AUBURN UNIVERSITY
HUMAN RESOURCES

HR Liaisons Network Meeting Agenda

DATE: November 1, 2018 **ATTENDING:** HR Liaisons and HR Staff

I.	**Welcome & Announcements** A. ID Card Services update B. Cookie Exchange – December HRL Meeting – Dec 6th C. Pre-Employment Process (Pre-AU) - pilot	**Karla McCormick**
II.	**Policy & Procedures** A. Policy on Employment and Wage Verification B. Mandatory Participation in Retirement Plans C. Policy on Wage and Salary Overpayments D. Annual Award Recipients Report i. Deadline December 1 ii. Includes: Name, Banner ID, Award Amount iii. Send to awardsprogram@auburn.edu	**Karla McCormick** **Tonya Dupree**
III.	**HRL Updates** A. HRL Resources webpage updates B. Reports – any new information needed? C. Handouts i. Open Records Act Requests – memo from General Counsel Office ii. 2019 NEO Sessions – from HRD D. HRL Resources Advisory Council i. 1st meeting – October 15 ii. Members: 1. Chris McClendon 2. Cindy Selman 3. Kerry Ransel 4. Karla Gacasan 5. Lori Bush 6. Loren Allday 7. Elizabeth Haeussler 8. Amanda Smitherman iii. Frequency: 1. Every other Month 2. Called as needed iv. More information will be on the HRL Resources webpage	**Leanne Fuller**
IV.	**Banner** A. Transition to Banner 9	**Michael Miller**

V.	**Threat Assessment Team Information**	**Keith Walton**
VI.	**Open Enrollment Update** A. Communications – Patrick Johnston	**Ann Shore** **Teresa Coker**
VII.	**Payroll Updates** A. Paid Holiday Policy on Graduate Assistants B. Leave Carryover C. Holiday Schedule	**Ashley Fetner** **Brandy Tucker**
VIII.	**Foreign National Hiring Process**	**Karla McCormick**
IX.	**Compensation/Classification Updates** A. Graduate Assistants Project Update B. IT Specialists Classifications	**Shelly Murray**
X.	**HRL Share/Best Practice**	**Chris McClendon** **Amanda Smitherman** **Lori Bush**
XI.	**Other, Q & A, and Closing Remarks**	**Karla McCormick**

AUBURN UNIVERSITY
HUMAN RESOURCES

HR Liaisons Network Meeting Minutes

November 1, 2018 – 2:45 p.m. – Auburn University Administrative Complex

I. Welcome and Announcements – Karla McCormick

- Moving ID Card Services to the AU Administrative Complex is still in the planning stages. McCormick said that Human Resources continues to work with Facilities regarding where Card Services will be located. The current goal is to move Card Services to the Administrative Complex by early 2019.
- Liaisons are encouraged to participate in a holiday cookie exchange, which will take place at the Dec. 6 meeting; HRLs should bring cookies to share and HR will provide the bags.
- Chris Thompson also gave a brief update about Pre-Employment Process (also called Pre-AU), which would give limited system access to new employees who have yet to arrive on campus. HR is currently piloting the program. Liberal Arts will begin to test the program after the holiday break, and Athletics has also expressed an interest in program pilot testing.

II. Policy and Procedures – Karla McCormick and Tonya Dupree

- Updates were offered on the following policies and procedures:
  - Policy on Employment and Wage Verification
    - Summary: Human Resources utilizes a third party vendor for the administration of employment and wage verifications.
  - Mandatory Participation in Retirement Plans
    - Summary: Alabama State law mandates all eligible employees contribute to a Retirement Systems of Alabama plan. Auburn University is an employing agency of the RSA with the responsibility of assisting RSA with administrative duties in the management of this benefit.
  - Policy on Wage and Salary Overpayments
    - Summary: University Payroll is responsible for making timely and accurate salary payments to employees, subject to information provided by AU departments and employees. This policy informs all university employees of the responsibility to report and repay salary and wage overpayments.
    - There was a question regarding the use of the two forms on the website for an overpayment process. One attendee shared that the forms seem to be redundant. Ann Shore indicated that they would look into the forms and see if both are necessary or if they can be modified.
  - Annual Award Recipients Report
    - So far, the process is working well and no requests have been denied.
    - A template is available to assist those requesting approvals.
    - A formal request is required for faculty if they will receive the award via Payroll. Graduate students are also included if the award relates to their position.

III. HRL Updates – Leanne Fuller

- Reports and scripts which may be used by Liaisons are now included on the HRL Resources page. Fuller will notify HRLs of any future changes or additions.
- The following handouts were mentioned:
  - Open Records Act Requests (a memo from the General Counsel's Office) – She will provide a copy to all with the distribution of minutes.

AUBURN UNIVERSITY
HUMAN RESOURCES

2019 New Employee Orientation Sessions 8:00am-12:00pm	
Monday, January 7 **Paperwork due Dec 18, 2018**	
January 10	**July 11**
January 17	**July 18**
January 31	**July 25**
February 7	**August 1**
February 14	**August 8**
February 28	**August 15**
March 7	**August 22**
March 14	**August 29**
March 21	**September 12**
March 28	**September 19**
April 4	**September 26**
April 11	**October 3**
April 18	**October 17**
April 25	**October 24**
May 2	**October 31**
May 16	**November 7**
May 23	**November 14**
June 6	**November 21**
June 13	**December 5**
June 20	**December 12**
June 27	

Paperwork due date is 3 days prior by close of business.
Please send faculty orientation requests to orientation@auburn.edu.

Approval Category Code	Self-Service Description
ALLWNC	Add Allowance to an Employee
ADJFAS	Add F9/P9 Job (Semi-Monthly)
ADJBFT	Add FB Job (Full-Time Biweekly)
ADJMON	Add FF/FM Job (Full-Time Monthly)
ADJGA	Add GA/GRA/GTA Job (Grad Student Assistantship Monthly)
ADJGB	Add GB Job (Grad Student NO Assistantship Biweekly)
OVLJOB	Add Overload Job (Faculty)
ADJBPT	Add PB Job (Part-Time Biweekly)
ADJMPT	Add PF/PM Job (Part-Time Monthly)
ADJSUM	Add SF Job (Summer Faculty 9 Month)
ADJWA	Add WA Job (Workstudy Student Biweekly)
ADJZJ	Add Z Job (Additional Job Full-Time Employee)
SUPVR	Add/Chg Job Supervisor
OSPECP	Add/Chg Special Pay (OOC/END/PROF/SUP)
LEADPA	Add/Stop Lead Pay (Biweekly Paid Employee)
VEHCL	Add/Stop Vehicle Allowance
RTCHSG	Change F9 Job (Rate/Timesheet Org 9 Month Paid)
RTCHGB	Change FB Job (Rate/Timesheet Org Biweekly Paid)
RTCHGM	Change FM Job (Rate/Timesheet Org Monthly Paid)
RTCHGA	Change GA/GRA/GTA Job (Rate/Timesheet Org/FTE Monthly Paid)
RTCGBS	Change GB Job (Rate/Timesheet Org/FTE Biweekly Paid)
RTFPTS	Change P9 Job (Rate/Timesheet Org/FTE 9 Month Paid)
RTFPTB	Change PB/TES Job (Rate/Timesheet Org/FTE Biweekly Paid)
RTFPTM	Change PF/PM Job (Rate/Timesheet Org/FTE Monthly Paid)
RTCSTU	Change ST Job (Rate/Timesheet Org/FTE Biweekly Paid)
LDCHG	Labor Distribution Change
LVBGN	Leave of Absence (Begin Any Leave Type Excluding SCP)
LVABS	Leave of Absence (Return Any Leave Type)
NJGA	New GA/GRA/GTA Job (Grad Student Assistantship Monthly)
NJGB	New GB Job (Grad Student Biweekly)
NJXX	New Job (AAMU-Affiliated NO PAY Extension Only)
NJTES	New Job (TES Biweekly)
NJST	New ST Job (Undergrad/Grad Student Biweekly)
NJWA	New WA Job (Workstudy Student Biweekly)
NONCSH	Non-Cash Taxable Vehicle
TERMEE	Termination (Employee AND Job)
TERMJB	Termination (Job ONLY)
TERMRT	Termination (Retirement)

Approval Ca	Description
ADJBIW	Add FT Biweekly Job (Don't use
ADJSFT	Add FT Semi-Month Job (Don't U
ADJSPT	Add PT Semi-Monthly Job(Don't
CHGTES	Change to a TES Job
EXTJOB	Do not USE
FLSA	Fair Labor Standard Act 2016
FYFT	FY Salary Chg FT Mo/Semi Mo
FYFTB	FY Salary Chg FT Biweekly Empl
FYPT	FY Salary Chg PT Mo/Semi Mo
FYPTB	FY Salary Chg PT Biweekly Empl
LVPI	Begin Professional Improvment
LVSCP	Leave of Absence-SCP/OJI only
NHAP	New Hire Admin & Professional
NHBW	New Hire Staff Non-Exempt BW
NHF12	New Hire Faculty 12 Month
NHGA	New Hire Graduate Student
NHSEMI	New Hire Semi-Monthly Faculty
NHST	New Hire Grad/Ugrad Student BW
NHTES	New Hire TES
NHTESM	New Hire TES Monthly
NHWA	New Hire Work Study Auburn
NJTESM	New Job TES Monthly
OUTCLS	Add/Stop Out Class Pay-Don't u
RTCHWA	Rate,TS Org, FTE Chg Workstudy
SPCOMB	Salary Planner Jobs Info
SPEARN	Salary Planner Default Hours
SPJLBD	Salary Planner Job Labor Dist
SPJSAL	Salary Planner Job Salary
STSUPV	Add/Chg STU Supv ID-Don't Use
TERME	Terminate employee DO NOT USE
TERMJA	Term Job Assign DO NOT USE
TESMO	TES Month Off/Return

Self-Service Description	Self Service Activity Date
	8/2/2006
Add a FT Job to a Semi-Monthly Paid Employee	7/6/2007
	1/13/2011
TES Change	6/23/2006
Extend Job End Date	7/19/2006
FLSA	7/15/2016
FY Salary Chg Full-time Monthly/Semi-Mo Paid Employee	11/1/2007
FY Salary Chg Full-time Biweekly Paid Employee	11/1/2007
Fy Salary Chg Part-time Monthly/Semi-Mo Paid Employee	11/1/2007
Salary Chg Biweekly Paid Employee Min Wage	8/7/2009
Begin Professional Improvement Leave	10/25/2018 9:28
Leave of Absence-SCP/OJI only	12/6/2007
New Hire Admin & Professional Exempt	3/28/2006
New Hire Staff Non-Exempt BW	3/28/2006
New Hire Faculty 12 Month	3/28/2006
New Hire Graduate Student Monthly	3/28/2006
New Hire Semi-Monthly Faculty	5/15/2006
New Hire Undergrad Student	3/1/2017
New Hire TES	12/13/2007
New Hire TES Monthly paid employee	9/7/2016
New Hire Work Study Student Auburn	3/28/2006
New Job TES paid monthly	1/13/2017
Out of class --- Don't use.	5/1/2014
Change WA Job (Rate/Timesheet Org/FTE Biweekly Paid)	10/25/2018 13:58
	5/17/2007 14:42
	5/17/2007 14:42
	5/17/2007 14:42
	5/17/2007 14:42
Don't Use - Add/Change Student Supv ID	5/23/2011
Termination of employee from the University	10/25/2018 9:26
Termination of employees job assignment	10/25/2018 9:26
TES Month Off/Return	10/7/2015

Approval Category Code	Description
AUMAST	AUM-Add undgrad/grad stu job
AUMFMO	AUM-Add FT monthly job
AUMRL	AUM-Return from leave-ALL
AUMUNI	Add AUM UNIV Job
AUMFSM	AUM-Add FT semi-monthly job
AUMFMS	AUM-Rt, title chg FT semi-mon
AUMFBC	AUM-Rt,title,chg FT BW
AUMEXJ	AUM-Extend job end date
AUMAZJ	AUM-Add a Z job
AUMPMT	AUM-Add a PT monthly job
AUMPTC	AUM-Rt,tit,fte chg PT mon/semi
AUMPBW	AUM-Add PT biweekly job
AUMPBC	AUM-Rt,title,fte chg PT BW
AUMAGT	AUM-Add graduate student job
AUMGAC	AUM-Rt,title,fte chg grad
AUMFMC	AUM-Rt,title chg FT monthly
AUMSPP	AUM-Add/chg/end special pay
AUMSTC	AUM-Rt,title,fte chg student
AUMAWS	AUM-Add work-study job
AUMWSC	AUM-Rt,title,fte chg workstudy
AUMASU	AUM-Add FT summ job semi
AUMSMC	AUM-Rt,title, fte chg sum job
AUMPSE	AUM-Add a PT semi-monthly job
AUMTMJ	AUM-Termination of job
AUMOTC	AUM-Add/del out of class pay
AUMVEH	AUM-Add/stop vehicle allowance
AMFYBF	AUM-Fiscal Year FT Biweekly
AMFYFB	AUM-DON'T USE
AMFYFM	AUM-DON'T USE
AMFYMF	AUM-Fiscal Year FT Mon/Semi
AMFYPB	AUM-Fiscal Year PT Biweekly
AMFYPM	AUM-Fiscal Year PT Monthly/Sem
AUMAGA	AUM-DON'T USE
AUMFB1	AUM-Add FT BW job (HR only)
AUMFBW	AUM-Add FT biweekly job
AUMFCH	AUM-Change to FT Monthly
AUMFM1	Add FT monthly job (HR only)
AUMFS1	AUM-Add FT SM job (HR only)
AUMFWP	Place an emp on LWOP
AUMLOA	AUM-Leave of absence
AUMLYO	AUM-Place an emp in layoff
AUMNBW	AUM-DON'T USE
AUMNWS	AUM-DON'T USE
AUMPEM	Term PEAEMPL only
AUMPMC	AUM-DON'T USE
AUMPMN	AUM-DON'T USE

AUMPMO	AUM-DON'T USE
AUMPSI	AUM-DON'T USE
AUMPSM	AUM-DON'T USE
AUMRTD	AUM-Retirement
AUMSUC	AUM-Don't use
AUMTEM	AUM-Termination from univ
AUMTIS	AUM- Non US Stud Term
AUMTST	AUM-Term a student job

Self-Service Description	Self Service Display Sequence
AUMAST-Add undergrad/grad student job; paid biweekly	71
AUM-AUMFMO-Add a FT monthly paid emp-non-faculty	72
Return employees from all leave of absence	73
Add AUM UNIV Job	74
AUM-Add a FT semi-monthly job; paid semi-monthly	78
AUMFMS-Rt, title chg FT semi-monthly emp	79
AUMFBC-Rate, title change to full-time biweekly employee	80
AUM-Extend job end date	81
AUMAZJ-Add a Z job;paid bi-weekly	82
AUMPMT-Add a PT monthly job; paid monthly	83
AUMPTC-Rt,tit,fte chg PT mon/semi-monthly	84
AUMPBW- Add a PT job; paid biweekly	85
AUMPBC-Rate,title,fte change to part-time biweekly employee	86
AUMAGT-Add graduate student job-(GTA,GRA);paid monthly	87
AUMGAC-Rt,title,fte change to grad assistant; paid monthly	88
AUMFMC-Rate,title change to FT monthly emp	89
AUM-Add/chg/end special payment (OOC, SUPP, ENDOW)	90
AUMSTC-Rt,title,fte chg undergrad student job; paid biweekly	91
AUMAWS-Add work-study job; paid bi-weekly	92
AUMWSC-Rt,title,fte chg workstudy; paid bi-weekly	93
AUMASU-Add FT summ job semi-monthly emp;paid semi-monthly	94
AUMSMC-Rt,title,& fte chg summer job for FT & PT emp	95
AUMPSE-Add a PT semi-monthly job	96
AUMTMJ-Term of job;paid monthly, semi-monthly & biweekly	97
AUMOTC-Add/del out of class pay	98
AUMVEH-Add/stop vehicle allowance	99
AUM-Fiscal Year change to FT Biweekly	
AUM-DON'T USE	
AUM-DON'T USE	
AUM-Fiscal Year change to FT Monthly/Semi-Monthly	
AUM Fiscal Year change to PT Biweekly	
AUM Fiscal Year change to PT Monthly/Semi-Monthly	
AUM-DON'T USE	
AUMFB1-Add BW job (HR only)	
AUM- Add a FT biweekly job; paid biweekly	
AUMFCH-Change to FT Monthly	
AUMFM1 Add FT monthly job (HR only)	
AUMFS1-Add FT Semi-monthly job (HR only)	
Place an emp on LWOP	
AUM-Leave of absence w/o benefits	
AUM-place an empl in layoff status	
AUM-DON'T USE	
AUM-DON'T USE	
Term PEAEMPL only-jobs already have an end dt	
AUM-DON'T USE	
AUM-DON'T USE	

AUM-DON'T USE
AUM-DON'T USE
AUM-DON'T USE
AUM-Retirement
AUM-Don't use
AUM-Termination from univ;paid monthly,semi-monthly biweekly
AUM-Non US Student Term from University
AUM-Term a student job

Activity Date
1/5/2011
3/17/2010
3/1/2012
4/14/2014
10/8/2013
3/8/2010
3/8/2010
5/18/2010
4/21/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
11/7/2016
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
3/8/2010
10/3/2006
10/3/2006
9/29/2006
9/29/2006
9/27/2006
9/27/2006
9/5/2006
4/21/2010
7/17/2006
8/8/2011
4/21/2010
4/21/2010
7/23/2009
7/23/2009
9/28/2009
7/12/2006
7/12/2006
8/18/2009
7/24/2007
7/24/2007

9/5/2006
6/27/2007
9/5/2006
7/2/2006
7/24/2007
7/17/2006
5/17/2010
5/18/2010

AUBURN UNIVERSITY FOREIGN NATIONAL TAX FORM – CHANGE IN STATUS/EXTENSION

TO BE COMPLETED BY HIRING DEPARTMENT

Contact Name _____ Contact email address _____

TO BE COMPLETED BY FOREIGN NATIONAL EMPLOYEE

Last Name (Surname)	
First Name	Banner ID
If you changed status: New Status	Change of status date
If you received an extension of your current immigration status: New program end date	

I hereby certify that all of the above information is complete, true and correct. I understand that if I apply for a change of status from that which I have indicated above, then I must report such change to the hiring department and complete an AU Extension/ Change of Status Foreign National tax form. Failure to report such information may result in termination of employment until proof of eligibility to work is provided.

Printed Name _____ Date _____

TO BE COMPLETED BY THE TAX COMPLIANCE DEPARTMENT

Dates of legal employment (mm/dd/yy): Begin _____ End _____

☐ I-20 ☐ DS-2019 ☐ H-1B Approval Notice Expiration ☐ EAD Card ☐ LPR Card

☐ Other (explain) _____

FOREIGN NATIONAL TAX FORM INSTRUCTIONS – EXTENSIONS AND CHANGE OF STATUS

1. Department notifies Office of International Programs that the employee needs an extension or change of status.
2. Employee is notified by Office of International Programs that immigration documents for extension of current status or change of status are ready to be picked up and the I-9 needs to be re-verified.
3. The hiring department will access the new Foreign National Tax Form (Extensions and Change of Status) at: http://www.auburn.edu/administration/business-finance/pdf/foreign-national-change.pdf
4. At the top of the form, Hiring Department **MUST** enter Hiring Department Contact Name and e-mail address. **If this information is NOT provided, the information cannot be sent back to the department! The department needs this form to start the I-9 reverification process.**
5. The hiring department will provide the employee the Foreign National Tax Form (Extensions and Change of Status) to complete.
6. Employee will complete the form and email to nratax1@auburn.edu.
7. If the extension or change of status documents are available in Sunapsis then Tax Compliance will complete the bottom of the form with dates from GOASEVS.
8. If documents are not available, Tax Compliance will request the documents from the employee and complete the bottom of the form with dates from GOASEVS.
9. If dates are not available in GOASEVS, then the Tax Compliance will forward form and any necessary documents to the Office of International Programs to complete.
10. Once completed, Tax Compliance will e-mail the completed document to the e-mail address the hiring department provided on the form and to humnres@auburn.edu.
11. Once the hiring department receives the completed form from Tax Compliance, the employee should be instructed to bring all I-9 documents necessary to re-verify the I-9.

October 22, 2018

AUBURN UNIVERSITY FOREIGN NATIONAL TAX FORM – NEW HIRE

TO BE COMPLETED BY HIRING DEPARTMENT

Contact name _____ Contact email address _____

TO BE COMPLETED BY FOREIGN NATIONAL EMPLOYEE (Name must be identical to that on the passport.)

Last Name (Surname) _____
First Name _____ Banner ID _____
Foreign Address _____
_____
City _____ Province _____ Country _____ Postal Code _____
Country of citizenship _____ Country of tax residence _____
Do you have a Social Security card? ☐ Yes ☐ No ☐ Applied for
First date of entry into US under your CURRENT immigration status (month/day/year) / /

Travel History – Please list all periods of stay in the USA since 1985. Lawful permanent residents do NOT need to complete this section.

Date of entry	Date of exit	Visa type	If J-1, list category	Purpose of stay	Did you take any treaty benefits?	
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No
					☐ Yes	☐ No

I hereby certify that all of the above information is complete, true and correct. I understand that if I apply for a change of status from that which I have indicated above, then I must report such change to the hiring department and complete an AU Extension/ Change of Status Foreign National tax form. Failure to report such information may result in termination of employment until proof of eligibility to work is provided.

Printed Name _____ Date _____

TO BE COMPLETED BY THE TAX COMPLIANCE OFFICE

Dates of legal employment (mm/dd/yy): Begin _____ End _____

☐ I-20 ☐ DS-2019 ☐ H-1B Approval Notice Expiration ☐ EAD Card ☐ LPR Card

☐ Other (explain) _____

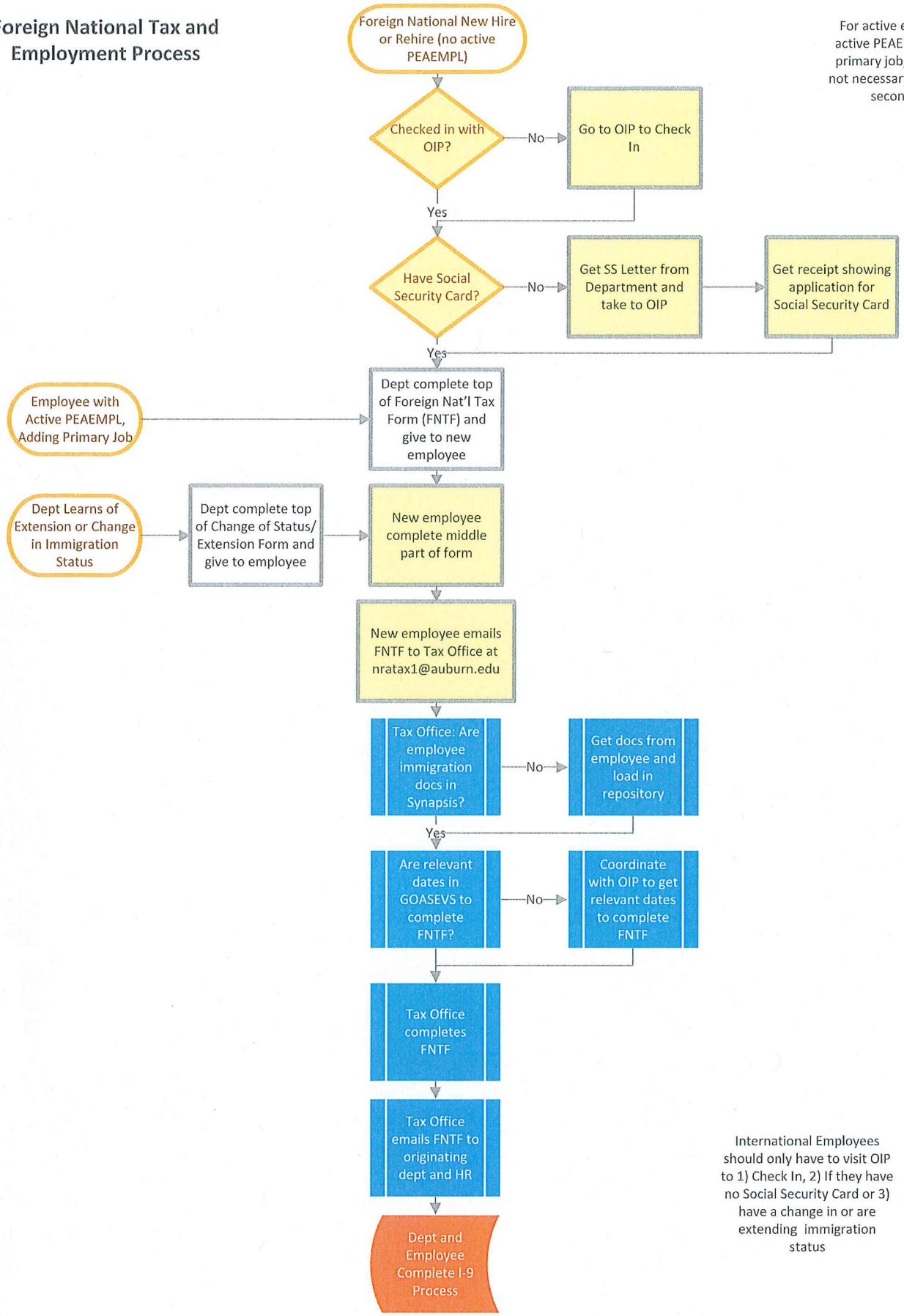
FOREIGN NATIONAL TAX FORM INSTRUCTIONS
NEW TO UNIVERSITY/RE-HIRE

1. Department follows Office of International Program (OIP) procedures for obtaining appropriate immigration paperwork for employee to work at Auburn University.
2. Once employee arrives on campus, should check in with OIP. If employee has US Social Security Number (SSN), skip to step #5.
3. If employee **DOES NOT** have a US issued SSN, the department must provide a job offer letter for the employee to take to OIP to complete paperwork required to obtain a SSN and a receipt of application.
4. Any employee that will have "SSN applied for" selected on their I-9 must bring a receipt back to the hiring department from the Social Administration showing they have applied for a number.
5. Once the employee has returned their SSN application receipt to the hiring department, please access the New Foreign National Tax Form (New Hire/Re-hire) at:

   http://www.auburn.edu/administration/business-finance/pdf/foreign-national-new-hire.pdf
6. At the top of the form Hiring Department **MUST** enter Hiring Department Contact Name and e-mail address. **If this information is NOT provided, the information cannot be sent back to the department! The department needs this form to start the I-9 process.**
7. The hiring department will provide the employee the Foreign National Tax Form (New Hire/Re-Hire) to complete.
8. Employee will complete the form and email to nratax1@auburn.edu.
9. If the immigration documents are available in Sunapsis then Tax Compliance will complete the bottom of the form with dates from GOASEVS.
10. If documents are not available, Tax Compliance will request the documents from the employee and complete the bottom of the form with dates from GOASEVS.
11. If dates are not available in GOASEVS, then the Tax Compliance will forward form and any necessary documents to the Office of International Programs to complete.
12. Once completed, Tax Compliance will e-mail the completed document to the e-mail address the hiring department provided on the form and to humnres@auburn.edu.
13. Once the hiring department receives the completed form from Tax Compliance, the employee should be instructed to bring all I-9 documents necessary to start the I-9 process.
14. When the employee receives the Social Security card, they must bring it to the hiring department so the Social Security number can be updated on the I-9 to complete the E-verification process.
15. The Department will then send a copy of the Social Security card through a secure mode of transit (Fax, Campus mail, Secure Document Upload) to Human Resource Records so the Social Security number can be updated in Banner.

October 22, 2018

Foreign National Tax and Employment Process



For active employee with active PEAEMPL and active primary job, this process is not necessary when adding a secondary job.

International Employees should only have to visit OIP to 1) Check In, 2) If they have no Social Security Card or 3) have a change in or are extending immigration status

    - The 2019 NEO sessions calendar
- The newly formed HRL Resources Advisory Council, which will meet bimonthly and/or as needed, was announced. The council's charge includes, but is not limited to, providing feedback, brainstorming solutions for a variety of topics, and evaluating and piloting new processes. Advisory council members include:
    - Chris McClendon (co-chair)
    - Leanne Fuller (co-chair)
    - Cindy Selman
    - Kerry Ransel
    - Amanda Smitherman
    - Karla Gacasan
    - Lori Bush
    - Loren Allday
    - Elizabeth Haeussler
- Dale Mann has reordered Approval Category Codes for EPAFs in a more logical order. He will continue to make improvements as he can. A copy of the re-ordered list was provided.
- Abbi Brown announced that HR now has access to Handshake for posting on-campus student jobs. She reminded HRLs that HR would handle on-campus student employment while the Career Center will continue to handle off-campus student employment. Work-study positions will continue to go through Financial Services.
- Fuller announced that Campus Relations is continuing to compile a list of lactation rooms throughout campus, and that a webpage with map will soon go live. The HRLs should contact Sonya Dixon if they are in need of locating a lactation room for an employee to use.

IV. Banner – Michael Miller

- ISS continues to work with OIT with the implementation of Banner 9.
- At this point, HRLs should be using Banner 9 rather than Banner 8.
- Most of the issues with the transition involve Finance, as HR is much more stable.
- Licensing and support for Banner 8 will end on December 31, 2018.

V. Threat Assessment Team Information – Keith Walton

- Walton spoke briefly about the Threat Assessment Team
- The mission of the Threat Assessment Team is to assist in the safety, health, and welfare of the university community.
- HRLs and the university community should report any situation that could possibly result in a threat to the safety and well-being of other members of the university community. Any member of the university community that may become aware of such a situation can report the matter to the Threat Assessment Team.
- For additional information call (334) 844-5010 or email autat@auburn.edu.

VI. Open Enrollment Update -- Teresa Coker and Patrick Johnston

- Open Enrollment for 2019 benefits started at 12:01 a.m. on Nov. 1, and will continue until 4:45 p.m. on Nov. 30.
- Coker announced that the online enrollment site was live and that she had enrolled at 4:19 a.m. She encouraged Liaisons to visit the site, along with the Open Enrollment site at aub.ie/benefits.
- Coker also thanked ISS for their assistance with the website.
- Johnston asked Liaisons to help share Open Enrollment communications with employees within their departments. He said there were several tools, including posters, digital signage graphics, and social media. A link to the tools is available on the HR Liaisons Network page.

VII. Payroll Updates – Ashley Fetner

The following reminders were given to HRLs:

- Paid Holiday Policy on Graduate Assistants (GAs)

    - GAs are non-exempt employees and are generally paid for hours worked. However, it is Auburn University Policy that hourly-paid GAs be paid during official university holidays and breaks, including fall break, spring break, and/or official university closures.
    - GAs are differentiated from Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs) and Graduate Extension Assistants (GEAs
    - Departments should add the hours they were scheduled to work as RNW in Kronos.
- Leave Carryover
    - Auburn University limits the amount of annual leave that may be carried forward from one calendar year to the next.
    - HRLs were asked to help remind their employees whose leave balances may be approaching the maximum limit to use enough annual leave between now and the end of the year so they do not lose leave unnecessarily.
- Holiday Schedule
    - The last biweekly (BW) payroll of 2018, which is for the pay period Dec. 9-22, is scheduled to pay on Dec. 28.
    - The actual pay date Dec. 28 falls while the University is closed for the holiday break. Payroll will process payroll on Dec. 26 to pay on Dec. 28 to avoid estimating of time.
    - If an employee is not working during the holidays, timekeepers may approve time for that person before they leave for the holidays. However, if the employee is working, timekeepers should not approve time prior to the end of the pay period or the system will be unable to capture clock in/out time.
- Fetner emphasized that HRLs/timekeepers should email payroll corrections **only** to payroll@auburn.edu

VIII. Foreign National Hiring Process – Karla McCormick and Tammy Moore

- Foreign National tax forms should now be submitted to the Tax Compliance office (nratax1@auburn.edu). The employee will be sent the form with the top portion completed by the department. The employee is not to be sent to the Office of International Programs unless they do not have a Social Security number issued. The forms are available on the Tax Compliance website.
- Once completed, Tax Compliance will e-mail the completed document to the e-mail address the hiring department provided on the form and to humnres@auburn.edu.
- Once the hiring department receives the completed form from Tax Compliance, the employee should be instructed to bring all I-9 documents necessary to start or re-verify their I-9.
- The new forms, instructions, and workflow illustrations will be provided to the HRLs after the meeting when the minutes are provided. It was recommended and agreed by the HRLs to send the information to them and they would disseminate to those in their area with hiring responsibilities.

IX. Compensation/Classification Updates – Shelly Murray

- Graduate Assistants Project Update
    - The Graduate School and HR are "on track" with updating the FLSA statuses of GAs.
    - Most GAs will have their positions designated as exempt, and will begin to be paid monthly after the start of the 2019 spring semester.
    - By Nov. 8-9, the Graduate School will begin notifying students of their statuses for the spring semester.
    - Reece added that the Graduate School is attempting to limit the number of students who are working outside their field of study, as their positions would be designated as non-exempt.
- IT Specialists Classifications
    - Murray and Cindy Selman discussed updates to IT specialists' classifications. The new classifications will more greatly reflect the specialists' specific duties.
    - Thirty jobs will be clustered in approximately 10 groupings.
    - The goal of this project is to more closely pay specialists according to the market rate, which should result in applicants that are more qualified.

- The goal is to complete this project in the first quarter of 2019.
- There will also be a separate IT pay structure with different grades, spreads, midpoints, etc.

X. HRL Share/Best Practice – Amanda Smitherman, Chris McClendon, and Lori Bush

- Amanda Smitherman (College of Agriculture) – Amanda shared with the HRLs that she incorporates a Family Feud game into a quarterly department administrator's meeting to help with learning. If there is a current issue/problem that the admins are experiencing, she will include questions related to the subject. It has been well received thus far. Smitherman also indicated that she would ask University Human Resources for speakers on particular topics. Smitherman also sends weekly Excel tips to the department admins – typically one to two pages of information for quick "snippet" of learning.
- Chris McClendon (ACES) – Chris shared that they do three geographical meetings a year because they are spread out over the state. Every year in April, they conduct a meeting to include topics such as, financial updates, HR updates, customer service training, social media, Myers Briggs, personal growth areas (i.e., mindfulness, retirement prep, etc.), encourage training through Lynda.com and HRD on-line courses. McClendon further shared that they will partner a new admin with a more seasoned admin in the county. They will learn from the seasoned admin and visit their office for training and mentoring.
- Liberal Arts (Lori Bush) – Lori shared that she conducts a monthly meeting with her admins in which they have HR and financial updates. Topics depend on what information is needed to share such as, information from the HRL monthly informational meetings. One time per year, she will have a full day of learning with lunch for admins – topics have included emergency preparedness, risk management, etc.

A brief discussion included American Behavioral as a speaker and Karla McCormick indicated that they may be available but asked that the HRL contact her or Ann Shore about the possibilities due to contract and the ability to deliver a limited number of trainings per year.

There was no further discussion; the meeting was adjourned at 4:50 p.m.

HRL NETWORK ADVISORY COUNCIL

October, 2018

Members

- Leanne Fuller – AU HR
  - Co-Chair
- Chris McClendon - ACES
  - Co-Chair
- Cindy Selman – OIT/CIO
- Kerry Ransel – Provost's Office
- Karla Gacasan – Athletics
- Lori Bush – Liberal Arts
- Loren Allday - Facilities
- Elizabeth Haeussler – Outreach
- Amanda Smitherman – Ag/AAES

Termed appointments – 1, 2, 3 years

Objectives

- Provide feedback
- Brainstorm on solutions for variety of topics
- Evaluate and pilot new processes
- Help to identify improvements as needed
- Serve as a representative of larger HRL Network group and gather feedback
- Provide input to the HRL monthly informational meeting and other meetings as needed
- Serve as an additional resource to HR Liaisons in the university community

Meeting Structure

- 1st meeting:
  - October 15, 2018
- Next meeting:
  - TBD – November proposed
  - Specific topics
- Every other month
- As needed

**Will report information at HRL monthly meeting as needed*

Questions

AUBURN UNIVERSITY

GENERAL COUNSEL

MEMORANDUM

ATTORNEY/CLIENT PRIVILEGED COMMUNICATION

TO: President's Cabinet

FROM: Jaime S. Hammer, General Counsel

DATE: April 16, 2018

RE: Open Records Act Requests

As you know, Auburn University (AU) and Auburn University at Montgomery (AUM) are subject to the Alabama Open Records Act. This Act provides the right to inspect and take a copy of any public writing of the state. A public writing is any document that is reasonably necessary to record the business or activities of a public officer. Although the Act itself identifies only a few exceptions, subsequent Attorney General opinions and case law have further defined various exceptions to disclosure.

In order to ensure that all Open Records Act requests are managed consistently and in accordance with applicable laws and University policies, as those may change from time to time, an official Open Records Act process has been established for AU and AUM. Any AU or AUM employee who receives a request for public records should promptly forward that request to the Open Records Officer at openrecords@auburn.edu. The Open Records Officer will review requests, seek clarification or modification from the requestor as appropriate, and work with units to gather responsive information. Responsive information will then be reviewed to determine whether it is subject to production under applicable law and policy prior to being forwarded to the requestor. All requests and responses will be appropriately logged and documented by the Open Records Officer.

In order to assist with this transition to a streamlined Open Records process, please communicate these procedures with those in your unit who may receive records requests. Please call me if you have any questions.

101 Samford Hall, Auburn, AL 36849-5163; Telephone: 334-844-5176; Fax: 334-844-4575

www.auburn.edu

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HUMAN RESOURCES

Important Deadlines for the Final Biweekly Payroll of 2018

The last biweekly (BW) payroll of 2018, which is for the pay period Dec. 9-22, is scheduled to pay on Dec. 28.

The actual pay date Dec. 28 falls while the University is closed for the holiday break. Our office will process payroll on Dec. 26 to pay on Dec. 28 to avoid estimating of time.

If an employee is not working during the holidays, you may approve time for that person before you leave for the holidays. However, if the employee is working, please do not approve time prior to the end of the pay period or the system will be unable to capture clock in/out time.

- Time entry due by 10 a.m. on Dec. 26
- Time comparison available by 12 p.m. on Dec. 26
- Final corrections due by 1 p.m. on Dec. 26
- Pay date is Dec. 28

Reminder: When sending payroll corrections to our office please email payroll@auburn.edu

If you have questions or concerns, please contact Ashley Fetner, Payroll Manager, at ashley.fetner@auburn.edu or 844-1787.

AUBURN UNIVERSITY
HUMAN RESOURCES

To: Deans, Directors, and Department Heads
From: Ann Shore, Executive Director, Payroll, Benefits & Records, Human Resources
Subject: Annual Leave Carryover Reminder
Date: October 11, 2018

Auburn University limits the amount of annual leave that may be carried forward from one calendar year to the next. Please remind your employees whose leave balances may be approaching the maximum limit to use enough annual leave between now and the end of the year so they do not lose leave unnecessarily. The established carryover maximums are:

Exempt Monthly Employees		
Years of Service	Accrual Hours	Maximum Carryover Hours
0	13.34	320

Nonexempt Biweekly Employees		
Years of Service	Accrual Hours	Maximum Carryover Hours
0	3.76	97.76
2	4.32	112.32
4	4.96	128.96
6	5.60	145.60
8	6.16	160.16
10	6.16	320.00

Carryover Maximums: The maximum carryover hours listed above are based on full-time employment. Leave carryover for part-time employees is prorated based on the percentage of full-time they are employed.

2018 Request Deadlines: Employees must report all leave they wish to have charged against 2018 no later than Friday, December 14, 2018. All requests received after these dates will be charged against calendar year 2019. Please note that a request to carry over more than the maximum allowed annual leave will not be granted.

Question about leave balances, accrual, and usage may be directed to Ashley Fetner, Manager, Payroll, at 844-1787 or email payroll@auburn.edu.

From: Auburn Graduate School
Sent: Wednesday, October 24, 2018 11:31 AM
Cc: Julie Reece
Subject: Paid Leave for Graduate Assistants

Dear HR Liaisons and Timekeepers,

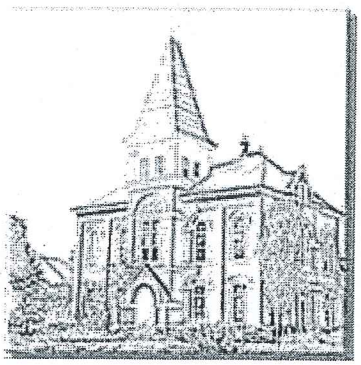
This a friendly reminder of the Paid Leave Policy for Graduate Assistants.

Graduate Assistants* are non-exempt employees and are generally paid for hours worked. **However, it is Auburn University Policy that hourly-paid Graduate Assistants be paid during official university holidays and breaks, including Fall Break, Spring Break, and/or official university closures.**

*Graduate Assistants are differentiated from Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs) and Graduate Extension Assistants (GEAs). For full definitions of the Types of Graduate Assistantships, seehttp://graduate.auburn.edu/faculty-staff/policy-changes/policy-changes-2016/#4

Departments should add the hours they were scheduled to work as RNW in Kronos.

Please let us know if you have any questions.



Julie Reece
Business Manager/Executive Assistant
Graduate School

Auburn University
202B Hargis Hall
Auburn, AL 36849-5122

Phone: 334-844-2125
Fax: 334-844-4348
reeceju@auburn.edu

Policy Database: https://sites.auburn.edu/admin/universitypolicies/Pages/Home.aspx
Procedure Database: http://www.auburn.edu/administration/human_resources/procedures.html

I. Current Policy: *Policy on Mandatory Participation in Retirement Plans*

Proposed Action: Codify current practice and acknowledge state law specific to mandated contribution to RSA. Contribution to RSA is a condition of employment with Auburn University.

Policy Scope: All past and present Auburn University Employees. Participation is a condition of employment.

Summary: Alabama State law mandates all eligible employees contribute to a Retirement Systems Plan. Auburn University is an employing agency of The Retirement Systems of Alabama with the responsibility of assisting RSA with administrative duties in the management of this benefit.

II. Current Policy: *Policy on Wage and Salary Overpayments*

Proposed Action: Codify practice and procedures under proposed policy and procedure.

Proposed Policy: Provides notice to employee that repayments are expected to be repaid and establishes a policy where both the Department and employee have responsibility to report overpayments.

Policy Scope: University wide (Auburn main campus as well as facilities located off Campus) to include Auburn University at Montgomery, exempt and non- exempt employees. For purposes of this policy, an employee is anyone receiving a Form W-2 from the University.

Summary: University Payroll is responsible for making timely and accurate salary payments to employees, subject to information provided by AU departments and employees. This policy informs all university employees of the responsibility to report and repay salary and wage overpayments.

III. Current Policy: *Policy on Employment and Wage Verifications*

Proposed Action: Codify practice and procedures under proposed policy and procedure.

Current policy: There is not a policy, only practice, however information and instructions have been on the website since the inception of utilizing a third party vendor.

Proposed Policy: Adoption of this policy will codify the utilization of a third party for employment and wage verifications.

Policy Scope: All past and present Auburn University Employees.

Summary: Human Resources utilizes a third party vendor for the administration of employment and wage verifications.

AUBURN UNIVERSITY

HUMAN RESOURCES

GRADUATE ASSISTANT EXEMPTION STATUS CONVERSION

GA Conversion Update

- Finalizing GA position descriptions
- ISS/HR testing beginning mid-Nov

- GRADA (BW) → GRADN (BW) effective 9/1/18

- GRADN (BW) → GRADA (MN) effective 1/1/19
- GRADN (BW) → GRADN (BW) effective 1/1/19
  - Change of Position Number to GN----

Payroll Implications

- GRADN (BW) → GRADA (MN)
  - Students will receive a BW26 (12/9/18 – 12/22/18) paycheck
  - Students will receive a partial BW1 (12/23/18 – 1/5/19) paycheck for 9 days
  - Students should stop clocking into Kronos after 12/31/18
  - Students will then receive a MN1 paycheck

Payroll Implications, cont.

- GRADN (BW) → GRADN (BW)
  - Affected students will continue to receive BW paychecks
  - Affected students will be responsible for the taxation on the fellowship's imputed income

Questions?

Slides to be provided with the meeting minutes

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HUMAN RESOURCES

SPEC, INFO TECH JOB RESTRUCTURING

Auburn University Human Resources

Current State (OIT)

- Specialist I-VI, Info Tech (10 yrs)
- Allows for comparability between roles & facilitates transfers between units
- Challenges with job family structure (time vs. increased skill level)
- Challenges with attracting external talent
- Structure hinders full ability to tie to market rates

Proposed Future State (OIT)

- Creating approximately 30 new jobs
- Using industry standard (functional) IT classifications (Systems Analyst, IT Business Analyst, Database Administrator, Service Desk Support Analyst, Network Engineer, Technical Support Analyst, etc.)
- Ties easily with external market pricing
- Expect to attract more qualified applicants

Phase 1 nearly completed

Phase 2 – Distributed Units

- All academic and administrative units which include *Spec, Info Tech* positions
- Convert to a functionally-specific job
- Newly developed OIT jobs -or- create new

Phase 2 begins this week

Takeaways

- Be aware that your *Spec, Info Tech* positions will be reviewed by the Distributed IT Committee for this effort
  - →Position Questionnaires
  - →Job Descriptions
  - →Pay Evaluators
- Communication to all current incumbents (Phase 1 & 2) to be delivered once all jobs and pay evaluators are finalized

Questions?

Cindy Selman – Director, OIT Administration

Shelly Murray – Manager, Compensation Administration

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THREAT ASSESSMENT TEAM

OUR GOAL

- **Keep the Auburn University campus as safe as possible.**
- **Ensure that you are aware of the presence of the Auburn University Threat Assessment Team and our purpose.**

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OUR MISSION

- To determine if an individual poses, or may reasonably pose, a threat of violence to self, others, or the Auburn University community

- If there is a possible threat, then our goal is to intervene to avert the threat and maintain the safety of the situation.

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THREAT ASSESSMENT TEAM

- Multi-disciplinary Team made up of key decision makers
- We have regular meetings to discuss any reports as well as best practices and ways to make the team better

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WHAT IS REPORTED?

- Behaviors do not necessarily have to be law violations to be worrisome.

- In addition to illegal conduct such as threats, assault and harassment, the Threat Assessment Team may also evaluate changing circumstances or behaviors that may singularly or in combination generate concern.

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REPORTING ISSUES

- **The Threat Assessment Team (TAT) depends of the referrals of the community – students, faculty, staff, and visitors.**

- **The Team evaluates all referrals seriously, though not all behaviors warrant further case management at that time.**

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WHAT TO LOOK FOR

- **There are many behaviors and circumstances that may indicate an increasing risk for violence, significant disruption to others, or that a person is in need of assistance.**

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POSSIBLE INDICATORS

- Some behaviors exhibited by subjects who may escalate to disruptive or violent actions

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POSSIBLE INDICATORS

- Attempts to harm or kill self
- Unexplained increases in absenteeism
- Decreased performance in work or academics
- Resistance to change or reasonable limits
- Over-reaction to changes in policies/procedures

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- Displays paranoia or distrust
- Extreme or sudden changes in behaviors
- Numerous conflicts with others
- Difficulty learning from past behaviors or experiences

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- **Alienates others or isolates self from others**
- **Makes statements indicating approval of use of violence to resolve a problem**
- **Identifies with or idolizes persons who have engaged in violence toward others.**

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THE TARGET

- In some cases, the vulnerability of the target may be an indicator.

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VULNERABILITIES OF A TARGET

- Unclear or inconsistent expectations
- Consistency of travel/ movement/ patterns
- Denial in the face of a clear threat posed
- Passive orientation to safety
- Ease of access

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THE ENVIRONMENT

- A person's environment may also play a factor in their decision. It may facilitate, permit, or not discourage violence.

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BAD ENVIRONMENT

- Chronic unresolved conflict
- High perceived levels of stress
- Toleration of aggressive or hostile interactions
- Perceived distrust/ devaluing
- Existence of pecking order/ cliques

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PRECIPITATING EVENTS

- **Some events may trigger different reactions in people.**

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PRECIPITATING EVENTS

- Losses (such as): •Job/ Income
  Status
  Significant other/ relationship
- Perceived rejection or injustice
- Ostracized by others
- Health problems (e.g., head injuries)

Note that such precipitating events may be real, perceived, or anticipated by the subject of concern.

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WHAT YOU SHOULD DO

If you feel that there is an immediate EMERGENCY, you should

DIAL 911

without delay

I

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CONCERNED?

If you are aware of a situation that has indicators of concern like the ones listed below, please share what you know with the

Threat Assessment Team

(334) 844-5010

If there is a problem with that number, contact the Auburn University Department of Campus Safety & Security at (334) 844-8888

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Threat Assessment Team

Threat Assessment Team Mission
The mission of the Threat Assessment Team is to assist in the safety, health and welfare of the university community through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations involving members of the university community that pose, or may reasonably pose, a threat to the safety and well-being of themselves and/or other members of the university community, or are of substantial disruption to university activities.

Threat Assessment Team Goals
The goals of the Threat Assessment Team are to advise and make recommendations on incidents involving members of the university community that pose, or may reasonably pose, a threat to the safety and well-being of themselves and/or other members of the university community through outreach and educational programming, consultation, and appropriate referrals.

Referrals to the Threat Assessment Team
It is the responsibility of the university community to report any situation that could possibly result in a threat to the safety and well-being of other members of the university community. Any member of the university community that may become aware of such a situation can report the matter to the Threat Assessment Team.

It is important to emphasize that reports to the Threat Assessment Team not be made anonymously because of the limitations to investigating without complete information. Please include, at a minimum, your name, phone number and email address.

Threat Assessment Team Phone
(334) 844-5010

Threat Assessment Team Email
autat@auburn.edu

Emergency Situations
In cases where a person may pose an immediate risk of violence to self or others please call 911 to reach the City of Auburn Police Department.

Threat Assessment Team Leadership

The Threat Assessment Team Leader is:

Keith Walton
Police Lieutenant
Department of Campus Safety & Security
543 West Magnolia Ave.
Phone: (334) 844-8874
Fax: (334) 844-2081
Email: klw0007@auburn.edu

Threat Assessment Team Leader Backup is:

Chris O'Gwynn
University Risk Manager
Department of Risk Management & Safety
316 Leach Science Center
Phone: (334) 844-5061
Fax: (334) 844-4640
Email: ogwynca@auburn.edu

http://www.auburn.edu/administration/campus-safety/threat_assessment.html