonya Dixon)

- Spirit Of Excellence:
 - Dixon shared that efficiency improvements have been made to submit nominees
 - In working with Patrick, a web-based form has been created for submitting the Spirit of Excellence nominations
 - There will be an email confirmation to confirm that it has been successfully submitted
 - Right now, if attachments are needed to support the nominations, please email those attachments to employeeel@auburn.edu.
 - Johnston shared that social media shares/likes are high when we post winners through our social media communication channels

Compensation and Classification Updates (Rod Kelly, Shelly Murray, Bailey Ward)

- **IT Workflow Process:**
 - A step process list was shared with the group
 - Murray asked if there are any open questions about the current process; there were no questions from the group.
 - Murray indicated that the Provost's Office will be added to the process;— requests go to Cindy first, then Cindy
 - Compensation will get the document modified and will send out with the minutes
- There is still a planned deadline of Nov. 30 for the first job group of the study. Compensation will seek further clarification from leadership on what is considered to be completed and implemented on the agreed upon deadline of Nov. 30.
- **FLSA:**
 - Kelly reminded HRLs that the threshold is \$35,568 (not annualized) and that communication was sent out
 - He shared that supervisors should have received the list of affected employees on Tuesday.
 - Effective date of January 1, 2020
 - There is not a plan (or support) from leadership to adjust salaries above the threshold; however, there was one exception granted for a position that was \$28 under the threshold amount
 - Right now we are in the planning phase and are building questions and answers based on questions received from employees
 - There is a planned communication to employees on Oct. 14th; HRLs will be CC'd
 - The website is being updated with current information. Kelly reminded the group that the travel tools for non-exempt positions are still available on the FLSA website
- **Project Update:**
 - No timeline yet, currently working with Mercer on a communications strategy of communicating with all stakeholder groups
 - Ward reminded HRLs that this study and resulting structure will result in a complete re-do of the current structure; there will be a new architecture of jobs going forward.
 - There will be a collaborative, online system to manage the job description changes.
 - There will be benchmark data to market for salaries.
 - There will be new policies and procedures.
 - The study will take approximately 18 months.

Employment Services (Chris Thompson, Abbi Brown, Amy Bruce)

- **Advertising Rate Schedule:**
 - Thompson reminded HRLs that the new Advertising Rate Schedule had been shared with everyone on September 27, 2019

- Employment Services posted a total 616 jobs this past year -- an increase from the previous year of approximately 500 -- resulting in a decrease on the rate by \$12 (\$185 to \$173). Employment Services will look at it mid-year to make sure that an adjustment is not needed based on the amount of posting to date
- An additional option at an additional cost for jobs that may need further advertising. The Opelika-Auburn News is offering a new package that will reach other outlets for a 30-day posting length.
- Thompson reminded the HRLs to make sure that they were printing copies of their ads from The Chronicle for potential sponsorship of green cards related to foreign national hires. You must print the first day of posting and print the 30-day posting to document the required 30-day posting.
- Thompson also provided a list of additional recruiting resources as a handout that HRLs may find helpful for some job postings
- **Phone Interview Guide:**
 - Employment Services recognized that in some cases, salary expectations are not discussed with potential interview candidates prior to offers being made.
 - To assist with these types of conversations and help departments, they have created tools and resources for use in assisting supervisors and others with having these salary discussions
 - Online, interactive videos have been created to help (Graham pulled up the course for the HRLs)
 - A guide has been developed that is available for download as a resource
- **TES Survey:**
 - Abbi Brown shared that only 2 out of 152 surveys were not completed; TES will proceed based on the information they received.
 - Brown will get with each HRL on their respective area about their results and what that means going-forward in planning.
 - Brown further added that she would work on an alternative plan for retirees since they play an important role on campus and they cannot enter back into a regular assignment.
 - A future approach will mean tighter controls and parameters on length of temporary assignments.
- **TES Rate:**
 - Brown shared that the TES Rate for 2019-2020 (15.82% to 21.40%) has been shared with campus and asked if there were questions; there were no questions from the group.
- **Student Employment:**
 - Amy Bruce shared that the Student Request form has been updated to include a question whether driving will be required as a part of an essential function the job.
 - A MVR (motor vehicle driving report) consent form will need to be completed and sent to weagleworkers@auburn.edu if a driving report is needed.
 - Bruce reminded HRLs that is in compliance with the Fleet Safety Policy that is owned by Risk Management.
 - She added that this requirement does not apply to golf carts.

Final Comments and Closing (Leanne Fuller)

- Leanne shared that she will reach out to HRLs about th departmental onboarding programs that they have implemented. She is interested in having them share their current onboarding programs at a future HRL meeting in the next couple of months. Some units have these programs such as Facilities and Forestry. She will follow-up in the coming weeks.
- Fuller asked for future topics to include in the HRL meetings and encouraged the group to send to her via email or to give her a call.
- No further questions from the group; meeting was adjourned.



Benefit Enrollers Schedule

Date	Location	Time
Wednesday, November 6	AU Administrative Complex (Human Resources), Room 1204B	8 a.m. - 2 p.m.
Wednesday, November 6	OIT Building, Room 116	8 a.m. - 4:45 p.m.
Tuesday, November 12	AU Administrative Complex (Human Resources), Room 1202	8 a.m. - 4:45 p.m.
Tuesday, November 12	OIT Building, Room 116	8 a.m. - 4:45 p.m.
Wednesday, November 13	Taylor Center, Room 230 (AUM Benefits Fair)	9 a.m. - 1 p.m.
Thursday, November 14	Beard-Eaves-Memorial Coliseum (AU Benefits Fair)	7 a.m. - 5 p.m.
Monday, November 18	AU Administrative Complex (Human Resources), Room 1202	8 a.m. - 4:45 p.m.
Monday, November 18	OIT Building, Room 116	8 a.m. - 4:45 p.m.
Wednesday, November 20	AU Administrative Complex (Human Resources), Room 1204B	8 a.m. - 4:45 p.m.
Wednesday, November 20	OIT Building, Room 116	8 a.m. - 4:45 p.m.
Monday, November 25	AU Administrative Complex (Human Resources), Room 1202	8 a.m. - 4:45 p.m.
Monday, November 25	OIT Building, Room 116	8 a.m. - 4:45 p.m.
Monday, December 2	AU Administrative Complex (Human Resources), Room 1202	8 a.m. - 4:45 p.m.
Monday, December 2	OIT Building, Room 116	8 a.m. - 4:45 p.m.

2020 Advertising Rate Development

FY20 Advertising Costs

Fixed annual costs \$ # of postings	Postings	
	FY19	FY 20 est.
	616	550

Outlet	Annual Cost	\$/posting	Notes
OA News	\$ 31,200.00	\$ 56.73	Bi-weekly print ad plus weekly banner ad/sponsorship (staff only)
DiversityJobs.net (ALJobLink)	\$ 6,500.00	\$ 11.82	Scrub; incl. Faculty & Staff
RecruitMilitary	\$ 2,000.00	\$ 3.64	Scrub; incl. Faculty & Staff
indeed.com	\$ -	\$ -	Scrub; incl. Faculty & Staff
al.com	\$ 38,500.00	\$ 70.00	Scrub Staff only
HigherEdJobs	\$ 2,700.00	\$ 4.91	Scrub; incl. Faculty & Staff
The Chronicle of Higher Ed	\$ 11,250.00	\$ 20.45	Scrub; incl. Faculty & Staff
Tuskegee News	\$ 3,000.00	\$ 5.45	\$250/month Banner Advertising - Print & Web (staff only)
	\$ 95,150.00	\$ 173.00	Subject to midyear adjustment
Single Rate Posting Amount =		\$ 173.00	

ADVERTISING RATES FOR FISCAL YEAR 2019-20

We will continue to utilize the one-rate structure for advertising during Fiscal Year 2019-20. All staff positions, regardless of classification and grade, will be advertised in the same publications and websites. The 2019-20 rate is \$173 (**\$12 per posting less than 2018-19**).

Our one-rate structure allows:

- Exposure for all positions;
- Simplification of recruitment plans;
- Access to all of the media outlets listed;
- Cost savings to your departments; and
- Compliance with the University’s affirmative action goals.

Media	Description	Targeted Location/Reach
AL.com	<ul style="list-style-type: none"> • Alabama’s largest online audience • Targets Huntsville, Birmingham and Mobile, but also has significant reach throughout the state including Tuscaloosa and Montgomery • 8.5 million unique monthly visitors and 54 million monthly page views 	Regional
Chronicle (WEB ONLY)	<ul style="list-style-type: none"> • No. 1 online source of news, information, and jobs for college and university faculty and administrators • Average monthly website visits: 2.5 million 	National
DiversityJobs.com	<ul style="list-style-type: none"> • Series of diversity job sites • Posts all Auburn jobs to the state job board • 700,000 unique monthly visitors 	National
HigherEdJobs.com	<ul style="list-style-type: none"> • Online source for news, opinion, and jobs for higher education • Average monthly website visits: 3.5 million • Average monthly unique visitors: 1.4 million 	National
Indeed.com	<ul style="list-style-type: none"> • No. 1 job site worldwide • 200 million unique visitors per month • Available in more than 60 countries and 28 languages, covering 94 percent of global GDP 	National
Opelika-Auburn News	<ul style="list-style-type: none"> • Auburn’s hometown newspaper and website • Circulation: 10,500 • Website: 300,000 unique monthly visitors 	Local
RecruitMilitary	<ul style="list-style-type: none"> • The largest military-focused recruiting company in the United States • Offers employers access to more than 1 million military job seekers via services that include contingency recruiting, military job fairs, a job board, employer branding, and military base publications 	National
Tuskegee News	<ul style="list-style-type: none"> • Minority-owned publication and website in historic Tuskegee • Print circulation is 32,000 • AU has a monthly print ad and a banner on the website 	Local

Recruiting Resources

The following recruitment sources may be used as a guide in your recruitment planning. This is not an inclusive list as many organizations/associations have their own professional network by discipline. This list will continue to be developed as additional resources are identified.

DIRECTORIES

- [Big Ten Academic Alliance \(formerly known as The Committee on Institutional Cooperation\)](#) – This organization maintains a database of women in science and engineering. Women who have completed their Ph.D. degrees within the last two years, who expect to complete their Ph.D. degrees within the next year, or who are currently employed as postdoctoral fellows or researchers at one of the participating campuses are eligible to be included in the WISE Directory.
- [Diversity Nursing](#) - Diversity Nursing is a leading online website for recruitment and career development for all nurses regardless of age, race, gender, religion, education, national origin, sexual orientation, disability, or physical characteristics. Diversity Nursing provides top-quality recruitment services and networking opportunities while linking underrepresented nursing candidates to healthcare employers around the country.
- [Ford Foundation Fellows Directory](#) - This directory contains information about Ford Foundation postdoctoral fellowship recipients awarded since 1980 and Ford Foundation pre-doctoral and dissertation fellowship recipients awarded since 1986. The directory was created to serve as a resource for university officials seeking to diversify their faculty, minority students looking for mentors, role models, and scholars interested in establishing collaborative projects.
- [MinorityPostdoc.org](#) - MinorityPostdoc.org is a web portal on the minority postdoctoral experience especially in the science, technology, engineering, and math (STEM) disciplines. The website provides the opportunity for job postings to reach a diverse audience.

JOB LISTING SITES

- [Academic Search](#) – Academic Search provides search services for colleges and universities looking to hire senior officers including presidents, provosts, academic vice presidents, and administrative vice presidents.
- [HigherEd 360](#) – HigherEd 360 is a meta-collection of Internet resources which have been gathered for the academic job hunter. It includes links to numerous faculty, staff, and administrative announcements and is not restricted to teaching positions.
- [Al.com](#) (Alabama) – Al.com is a news and job board site that partners with Alabama newspapers throughout the state.
- [Dice](#) – Dice is a job board specific to careers in the field of information technology.
- [Employ Diversity](#) – A job board that targets an audience of minorities for career opportunities in a variety of professions.

- [Higher Ed Jobs](#) – HigherEdJobs is a leading source for jobs and career information in academia. During 2016, more than 5,400 institutions posted approximately 215,000 open positions to the company's website.
- [Ted Job](#) – Ted Job is a leading Internet higher education job marketplace which is carefully designed to meet the unique recruitment requirements for universities, colleges, and other academic organizations.
- [CareerBuilder](#) – CareerBuilder is a well-known job search engine that partners with several hundred newspapers and other career sites to expand the outreach in multiple outlets.
- [Monster](#) – Monster is a global online employment site which partners with others sources to achieve a diverse network for opportunities of reaching multiple job seekers.
- [INSIGHT Into Diversity](#) – INSIGHT Into Diversity (formerly *Affirmative Action Register*) is a national employment publication that is dedicated to all employee candidates regardless of ethnicity, nationality, religion, gender, age, disability, gender identity or expression, or sexual orientation.
- [DiverseJobs](#) – Also known as Diverse: Issues in Higher Education is a publication and job board that focuses on matters of access and opportunity for Asian Americans, Hispanics/Latinos, American Indians, people with disabilities, seniors, LGBTQ, veterans and other underrepresented groups in higher education.
- [Asians In Higher Education](#)
- [Blacks In Higher Education](#)
- [Hispanics In Higher Education](#)
- [Recruit Military](#) – Recruit Military is a single-source veteran database with more than 840,000 registered veterans who are seeking opportunities.
- [Recruit Disability](#) – Recruit Disability is a job board which serves job seekers, vocational rehabilitation professionals, and businesses.
- [Indeed](#) – Indeed has more than 200 million unique visitors per month and is available in more than 60 countries and 28 languages, covering 94 percent of global GDP. Indeed drives millions of targeted applicants to jobs in every field.
- [StudentAffairs.com](#) – A job board that includes opportunities for student affairs professionals.
- [Women Leaders in College Sports](#) – A leadership organization dedicated to empowering, developing, and advancing the success of women specifically in college sports.

TRADES PROFESSIONALS

- [HVACAgent.com](#) – A Career Network job board that includes opportunities for HVAC professionals.

- [ElectricalAgent.com](#) – A Career Network job board that includes opportunities for electricians.
- [PlumbingAgent.com](#) – A Career Network job board dedicated to plumbing professionals.
- [FacilityAgent.com](#) – A Career Network job board dedicated to facilities and maintenance professionals

PUBLICATIONS AND JOURNALS

- [The Chronicle of Higher Education](#) – The Chronicle is a top source of news, information, and jobs for college and university faculty members and administrators.
- [Diverse Issues](#) – Diverse Issues is a leading resource site for careers in academia.
- [Equal Opportunity Publications, Inc. \(EOP\)](#) – Since 1968, EOP has published career magazines for women, members of minority groups, and people with disabilities. EOP has a successful record of helping job-seekers from underrepresented groups find employment and aiding companies and government agencies eager to recruit from this diversified workforce.
- [IEEE Job Site](#) – IEEE Media Recruitment Services is a technical professional recruitment resource. Employers can gain immediate access to more than 2 million engineers, managers and business leaders in the technology marketplace by combining print and electronic advertising opportunities in IEEE Spectrum, IEEE Spectrum Online, and other IEEE publications and websites.
- [Science Magazine](#) – A website designed to recruit researchers, educators, clinicians, manufacturers and more.
- [Theatre Communications Group](#) – ARTSEARCH® is a source for a career in the arts.
- [University Counseling Jobs](#) (formerly Positions in Counseling Centers – PICC) – A job board that has more than 7,000 unique site visitors monthly with 100+ professional association and career websites linked to this site for job seekers. Specific to jobs in student counseling services.

NEWSPAPERS – LOCAL AND REGIONAL

- [Opelika-Auburn News](#) – Local newspaper for the cities of Opelika and Auburn
- [The Huntsville Times](#) – regional newspaper (Northern Alabama)
- [The Birmingham News](#) – regional newspaper (North Central Alabama)
- [The Mobile Register](#) – regional newspaper (Southern Alabama)
- [Montgomery Advertiser](#) – regional newspaper (South Central Alabama); CareerBuilder.com partners with the Advertiser for job postings
- [Columbus Ledger-Enquirer](#) – Regional newspaper (West Georgia/East Alabama) partners with careerbuilder.com for job postings

ASSOCIATIONS AND SOCIETIES

- [Academy of Management](#) – The Academy of Management has recently partnered with Job Target to provide a new and full-featured placement service with a wide array of services and tools to assist applicants (job seekers) in finding employment opportunities and help academic and industry employers find qualified candidates to fill open positions.
- [American Institute of Aeronautics and Astronautics, Inc. \(AIAA\)](#) – The AIAA Career Center is the most comprehensive career and recruiting site for the aerospace industry.
- [African-American Women in Technology \(AAWIT\)](#) – AAWIT is an online resource for African-American women in the field of Information Technology and is dedicated to connecting strong diversity candidates with employers, recruiters and hiring managers.
- [American Accounting Association](#) – The American Accounting Association Career Center provides a modern placement service which is dedicated to matching job seekers with accounting education and research jobs in the world.
- [American Anthropological Association \(AAA\)](#) – AAA's Career Center is a clearing house for jobs of interest to anthropologists.
- [American Indian Science and Engineering Society \(AISES\)](#) – AISES' membership is comprised of professionals, students, educators, and others in science, engineering and related technical fields.
- [American Marketing Association](#) – The American Marketing Association's Career Network includes a database of more than 40,000 highly skilled marketing professionals and approximately 14,000 employers.
- [American Philosophical Association \(APA\)](#) – "Jobs for Philosophers (JFP)", the APA's employment bulletin, lists current academic and nonacademic job openings of interest to philosophers.
- [American Physical Society](#) – The American Physical Society has an online career center aimed at helping physicists and scientists find physics employment opportunities.
- [American Political Science Association \(APSA\)](#) – APSA's eJobs is a year-round, online resource for political science employment opportunities and job candidates. It contains a comprehensive online listing of political science jobs, is updated daily with new job listings and candidate resumes and is fully searchable by field of interest, the name of the employer/candidate, region, keyword, position, salary, type of institutions, and most recent postings.
- [American Society of Civil Engineers \(ASCE\)](#) – ASCE's Career Connections offers a pool of professional engineers.
- [American Society of Health-System Pharmacists](#) – ASHP exclusively services the hospital and health-system markets and offers three ways for advertisers and job seekers to connect: online, in print in the American Journal of Health-System Pharmacy, and at the recruiting event, Personnel Placement Service.

- [American Sociological Association](#) – American Sociological Association offers advertisers an opportunity to advertise directly to their specific audience: practicing sociologists, researchers, faculty, and students.
- [Association of American Geographers \(AAG\)](#) – AAG’s Online Career Guide is a website for individuals seeking information about career opportunities in geography and closely related fields. AAG publishes “Jobs in Geography” online and in the monthly AAG newsletter.
- [Information Technology Crossing](#) – Information Technology Crossing locates and classifies jobs on every source it can find and provides its highly specialized research to job seekers, recruiters and other job sites throughout North America.
- [Chemical & Engineering News \(C&EN\)](#) – The American Chemical Society (ACS), the world’s largest scientific society, is also a leading employment source for recruiting scientific professionals. ACS Careers and C&EN Classifieds provide employers direct access to scientific talent both in print and online.
- [Computing Research Association \(CRA\)](#) – CRA's jobs service is one of the premier places to read and post position openings for computer scientists, computer engineers, and computer researchers.
- [Decision Sciences Institute](#) – The Decision Sciences Institute publishes two academic journals, [Decision Sciences](#) and [Decision Sciences Journal of Innovative Education](#), as well as [Decision Line](#), the Institute's official news publication. Both journals are subscribed to by more than 1,000 libraries and read by more than 4,000 faculty and students, as well as by corporate-related personnel and consultants.
- [Educause](#) – Educause is a nonprofit association whose mission is to advance higher education through the use of information technology. Its job board reaches information technology professionals seeking opportunities in higher education.
- [eNPnetwork.com](#) – eNP network is a professional network connecting nurse practitioners through a job board consisting of more than 200 established nurse practitioner associations and more than 90,000 active members.
- [Financial Management Association \(FMA\)](#) – The FMA provides a comprehensive listing of doctoral candidates, degree holders, and their prospective employers in finance and its related disciplines in the finance market.
- [Hispanic Association of Colleges and Universities](#) – The Hispanic Association of Colleges and Universities (HACU) was established in 1986 with a founding membership of 18 institutions and rapidly grew in numbers and national impact. The organization’s website allows for the posting of job opportunities that reach an audience focused on the Hispanic population.
- [Humanities & Social Science Online](#) – The H-Net Job Guide posts academic position announcements in History and the Humanities, the Social Sciences, and Rhetoric and Composition, and serves a broad audience of administrators, faculty members, archivists, librarians, and other professionals in the humanities and social sciences.

- [IIE Solutions](#) – More than 15,000 industrial managers and engineers read Industrial Engineer magazine, turning to the Careers section to keep in touch with new opportunities.
- [Modern Language Association \(MLA\) Job Information List \(JIL\)](#) – Published by the MLA in both electronic and print versions, the JIL is a recognized professional source for announcements of full-time faculty positions available in the fields of English and Foreign languages in North American colleges and universities.
- [NACADA](#) – NACADA is an association that promotes and supports quality academic advising in institutions of education to enhance the educational development of students. The job board includes opportunities related to advising and student development.
- [National Association of College and University Business Officers](#) – The National Association of College and University Business Officers (NACUBO) is a membership organization representing more than 1,900 colleges and universities across the country.
- [National Association of Student Financial Aid Administrators \(NASFAA\)](#) – A job board that posts opportunities in the area of student financial aid in higher education.
- [National Association of Women in Construction \(NAWIC\)](#) – The NAWIC Career Center helps connect its members with new employment opportunities.
- [National Council on Family Relations \(NCFR\)](#) – NCFR Career Center is a premier electronic recruitment resource for the industry where employers and recruiters can access the most qualified talent pool with relevant work experience to fulfill staffing needs.
- [National Collegiate Athletic Association \(NCAA\)](#) – The NCAA Market is used by top talent in intercollegiate athletics to discover a new career. You can use The NCAA Market to post open positions or review resumes. Anybody can post a job or search for a career opportunity. NCAA membership is not required.
- [National Society of Black Engineers \(NSBE\)](#) – The NSBE is a national non-profit society that has more than 30,000 members. Their job board posts career opportunities to a targeted market audience with an interest in an engineering career.
- [Nursing Network](#) – An active online community of well-established nursing association websites consisting of thousands of job seeking RNs and LPNs, with an opportunity to connect with more than 400 nursing associations.
- [Women in Higher Education \(WIHE\)](#) – WIHE is a monthly news journal that reaches thousands of talented women leaders on campuses throughout the USA, Canada and worldwide.

Terminations

Terminating Active Employees without an Active Job

Description: Terminating the active PEAEMPL (employee) record when NBAJOBS (job) record is empty

1 AU Access

2 Employee Tab -> Self Service

3 Employee Tab -> Electronic Personnel Action Forms

3 Employee Tab -> Electronic Personnel Action Forms

4 New EPAF

4 New EPAF

5 Enter the Banner ID number

ID: * 907000001 Aubie Tiger

Query Date: MM/DD/YYYY * 10/05/2005

Approval Category: * Termination (Employee AND Job), TERMEE

Query Date – Will Default to Today's Date
****TIP Use the beginning of TIME 10/05/2005 – this date will bring the entire job history****

Approval Category – Termination - TERMEE

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	ST5500	00	Residence Life ST	HR550, Res Life	Jul 27, 2018	May 11, 2019	May 11, 2019	Active
All Jobs								

6 Go

7 Select the Last Paid Active Job -> Go

ID: 907000001 Aubie Tiger
Query Date: Oct 05, 2005
Approval Category: Terminate employee from Univ, TERMEE

Termination (Employee AND Job), TERMEE

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job										<input type="radio"/>
	Primary	ST5500	00	Residence Life ST	HR550, Res Life		Jul 27, 2018	May 11, 2019	May 11, 2019	Active	<input checked="" type="radio"/>

8 Enter the following: Electronic Personnel Action Form

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

Name and ID: 907000001 Aubie Tiger
Transaction:
Transaction Status:
Approval Category: Termination (Employee AND Job), TERMEE

Query Date: Oct 05, 2005
Last Paid Date: May 11, 2019

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)
[New EPAF](#) | [EPAF_Originator_Summary](#)
[Return to EPAF Menu](#)

[Jump to Bottom](#)

Termination (Employee AND Job), ST5500-00 Residence Life ST, Last Paid Date: May 11, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		05/11/2019
Personnel Date: MM/DD/YYYY		
Job Status:		Terminated
Job Change Reason:		AGEND, Assignment Ended
Employee Status:	Active	Terminated
Term Reason Code:		VO, Voluntary
Termination Date: MM/DD/YYYY		05/11/2019

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	FULLELE Leanne Fuller	Approve
96 - (HRBIW) HR Assistant	MCFARAL April L McFarlin	Approve
99 - (HR) HR Apply/Superuser	JOHNS43 Brittany Johnson Saliba	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

1. Find the LAST Paid Date

2. Job Effective Date = LAST PAID DATE

3. Job Change Reason = SELECT REASON (i.e. AGEND)

4. Term Reason Code = SELECT REASON (i.e. Voluntary)

5. Termination Date = LAST PAID DATE

Please verify your Approval Levels before submitting. Approvals may vary by department.

9 Save the EPAF

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: 907000001 Aubie Tiger
Transaction: 742582
Transaction Status: Waiting
Approval Category: Termination (Employee AND Job), TERMEE

Job and Suffix: See approval types below.
Query Date: Oct 05, 2005
Last Paid Date: May 11, 2019

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: 907000001 Aubie Tiger
Transaction: 742582
Transaction Status: Pending
Approval Category: Termination (Employee AND Job), TERMEE

Job and Suffix: See approval types below.
Query Date: Oct 05, 2005
Last Paid Date: May 11, 2019