



HR Liaisons Network Meeting Agenda

DATE: March 7, 2019 **ATTENDING:** HR Liaisons and HR Staff

I. Welcome & Announcements A. Jenna Richards – Employment Specialist B. Suphia Safavi – Records Technician C. Marlee Johns - Receptionist D. HR Communications E. FLSA Projection	Karla McCormick
II. Benefits Updates A. End dates for Employees less than 1 year B. FMLA Information	Teresa Coker Debra Walters
III. HRL Updates A. HRL Updates i. Next meeting – currently scheduled April 4, 2019 ii. HR Connect Newsletter B. HRL Resources Advisory Council i. Meeting – February 12 1. Internal Job Posting length 2. HRL Network Administrative Procedure – formalizes the network 3. FMLA Clarifications	Leanne Fuller
IV. Policy & Procedures Update A. Hardship Policy & Procedures i. Governance groups ii. website	Karla McCormick
V. Records Updates A. Zjob Epafs – end dates	Brittany Saliba
VI. Employee Relations A. Employee Appreciation Week B. Workflow Emails – Initial Training and Probationary Review form	Sonya Dixon
VII. Employment Services A. Assignment of Employment Specialist responsibilities B. Internal Job Posting length C. Pre-Employment Process (Pre-AU) – pilot Update	Chris Thompson

VIII.	Temporary Employment Services A. Revolving Door Provision – State Ethics Commission	Abbi Brown
IX.	Human Resource Development A. Overview of Performance Management Training B. New Employee Orientation update	Bill Shannon
VII.	Q & A	Karla McCormick

HR Liaisons Network Meeting Minutes

March 7, 2019 – 2:45 p.m. – Auburn University Administrative Complex

I. Welcome and Announcements – Karla McCormick

- A moment of silence was observed for the tornado victims this past weekend. We have several employees that have been directly affected in numerous ways.
- **New staff:** Three new HR staff members were introduced – Suphia Safavi, Records Technician; Jenna Richards, Employment Specialist; and Marlee Johns, Receptionist.
- **HR Communications:** McCormick shared with the HRLs that we strive to send out communications to everyone and previously committed to send out Performance Management communications by a particular date. We are currently working with Samford Hall on approval for performance management communications and hope to share them in the next week or so. In the future, we will continue to work with Samford Hall on any major communications to ensure that the President and Cabinet are aware of impending communications that will be sent to campus.
- **Fair Labor Standards Act (FLSA) Projection:** McCormick reported that while final information has not been shared by the Department of Labor, Bloomberg Law reports that approximately \$35,000 will be the new salary threshold amount for exemption from overtime. There have not been any reports thus far that indicate that the duties tests will be changed. However, McCormick added that until the final regulations are communicated, we are not certain but will share information as soon as it becomes available.
- **Revolving Door Provision:** McCormick shared that there is a new executive director with the Alabama Ethics Commission, Tom Albritton. We are currently in discussions with our General Counsel's office and the Ethics Commission regarding the interpretations of the Revolving Door Provision and retirees returning to work at Auburn being subject to the revolving door. We are navigating through the information and hope to share more information in the next few weeks.
- **Hardship Policy and Procedures:** McCormick shared that a Hardship Policy has been approved and is on the Policy database. She shared that HR had been working with the governance groups (Staff Council and Administrative-Professional Assembly) regarding the step-by-step process of the ability for employees to contribute to the hardship fund and for employees needing to apply for consideration of the hardship funds. Based on the recent, tragic events of the tornadoes this past weekend, a decision was made to delay the communication to all employees. Patrick Johnston has created a website that has detailed information regarding the program, procedures and application for submitting for consideration of the funds. There will be paper and online application forms available for use. She further stated that HR will continue to collaborate with the governance groups on sending out a communication soon.
- **Statement of Economic Interests:** McCormick stated that the Office of Audit, Compliance and Privacy sent out an email today to all employees that meet the requirements of the completion of the Statement of Economic Interests form. Employees that earn a base salary of \$75,000 or more or are in a Supervisor role (regardless of the salary) are required. If the form is not completed and submitted to the state by the deadline, the employee will be subject to fines (\$10 per day). The Office of Audit, Compliance, and Privacy (OACP) will be monitoring the completions and will be following-up with employees according to the HRL in OACP, Lindsey Elkins.
- **Benefits Update – Teresa Coker**

- **End dates for Employees less than One Year:** Coker shared that she has been working on an important report to submit to the Teachers Retirement System that is required. In the past, we were only reporting employees in certain classifications. Now, we are required to report all active employees to the retirement system. Coker stated that she had been working with TRS to ensure that information is correct and has been responding to discrepancies as determined by the retirement system for employees that should be contributing to the system. Finally, the report has been certified which is great accomplishment to avoid manual entry of more than 7,500 records. This report has resulted in the need to review our current practices regarding appointment length for temporary and part-time employees. The system recommended that we look at some of our internal processes regarding active appointments that are not currently being paid.

- Impacted type of employees: Employee classes of Part time monthly (PM), Part-time faculty (PF), Part-time 9 month (P9), Part-time biweekly (PB)

Not required to participate:

- Part-time employees who are hired with a finite begin date and a finite end date of less than one year, an employee group of L1YR (less than one year) are considered a Temporary employee and is not eligible to contribute.
- Graduate Students, Student nor Adjuncts will be impacted by these processes.

Required to participate:

- Part-time employees who are appointed at 50% FTE or more, will be required to contribute as of date of hire or if currently at a lower FTE—if FTE increases to 50% or more, contributions will commence upon effective date of new FTE.

As a result, in the past several weeks, she has been in discussions with employees to inform them that they are required to contribute. We are currently waiting on clarification of how the retirement system defines recurring appointments. The answer may result in a change of the way these appointments are managed as well. Coker added that the increase in employees required to contribute results in a greater financial impact on Auburn from an employer's financial portion.

Coker further shared that in the past a full-time employee was given the option of contributing to the retirement system if they were employed for a one-year period only. In the future, this will not be the case; the employee will be required to contribute from date of hire.

The information discussed can be found in the Retirement Systems of Alabama manual at www.rsa.al.gov on Page 6 of the manual. There is a communication being developed from Human Resources that will be sent out to campus soon.

- **FMLA Clarifications – Debra Walters**

The HRL Network Advisory Council requested that there be a discussion regarding some FMLA questions that had come up in their respective areas. A list of questions were provided to Debra Walters, FMLA Coordinator, two weeks ago to enable a presentation of the material at the HRL meeting. Walters provided a PowerPoint presentation that includes answers to the questions which were presented by the council. Eligibility for FMLA is one year of employment plus 1,250 work hours or more during the one-year period. Upon approval, Walters sends the designation form to the employee and the HRL. The employee will also receive a letter regarding their benefits. The FMLA time will need to be entered into Kronos using the proper code: FML-Sick, FML-VAC, FML-SCP and FML-LWOP. Walters indicated that she works with Sonya

Dixon in Employee Relations to discuss the option of designating FMLA for an employee without documentation. Walters encouraged HRLs to call her if they had questions.

II. HRL Updates – Leanne Fuller

- **Next scheduled meeting** – April 4, 2019
- **HR Connect Newsletter:** Fuller indicated that the HRL Newsletter, HR Connection, was sent on Monday. Fuller explained that the newsletter is sent when there are multiple items of information to share that needs to be/can be shared instead of waiting for the monthly HRL meetings. She encouraged HRLs to read the information and share as needed. This week's newsletter included the new employees that were introduced today and notice of an edited Bi-weekly Paid Authorization form. She shared that the form will be used for the Graduate Student Worker (bi-weekly) hire as well; it will allow one form to be used for all bi-weekly paid hires. The newsletter is available on the HRL website along with previous publications.
- **HRL Advisory Council meeting:** The last council meeting occurred on February 12th. During that meeting the following items were discussed:
 - Internal Job Posting Length – Chris Thompson will share information later.
 - HRL Administrative Network Procedure – The procedure established a more formalized HRL Network on campus. It has been briefly discussed in the past and was partly developed in response to feedback from previous discussions in 2015 with HRLs. A copy will be shared with all HRLs and will be placed on the HRL website. Fuller encouraged HRLs to reach out with questions after it is received.
 - FMLA Clarifications – Fuller thanked Walters for presenting the information earlier.
- **Upcoming Projects:** Fuller shared with the HRLs that she will be collaborating with others to work on two items, 1) Transfer and New Hire Paperwork requirements – this will be a collaboration with Records and HR Communications for development of information to provide as a resource to campus. **She asked for volunteers from the HRL group to give a campus perspective and to collaborate on the project;** 2) Remote Work Policy and Guidelines – Fuller stated that we are continuing to receive more requests for guidance regarding remote work arrangements. It is critical that we provide the resources for departments to make decisions regarding these arrangements, if operationally needed. Fuller added that **she will seek volunteers for this as well. She will follow-up via email to seek volunteers for both projects.**
- **HR Interns:** Lastly, Fuller shared that ACES had inquired the opportunity for its current HR intern to share/present to the next HRL Meeting on what she has been working on. Fuller encouraged that if other units have HR interns and are interested in a great opportunity for presenting to a captive audience of their current HR activities to let her know.

III. Records Updates – Brittany Saliba

- **Zjob EPAFs:** Saliba shared with the HRLs that she had developed two illustrations of instructions for EPAF completions. The handouts were made available to the HRLs. Saliba is working to create EPAF illustrations for a variety of EPAF types; she asked for time to get all of them created. A discussion of Zjobs continued with defining what Zjobs are: Secondary jobs (additional compensation) outside of the current department that are meant to be for work outside the normal scope of their Primary job. The approval for Zjobs are initiated by completion of the HR-12 (**Administrative-Professional & University Staff Extra Compensation** form) for Staff and Administrative-Professional Employees) and the UPO-10 (**Faculty Application for Permission to Engage in University Activities for Extra Compensation** form) for Faculty.

Saliba shared that a termination date has been added to the Epaf to ensure that a Zjob does not remain active in error for a long period of time. Typically, six months is recommended for a Zjob length with the ability to get approval for continuance through a recertification by submitting a new, applicable form (HR12 or UPO10). Bailey Ward in Compensation has been reaching out to some of the HRLs regarding

Zjobs that have been active but have not been paid in some time. She asked HRLs to review and determine whether there is a need to continue the Zjob assignment.

IV. Employee Relations – Sonya Dixon

- **Employee Appreciation Week:** Dixon spoke about the Employee Appreciation Week for 2019 and showed the website that is almost finished which highlights the week's activities.
 - The week will be April 22 – 26, 2019
 - Monday, April 22 – Department activities and appreciation. Determined at the division/department/unit level.
 - Tuesday, April 23 – Walk at Lunch: Currently, there are two areas that have organized walks planned – Pharmacy and Facilities. Dixon shared that if any area is working on coordinating a walk at their location to let her know so that it can be highlighted and coordinated with swag bags from BlueCross/BlueShield.
 - Wednesday, April 24 – Administrative Professionals' Day, held in the AU Student Center. There will be one speaker in the morning, Jamie Brown; a lunch speaker, Thom Gossom, Jr., and three breakout sessions.
 - Thursday, April 25 – Employee Recognition Program, held at the AUHCC. Dixon shared that the programs will be going out by the end of next week. She encouraged HRLs to speak to their deans and department heads about attending the event if they have an employee being recognized.
 - Friday, April 26 – Picnic at Facilities, serving 10:30 a.m. – 12 p.m.. Thanks to Facilities and Outreach, HR is able to serve hamburgers, hot dogs, chips and drinks for approximately 3,500 employees. Parking is available across the road in the field and organizers plan to work with campus security to ensure safety of employees crossing the road.
 - Dixon said that we will definitely need volunteers to successfully host and execute the events all week. She encouraged all in attendance to consider volunteering. The communication and website launch will be sent in the next week or so.
- **Workflow Email Change – Probationary Review Form and Initial Training Form:** Dixon shared that she is working with Robin Ellis in OIT for language changes, email address and subject line on the workflow emails that auto-generate for employees approaching the deadline for supervisors to complete the Probationary Review Form and the Initial Training Form. She further added that the forms can be accepted via email to employeeerel@auburn.edu or through the secure document upload to employee relations.

V. Employment Services – Chris Thompson

- **Employment Specialist assigned division responsibilities:** Chris Thompson provided a handout that included the assigned divisions by Employment Specialists. Going-forward, he asked that the HRLs work directly with the assigned specialist. However, the current activity in-process will be finalized with the employment team member that has been handling it. Any new identified finalists and new job postings need to be handled by the new assigned specialist.
- **Pre-AU (Pre-employment) Update:** Thompson reminded HRLs that Pre-AU is a mechanism that will enable new employees the ability to be assigned a Global User ID and Banner ID number prior to completion of the job assignment being placed in Banner. Thompson shared that he and Lori Bush have discovered some issues and he has shared the issues with Scott in ISS. Scott is currently off-site and will be back in the office on Monday, March 11th, and he will begin to address the concerns. Thompson thanked Lori for her participation in piloting the process.
- **Internal Job Posting Request:** Thompson provided a copy of the Internal Job Posting Request form and shared with the HRLs that the time length for internal job postings will be aligned with the timing of the external job posting and will be posted for a minimum of 10 calendar days. The referenced request form

will be required when submitting a job posting for internal recruitment only prior to the job posting being open for accepting applications. The request form will be located on the HR forms page and on the HRL resource webpage.

VI. Human Resource Development – Bill Shannon and Kim Graham

- **New Employee Orientation Update:** Bill Shannon thanked the HRLs for their work in making sure that the new employee gets to orientation. There have been some recent issues where the new employees were not aware of their User ID number or Banner number and had not completed the DUO-Mobile process. This required these employees to miss a portion of the orientation session to set up this information. Shannon asked the HRLs to help the hiring managers and supervisors on their new hires.
- **Performance Management Training:** Shannon talked about the Performance Management Training that has been developed online as Kim Graham, Instructional Designer, showcased and demonstrated Quick Dive (micro-learning) training videos on the webpage. Kim showcased one video of performance management, session number MG500E. A handout was also provided that highlighted the micro-learning series of trainings that are currently available and how to access the videos. More information will be shared soon that gives a lot of information regarding the sessions. Shannon also added that he is available to come out to any unit on campus and talk about the performance management process. He added that Lunch and Learn sessions may be added at a later time.

No other questions. Meeting was adjourned.

Employment Specialist Division Assignments

Specialist: Jenna Richards

Division No.	Division Name	HR Liaison
120	Agriculture	Amanda Smitherman
400	Alabama Cooperative Extension	Chris McClendon
300	Alabama Agricultural Experiment Station	Amanda Smitherman
111	Auxiliary Services	Lindsey Johnson
116	Campus Safety & Security (Chief of Staff)	Lindsey Johnson
113	Business & Finance/CFO	Lindsey Johnson
123	Business	Julene Pugh
102	Facilities	Loren Allday
144	Forestry & Wildlife	Sue Fuller
146	Human Sciences	Laurie Newton
151	Chief Information Office	Cindy Selman
155	Information Technology	Cindy Selman
116	Internal Audit Compliance & Privacy (Chief of Staff)	Lindsey Elkins
134	Liberal Arts	Lori Bush
152	Libraries	Arlene Brown
170	Research & Economic Development	Giovana Brannan
136	Science & Mathematics	Stephanie Woodley
139	Veterinary Medicine	Nichole Diehl

Specialist: Takisha Brown

Division No.	Division Name	HR Liaison
103	Alumni Affairs	Eddie Orantes
142	Architecture, Design & Construction	Colleen Newschwander
130	Athletics	Karla Gacasan
140	Communications & Marketing	Barbara Black
104	Development	Debbie Knight
126	Education	Jenny Barton
128	Engineering	Tammy Walker
100	Office of the President	Pat Harris
110	Chief Operating Officer	Pat Harris
116	Chief of Staff	Pat Harris
105	Graduate School	Julie Reece
148	Nursing	Linda Watkins
160	Outreach	Elizabeth Haeussler
150	Pharmacy	Amy Carbajal
157	Provost	Kerry Ransel
153	Inclusion & Diversity (Provost)	Kerry Ransel
133	Jules Collins Smith Museum (Provost)	Kerry Ransel
132	Performing Arts Center (Provost)	Kerry Ransel
180	Undergraduate Studies (Provost)	Kerry Ransel
115	Risk Management & Safety	Ginger Vedder
169	Student Affairs	Trey Lightner
108	Enrollment Services (Student Affairs)	Trey Lightner

Family and Medical Leave Policy

Responsible Office: Human Resources

I. POLICY STATEMENT

Auburn University provides eligible employees job-protected leave for specified family and medical reasons. This policy is administered in accordance with the Family and Medical Leave Act of 1993 and all other applicable federal and state laws.

Controlling Authority: The Family Medical Leave Act of 1993 (as amended)

II. POLICY PRINCIPLES

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take leave for family and medical reasons. Under this policy, Auburn University will grant to eligible employees, during a "rolling" 12-month period, up to 12 weeks of job protected unpaid leave and up to 26 workweeks of military caregiver leave to care for a covered service member with a serious injury or illness. Military caregiver leave is calculated using the 12- month period from the date Military Caregiver Leave begins, not the usual 12-month rolling period.

Employees may utilize any earned sick, annual or compensatory leave at the onset of FMLA leave in accordance with established leave policy. However, employees must use all accrued sick leave time before going into leave without pay status. The use of all accrued leave (to include, Auburn University's On-Job Injury Program or Salary Continuation Plan) will run concurrently with FMLA and will not extend the duration of FMLA beyond 12 weeks.

A. Eligibility Requirements

An employee who has been employed by the University for at least 12 months and worked at least, 1,250 hours during the 12-month period preceding the request for leave is eligible for family medical leave. All service will be counted except if the break in service was seven years or more, then only the service since the break will be counted.

If both spouses are eligible employees of Auburn University, they are each entitled to up to 12 weeks in a rolling calendar year for the birth of a child or to care for their newly born child, or for the placement of a child for adoption or foster care.

B. Reasons for Family Medical Leave

Basic Leave Entitlement

An eligible employee is entitled to take up to 12 weeks of job-protected FMLA for the following reasons:

1. The employee's own serious health condition, which renders him/her unable to perform one or more essential functions of the employee's position, as certified by a health care provider.

2. Birth of an employee's child(ren), bonding with newborn or newly placed child, adoption of a child by the employee or official placement of a child with the employee for foster care (leaves for birth or adoption must be taken within 12 months of the event).
3. The care of a family member: the employee's spouse, sponsored adult dependent, child (including sponsored child dependent) or parent with a serious health condition, as certified by a health care provider.
4. A qualifying exigency arising out of the fact that the spouse, sponsored adult dependent, child (including sponsored child dependent) or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Military Family Leave Entitlement

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. (Note, the FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of serious health condition).

This FMLA leave does not apply to care for former members of the armed forces who are on the permanent disability list.

C. Intermittent Leave or Reduced Schedule

Eligible employees may take FMLA intermittently (in blocks of time), or by reducing their normal weekly or daily work schedule, when medically necessary for their own or an immediate family member's serious health condition or for the serious injury or illness of a service member. Auburn University will reduce employee's salary based upon the amount of intermittent leave time taken. Intermittent leave must be carefully reviewed and supported by medical certification. Employees who require intermittent or reduced-schedule leave should try to schedule their leave to minimize disruption of their unit's operation. Intermittent leave may be taken for the birth or adoption of a child or placement with the employee of a child for foster care if approved by the employee's direct supervisor and may not extend beyond 12 months after the birth, adoption or placement of a child for foster care.

D. Notice

The University expects a 30-day notice of all types of FMLA leave if the leave is foreseeable. For unforeseen circumstances, the University expects as much notice as practicable.

E. Medical Certifications

If the requested leave is because of a serious health condition of the employee, he/she will be required to provide a health care provider's certification providing information as to the condition and inability to perform one or more essential functions of the job within 15 calendar days after the employer's request. If the requested leave is to care for a covered family member, the employee will be required to provide, within 15 calendar days after the employer's request, a health care provider's certification providing information as to the serious health condition and stating that the employee is needed to care for the family member. The University may request subsequent re-certifications during the course of the leave. FMLA may be denied if requested certifications are not provided within prescribed time limits. Intermittent leave must be recertified every six months.

F. Benefits

During the FMLA leave period, an employee is eligible to continue participation in University benefit plans. In order for the coverage to be continued, the employee will be responsible for his/her portion of the cost.

III. EFFECTIVE DATE

February 2018

IV. APPLICABILITY

This policy applies to all eligible employees.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Executive Director, Payroll, Benefits and Records

VI. DEFINITIONS

- a) **Family Member** – The employee's child, parent or spouse. These terms are defined as follows:
1. Child – A biological, adopted, or foster child, a stepchild, a legal ward, child of a person standing in loco parentis for someone who is under 18 or who is 18 or older and incapable of self-care because of a mental or physical disability.
 2. Parent – A biological parent or any individual who stood in loco parentis when the employee was a child as defined above.
 3. Spouse – Husband or wife as defined or recognized under appropriate state law.
 4. Sponsored Adult Dependent and Sponsored Child Dependent – These terms are defined in the dependent eligibility matrix <http://www.auburn.edu/administration/business-finance/pdf/dependent-eligibility.pdf>
- b) **Serious Health Condition** – An illness, injury, impairment, or physical or mental condition that involves (1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider. "Continuing treatment" includes a period of incapacity of more than three consecutive calendar days, as well as any incapacity due to pregnancy, prenatal care, a chronic health condition, and a permanent or long-term condition, multiple treatments for restorative surgery or for a condition that would result in incapacity of more

than three consecutive days if left untreated.

- c) **Work hours**- Time spent actually working, not to include paid time-off used.
- d) **Covered Service Member**- Employees, spouse, sponsored dependent, child, sponsored child dependent, parent or next of kin (defined as the service member's nearest blood relative).
- e) **Covered Veteran "serious injury or illness"**- An injury or illness that was incurred in the line of duty, while on active duty, and that is either:
 - 1) A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; or
 - 2) A physical or mental condition for which the veteran has received a U.S. Department of Veteran Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
 - 3) A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
 - 4) An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. A Military Member's serious injury or illness also includes injuries or illnesses that existed before the Military Member's active duty and were aggravated by service in the line of duty on active duty.
- f) **Incapacity**- The inability to work, to attend school or to perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.
- g) **Health Care Provider** – Includes, but is not limited to, a doctor of medicine or osteopathy, clinical psychologist, podiatrist, dentist, optometrist, chiropractor, or licensed nurse practitioners. The university requires that a medical certification be obtained from the attending health care provider for any request from FMLA leave for serious health condition of self or family member. Forms can be obtain by a member of Human Resources.
- h) **Qualifying exigencies**- Include attending certain military events, arranging for alternative childcare, school related activities, parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings, rest and recuperation, any additional activities agreed to by the University and employee.
- i) **Loco Parentis** – "In the place of parent", refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.
- j) **Rolling Calendar Year** - 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

VII. POLICY PROCEDURES

Family and Medical Leave Act Procedures

VIII. SANCTIONS

Violations of this policy will be addressed by appropriate disciplinary action.

IX. EXCLUSIONS

There are no exceptions to this policy, as it is in direct correlation with federal law.

X. INTERPRETATION

Associate Vice President, Human Resources

Updated: February 2018

Family Medical Leave Act

FMLA
Auburn University
March 7, 2019

Is intermittent FMLA leave allowed for birth,
adoption, foster of child?

Intermittent leave may be taken for the birth or adoption of a child or placement with employee of a child for foster care if approved by the employee's direct supervisor and may not extend beyond 12 months after birth, adoption or placement of a child for foster care.

Do you count University holidays as FMLA leave day?

No, when the university is closed due to a holiday or inclement weather, holiday pay or weather pay will apply. The days absence from work will not be counted as FMLA.

Can you designate FMLA for an employee that does not provide documentation?

Employees should always be strongly encouraged to apply for FMLA when out for more than three days with a serious health condition for parent, spouse, child or for employee.

Auburn University provides eligible employees Job-Protected leave for specified family and medical reasons in accordance with the Family and Medical Leave Act of 1993.

Yes, a discussion with the HRL Liaison, Employee Relations and the Benefits Coordinator takes place if employee doesn't submit documentation prior to assigning FMLA.

Can you go back and designate FMLA leave for someone after the fact? If so, how is this
communicated with the employee?

The university expects a 30 day notice of all types of FMLA leave if the leave is foreseeable. For the unforeseen circumstances, the University expects as much notice as practicable.

The university will designate FMLA once the medical certification is completed by doctor, past and present time. Benefits Coordinator will designate leave and will send designation notice to the HRL and the employee.

Can you take sick before annual or can the
employee choose?

Employees may utilize any earned sick, annual or compensatory leave at the onset of FMLA leave in accordance with established leave policy. However, employees must use all accrued sick leave time before going into leave without pay status. The use of all accrued leave (to include, Auburn University's On-Job Injury Program or Salary Continuation Plan) will run concurrently with FMLA and will not extend the duration of FMLA beyond 12 weeks.

If both (husband and wife) work at Auburn,
are both allowed 12 weeks of FMLA? Can
employees take at different times?

If both spouses are eligible employees of Auburn University, they are each entitled to up to 12 weeks in a rolling calendar year for the birth of a child or to care for newly born child or for placement of a child for adoption.

Employees may take at same time or different times within the 12 month rolling year

In cases of intermittent FMLA leave, is the
time taken as a full day, hour or 15 minute
increments?

FMLA time follows the payroll practice of taking time in 15 minute increments.

Does Auburn administer and practice FMLA in the same way for faculty and staff?

Auburn University provides **eligible employees** job-protected leave for specified family and medical reasons. An employee who has been employed by the University for at least 12 months and worked at least, 1,250 hours during the 12-month period preceding the request for leave is eligible for FMLA.

This policy is administered in accordance with the Family and Medical Leave Act of 1993 and all other applicable federal and state laws.

Does Auburn cover adult children under FMLA as caring for a family member?

Yes

Child is defined as:

A biological, adopted, foster child, stepchild, legal ward, child of person standing in loco parentis for someone who is under 18 or who is 18 or older and incapable of self care because of a mental or physical disability.

Questions or Comments

<https://sites.auburn.edu/admin/universitypolicies/Policies/FamilyMedicalLeaveActPolicy.pdf>

https://www.auburn.edu/administration/human_resources/employee_relations/fmla.html

www.auburn.edu/administration/human_resources/FMLA.docx

LG140E

Family and Medical Leave Act

Debra Walters | Employee Benefits

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Family Medical Leave Act Procedures

Corresponding Policy Title: Family Medical Leave Policy

Effective: March 2018

Procedure Owner: HR Benefits

Last Updated: March 2018

Related Policies:

Responsible University Department:
Payroll Benefits and Records

Forms: link to form(s) related to procedure

Procedure Contact:
Executive Director, Payroll, Benefits and Records

I. Procedures

Requesting FMLA

- Employee notifies Supervisor and/or HR Liaison in the department of their request for FMLA leave.
- HR Liaison provides the employee with the "Notice of Rights and responsibilities" and the "Medical Certification form".
- Employee requests completion of the medical certification form from their physician.
- If employee is requesting FMLA for an eligible family member, employee submits medical certification form to family member's physician for completion.
- Employee or physician returns the medical certification form to Auburn University Benefits Coordinator in Human Resources within 15 days of FMLA request.

Approval and Designation of FMLA

- Benefits Coordinator certifies the FMLA leave or requests additional information if needed.
- Benefits Coordinator notifies department HR Liaison of approval and amount of time approved for FMLA by copy of Designation Notice.
- Benefits Coordinator sends Designation Notice to employee notifying FMLA approval.
- If FMLA is designated for the entire 12 weeks, Benefit Coordinator notifies the employee by letter to indicate the end date of the approved FMLA leave.

Tracking of FMLA

- Employee is responsible for letting HR Liaison/Timekeeper know which FMLA earn code to use to ensure the correct FMLA time is entered.
- HR Liaison/Timekeeper enters time for employee on FMLA leave in Kronos.



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- FMLA-sick, FMLA-vacation, or FMLA-no pay are earn code options for FMLA leave in Kronos.

Recertification

- All intermittent leave will be approved for up to six months at a time.
- After the initial six months ends, the employee is responsible for notifying HR Liaison or Benefits Coordinator in Human Resources of request for recertification of intermittent leave.
- Employee is responsible for notifying HR Liaison or Benefits Coordinator in Human Resources of request for FMLA extension at which point:
- HR liaison or Benefits Coordinator provides employee with a new medical certification form for the employee to have completed by physician and returned to the Benefits Coordinator in Human Resources.
- Benefits Coordinator recertifies the FMLA leave and completes and sends the medical designation notice to the department and to the employee.

Return to Work Status after FMLA leave

Employee must submit a return to work notice from the treating physician to HR Liaison before being allowed to return to work. The HR Liaison will submit a copy of the return to work documentation to the Benefits Coordinator.

II. Forms

Certification of Health Care Provider for Employee's <https://www.dol.gov/whd/forms/WH-380-E.pdf>

Certification of Health Care Provider for Family Member <https://www.dol.gov/whd/forms/WH-380-f.pdf#WH380F>

Notice of Eligibility and Rights and Responsibilities <https://www.dol.gov/whd/forms/WH-381.pdf#WH381>

Employee Rights and Responsibilities under FMLA

Action	Forms
Apply for FMLA due to Employee's Serious Health Condition	WH380E HR8
Apply for FMLA due to Family Member's Serious Health Condition	WH380F HR8
Apply for Military Family Leave based on addressing certain Qualifying Exigencies of a family member in the National Guard or Reserves who is on active duty or is called to active duty.	WH384 HR8



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Apply for Military Family Leave for employee who is the spouse, child, parent, or Next-of-kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty.	WH385 HR8
Apply for Military Family Leave for an employee who is the spouse, son, daughter, parent, or Next-of-kin of a covered veteran with a serious injury or illness.	WH385V HR8

AUBURN UNIVERSITY HUMAN RESOURCES DEPARTMENTAL DIRECTORY

NAME	POSITION	PHONE NUMBER	E-MAIL ADDRESS
Armstrong, Trista	Specialist I, Payroll & Employee Benefits	844-1778	tda0009@auburn.edu
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Thompson, Christopher	Manager, Employment Administration	844-1614	cot0001@auburn.edu
Tucker, Brandy	Assistant Manager, Biweekly, Monthly & Semimonthly Payroll	844-1783	bst0005@auburn.edu
Walters, Debra	Coordinator, Benefits, FMLA Administration, Health & Dental Insurance	844-1779	dlw0050@auburn.edu
Ward, Bailey	Specialist II, Compensation & Classification	844-1601	beb0017@auburn.edu

AUBURN UNIVERSITY HUMAN RESOURCES DEPARTMENTAL DIRECTORY

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Human Resources Liaison Network Administrative Procedure

Corresponding Policy Title: N/A**Effective:** 11/1/2018**Procedure Owner:** Human Resources**Last Updated:** 2/12/2019**Related Policies:** N/A**Responsible University Department:**
Human Resources – Campus Relations**Forms:** N/A**Procedure Contact:**
Director, Human Resource Services

I. Procedure Statement

Auburn University utilizes a decentralized human resources liaison network program that delivers and supports human resources services at the department and/or division level through designated employees. The Human Resources Liaison (HRL) role is considered to be a partner and collaborator with University Human Resources in human resources service delivery.

II. Procedures

I. Designation

The Human Resources Liaison designation is determined based on structure, need, and position in the Division. Leadership (Dean, VP level) will determine the designated employee and collaborate with Human Resources for the proper role to ensure consistency across the campus.

II. Role Description

The appropriate role description is provided to the HRL and the leadership of the unit as requested. Role descriptions* include:

- a. HR Partner Liaison
- b. HR Administrator Liaison
- c. HR Coordinator Liaison

**Role designations are determined based on the structure and need of the position performing the duties.*

III. Onboarding of HR Liaison

An Auburn University employee that has been designated as a Human Resources Liaison will be provided information to include the designated role descriptions. The information will vary based on specific responsibilities as the liaison. The Director, HR Services will work directly with the new HR Liaison to assist them with questions and coordination of HR training.

IV. Evaluation & Feedback

The Executive Director, Campus Relations (or designee) will provide feedback to the supervisor of the human resources liaison role (*only*) prior to the annual performance review. There may be instances that feedback is warranted throughout the performance period. This feedback will include both strengths and opportunities for improvement for purposes of continuous improvement of human resources service delivery.

V. Access to Systems

All system requests for Banner must be made by submitting a request through the Administrative Business Security Request System in Self-Service Banner. Systems needed will vary by department responsibilities. Typical minimum accesses include, HR Banner, Timekeeper, Electronic I-9 and E-Verify, and on-line employment system(s).

VI. Communication Channels

University human resources will communicate directly with designated human resources liaisons through a variety of channels. Channels include HR Connect newsletter, email, meetings, resources website, and phone.

- a. HR Connect newsletter – produced by human resources communications to include timely informational items pertinent to human resources services; recipients includes HR Liaisons and HR Generalists
- b. Emails – designated as the official form of communication at Auburn University; HR Liaisons receive email communications from a variety of human resources team members regarding all functional areas; HR Liaisons are also provided pre-communication items as a “heads-up” prior to a broader communication to employees and/or supervisors

- c. Informational Meetings – typically held each month (pre-determined dates); other meetings may be determined and planned based on need or topic
- d. HRL Resources webpage – located on the University Human Resources webpage, which includes a variety of resources available to human resources liaisons as tools and information in performance of human resources services.
- e. Human Resources Liaison Network Advisory Council – a representative group of HR Liaisons to collaborate through discussion of concerns, development of procedures and policies, and serve as a representative of the network.
- f. All information is expected to be disseminated timely to the appropriate employees in the designated responsible division and/or department.

VII. Professional Development

Training curriculum TBD through Human Resources Development and external organizations based on role descriptions, curriculum may include the following:

- a. Foundational courses
- b. Functional courses
- c. TBD

VIII. Confidentiality

- a. Information and data concerning employees which may come to the knowledge of human resources liaisons, are expected to be held in the strictest of confidence and only used in the performance of duties in delivery of human resources services.
- b. Refer to the Information Disclosure and Confidentiality Policy in the Office of Audit, Compliance, and Privacy for detailed information

IX. Attendance

Attendance will be expected at the monthly informational meetings and other meetings, as scheduled. If attendance is not possible at the monthly meetings, there is an expectation for a representative to attend to ensure that the division is represented.

III. Definitions

Human Resources Liaison Network – defined as a collective group of Human Resources representatives located on-campus to liaise and collaborate with central Human Resources in the delivery of human resources services.

Human Resources Partner Liaison role – designated as a full-time, entire HR functional liaison in the execution and delivery of human resources services in the respective division/unit.

Human Resources Administrator Liaison role – designated as a full-time, partial HR functional liaison as a primary responsibility in the execution and delivery of human resources services in the respective division/unit.

Human Resources Coordinator Liaison role – designated as a part-time human resources functional liaison as a secondary responsibility in the execution and delivery of human resources services in the respective division/unit.

Onboarding – defined as the mechanism through which a new human resources liaison acquires the necessary knowledge, skills and behaviors in order to become an effective employee in the execution and delivery of human resources services.

Confidentiality – entrusted with maintaining sensitive and private employee data/information relating to employee and management issues.

IV. Sanctions

Violations of this procedure are to be promptly reported to the employee's supervisor and will be addressed through appropriate disciplinary action(s).

V. Forms

N/A

VI. Related Information

HRL Network resources webpage:

https://www.auburn.edu/administration/human_resources/hrl/liaisons.html

Human Resources Partner Liaison role description

Human Resources Administrator role description

Human Resources Coordinator role description

Human Resource Liaison Resource Advisory Council

VII. History

N/A

VIII. Frequently Asked Questions

N/A

Auburn University 2018-19 Performance Review Submission Process

March 7, 2019

Today's Refresher

- We heard you
- 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

Employer's Last Name:	Review Period:
Employer's First Name:	Department:
Review ID:	Division Code:
Job Title:	Is Job in a Job Family?

Performance Review Form

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

Setting expectations

- Use as first of first and last on job duties, responsibilities, position goals, or previously identified development needs.

Conducting the review

- Add comments on how well the employee performed if not as established expectations.
- Identify one or more observed behaviors, practices or skills, that contributed to the resulting outcome. For supervisors, use the [Behavioral Observation](#) system.
- Add any development opportunities to add to the output for the upcoming year.
- Finally, rate each performance expectation.

	1. Exceeds Expectations	2. Meets Expectations	3. Needs Improvement	4. Does Not Meet Expectations	5. Unsatisfactory
1. Job Duty/Responsibility/Position goal/Previously identified development need:					
• How well was this performed?					
• Behavioral Observation					
• Performance Development for 2019-2020					
2. Job Duty/Responsibility/Position goal/Previously identified development need:					
• How well was this performed?					
• Behavioral Observation					
• Performance Development for 2019-2020					
3. Job Duty/Responsibility/Position goal/Previously identified development need:					
• How well was this performed?					
• Behavioral Observation					
• Performance Development for 2019-2020					

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

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- A Division Performance Ratings Spreadsheet (DPRS) will be sent in the next two weeks to HRL's and include all full time and part time employees in their division
- Save a copy of the original DPRS to prior to entering any ratings

HRL	Div	Div Desc	ID	Full Name	Review Date	Rating	Rating Basis	Comments	Title	Orgn Desc	FTE
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12
Pat Harris	100	Office of the President	902012232	Armstrong, Lee					General Counsel	General Counsel	1
Pat Harris	100	Office of the President	902358344	Ball, Anna					Coord II, University Events	President's Office	1
Pat Harris	100	Office of the President	902012728	Fulford, Sherri					Exec Dir, Governmental Affairs	Governmental Affairs	1
Pat Harris	100	Office of the President	902018172	Hiney, Charles					Dir, Governmental Affairs	Governmental Affairs	1
Pat Harris	100	Office of the President	902159968	Keeter, Brian					Dir, Public Affairs	President's Office	1
Pat Harris	100	Office of the President	902441249	Morse, Jennifer					Admstr II, Campus Sustain	Cntr Sustainability	1
Pat Harris	100	Office of the President	902007249	Nasmith, Susan					Exec Support Spec II	President's Office	1
Pat Harris	100	Office of the President	902161970	Patterson, Denean					Admin Support Assoc II - Adm	General Counsel	1
Pat Harris	100	Office of the President	902012256	Patterson, Jolene					Presidential Assistant	President's Office	1
Pat Harris	100	Office of the President	902013269	Richardson, Dawn					Spec Admin Asst, Govern Affs	Governmental Affairs	1
Pat Harris	100	Office of the President	903668975	Strickland, Amy					Admstr III, Campus Sustain	Cntr Sustainability	1
Pat Harris	100	Office of the President	902000489	Waggoner, Jon					University Counsel	General Counsel	1
Pat Harris	100	Office of the President	903744709	Walker, Cindy					Coord I, Policy & Legal Support	General Counsel	1
Pat Harris	100	Office of the President	903089731	White, Melissa					University Counsel	General Counsel	1
Pat Harris	100	Office of the President	902003820	Williams, Sherri					Exec Asst, BOT Secretary	President's Office	1
Pat Harris	100	Office of the President	901132698	Wilson, Jennifer					Exec Asst, General Counsel	General Counsel	1

Process-in-Brief

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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 (cont.)

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 (cont.)

10

- Verify the names and Banner ID's are identical to their listing on the DPRS
- Enter the date of review, overall rating and ratings basis in the DPRS
 - Performance Management 5
 - Trades 5
 - Vet School 6
 - Academic Advisors 5
- 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 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? (cont.)

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

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

Request for Internal Job Posting

In rare instances, departments may request to recruit for a vacant position internally. Please complete the information below and submit the completed form to Human Resources, Employment Services, for consideration of approval. All requests will be subject to review and approval by Human Resources and the Office of Affirmative Action & Equal Employment Opportunity.

Circumstances that warrant an internal search include: 1) knowledge/skills/abilities specific to Auburn University, and 2) availability of a sufficiently qualified internal talent pool including consideration of the University's Affirmative Action obligations and specific goals.

Requestor

Requestor Name:

Date:

Department Name:

Position Information

Job Title:

Position Number:

New Position: Yes ☐ No ☐

Justification for Request

Please enter specifics related to the justification to consider an internal job posting. *Please note that external job postings do not preclude current employees of Auburn University from applying to an external job posting.*

1. Unique knowledge/skills/abilities specific to Auburn University –

2. Availability of a sufficiently qualified internal talent pool –

3. Other –

Signatures

Support Do Not
Support

Supervisor:

☐☐

Print Name

Signature

Date

Human Resources Liaison:

☐☐

Print Name

Signature

Date

Department Head/Chair or Director:

☐☐

Print Name

Signature

Date

Human Resources Department:

☐☐

Print Name

Signature

Date

Affirmative Action/Equal Employment Opportunity:

☐☐

Print Name

Signature

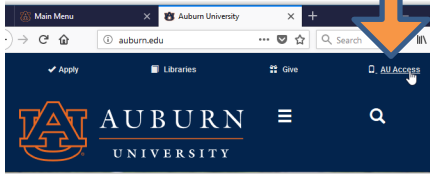
Date

Auburn University is an EEO/Vet/Disability Employer

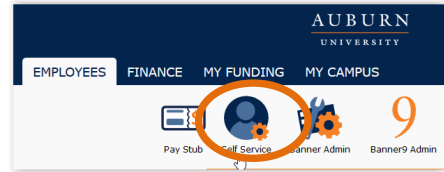
Additional Job Full-Time Employee Re-certifying a Z job – ADJZJ EPAF

Prior to re-certifying or re-opening an existing terminated Z job, another approval (HR12/UPO-10) from Compensation or the Provost Office is required. After receiving approval, the department may submit the EPAF.

1 AU Access

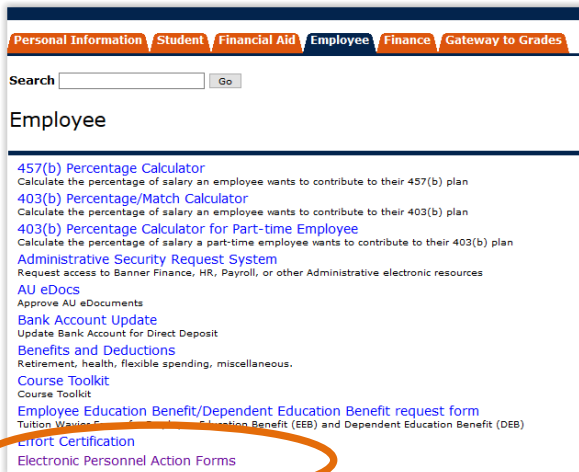


2 Employee Tab -> Self Service



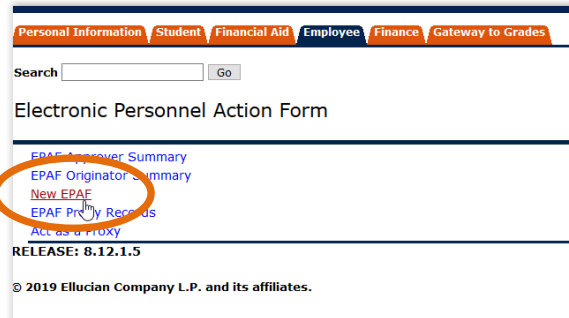
3

Employee Tab -> Electronic Personnel Action Forms



4

New EPAF



5

Enter the Banner ID number

Query Date – In this example, I changed the query date to the future, because I wanted to re-open an existing Z job.

Approval Category - Select the Add Z Job (Additional Job Full-Time Employee, ADJZJ)

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 * 03/10/2019

Approval Category: * Add Z Job (Additional Job Full-Time Employee), ADJZJ

Go

6

Go

7

New Job

Type in the Position Number and suffix.

The Z job should also be selected.

Type in the pre-existing position number.

New EPAF Job Selection

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: Mar 10, 2019

Approval Category: Add Z Job, ADJZJ

Add Z Job (Additional Job Full-Time Employee), ADJZJ

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	Z33000	00	Communications & Marketing ZJ	101042, Office of Communications&Marketing					
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Feb 28, 2019	Active	

All Jobs

Next Approval Type Go

8

Go

Add Z Job (Additional Job Full-Time Employee), ZJ3000-00 Communications & Marketing ZJ

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*	03/03/2019	03/03/2019
Job End Date: MM/DD/YYYY(Not Enterable)	03/03/2019	
Contract Type: *	Secondary	Secondary
Jobs Effective Date: MM/DD/YYYY*	03/09/2019	03/10/2019
Personnel Date: MM/DD/YYYY	03/09/2019	
Job Status: (Not Enterable)	Terminated	A
Title: (Not Enterable)	Communications & Marketing ZJ	
FTE:	1	
Job Change Reason: *		NWJOB, New Job Assignment
Regular Rate: *	25	25
Hours per Pay:	1	1
Factor:	1	1
Pays:	1	1
Timesheet Orgn: *	HR300	HR300
Supervisor ID:	903805475	903805475

1. Entering the Job Values

TIP! Enter your values and then SAVE the EPAF.

The Job Begin Date MUST match the ORIGINAL Job Begin Date. If you save your EPAF before submitting, the Job Begin Date in the CURRENT VALUE will be populated.

**NBAJOBS will also show the
JOB BEGIN DATE**

Labor Distribution Change, Z13000-00 Communications & Marketing Z1

Current

Effective Date: 03/03/2019

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 03/03/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
Q	A	Q	101001	Q	100005	Q	61015	Q	6000	Q		
Q		Q		Q		Q		Q		100.00		
Q		Q		Q		Q		Q				
Q		Q		Q		Q		Q				
Q		Q		Q		Q		Q				
Q		Q		Q		Q		Q				
Total:										100.00		

2. Labor Distribution

Termination (Job ONLY), ZJ3000-00 Communications & Marketing ZJ

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY		
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		AGEND

3. Termination (TERMJB)

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	<input type="text"/>	Approve <input type="button" value=""/>
70 - (HRCOMP) HR Comp	<input type="text"/>	Approve <input type="button" value=""/>
96 - (HRBWI) HR Assistant	<input type="text"/>	Approve <input type="button" value=""/>
99 - (HR) HR Apply/Superuser	<input type="text"/>	Apply <input type="button" value=""/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>
Not Selected <input type="button" value="v"/>	<input type="text"/>	Not Selected <input type="button" value="v"/>

4. Routing Queue and Comments

Comment

[illegible]

10 **Save**

11 Submit & Check for Errors

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629
Transaction: 694880 **Query Date:** Mar 10, 2019
Transaction Status: Pending
Approval Category: Add Z Job (Additional Job Full-Time Employee), ADJZ

NBAJOBS (Banner ADMIN) will show the BEGIN Date that is required to re-certify or re-open a terminated job.

ID: 902013629 Brittany Johnson Saliba Query Date: 03/03/2019

▼ EMPLOYEE JOB INQUIRY

Position *	Suffix *	Begin Date *	End Date
160511	00	02/03/2019	
Z13000	00	03/03/2019	04/11/2019

▼ DETAILS

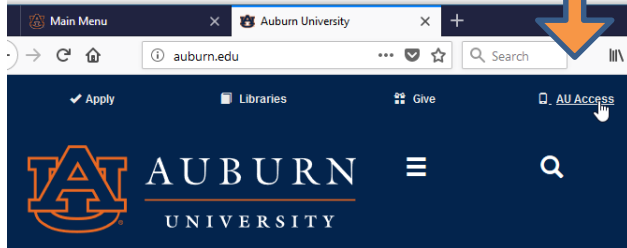
Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization
03/03/2019	Active	Communications & Marketing ZJ	PB	BW	A	HR300
03/09/2019	Terminated	Communications & Marketing ZJ	PB	BW	A	HR300
03/10/2019	Active	Communications & Marketing ZJ	PB	BW	A	HR300
04/11/2019	Terminated	Communications & Marketing ZJ	PB	BW	A	HR300

Addition Job Full-Time Employee

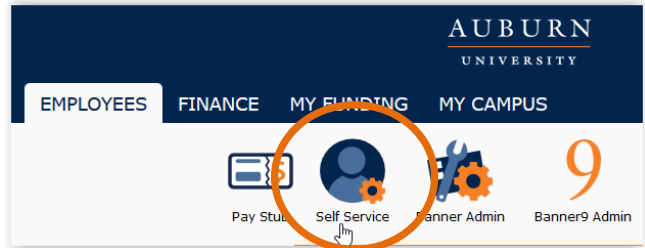
Add a NEW Z job – ADJZJ EPAF

After approval from Compensation/Provost Office for an HR12/UPO-10, an EPAF may be submitted to add a NEW Z Job. A termination date is required. A recommended maximum 6 month position. The job can be re-certified via another approval (HR12/UPO-10) from Compensation or the Provost Office, and a new EPAF submission.

1 AU Access

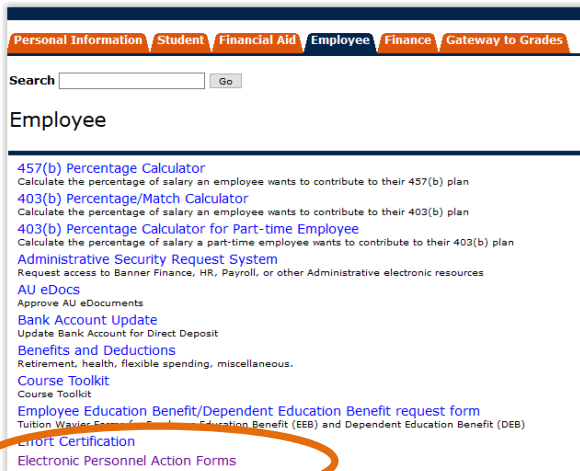


2 Employee Tab -> Self Service



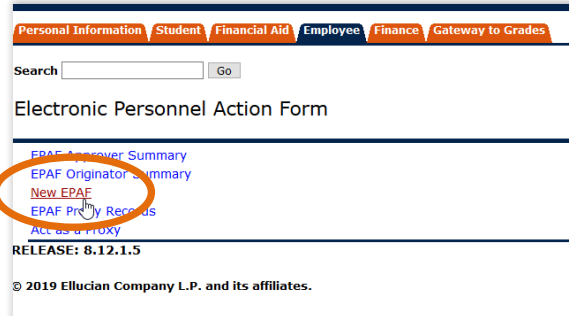
3

Employee Tab -> Electronic Personnel Action Forms



4

New EPAF



5

Enter the Banner ID number

Query Date – Will Default to Today's Date (if adding an existing position number, change the query date to beginning of time (10/05/2005) to pick up ALL jobs for the employee). ****Use the Job Begin Date****

Approval Category - Select the Add Z Job (Additional Job Full-Time Employee, ADJZJ)

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* 03/03/2019

Approval Category: * Add Z Job (Additional Job Full-Time Employee), ADJZJ

Go

6 Go

7

New Job

Type in the Position Number and suffix. The Z job should also be selected.

ID: Brittany Johnson Saliba, 902013629

Query Date: Mar 03, 2019

Approval Category: Add Z job, ADJZJ

Add Z Job (Additional Job Full-Time Employee), ADJZJ

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job	253000	00	Communications & Marketing ZJ	101042, Office of Communications&Marketing					
Primary	160511	00	Mgr, Employee Records&Sys Mgmt	HR424, Human Resources	Feb 03, 2019		Feb 28, 2019	Active	

All Jobs

Next Approval Type Go

8

Go

Add Z Job (Additional Job Full-Time Employee), ZJ3000-00 Communications & Marketing ZJ

1. Entering the Job Values

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		
Job End Date: MM/DD/YYYY(Not Enterable)	-	
Contract Type: *	Secondary	
Jobs Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY		
Job Status: (Not Enterable)	A	
Title: (Not Enterable)		
FTE:		
Job Change Reason: *	NWJOB, New Job Assignment	
Regular Rate: *		
Hours per Pay:		
Factor:	1	
Pays:	1	
Timesheet Orgn: *		
Supervisor ID:		

Add Z Job (Additional Job Full-Time Employee), ZJ3000-00 Communications & Marketing

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		03/03/2019
Job End Date: MM/DD/YYYY(Not Enterable)		-
Contract Type: *		Secondary
Jobs Effective Date: MM/DD/YYYY*		03/03/2019
Personnel Date: MM/DD/YYYY		03/03/2019
Job Status: (Not Enterable)		A
Title: (Not Enterable)		
FTE:		
Job Change Reason: *		NWJOB, New Job Assignment
Regular Rate: *		500
Hours per Pay:		1
Factor:		1
Pays:		1
Timesheet Orgn: *		HR300
Supervisor ID:		903805475

Labor Distribution Change, ZJ3000-00 Communications & Marketing ZJ

Current

Effective Date: 03/03/2019

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY 03/03/2019

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q		110101	Q	100005	Q	61015	Q	6000			100.00		
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Q		Q	Q	Q	Q	Q							
Total:										100.00			

2. Labor Distribution

Termination (Job ONLY), ZJ3000-00 Communications & Marketing ZJ

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY		
Job Status: *(Not Enterable)		T
Job Change Reason: *(Not Enterable)		AGEND

3. Termination (TERMJB)

4. Routing Queue and Comments

Routing Queue

Approval Level	User Name
10 - (APPRV1) Approval 1	<input type="text"/>
70 - (HRCOMP) HR Comp	<input type="text"/>
96 - (HRBIW) HR Assistant	<input type="text"/>
99 - (HR) HR Apply/Superuser	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
<input type="button" value="Save and Add New Rows"/>	

Comment

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Termination (Job ONLY), Z13000-00 Communications & Marketing Z1

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY#	<input type="text" value="05/11/2019"/>	
Personnel Date: MM/DD/YYYY	<input type="text" value="05/11/2019"/>	
Job Status: #(Not Enterable)	<input type="text" value="T"/>	
Job Change Reason: # (Not Enterable)	<input type="text" value="AGEND"/>	

Routing Queue

Approval Level	User Name	Required Action
10 - (APPRV1) Approval 1	<input type="text" value="Q"/> FULLELE	<input type="text" value="Approve"/>
70 - (HRCOMP) HR Comp	<input type="text" value="Q"/> SJM0049	<input type="text" value="Approve"/>
98 - (HREBW) HR Assistant	<input type="text" value="Q"/> MCFANAL	<input type="text" value="Approve"/>
99 - (HR) HR Apply/Supervisor	<input type="text" value="Q"/> JOHNS43	<input type="text" value="Apply"/>
Not Selected	<input type="text" value="Q"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text" value="Q"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text" value="Q"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text" value="Q"/>	<input type="text" value="Not Selected"/>
Not Selected	<input type="text" value="Q"/>	<input type="text" value="Not Selected"/>

Comment

10

Save

11

Submit

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Brittany Johnson Saliba, 902013629

Transaction: 694879

Transaction Status: Waiting

Approval Category: Add Z Job (Additional Job Full-Time Employee)

Save Submit Delete

12

Please check for errors!

Electronic Personnel Action Form

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

Name and ID: Brittany Johnson Saliba, 907013629
Transaction: 694879
Transaction Status: Pending
Approval Category: Add Z Job (Additional Job Full-Time Employee), ADJZ

✕
@ ellucian
Employee Job Inquiry NBUJST 9.3.3 (BANPPRD)
🏠
📄
👤
⚙️

ID: 902013629
Brittany Johnson Saliba
Query Date: 03/07/2019
Start Over

EMPLOYEE JOB INQUIRY
➕ Insert
✖ Delete
📄 Copy
🔍 Filter

Position *	Suffix *	Begin Date *	End Date	Job Type
160511	00	02/03/2019		Primary
ZJ3000	00	03/03/2019	05/11/2019	Secondary

⏪
⏩
[1] of 1
⏪
⏩
9
Per Page
Record 2 of 2

DETAILS
➕ Insert
✖ Delete
📄 Copy
🔍 Filter

Effective Date	Job Status	Description	Employee Class	Pay ID	COA	Organization	Job Change Reason	Employer
03/03/2019	Active	Communicati...	PB	BW	A	HR300	NWJOB	AU
05/11/2019	Terminated	Communicati...	PB	BW	A	HR300	AGEND	AU

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[1] of 1
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⏩
9
Per Page
Record 1 of 2