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# HR Liaisons Network Meeting Agenda

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

<b>I. Welcome &amp; Announcements</b> <ul style="list-style-type: none"><li>A. Brittany Saliba – Manager, Records – 2/4/2019</li><li>B. Onboarding Center visits – GA Tech and NC State</li><li>C. ID Card Services – waiting on space configuration</li><li>D. Pre-Employment Process (Pre-AU) – pilot Update (Chris)</li><li>E. Employee Pictures (Patrick)</li><li>F. Everify Outstanding Cases</li></ul>	<b>Leanne Fuller</b>
<b>II. HRL Updates</b> <ul style="list-style-type: none"><li>A. HRL Updates<ul style="list-style-type: none"><li>i. College of Business – Julene Pugh – 1/21/2019</li><li>ii. Website – new directory</li><li>iii. Next meeting – currently scheduled March 7, 2019</li></ul></li><li>B. International Hiring Process – reminder of FNTF completion</li><li>C. HRL Resources Advisory Council<ul style="list-style-type: none"><li>i. Meeting – February 12</li><li>ii. Topics being finalized</li></ul></li></ul>	<b>Leanne Fuller</b>
<b>III. Office of Sponsored Programs</b> <ul style="list-style-type: none"><li>A. Expense Distribution Codes</li></ul>	<b>Martha Taylor</b>
<b>IV. Policy &amp; Procedures Update &amp; Communication Update</b> <ul style="list-style-type: none"><li>A. Hardship Policy &amp; Procedures</li><li>B. Dependent Education Benefit Policy</li><li>C. Employee Education Benefit Policy</li><li>D. E-verify for Federal Contractors Procedures</li></ul>	<b>Tonya Dupree</b>
<b>V. Employee Relations</b> <ul style="list-style-type: none"><li>A. Employee Appreciation Week</li></ul>	<b>Sonya Dixon</b>
<b>VI. Records Information</b> <ul style="list-style-type: none"><li>A. I-9 dates and paperwork dates – new hires</li><li>B. EPAF deadlines<ul style="list-style-type: none"><li>i. BW EPAFs – deadline is (typically) the Friday before the payroll closes</li><li>ii. MN EPAFs – deadline is one day prior to the running of late pays and LWOs</li><li>iii. SM EPAFs – deadline is one day prior to the running of late pays and LWOs</li></ul></li><li>C. CT300 – Intro to Banner HR - 3/20/2019</li></ul>	<b>Brittany Saliba April McFarlin</b>

<b>VII.</b> <b>Compensation/HRD Timeline &amp; Communication</b> A.   Job Family Promotions B.   Performance Management	<b>Bill Shannon</b> <b>Shelly Murray</b> <b>Patrick Johnston</b>
<b>VII.</b> <b>Q &amp; A</b>	<b>Leanne Fuller</b>

## HR Liaisons Network Meeting Minutes

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

### I. Welcome and Announcements – Leanne Fuller

- **New staff:** Brittany Saliba was introduced and welcomed as the new Manager, Employee Records & Systems Management
- **Onboarding Center Visits:** Fuller shared that Karla McCormick, Ann Shore, Amanda Smitherman and herself had visited two institution onboarding centers – Georgia Tech and North Carolina State. They were both good visits and shared information on their operation. More information to come as further decisions are made. Also shared related to the Onboarding Center is the ID Card Services – these two areas are connected and as more information is available regarding structure and space, it will be shared.
- **Pre-AU pilot:** Chris Thompson shared with the HRLs that the testing continues with Employment and Library entering people into the form. He is working closely with Scott Tisdale and his team to remedy some issues that they had discovered. Next step is to bring in the two areas that agreed to pilot – Liberal Arts (Lori Bush) and Athletics (Karla Gacasan). Access and a demo will be presented to both Lori and Karla and hope to have a tentative live date of April 1. Procedures, instructions, and demonstrations will be developed and shared prior to releasing to the every HRL for their respective units.
- **Employment Staffing:** Thompson also asked the HRLs to be patient as they work toward filling their new Employment Specialist position. He hopes to have a selection on board soon and to let him know if you have any concerns or are waiting on any information from him and his team.
- **Employee pictures:** Patrick Johnston requested from the HRLs that they take pictures of their employees and share to enable him to use in webpages. HR would like to have pictures of real employees in the materials they are using.
- **E-verify Outstanding cases:** Fuller shared with the group to continue checking the cases that were originally stalled due to the government shutdown. We have been in touch with Equifax (I9/Everify provider) and they indicated it would take weeks to work through the backlog of cases. She urged the HRLs to reach out and to share with their department users to contact her or Records if they have any questions.

### II. Office of Sponsored Programs – Martha Taylor

- Taylor shared with the group that their help in getting the account codes updated/corrected (research program code 2050) had a huge impact in the recent R1 designation for Auburn University for research. The R1 designation is a huge accomplishment and helps in so many ways for Auburn. She thanked everyone in the room for their engagement since the last time she spoke to the group about the need for a review and correction. She shared that there was an increase for faculty and graduate assistants related to research programs. But, she asked for continued help in on-going review of the graduate student program codes to ensure that they are properly coded correctly.

### III. HRL Updates – Leanne Fuller

- HRL Change:
  - College of Business - Julene Pugh was introduced and welcomed as the newest HRL on campus.
- Website updates:
  - HRL Directory

- Fuller encouraged everyone to provide any feedback regarding information they would like to see on the HRL Resources webpage. She wants the webpage to be a go-to location for resources that are critical to the execution of HR delivery of services.
- Next HRL monthly meeting: Currently scheduled March 7, 2019
- International Hiring Process: Fuller reminded everyone of the new process for international hiring related to the completion of the Foreign National Tax Form (FNTF) that is initiated at the department. It is no longer a part of the Office of International Programs. She asked that the departmental admins be reminded of the process and to let us know if they have questions.
- HRL Network Advisory Council:
  - Leanne shared that the Council will meet on February 12<sup>th</sup> and she will share information with the larger HRL group at the March meeting.

#### IV. Policy & Procedures Updates & Communications – Leanne Fuller and Tonya Dupree

- Hardship Policy & Procedures – The policy is now published on the Policy Database, and additional information about the Fund will be sent to campus in the next few weeks.
- E-Verify for Federal Contractors Procedures – Fuller shared that this is a practiced procedure with the Office of Sponsored Programs for the requirement of E-Verify completion of the any employee working on a contract with specific language in the contract. The procedures are not new and to date, only Engineering has had to execute these actions. The procedure is now in writing and is available on the HR procedures webpage. Fuller indicated that if anyone has any questions, please let her know.
- Dependent Education Benefit (DEB) and the Employee Education Benefit (EEB) policies– Tonya shared information about both policies. Of note:
  - For both benefits, employees are required to apply through Self-Service Banner to receive the waiver.
  - Full-time employees utilizing the EEB who are taking undergraduate level courses no longer have to wait until seven days prior to the start of the term to enroll in classes.
  - Auburn Online Programs are now included in this benefit. These programs include:
    - Bachelor of Science in Business Administration (BSBA)
    - RN to Bachelor of Science in Nursing (RN to BSN)
    - Bachelor of Computer Science (BCS)
- The value of the benefits received **above an annual amount designated by the IRS (currently \$5,250 per year)**, for graduate level courses **not relevant** to the employee's current job, is taxable to the employee. The University will limit the graduate level waiver benefit to mirror the IRS graduate tuition waiver exemption limit per calendar year.
  - There is a communication being developed about the DEB and EEB policies to go out campus wide.

#### V. Employee Relations – Sonya Dixon

- Dixon spoke about the Employee Appreciation Week for 2019 and shared a draft plan of the week's activities
  - Week will be April 22 – 26, 2019
    - Includes walk at Lunch (April 23 – Pharmacy & Facilities), Admin-Professionals Day (April 24 – AU Student Center), Employee Recognition Program (April 25 - AUHDCC)
    - Monday, April 22 – Dixon shared that this day is being observed at the department level and encouraged the HRLs to go back and talk with their leadership about some type of recognition for their employees. It does not have to be a large event, cost money, etc. Dixon is seeking ideas from campus and will be providing information regarding some examples of how employees may be recognized in the coming weeks – this information will be listed on the webpage currently under development.
    - Friday, April 26 – Tentatively, there are plans being discussed for a picnic to take place at Facilities that all employees may attend during their lunch period. Dixon is currently in

discussion with Dan King and Loren Allday about hosting this event. Dixon hopes to share more in the coming weeks regarding final plans.

- Dixon reminded the HRLs to review the department information that Angela Cannon had sent and get that information back in – it is critical to the accuracy of the Employee Recognition Program.
- Dixon will be sending an email for volunteers to serve for executing the week's activities and welcomes anyone that can help.
- Administrative Professional Conference
  - Dixon shared a flyer regarding the details of the AP conference planned for April 24; the event includes breakout sessions, keynote speaker and lunch. Registration will be out in the coming weeks and will be on-line. More communication will be shared with the campus as time approaches. She also clarified that this event was open to employees at all levels. There was a suggestion of changing the name of the event so employees would understand that all can attend. Employee Relations will ensure that there is clear communication that it is open to all since this event does align with widely recognized National Administrative Professionals Day.
- Dixon reminded the HRLs that Family Fun Day will continue to take place and these programs do not replace that successful event.

#### **VI. Records Information – Brittany Saliba**

The following reminders were given to HRLs:

- Dates on paperwork
  - Saliba asked that HRLs share with their departments to review the dates used on new hire paperwork and I9s. The hire dates should match in both of these locations.
  - EPAF deadlines: Saliba reminded the HRLs to be aware of the EPAF deadlines for ensuring that there is enough time for Records to apply the record in Banner prior to the payroll run that is being affected.
  - Saliba shared that there is a HRD class coming up on 3/20/2019 in which EPAFs will be discussed. The course number is CT300 – Intro to Banner HR. She encouraged the HRLs to share that information with others in their respective areas that may need to attend.

#### **VII. Compensation/HRD Timeline & Communication – Bill Shannon and Shelly Murray**

- Patrick Johnston provided a timeline illustration of the upcoming timeline for performance management and job family promotions.
- Job Family Promotions - Shelly Murray shared with the HRLs that Job Family Promotions communication would be coming out next week. There are not any changes from last year on the procedures for submitting the promotion requests. Murray shared that she would be contacting the new HRLs that had not experienced this process before to go over information with them one-on-one to make sure that they were comfortable with the process. She also share that there will be more information coming on the Academic Advisors and Information Technology Specialists.
- New Employee Orientation – Bill Shannon thanked the HRLs for their continued support in the scheduling of New Employee Orientation to ensure a good experience for the new employees.
- Performance Management – Shannon indicated that communications would begin in the coming week.
  - Forms - Shannon provided a few reminders of the forms (old and new) and decision of which form to utilize. He reminded the HRLs that the old form will have a 5-point scale as well to coincide with the new form's scale.
  - Training – Shannon indicated that training was currently being developed and would be ready in the next month. The interactive training will be an overview of performance management and the entire process, not just about completion of a form. Shannon indicated that Lunch and learn sessions will be offered and he is available to speak to supervisors and units across campus.

#### **VIII. Other**

- **Compensation** - Shelly Murray shared the increase in volume of reclassifications from 2017 to 2018. In 2018, there were a total of 517, an increase from 358 in 2017. This was a 44.4% increase. Additionally, she indicated the current time to process these requests. Currently, she and Bailey have been trying to keep up and have processed a huge number in the last few weeks. Murray thanked the HRLs for their continued patience and hoped that they would have two new staff members soon.
- **Page-Up** – Rod Kelly shared with the HRLs that Auburn has ended its relationship with Page-Up and we will not be implementing the talent management system with Page-Up. Kelly indicated that it will take some time for a new RFP to be completed; therefore, PeopleAdmin (auemployment.com) will continue to be utilized until a new system has been identified. In other news, there will be a Request for Information (RFI) going out soon to enable a consultant to partner with us to review job descriptions and market pricing data. Kelly indicated that the RFI will be sent out and will begin work in approximately the next few months.

No other questions. Meeting was adjourned.

# 2019 Administrative Professionals' Day Conference

Stay Happy, Whole & Healthy

## Auburn University Student Center Wednesday, April 24, 2019 Conference Schedule

Time		Session			
7:30 - 8:15 a.m.		Registration: Lobby in front of Ballroom A & B Continental Breakfast			
8:20 - 8:30 a.m.		Welcome Address Ballroom A & B			
8:40 - 9:35 a.m.		Morning Keynote Speaker: Jaime Brown “Max Credit Union” Ballroom A & B			
Breakout Sessions	9:45 - 10:40 a.m.	“Nutrition and Training Management”  Tiffany Chandler  Room 2222	“How to be a Great Teammate”  Bill Shannon  Room 2223	“Budget Worthy Nutrition”  Pharmacy  Room 2225	Breakout Sessions
	10:50 - 11:45 a.m.	“Nutrition and Training Management”  Tiffany Chandler  Room 2222	“How to be a Great Teammate”  Bill Shannon  Room 2223	“Budget Worthy Nutrition”  Pharmacy  Room 2225	
12:00 - 1:30 p.m.		Lunch Afternoon Keynote Speaker Thom Gossom Jr. Ballroom A & B			
1:30 – 1:35 p.m.		Closing Remarks			

# Auburn University Employee Appreciation Week 2019

## Save the dates April 22 – April 26

### **Department Appreciation Day**

Monday, April 22<sup>nd</sup> Across campus-all day

### **Walk at Lunch – Pharmacy / Facilities**

#### **Sponsored by BCBS**

Tuesday, April 23<sup>rd</sup> Walk:12:00pm

### **Administrative Professionals' Conference**

Student Center 7:30am – 1:30pm

Wednesday, April 24<sup>th</sup>

### **Employee Recognition Program**

The Hotel at AU & Dixon Conference Center

2:00pm Ballroom A & B

Thursday, April 25<sup>th</sup>

### **Employee Fun Day Lunch**

Hosted by Facilities Management at Facilities

Friday, April 26<sup>th</sup>



# Compensation/ Human Resource Development Timeline & Communication

- Job Family Promotions
  - Performance Management
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FEBRUARY 7, 2019



# Job Family Promotions

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- JFP Communications – Feb. 11 and Feb. 13
- Completed request forms due to Central HR on April 17
- **NEW!** In collaboration with Dean or Division Head, HR Liaisons will **determine** and **communicate** internal deadlines
- Follow instructions to be provided to verify eligibility
- Remember that employees have until Sept. 30 to meet development plan requirements
- Tracking spreadsheet will be emailed early next week



# 2019 Talent Management Calendar

February March April May June July August September October

## Job Family Promotion

**2/11...2/13**  
First JFP  
Communication  
release to  
Liaisons...Campus

**4/17**  
JFP forms due to HR  
*(HR LIAISONS)*

## Performance Management

**2/19...2/21**  
First Perf Mgmt.  
Communication to  
Liaisons...Campus

**5/31**  
2018-19  
Performance  
Year Ends

**7/19**  
Performance  
Reviews due to HR  
*(HR LIAISONS)*

## Merit

**5/31**  
Eligibility date  
for 2020 merit  
increase

**7/15 – 8/16:**  
Merit increase and  
exception justification  
recommendations entered  
into Anaplan  
(Instructions forthcoming)

**9/6**  
Comp.  
justification  
reviews  
complete

**10/1**  
Merit increase  
implemented; Job  
Family Promotions  
effective

## Salary Alignments Moratorium

No alignments with **effective dates** between 9/2 – 10/12 for bi-weekly employees

No alignments with **effective dates** between 9/2 -- 10/31 for monthly employees

## Budget

**April and May:** All Units –  
Detailed budget development  
complete in Anaplan

**September:**  
BOT approves  
FY2020 budget;  
merit letters  
mailed pending  
approval

# Performance Management

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- Extensive communications
- Dec. 12 communication introduced [new form](#)
- [Interactive Introduction](#) ([aub.ie/performance](http://aub.ie/performance))
- Online Training on the process and form next month
  - “Lunch and Learn” and live sessions by request
- Five-point scale in both new and traditional form
- Consistency of form usage is key



# Which Form to Use

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*“Division/department leadership (VP’s/Deans and above) may either determine which form will be used within your units, or may delegate that responsibility to others within your units. **It is strongly recommended that all employees whose merit increases would be determined by the same supervisor/manager/department head be evaluated using the same performance review form.**”*

*-Karla McCormick, AVP, Human Resources*

*December 11, 2018*



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# QUESTIONS/COMMENTS



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4/17  
JFP forms due to HR  
**(HR LIAISONS)**

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## Budget

April and May: All Units –  
Detailed budget development  
complete in Anaplan

September:  
BOT approves  
FY2020 budget;  
merit letters  
mailed pending  
approval