



HR Liaisons Network Meeting Agenda

DATE: April 4, 2019 **ATTENDING:** HR Liaisons and HR Staff

Topic	Speaker
I. Welcome & Announcements	Karla McCormick
II. HRL Updates A. HRL Updates <ul style="list-style-type: none">i. Next meeting – currently scheduled May 2, 2019ii. Kim Brown – new HRL for some units within Chief Operating Office & Office of the President (Pat Harris retired April 1, 2019)iii. Debbie Knight – retirement May 1, 2019 B. HRL Resources Advisory Council <ul style="list-style-type: none">i. Call – April 1, 2019<ul style="list-style-type: none">1. Verbal Contingent Offersii. Next Meeting – April 22, 2019<ul style="list-style-type: none">1. Supervisor Approvals in Fast-Train (HRD)2. New Hire & transfer Paperwork project update (Records)3. TBD	Linda Maxwell-Evans
III. Employee Relations A. Employee Appreciation Week B. Volunteer Sign-up	Linda Maxwell-Evans
IV. Academic Advisors – Performance Evaluation & Promotion A. Dates and Processes	Ruthie Spiers
V. Human Resource Development A. Faculty NEO Sessions – Fall Schedule B. Performance Management Process Review	Bill Shannon Penny Houston
VI. Intern Presentations A. ACES – Anna Durrett B. Student Affairs – Claudia Seckinger	Anna Durrett Claudia Seckinger
VII. Records Updates A. Out of Class Pay EAPF illustration B. Updated HR Banner Tipsheet – available on HRL Resources webpage	Brittany Saliba
VIII. Employment Services A. Verbal Contingent Offers	Chris Thompson
IX. Compensation/Classification A. Job Family Promotion Q & A B. OIT Project Update	Shelly Murray
X. Q&A	Karla McCormick



HR Liaisons Network Meeting Minutes, April 4, 2019

Welcome and Announcements – Karla McCormick

McCormick announced that there still three openings in AU Human Resources:

- Specialist I, Compensation;
- Specialist III, Compensation; and
- Assistant Manager, Benefits.

She said that applications are still being accepting for the Specialist III, Compensation, and Assistant Manager, Benefits, openings. She encouraged the audience to share this information with potential applicants.

HR Liaison Updates: Linda Maxwell-Evans

Maxwell-Evans reminded the audience that the next meeting is scheduled for Thursday, May 2, at 2:45 in the AU Administrative Complex, Room 1204. She also provided an update on a couple of HRL changes:

- Pat Harris, who had served as an Executive Assistant in Samford Hall, recently retired. Kim Brown will take over Liaison duties for several areas, including:
 - Chief of Staff/VP Economic Development & Industry Relations;
 - Chief Operating Officer; and
 - Office of President.
- Maxwell-Evans recognized Debbie Knight, HR Liaison for Development, who is retiring by the end of this month. Knight received a nice ovation and thanked the audience for their support through the years.
- The HR Advisory Council met on April 1, and is scheduled to meet again on April 22.

Employee Relations: Linda Maxwell-Evans

Maxwell-Evans reminded [everyone](#) that April 22-26 is Employee Appreciation Week. She summarized the events that are planned, adding that all AU employees can attend any of the events:

- Monday, April 22, Department Appreciation Day: Maxwell-Evans encouraged Liaisons and Network members to support or encourage events within their respective departments or units. She added that the events do not have to be anything major, but something to show employees that they are appreciated.
- Tuesday, April 23, Walk at Lunch: Walks will be held at four locations: the AU Employee Pharmacy, Facilities, the Vet School, and the AU Administrative Complex. Walks are scheduled to begin at noon. In a separate event, the Alumni Association will provide popcorn to employees across campus. Additional information will be forthcoming.
- Wednesday, April 24, Administrative Professionals' Day Conference: Thom Gossom, Jr., and Jamie Brown are the keynote speakers for this year's conference, which will occur from 7:30 a.m. until 1:30 p.m. at the Student Center. Maxwell-Evans reminded Liaisons that *lunch only is considered a personal expense and not allowable with CHART A (state) funds. She also said that volunteers are still needed to assist with the event.*
- Thursday, April 25, Employee Recognition Program: The program will begin at 2:30 p.m. at The Hotel at Auburn University. Liaisons should have already received information about which employees in their respective departments/units will be recognized. Maxwell-Evans asked Liaisons to encourage those employees' supervisors to attend the program.
- Friday, April 26, Employee Appreciation Picnic Lunch: The picnic will occur from 10:30 a.m. until 12:30 p.m. at the Facilities Management pond. Event sponsors include Facilities Management, the Vice President for University Outreach, and Flowers Baking.

Academic Advisors: Performance Evaluation and Promotion: Ruthie Spiers

Spiers, with assistance from Bailey Ward, offered a brief overview on the Performance Evaluation and Promotion process for Academic Advisors. Of note:

- Training on a Pay Evaluator form that is unique to Academic Advisors will be occur on May 3.
- An updated review form for advisors, which was created in Excel, includes a five-point rating scale and verbiage that is consistent with other rating forms. Ratings will be given by job function in core values.
- A self-assessment worksheet will also be made available to advisors, in place of the self-appraisal form.
- Training has been offered to supervisors.
- A new Professional Development Plan has also been created for supervisors to use with their direct reports.
- Supervisors who are submitting promotion requests must submit them to the HR Liaison by the internal deadline established by the department/unit. The Liaison will then submit promotion materials to Compensation by June 18. Compensation will then submit reviews and requests to Kerry Ransel by June 25.
- For advisors who are not receiving a promotion, the deadline for their reviews to be submitted to their Liaison will be the same as other employees.

Human Resource Development: Bill Shannon, Kim Graham, and Penny Houston

Shannon shared several updates and reminders about the Performance Review Process. Of note:

- This year, HR will not announce a deadline for supervisors/managers to submit reviews to HRLs However, Liaisons should work with their internal leadership to determine an appropriate deadline for their departments/units, and then share that deadline in their respective departments. Performance reviews are due to HR on July 19.
- Vice Presidents and Deans will make the decision or delegate the choice as to which form will be used within their respective department/unit. **To maintain fair and consistent administration of the performance process, it is essential that all employees whose merit increases would be determined by the same supervisor/manager/department head be evaluated using the same performance review form.**
- A Division Performance Ratings Spreadsheet (DPRS) has been sent to Liaisons and includes all full-time and part-time employees in their division. Liaisons should save a copy of the original DPRS to prior to entering any ratings, and then verify information, alphabetize reviews, input information on the DPRS, and then submit alphabetized and verified reviews, along with the DPRS, to Houston. The reviews must include the date and signature of the supervisor, second-level manager, employee, and HR Liaison.
- HR has created online training for Supervisors and Managers. The training is available through Fast-Train. Graham showed an example of the training that is available to employees. It is strongly recommended that supervisors and employees complete their respective training course.
- AU Human Resources will also offer in-person training to supervisors and employees. Additional information will be forthcoming, and Liaisons should contact HR Development if they are interested or have additional questions.
- The Department of Internal Auditing has begun to request reports of completed versus non-completed reviews by department.
- In a non-Performance Management item, Houston shared Fall NEO dates for faculty. (Seven sessions will be offered to new faculty members between Aug. 14 and 22.)

Intern Presentation: Anna Durrett

Durrett, a senior who is majoring in management, is serving as an intern with ACES this semester. She shared information about a recruitment toolkit project she recently created that is designed to streamline the work that HR needs to perform. She also shared an applicant score form she created which includes selection criteria, comments, and candidate summary in one place.

Records Updates: Brittany Saliba

Saliba shared with the audience a new step-by-step illustration that she created to assist with out-of-class pay Electronic Personnel Action Forms (EPAF). Of note:

- The Out of Class 'OOC' (C% suffix) must be approved by Compensation per memo from the department. Once approved, the department initiates the EPAF and sends supporting documentation to Records via email.
- The default earnings tab on the job record drives the out-of-class payments for an exempt employee. The hours entered into Kronos drive the out-of-class payments for a non-exempt employee.

Saliba also referenced a new HR/Banner tip sheet that is now available on the HR Liaison Network website, under "Important Links".

Employment Services: Chris Thompson

Thompson discussed a worksheet that Employment Services created regarding the process for Verbal Contingent Offers. The process includes a timeline of required actions, along with the responsible party(ies):

1. **Finalist identified**, Department/Search Committee
2. **Pay Evaluator discussion/salary development**, Supervisor/HR Liaison
3. **Form B completion/approval and Pay Evaluator support obtained from the department and HR**, Employment/AAEEO/Supervisor/HR Liaison
4. **Provide finalist a verbal contingent offer**, Supervisor
5. **Finalist contacted for background check**, Employment
6. **Employment notifies department/HR Liaison when background check is clear**, Employment
7. **Send finalist formal offer letter**, Supervisor

The goals of the new process is:

- Transition away from contingent offer letters.
- Eliminate the need for the department or HRL to generate a contingent offer followed by an official offer.
- Discourage finalists from making decisions about current employment until background check is complete and all administrative approvals have been obtained.

Thompson also reminded the audience that when utilizing the Pay Evaluator, the completer should note if the salary includes an upcoming merit increase.

Compensation/Classification: Bailey Ward

- Ward touched briefly on the FLSA overtime rule threshold, which is proposed to increase from \$23,660 to \$35,308. Ward said that AU Human Resources would share information as it becomes available regarding the proposed threshold.
- Ward touched briefly on the Job Family Promotion process and asked the audience if the worksheet was working OK for them. The audience agreed that it was working well.
- She also gave an update on the OIT project of updating job titles for info tech specialists, as the MA14-Spec Info Tech description is being eliminated. Ward gave a summary of how the updates would occur:
 - Supervisors will review job descriptions created by HR and OIT and then identify the appropriate job description for each employee based on the employee's current duties and responsibilities. This information should be submitted to Cindy Selman no later than May 10.
 - Compensation will use updated resumes to evaluate employee qualifications based on identified jobs utilizing the Pay Evaluator.
 - No salary adjustments will be made with these changes unless incumbent salaries are greater than or equal to the minimum of the pay range.
 - Results will be provided to OIT leadership, Deans, AVPs, etc. to develop a plan for additional salary adjustments, if warranted and if funds are available.
 - Reclassifications will take effect around Oct. 1

Closing

There were no other comments or questions from the audience. Therefore, McCormick adjourned the meeting just before 4 p.m.



Thank you, Auburn employees!

Learn additional information
about each event:
aub.ie/employee-appreciation



Monday, April 22

Department Appreciation Day

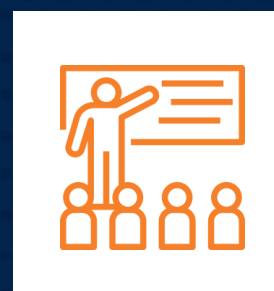
Times and locations vary; Check with your department for additional information



Tuesday, April 23

Walk at Lunch,

12-1 p.m., AU Employee Pharmacy, Facilities, Vet School, and AU Administrative Complex



Wednesday, April 24

Administrative Professionals' Day Conference,

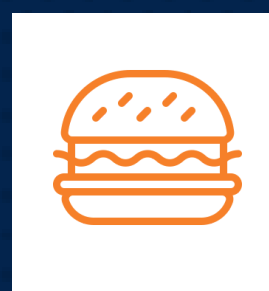
7:30 a.m. - 1:35 p.m., AU Student Center, Ballroom A-B and rooms 2222, 2223, and 2225



Thursday, April 25

Employee Recognition Program,

2:30 p.m. - 4 p.m., The Hotel at Auburn University and Dixon Conference Center



Friday, April 26

Employee Appreciation Picnic Lunch,

10:30 a.m. - 12:30 p.m., Facilities Management (by the pond)
Sponsored by Facilities, VP for University Outreach and Flowers Bakery

Presented by Auburn University Human Resources



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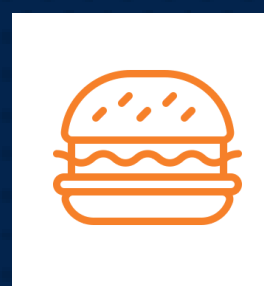
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Presented by Auburn University Human Resources

Academic Advisor Performance Evaluation & Promotion Update for 2018-2019

HR Liaison Meeting

April 4, 2019

Objectives

- Brief overview for anyone new
- Review updates to form
- Review timeline
- Review criteria for eligibility for promotion
- Answer questions

Brief Overview

- Unique performance evaluation form = comprehensive excel workbook
- Self assessment worksheet in place of self appraisal form
- Ratings by job function in core values

Academic Advisor Performance Evaluation Workbook

	Academic Advisor I	Academic Advisor II	Academic Advisor III
Job Summary	Under immediate supervision , advises students on course selection, requirements for selected areas of concentration & post-college plans to help meet their educational needs & realize student scholastic goals.	Under close supervision ... This position typically demonstrates proficient & comprehensive knowledge of defined skills areas & applications. Develops & oversees advising functions, applies specialized knowledge & may serve as mentor/ trainer of new Advisors & support staff.	Under minimal supervision ... Serves as a team leader and may supervise other Advisors in the absence of or at the request of the direct supervisor , but serves as an actual Advisor the majority of the time.
Essential Functions	<ol style="list-style-type: none"> 1) Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action and problem resolution. 2) Interprets University policies, procedures, and curriculum to students, faculty, and staff. 3) Works with others in order to provide students timely information on educational options and University policies. 4) Assists with student orientations. 5) Makes appropriate referrals. 6) Verifies, certifies, and/or completes appropriate student-related forms and processes. 7) Maintains student and advising records in accordance with State/Federal law and University regulations. 8) May clear students for graduation. 9) Maintains student data security. 10) Utilizes appropriate technology to support effective advising. 11) Actively involved in professional development opportunities at the campus level (at minimum). 12) Develops contacts with departments and faculty. 	<p>Job duties 1 – 12 in Academic Advisor I description and:</p> <ol style="list-style-type: none"> 13) Participates in professional development program at the Regional or National level, or demonstrates leadership at the campus level. 14) Facilitates college- and/or university-level advising projects. 15) Represents the academic unit through participation on University committees, caucus leadership, and/or teaching courses. 	<p>Job duties 1 – 15 in Academic Advisor I & II descriptions and:</p> <ol style="list-style-type: none"> 16) Develops goals and objectives for improvement of the advising unit in conjunction with direct supervisor; implements the plans for improvement of advising functions and models within the college. 17) Provides leadership for campus-wide advising projects. 18) Networks with other departments and/or colleges and the Office of the Director of Advising to ensure a coordinated approach to advising and retention.
Ed Req.	Four-year college degree	Four-year college degree	Four-year college degree
Exp. Req.	0 years	3 years (2 must be FT advising in Higher Ed)	5 years (4 must be FT advising in Higher Ed)

*Related and relevant graduate degree may substitute for two (2) years' experience.

I. Job Functions						
	Accountability	Communication Skills	Initiative and Adaptability	Inclusion	Professional Integrity	Overall
Advising (score 1-5, 5 highest)	4	3	4	4	4	3.8
	Exceptional in some, but not all areas	Effective in all areas.	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	
I, II, III Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action and problem resolution.						
I, II, III Interprets University policies, procedures, and curriculum to students, faculty, and staff.						
I, II, III Works with others in order to provide students timely information on educational options and University policies.						
I, II, III Assists with student orientations.						
I, II, III Makes appropriate referrals.						
	Accountability	Communication Skills	Initiative and Adaptability	Inclusion	Professional Integrity	Overall
Record Management (score 1-5, 5 highest)	4	4	4	3	3	3.6
	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	Effective in all areas.	Effective in all areas.	
I, II, III Verifies, certifies, and/or completes appropriate student related forms and processes.						
I, II, III Maintains student and advising records in accordance with State/Federal law and University regulations.						
I, II, III May clear students for graduation.						
I, II, III Maintains student data security.						
I, II, III Utilizes appropriate technology to support effective advising.						
	Accountability	Communication Skills	Initiative and Adaptability	Inclusion	Professional Integrity	Overall
Professional Impact (score 1-5, 5 highest)	4	4	4	4	4	4.0
	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	Exceptional in some, but not all areas.	
I, II, III Actively involved in professional development opportunities at the campus level.						
I, II, III Develops contacts with departments and faculty.						
II, III Participates in professional development program at the Regional or National level, or demonstrates leadership at the campus level.						
III Facilitates college and/or university level advising projects.						
III Represents the academic unit through participation on University committees, caucus leadership, and/or teaching courses.						
III Develops goals and objectives for improvement of the advising unit in conjunction with direct supervisor; implements the plans for improvement of advising functions and models within the college.						
III Provides leadership for campus-wide advising projects.						
III Networks with other departments and/or colleges and the Office of the Director of Advising to ensure a coordinated approach to advising and retention.						

NACADA Core Values of Academic Advising



Core Values for Performance Evaluation of Academic Advisors



Simon Frank, K. (2005, September). The core values: A history and user's guide . *Academic Advising Today*, 28(3). Retrieved from <http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/The-Core-Values-A-History-and-Users-Guide.aspx>

Updates to Form

- Moved to campus-wide verbiage

Employee Information

Employee Name: Aubie Tiger **Employee Banner ID:** 90212345
Current Job Title: Advisor I, Academic **Start Date in Current Title:** 1/20/2018
Supervisor's Name: Ruthie Spiers **Supervisor's Banner ID:** 90213654
Rating Period: 2019 **Earliest Date of Promotional Consideration:** work w/ supervisor

For each of the Job Functions (Advising, Record Management, Professional Impact), use the following 5 point scale:
1=unsatisfactory, 2=meets some expectations but not all, 3=meets all expectations, 4=exceeds expectations, 5=exceptional

I. Job Functions

	Accountability	Communication Skills	Initiative and Adaptability	Inclusion	Professional Integrity	Overall
	1	2	3	4	5	3.0
Advising (score 1-5, 5 highest)	Unsatisfactory in all areas.	Meets some expectations but not all.	Meets expectations.	Exceeds expectations.	Exceptional in all areas.	
1	I, II, III Advises students in matters related to goals, policies, choice of curriculum, course load, study habits, course scheduling, academic action and problem resolution.					
2	I, II, III Interprets University policies, procedures, and curriculum to students, faculty, and staff.					
3	I, II, III Works with others in order to provide students timely information on educational options and University policies.					
4	I, II, III Assists with student orientations.					
5	I, II, III Makes appropriate referrals.					
a						
b						
c						

Supervisor Comments

Employee Name:	Aubie Tiger	Employee Banner ID:	90212345
Current Job Title:	Advisor I, Academic	Start Date in Current Title:	1/20/2018
Highest Degree:			

Academic Year	2018 - 2019
Accomplishment	List your Accomplishments by sphere of influence for Individual contributions, School/College level contributions, and Profession contributions.
Individual	
School/College	
Profession	
Reflections of Previous Year	List your Reflections of the Year at your Individual level, your School/College level, and Profession level. (What are your Reflections about those accomplishments - in particular with regard to any challenges you had? How did you overcome those challenges? If not, what were the obstacles?)
Individual	
School/College	
Profession	
Goals	List your Goals at the Individual level, School/College level, and Profession level for the following
Individual	
School/College	
Profession	

*Information copies from performance evaluation worksheet to self assessment worksheet for corresponding year (except highest degree)

*more space to type

*advisor completes separate excel sheet each year and emails it to supervisor, eliminates need to email workbook back and forth

The Professional Development Plan is used by the supervisor to identify several areas:

- 1) Supervisors may use this section to list job duties necessary for improvement over the course of the next year. Supervisors should label these duties as "mandated."
- 2) Supervisors may also list job duties that will allow the advisor to demonstrate performance at the next level to support pursuit of promotion. These duties are labeled as "recommended."
- 3) Supervisors may use this section to list aspirational goals for the upcoming year, which will support pursuit of exceptional performance but are not essential to effective performance. These duties are labeled as "goal."

Professional Development Plan				
	Job Duty	Progress Needed	Action Plan	Mandated, Recommended, or Goal
1				Mandated
2				Recommended
3				Goal
4				

☐ Indicate here with a check if this employee has a Performance Improvement Plan (PIP) on file.

V. Signatures

Performance Review Approval Signatures

Supervisor Signature

Date:

Manager (Second Level Review) Signature

Date:

Performance Review Completed

Supervisor Signature

Date:

Advisor Signature

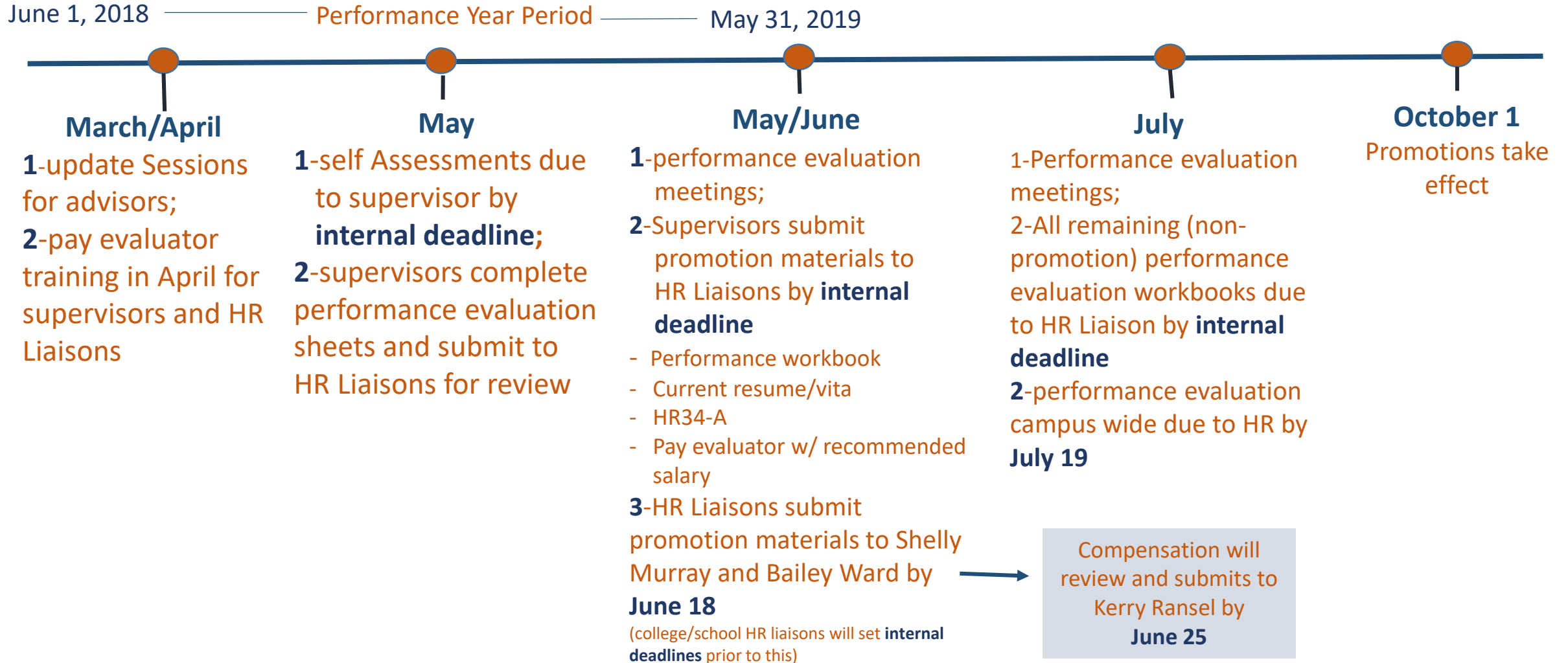
Date:

This annual performance review will become part of your personnel file. Your signature above indicates that you and your supervisor discussed this document. Your signature above does not necessarily mean that you are in agreement with this performance review.

HR Liaison Signature

Date:

Timeline



Who is eligible to promote to Academic Advisor II or III?

To be eligible to promote to **Academic Advisor II**, an advisor must have at **minimum**:

- **3 years' experience with at least 2 years including full-time primary duties of advising in higher education**
- A graduate degree may substitute for 2 years' experience but does not override the requirement for 2 years full-time primary duties of advising in higher education
- **Evidence of consistent and effective advisor II activity while serving in current role, additional job duties at level II include**
 - Leadership role in on-campus professional development and/or participation in professional development at regional or national level
 - Facilitation of college and/or university level advising projects
 - Participation on university committees, caucus leadership, and/or teaching courses

To be eligible to promote to **Academic Advisor III**, an advisor must have at **minimum**:

- **5 years' experience with at least 4 years including full-time primary duties of advising in higher education**
- A graduate degree may substitute for 2 years' experience but does not override the requirement for 4 years full-time primary duties of advising in higher education
- **Evidence of consistent and effective advisor III activity while serving in current role, additional job duties at level III include**
 - Development of goals and objectives for improvement of the advising unit in conjunction with direct supervisor; implementation of plans for improvement of advising functions and models within the college
 - Leadership for campus-wide advising projects
 - Networking with other departments and/or colleges and the Office of the Director of Advising to ensure a coordinated approach to advising and retention

Pay Evaluator Training

Items to be discussed:

- Brief pay evaluator training (for supervisors)
- Consistent criteria for pay evaluator for academic advising positions
- Consistent stance on relevant experience



Auburn University Human Resources is pleased to announce the 2019 New Employee Orientation HR and Benefits special sessions for faculty.

Date	Time
Wednesday, August 14	8 a.m. – 12 p.m.
Wednesday, August 14	1 p.m. – 5 p.m.
Friday, August 16	8 a.m. – 12 p.m.
Friday, August 16	1 p.m. – 5 p.m.
Monday, August 19	First Day of Classes
Wednesday, August 21	8 a.m. – 12 p.m.
Wednesday, August 21	1 p.m. – 5 p.m.
Thursday, August 22	1 p.m. – 5 p.m.

All of the orientation sessions are held in Room 1206 of the AU Administrative Complex located at 1550 E. Glenn Ave. It should be noted that the Special Faculty HR/Benefits sessions cover the same information as our other New Employee Orientation sessions. They are held on days and times different from the standard Thursday morning and prior to the start of classes on August 19. The purpose of these sessions is to accommodate the volume of new faculty members and their schedules. **The Biggio Center orientation (held this year on Thursday, August 15) is a completely separate event, and is not a substitute for a HR/Benefits orientation session.**

All new faculty members who will be hired at full-time status for at least 1 year (9 or 12 months as appropriate to the appointment) must attend a New Employee Orientation session within the first 30 days of their **full time appointment**. If a faculty member begins employment earlier in the summer prior to their full time appointment for the fall, they may contact Human Resources regarding health insurance and the mandatory retirement plan enrollment for summer term.

Due to the recent security requirement of DUO-Mobile, new hire paperwork will be due to HR Records no later than three days prior to the scheduled session.

To register a faculty member for orientation, please send the following information to orientation@auburn.edu

- Date and time of preferred orientation session:
- Name and title (Mr. Ms. or Dr.):
- Current e-mail:
- Department:
- Job title:
- Immediate supervisor:
- Will they supervise other full-time employees:
- Birth date:
- Salary:
- Pay cycle:
- Date of employment:
- Hiring manager:

Please direct questions to Penny Houston, Coordinator, HR Development, at orientation@auburn.edu

Auburn University 2018-19 Performance Review Submission Process



April 4, 2019

Today's Refresher

2

- Thanks for your help
- The newly-developed Performance Review Form
- Refresher session on the PR Submission Process
- Noteworthy topics
- Q&A



Today's Refresher

3

- This year, HR will not announce a deadline for supervisors/managers to submit reviews to HRLs
- However, you should work with your internal leadership to determine an appropriate deadline for your departments/units, and then share that deadline in your respective departments
- Performance Reviews are due to HR on Friday, July 19, 2019



Newly-developed Performance Review Form

4

Employee's Last Name: <input type="text"/>	Review Period: June 1, 2018 - May 31, 2019
Employee's First Name: <input type="text"/>	Department: <input type="text"/>
Banner ID: <input type="text"/>	Division Code: <input type="text"/>
Job Title: <input type="text"/>	Is Job in a Job Family? <input type="text"/>

Performance Review Form

Job Duties / Responsibilities / Position Goals / Previously Identified Development Needs

Setting expectations:

- List as few as five and up to ten job duties, responsibilities, position goals, or previously identified development needs.

Conducting the review:

- Add comments on how well the employee performed these pre-established expectations.
- Identify one to three observed behaviors, present or absent, that contributed to the resulting outcome. For suggestions, visit the [Observed Behaviors](#) website.
- Add any development opportunities to optimize output for the upcoming year.
- Finally, rate each pre-established expectation.

		1 Unacceptable	2 Marginal	3 Meets Expectations	4 Exceeds Expectations	5 Exemplary
5 Exemplary:	Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
4 Exceeds Expectations:	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.					
3 Meets Expectations:	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.					
2 Marginal:	Performance meets some, but not all of the expectations for this job duty/responsibility/position goal/previously identified development need.					
1 Unacceptable:	Performance consistently fails to meet the minimum expectations for this job duty/responsibility/position goal/previously identified development need.					
1. Job duty/Responsibility/Position goal/Previously identified development need: <input type="text"/>						
• How well was this performed? <input type="text"/>						
• Behaviors Observed: <input type="text"/>						
• Performance Development for 2019-2020: <input type="text"/>						
2. Job duty/Responsibility/Position goal/Previously identified development need: <input type="text"/>						
• How well was this performed? <input type="text"/>						
• Behaviors Observed: <input type="text"/>						
• Performance Development for 2019-2020: <input type="text"/>						
3. Job duty/Responsibility/Position goal/Previously identified development need: <input type="text"/>						
• How well was this performed? <input type="text"/>						
• Behaviors Observed: <input type="text"/>						
• Performance Development for 2019-2020: <input type="text"/>						



Important Information

5

- Vice Presidents and Deans will make the decision or delegate the choice as to which form will be used within their respective department/unit.
- **To maintain fair and consistent administration of the performance process, it is essential that all employees whose merit increases would be determined by the same supervisor/manager/department head be evaluated using the same performance review form.**

Division Performance Ratings Spreadsheet

6

- A Division Performance Ratings Spreadsheet (DPRS) has been sent to HRL's and includes all full time and part time employees in their division
- Save a copy of the original DPRS to prior to entering any ratings

HRL	Di	Division Des	Title	Department	Last Name	First Nam	ID	Review Dat	Ratin	Comment	FT
Arlene Brown	152	Library	Exec Support Asst II	Library Administration	Moody	Cindy	903468991				1
Arlene Brown	152	Library	Human Resources Generalist III	Library Administration	Brown	Arlene	902000042				1
Arlene Brown	152	Library	Accountant II	Library Administration	Nadar	Madhumalini	903288686				1
Arlene Brown	152	Library	Library Associate I	Library Administration	Stanford	Lysha	902033857				1
Arlene Brown	152	Library	Library Associate II	Library Administration	Black	Christine	902004385				1
Arlene Brown	152	Library	Library Associate II	Library Administration	Branum	Patricia	902013329				1
Arlene Brown	152	Library	Library Associate III	Library Administration	Aladebumoye	Oyinkansola	902006462				1
Arlene Brown	152	Library	Library Associate III	Library Administration	Pendleton	Anthony	902013222				1
Arlene Brown	152	Library	Library Assistant III	Library Administration	Stephens	Juanita	902009573				1
Arlene Brown	152	Library	Spec I, Library Technical	Library Administration	Brock	Jonathan	904053701				1
Arlene Brown	152	Library	Spec I, Library Technical	Library Administration	Varner	John	902000478				1
Arlene Brown	152	Library	Spec II, Library Technical	Library Administration	Bandy	Janet	902000971				1
Arlene Brown	152	Library	Spec II, Library Technical	Library Administration	Bates	Elizabeth	904017381				1
Arlene Brown	152	Library	Spec II, Library Technical	Library Administration	Bozeman	Margaret	902003632				1
Arlene Brown	152	Library	Spec II, Library Technical	Library Administration	Cleere	Joe	902014063				1



Process-in-brief

7

1. Verify information
2. Alphabetize Reviews
3. Input information into DPRS
4. Submit alphabetized and verified reviews, and DPRS to Penny Houston



HRL Action Steps

8

- Verify that the review contains
 1. Employee Name as listed on the DPRS
 2. Employee Banner ID as listed on the DPRS
 3. Division code
 4. Supervisor Name
 5. Supervisor Banner ID
 6. Overall Rating Score
 7. Signature and Date of Supervisor
 8. Signature and Date of 2nd Level Manager
 9. Signature and Date of Employee
 10. HRL signature validates all of the above



HRL Action Steps (continued)

9

- If all information is included and accurate, sign and date and proceed to next step
- If information is missing or inaccurate:
 - Record the performance review rating in the Division Performance Ratings Spreadsheet
 - Return to supervisor for correction
 - Supervisor should then return the corrected review to the HRL for submission to HR
- If any content or ratings are changed after the employee has signed the review, it must be reviewed, signed, and dated once again by the employee



HRL Action Steps (continued)

10

- Verify the names and Banner ID's are identical to their listing on the DPRS
- Enter the date of review, and overall rating
- Alphabetize Performance Reviews
- If the Performance Review Form does not have a division code field, add it to the top left hand corner
- Save a copy for your HRL records



Who Needs a Review?

11

- A performance review is not required if the employee
 - Terminates
 - Retires
 - Passes Away
- Notate these employees with a 9 in the overall rating column and add comment in the section provided
- Transfer employees should have review from previous supervisor. Current supervisor uses it and Initial Training Review (90-day) as applicable.



Who Needs a Review? (continued)

12

- A performance review is required if the following criteria occurs during the performance year. (June 1, 2018 – May 31, 2019)
 - A hire date prior to December 1, 2018
 - Post December 1 hires for whom a merit increase has been submitted



Date to Remember

13

- July 19th - Deliver to Human Resources/Penny Houston alphabetized paper copies of performance reviews, and a paper copy of the DPRS
- July 19th - Email the electronic copy of the DPRS to Penny Houston



Noteworthy

14

- Direct supervisors/managers to the Performance Management website
- If there is an employee missing from DPRS add their information
- If there is an employee on your DRPS that is not reviewed by your department indicate with a 9 in the ratings column
- The 2nd level manager signature is required prior to the face to face with the employee



Noteworthy (continued)

15

- The Division of Internal Auditing has been requesting reports of completed vs. non-completed reviews by department



Questions

16

Penny Houston
pdh0007@auburn.edu
844-1693

Bill Shannon
wps0012@auburn.edu
844-1602



ANNA DURRETT

ABOUT ME



Management major with
Human Resource minor



Graduating in May



Favorite classes:

HR Legislation
Selection and
Placement

RECRUITMENT TOOLKIT



OneNote Online

Recruitment Toolkit



Guest Contributor

File

Home

Insert

Draw

View

Print



Tell me what you want to do

Give Feedback to Microsoft

Saved



Recruitment Toolkit



ACES Hiring

Step 1: Supervisor Comple...

ACES Hiring NTTF

Step 2: Posting The Job

Step 3: Job Posting

Step 4: Review Applications

Step 5: Interviews

Step 6: Offer

Resources

+ Section

+ Page

Step 1: Supervisor Completes Staffing Request Form

Tuesday, November 27, 2018 2:03 PM

It is always an exciting time to bring a new employee on board. The first step in the ACES recruitment process for all employee hires is to complete the online staffing request form found on the ACES intranet.

- I. Take a look at the [Staffing Request PowerPoint](#) and [ZOOM Training](#) for directions on filling out the Staffing Request Form.
- II. Below is a list of commonly recruited for **Approved Job Descriptions**. If specific job duties need to be added, update and attach to the Staffing Request. Otherwise, the generic job description will be used. Contact ACES HR for additional job descriptions not listed below.

- [Admin Support Associate](#)
- [4-H Agent Assistant](#)
- [SNAP-ed Agent Assistant](#)
- [EFNEP Agent Assistant](#)

III. Staffing Requests (please complete the form using Google Chrome Web Browser)

- [Full-Time/Part-time Staff Request](#) (includes limited term)



APPLICANT SCORE FORM

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Applicant Screening Worksheet																	
2	Position Name- _____																	
3	_____ County																	
4																		
5	Selection Criteria												Comments		Candidate Summary			
6	Candidates	Minimum Salary Requirement	Acceptable Minimum Salary Requirement									Total	Candidate Strengths	Candidate Weaknesses	Interviewed	Reasons for Non-Selection for Interview	If Interviewed, reason for Non-Selection as the Finalist.	If Finalist, reason for Selection.
7	Weight	From Application	Y/N	25								25			Y / N			
8	Last Name	First Name										0						
9												0						
10												0						
11												0						
12												0						
13												0						
14												0						
15												0						
16												0						
17												0						
18												0						
19												0						
20												0						
21												0						
22												0						
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		

Application Score Form

REA | CEC

Admin & Staff

Candidate Summary Examples

+

FUTURE

- SHRM- CP Exam
- HR Admin, HR Generalist, HR Coordinator, and more.

BANNER HR/PAYROLL TIP SHEET

Function	Form Name	Form Description
Find Employee Status, class, benefit/leave category, home dept, service date	PEAEMPL	Employee Information
United States Regulatory Information for I-9 and 1042-S	PEAEMPL	Employee Information
Find Employee Leave Balance Information	PEALEAV	Employee Leave Balances
Find Leave Balance History by Employee	PEILHIS	Employee Leave History
Find Employee Salary History	PEISALH	Employee Salary History Inquiry
View Timesheet per Pay Period (Enter Year, Payroll ID (MN,BW, F9, or SF), Payroll Number), Rate of Pay, Gross Pay, FOAP, Earncodes, and Hours Per Job	PHAHOUR	Banner Time Sheet View
View Leave Accrual per Pay Period (Enter Year, Payroll ID (MN, BW, F9, or SF), Payroll Number)	PHIACCR	Pay History Leave Accruals
View Pay Events per Payroll (Gross vs Net Pay) for Specific Employee	PHILIST	Pay Event List
Quick employee search (enter known info & press F8 or execute query)	POIDEN	Employee Search Form
Employee General Info (address, bio, email, contacts, alternate ID)	PPAIDEN	Identification
View All Available Earncodes	PTREARN	Earnings Code Rules
Employee Job Title with Compensation & Default Earnings-Labor Distribution by Effective Date (must enter Banner ID and Position using query)	NBAJOBS	Employee Jobs and Labor Distribution
Budget Allocation by Position	NBAPBUD	Position Budget
Position attributes such as FTE, Title, Class, Group, Supervisor, Job Location	NBAPOSN	Position Definition
Find Employee's Job List	NBIJLST	Employee Job Inquiry
Listing of employees by position number	NBIPINC	Position by Incumbent List
Find all employees position number by specified position class	NBIPLST	Position List by Position Class
Listing of positions by organization (dept)	NBIPORG	Position Listing by Org
Labor Distribution List by specified period and FOAP combination (press F7 then F8, use scroll bar to see more info)	NHIDIST	Labor Distribution Inquiry
Labor Distribution for a specified employee and period of time	NHIEDST	Employee Distribution Inquiry

SELF SERVICE BANNER INFORMATION TO SHARE WITH ALL EMPLOYEES

Go to: Employee Services Tab, Self-Service Banner Tab, then Employee Tab to find following info:

Benefits and Deductions: Where to find employee Retirement, Health, Flex & Others benefit information

Pay Information: Employee Direct Deposit Information; PAY STUB, Payroll History, Deductions Taken

Tax Forms: Find Federal withholding information and taxes withheld by period

Job Summary Info: shows jobs held since Banner was implemented

Leave Balances: Find employee available Leave Balances

Go to: Employee Services Tab, Self-Service Banner Tab, Personal Information Tab to find following info:

View and Update your address and phone number

View and Update your emergency contact information

Obtain instructions on changing your name or social security number

Website to provide to your employees so they can understand SSB (find pay stubs, benefits, leave)

Website for employee assistance: https://fp.auburn.edu/banner/documents/hr_training

EPRINT REPORTS

Labor Distribution Report (select type of payroll, org, range of orgs)	PZILDST	Labor Distribution By Payroll Type and Period
Labor Distribution showing Contract & Grants and Cost Share Information -select all boxes, use alt F or select box to find fund, fund-org or name . When printing make sure to select PAGE only or entire report will print.	PZILDCG	Labor Distribution for Contract & Grants and Cost Shares
Salary & Wage Transfer Report by Fund - run as needed	PZILDR1	Labor Redistribution (SWT)
Salary & Wage Transfer Report by Organization - run as needed	PZILDRR	Labor Redistribution (SWT)
Salary & Wage Transfer Report by Organization - run as needed	PZILDA1	Labor Distributions for Adjustments (Manual and True Voids)

EMPLOYEE CLASS TABLE

Applicable accounts in Banner	Payroll ID	EClass Code	Earn Code	Earn Code Description
60100, 60120	F9	F9	R18	FT 9 mon Faculty
61000, 61005, 61010	BW	FB	R26	FT BW Employee
60100, 60120	MN	FF	R12	FT 12 Month Faculty
60000, 60005, 60200, 60300, 60400, 60600	MN	FM	R12	FT 12 Month Non Faculty
60500	BW	GS	STU	Graduate Student Employee
60500	MN	GA	GA	Graduate Assistants
60100, 60120	F9	P9	PT9	PT 9 mon Faculty
61000, 61005, 61010	BW	PB	PTB	PT 9 mon Non Faculty
61300	BW	PB	ADL	Additional Pay (Z Job)
60100, 60120	MN	PF	PTF	PT 12 Month Faculty
60000, 60005, 60200, 60300, 60400, 60600	MN	PM	P12	PT 12 Month Non Faculty
60100, 60120	SF	SF	SUM	Summer Faculty
61100	BW	ST	STU	Students - Undergraduate
61000	BW	TE	PTB	Temporary Employee
61200	BW	WA	WSA	Work-Study @ Auburn
61200	BW	WM	WSM	Work-Study @ Montgomery

TASK QUICK LIST	SCREEN
Address & Phone Number	PPAIDEN
Banner Alternate ID #	PPAIDEN
Birthdate, Gender, Citizenship	PPAIDEN
Email & Emergency Contact Info	PPAIDEN
Employee Telephone Number	PPAIDEN
Employee Class, Group or Status	PEAEMPL
Home Department	PEAEMPL
Service Dates for Employee	PEAEMPL
Termination or Leave of Absence	PEAEMPL
US Regulatory Info (I-9, 1042-S)	PEAEMPL

Electronic Personnel Action Form (EPAF)

	AU	AUM
Add FB Job (Full-Time Biweekly)	ADJBFT	AUMFB1
Add PB Job (Part-Time Biweekly)	ADJBPT	AUMPBW
Add F9/P9 Job (Semi-Monthly)	ADJFAS	AUMPSE
Add GA/GRA/GTA Job (Grad Student Assistantship Monthly)	ADJGA	
Add GB Job (Grad Student NO Assistantship Biweekly)	ADJGB	
Add FF/FM Job (Full-Time Monthly)	ADJMON	AUMFM1
Add PT Job Monthly Employee	ADJMPT	AUMPMPT
Add PF/PM Job (Part-Time Monthly)	ADJSFT	AUMFS1
Add Z Job (Additional Job Full-Time Employee)	ADJZJ	AUMAZJ
Labor Distribution Change	LDCHG	LDCHG
Leave of Absence (Return Any Leave Type)	LVABS	AUMLOA
Leave of Absence (Begin Any Leave Type Excluding SCP)	LVBGN	
New GA/GRA/GTA Job (Grad Student Assistantship Monthly)	NJGA	AUMAGT
New ST Job (Undergrad/Grad Student Biweekly)	NJST	AUMAST AUMAWS
New Job (TES Biweekly)	NJTES	
Add/Chg Special Pay (OOC/END/PROF/SUP)	OSPECP	AUMOTC AUMSPP
Change FB Job (Rate/Timesheet Org Biweekly Paid)	RTCHGB	AUMFBC
Change GA/GRA/GTA Job (Rate/Timesheet Org/FTE Monthly Paid)	RTCHGA	AUMGAC
Change FM Job (Rate/Timesheet Org Monthly Paid)	RTCHGM	AUMFMC
Change F9 Job (Rate/Timesheet Org 9 Month Paid)	RTCHSG	AUMFMS AUMPTC AUMSMC
Change PB/TES Job (Rate/Timesheet Org/FTE Biweekly Paid)	RTFPTB	AUMPTC
Change PF/PM Job (Rate/Timesheet Org/FTE Monthly Paid)	RTFPTM	AUMPTC
Change ST Job (Rate/Timesheet Org/FTE Biweekly Paid)	RTCSTU	AUMWSC AUMSTC
Termination (Employee AND Job)	TERMEE	AUMTEM
Termination (Job ONLY)	TERMJB	AUMTMJ
Termination (Retirement)	TERMRT	AUMRTD
Vehicle Allowance	VEHCL	AUMVEH
Add AUM UNIV Job		AUMUNIV

LEAVE ELIGIBILITY: Employees on regular appt of 50% or more & expected to work continuously for 12 months or longer or those not on regular appt who work 50% or more & have been employed continuously for 12 months or longer:

VACATION LEAVE ACCRUAL INFO - Non-Exempt

Yrs Service	Hrs/Yr*	Lv/Hr	Hrs /80 Hr	Days/Yr
0 - 2	97.76	0.047	3.76	12.00
3 - 4	112.32	0.054	4.32	14.00
5 - 6	128.96	0.062	4.96	16.00
7 - 8	145.60	0.070	5.60	18.00
9 - 10	160.00	0.077	6.16	20.00
10+	320.00	0.077	6.16	20.00

Leave accrues on hours worked per pay period.

*Maximum annual leave carryover based on years employment - see HR Guidelines

VACATION LEAVE ACCRUAL INFO - Exempt

Vacation leave for full time exempt is 13.34 hrs/month. The maximum vacation leave balance for exempt employees on each January 1 will be no more than two years' accrual (or 320 hours) of leave.

SICK LEAVE ACCRUAL INFO

Full-time exempt employees accrue 8 hr/mo or 96 hr.yr with no cap

Eligible Non-exempt employees accrue according to table below which is based on regular hours worked. See HR Guidelines

Hrs/Yr	Lv/Hr	Hrs/80 Hr	Days/Yr
96.00	0.0462	3.70	12

BANNER DATES DEFINED

Current Hire	the employee transfers employee classes. Date must match the first date of employment on the new Form I-9
Orig Hire	First date of original employment
Seniority	Date used to determine total service for recognition program
Adjusted Service	Indicates date of most recent hire less years of prior service for determining non-exempt's accrual rate for annual leave
First Work Date	Date on which the employee is eligible for benefits
Last Work Date	Populated with date of termination or retirement

POSITION NUMBER SCHEME

(prefix listed below to be typically followed by timekeeping location number)

GA - Graduate Assistant	ST - Student Worker
GB - Graduate Student Worker	VS - Vacant Salary Reserves
GC - Graduate Housing	WM - Work Study at AUM
GE - Graduate Extension Asst	WA - Work Study at Auburn
GR - Graduate Research Asst	2XXXXX - AUM Position
GT - Graduate Teaching Asst	4XXXXX - ACES Position
SF - Summer Faculty	ZJ - Z Jobs (addl Jobs for Full Time Emp)

Steps that departmental personnel should take to ensure accurate and timely pay for employees:

1. **Meet EPAF AND PAYROLL DEADLINES.** These dates are posted on the Employee Services tab of AUACCESS. It is recommended that initiation of required documents not be left to the last minute. If a new employee begins work late in the pay period and the deadline cannot be met, be sure he or she understands that the first payment will be delayed until the next scheduled pay date for the applicable employee class. Remind student employees that time sheets submitted after the cut-off time will be processed on the next scheduled payroll. Verify job data on NBAJOBS for new employees and any changes made by EPAF.

2. **CAREFULLY REVIEW THE MONTHLY AND SEMIMONTHLY PAYROLL VERIFICATIONS AND BIWEEKLY RECAP TIME SHEETS.** If an employee who should appear there does not, confirm that the proper paperwork has been sent to the HR office and/or that the appropriate EPAF has been submitted and approved. Contact the HR office with any questions concerning the job assignment.

3. **ENSURE timecards are APPROVED and all EXCEPTIONS have been ENTERED/CORRECTED PRIOR to payroll processing.** Do NOT wait until the last minute to begin corrections.

4. **CAREFULLY REVIEW THE COMPARISON REPORT TO BE SURE THE HOURS SHOWN FOR EACH EMPLOYEE ARE CORRECT.** All employees to be paid are listed there. Immediately report any discrepancies to the Payroll & Employee Benefits Office by email at payroll@auburn.edu.

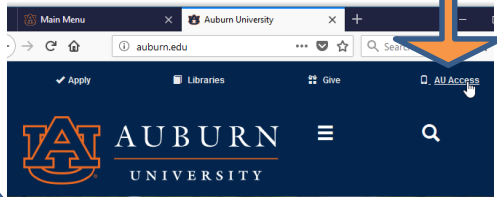
Add/Change Special Pay – OSPECP EPAF

Example: Out of Class

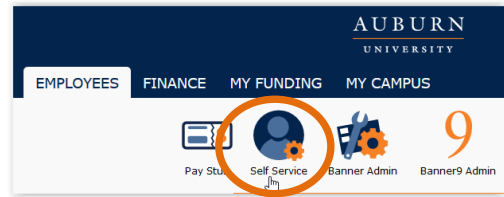
Description: Adding/Change Special Pay (typically) within the Department.

Out of Class 'OOC' (C% suffix) – must be approved by Compensation per memo from Department. Once approved, Department initiates the EPAF and sends supporting documentation to Records via email.

1 AU Access

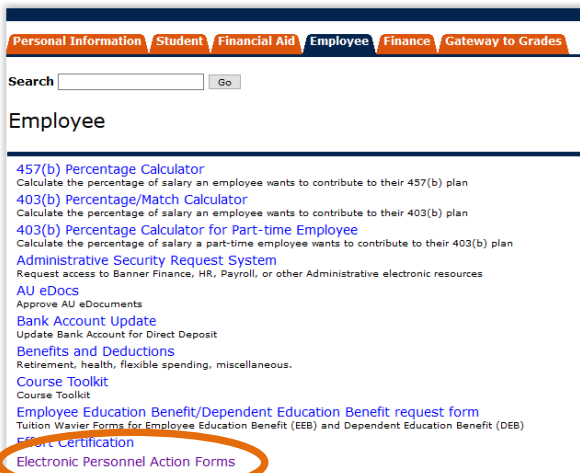


2 Employee Tab -> Self Service



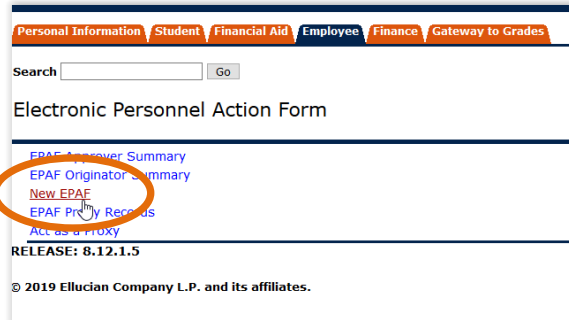
3

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 Special Pay
OSPECP

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* 04/01/2019

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

Go

Employee Job Assignment Add/Chg Special Pay (OOC/END/PROF/SUP/AWD), OSPECP

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

7

New Job

Type in the Position Number and suffix.

The position number should be the same, but the suffix would change to C1, C2, C3, C% (ex. Out of Class)

8

Go

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: 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	C1	Mgr, Employee Records&Sys Mgmt	113550, Payroll Records and Benefits						⊙
	Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Mar 31, 2019	Active		○

All Jobs

Next Approval Type Go

9

OSPECP EPAF has 3 sections:

Add/Chg Special Pay (OOC/END/PROF/SUP), 160511-C1 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)	9	
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:	BOOC, Be	
Step: (Not Enterable)	0	
Regular Rate:	1000	
Hours per Pay:	1	
Factor:	12	
Pays:	12	
Annual Salary:		
Current		
Effective Date Earnings Hours or Units Per Pay Deemed Hours Sp		

1. Enter Values (ex. Out of Class)
Non-Exempt Employees: DO NOT
enter default Hours or Units Per Pay
values for a non-exempt employee.
Enter Start Date, OOC Earnings,
ZERO for the Units, and an End
Date.

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	OOC, Out-of-Class Pay	0			1	03/31/2019	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

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	OOC, Out-of-Class Pay	1			1	04/01/2020	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save and Add New Rows

Exempt Employees:
Enter Start
Date, OOC
Earnings, **ONE**
for the Units,
and an End
Date.

Labor Distribution Change, 160511-C1 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

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q	A	101002	101081	60005	7000					10.00			
Q	A	101001	113550	60005	7000					90.00			
Q													
Q													
Q													
Q													
Q													
Total:										100.00			

Default from Index Save and Add New Rows

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	FULLLE	Approve
20 - (APPRV2) Approval 2	SJM0049	Approve
71 - (OUTCLB) Special Pays-Endow-OOC-Spec	KSM0010	PY1
95 - (HRMOH) HR-Assistant	MCFARAL	Approve
99 - (HR) HR Apply/Supervisor	JOHNS43	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

3. Routing Queue and Comments

Ensure to enter the proper
routing specific to your
department.

10 Save

****TIP Please use the beginning of the
pay period for your query date and
effective dates for the job, earnings,
and labor distributions.****

11

Submit and please check for errors!

Electronic Personnel Action Form

✓ The transaction has been successfully subm

Enter the information for the EPAF and either Save

Name and ID: Brittany Johnson Saliba, 902013
Transaction: 697390
Transaction Status: Pending
Approval Category: Add/Chg Special Pay (OOC/END/

ID: 902013629 Brittany Johnson Saliba Query Date: 04/02/2019

Start Over

EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
160511	C1	04/01/2019		Secondary

Record 2 of 2

DETAILS

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
04/01/2019	Active	Mgr, Employee...	FM	MN	A	HR424	BOOC	AU

Record 1 of 1

**Remember: the default earnings tab on the job record drives the out of class payments for an exempt employee.
The hours entered into Kronos drive the out of class payments for a non-exempt employee.**

MA14 Spec, Info Tech PHASE 1

1

- Supervisors will review job descriptions created by HR and OIT
- Identify the appropriate job description for each employee based on the employee's current duties and responsibilities and need of department
Directors/Managers to submit selected job titles to Cindy Selman no later than **Friday, May 10th**.
 - ▣ Employee names with identified titles
 - ▣ Total number of years of relevant experience as defined on JD
 - ▣ Updated employee resumes
- Compensation & OIT Leadership will:
 - ▣ Identify and analyze market data for each job
 - ▣ Build a new salary structure
 - ▣ Assign jobs to new salary grades



“Relevant experience as defined on JD”

2

Auburn University Job Description

Job Title: **Sr Database Administrator**

Job Family: No Family

Job Code: **MA34***

FLSA status:

Job Summary

Under minimal supervision, responsible for maintaining, backing-up, and optimizing the University's physical, relational, and object-oriented database environments while ensuring data integrity and availability. Seeking assistance only when needed and solves unanticipated problems. Performs application troubleshooting and support during all phases of database and server projects.

Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	No specific discipline. Master's degree in related field preferred.
Experience (yrs.)	8	Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development.

Send to Cindy:

Jane Smith / Sr. Database Administrator / 10 years



PHASE 2

3

- Compensation will use updated resumes to evaluate employee qualifications based on identified jobs utilizing the Pay Evaluator
- No salary adjustments will be made with these changes unless incumbent salaries \geq minimum of the pay range.
- Provide results to OIT Leadership, Deans, AVPs, etc. to develop a plan for additional salary adjustments, if warranted and if funds are available
- Reclassifications to take effect **TBD** (Near 10/1)



FAQ

4

- **I like the current job description as it is. Do I have to reclassify my employees to the new titles?**
 - ▣ Yes, the *MA14- Spec, Info Tech* job description will go away. All employees must convert to a new title.

- **I need to hire a new employee. What job should I post?**
 - ▣ Before approximately 9/1, use *Spec, Info Tech*. After approximately 9/1, post using the new titles. The new functional title may be used as a vanity title to help better define the job position and to assist with advertisement of role.



FAQ (continued)

5

- **How will I determine new hire salaries after the implementation date for new hires?**
 - ▣ The Pay Evaluator will still be utilized, and supervisors may need to work with Compensation to ensure internal equity until the project is fully implemented. (It is possible that implementation would take a phased approach. We would not want to bring external employees in at the new rates until current incumbents have somewhat 'caught up'.)



FAQ (continued)

6

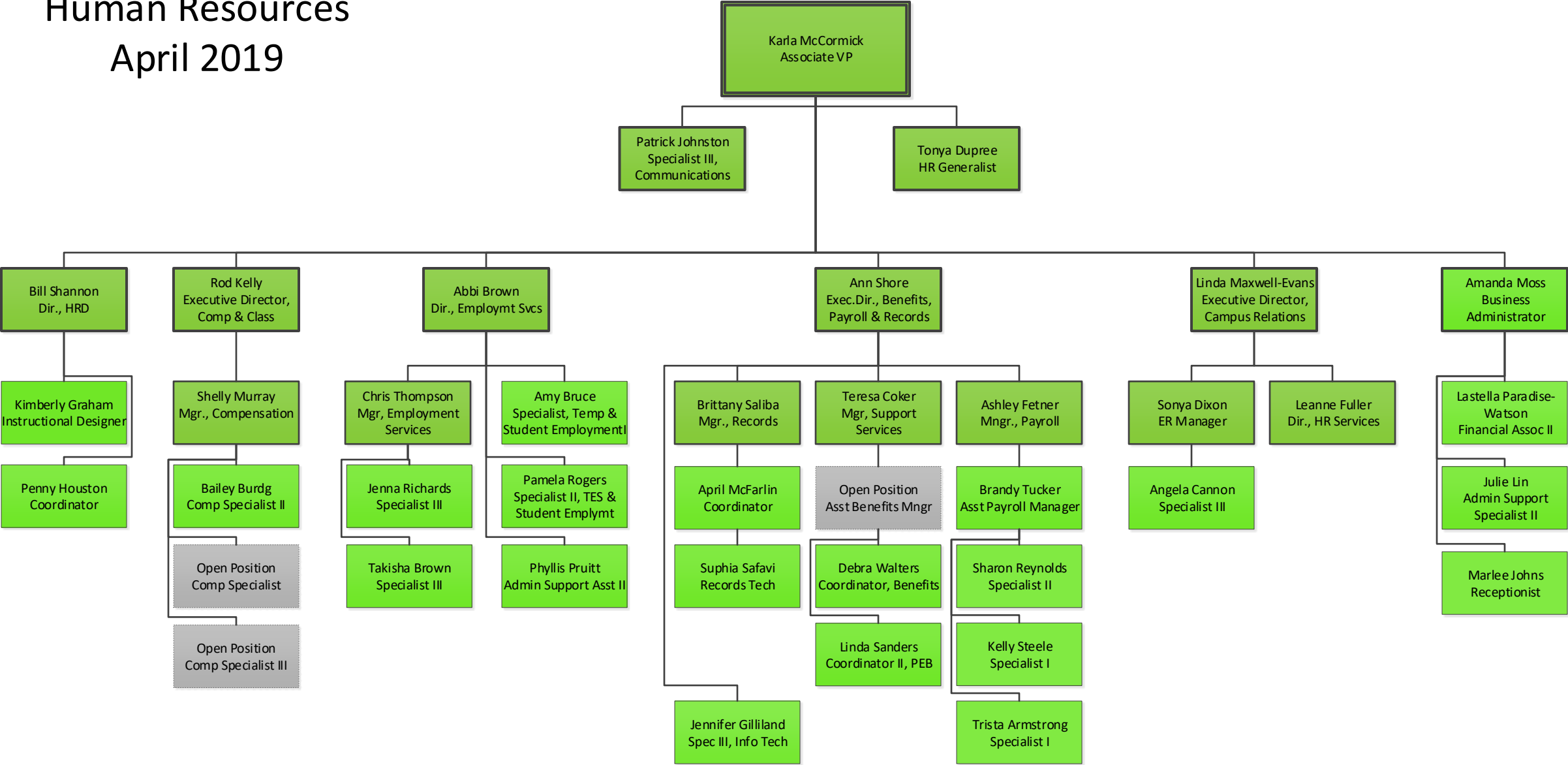
- **If employees need assistance updating resumes who can they call?**
 - ▣ Division HRL, HR Compensation, HR Employment

- **What if there is more than one job that my employee could reasonably fit into?**
 - ▣ Select the job title that most closely reflects the primary purpose for the employee's position.



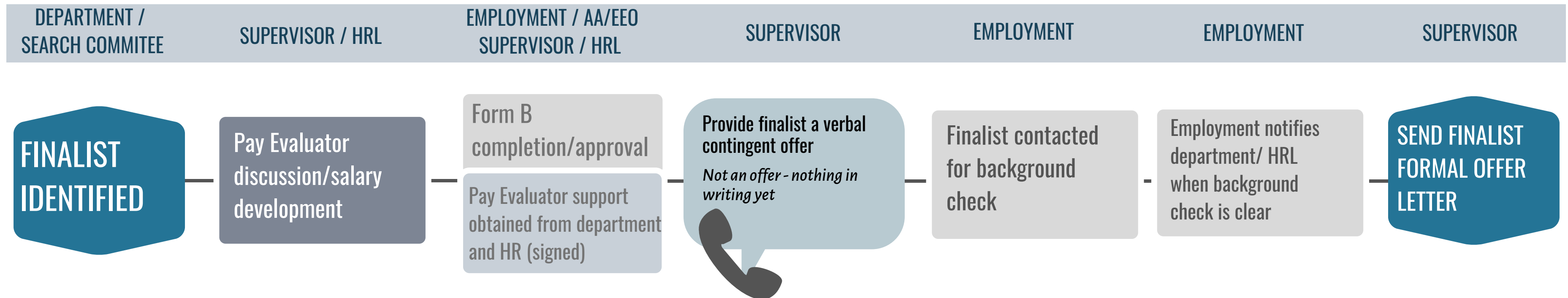
Human Resources

April 2019



UPDATED PROCESS FOR FINALIST CANDIDATES

Transition to Verbal Contingent Offers



Goals:

- Transition away from contingent offer letters
- Eliminate the need for the department or HRL to generate a contingent offer followed by an official offer
- Discourage finalists from making decisions about current employment until background check is complete and all administrative approvals have been obtained