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# HR Liaisons Meeting Agenda

**DATE:** September 13, 2018    **ATTENDING:** HR Liaisons and HR Staff

<b>I. Welcome &amp; Announcements</b> A. Staff Update i. Payroll Manager – Ashley Fetner	<b>Karla McCormick</b>
<b>II. Work Location Discussion</b> A. Taxes B. Expense Reimbursements	<b>Leanne Fuller Others</b>
<b>III. HRL Updates</b> A. Office of Audit, Compliance and Privacy – Lindsey Elkins 8/20/2018 B. Library – posting for HR Generalist III C. Forestry – selection made, pending start date D. Reports – working with Brittany for a current available list E. HRL Resource Advisory Council i. 8 members ii. Termed, staggered appointments iii. Purpose – model TX A & M 1. Structured feedback channel 2. Agenda items 3. Guidance of concerns, issues 4. Other	<b>Leanne Fuller</b>
<b>IV. Payroll Updates</b>	<b>Ashley Fetner</b>
<b>V. Benefits</b> A. Open Enrollment B. Benefits Fair	<b>Ann Shore</b>
<b>VI. Employment Updates</b> A. Advertising Rates – 2018-2019	<b>Chris Thompson</b>
<b>VII. TigerTalent Update</b>	<b>Rod Kelly</b>
<b>VIII. HRD Updates</b> A. Feedback Requested – DUO Mobile & New Hires B. Performance Management Process – Survey sent C. Information – NEO for faculty/staff and reschedule D. eLearning courses – HIPAA (new), FMLA, FLSA, ADA, Title IX E. Listening Session – Performance Management –	<b>Bill Shannon</b>

- What would the ideal performance management process look like for you as a HRL?
- What would the ideal performance management process look like for you working with *your* supervisor as recipient of a performance review?
- We have a chance to create a new form (For most employees). What would the ideal form include?
- What advice would you have for us in creating training in both process and system?

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**IX. Other, Q & A, and Closing Remarks**

**Karla McCormick**

# Auburn University Human Resource Liaisons Network

## Meeting Minutes

September 13, 2018, 2:45 p.m., Auburn University Administrative Complex

### WELCOME AND ANNOUNCEMENTS

*Karla McCormick (Associate Vice President, Human Resources)*

### PAYROLL

- Karla introduced Ashley Fetner, new Payroll Manager.

### WORK LOCATION DISCUSSION

*Leanne Fuller, Director, Human Resources Services*

### TAXES AND REIMBURSEMENT

- Leanne spoke with the group about a recent discussion of primary physical work location and tax home and how these impact taxes and the ability to reimburse for expenses. More information is forthcoming but Leanne asked the HRLs to think about any employees that may not be working in Auburn as their primary work location (outside of the state of Alabama). She reminded the group that this is similar to physical work locations as previously discussed by Holly Leverette in Risk Management and their needs.
  - Examples: Vet med locums, Enrollment Services recruiters, Distance Education instructors

### HRL UPDATES

- Office of Audit, Compliance and Privacy – Leanne introduced Lindsey Elkins who started in her position on August 20, 2018.
- University Libraries – Leanne shared that there was a current posting for an HR Generalist III; she is currently managing the majority of activities for this division
- Forestry and Wildlife Sciences – Leanne shared that a selection has been made and a start date is being finalized before announcement of an employee
- Reports – Leanne is working with Brittany Saliba in ISS to develop a list of reports with descriptions as a starting point for use by HRLs. More information to come and a work group will be formed to talk through the development of the reports. Karla McCormick asked that the HRLs think about the data elements that they need to do their job; some that are used now and some that are needed so we can assist in gathering and setting up the access to the information.
- HRL Resource Advisory Council – Leanne shared with the HRLs that an advisory council has been established for use in working directly with HR. There are currently 8 members that have accepted and a meeting will be set up soon to move forward with the concept and use of the council. Leanne advised that more information will come and there are plans to create other working groups for specific project/initiative to collaborate together for discussion and solutions.

### PAYROLL UPDATES

*Ashley Fetner, Payroll Manager and Ann Shore, Executive Director*

- Ashley reminded the HRLs of common errors and issues that arise of payroll related forms, deadlines, etc. In addition, Ashley spoke about the Processing Leave taken Outside of Payroll and reminder that this started in March, 2018. She asked that they share the information with their departments as appropriate that have any responsibility related to completion of forms.
- She shared a document to all in attendance that provided details of the reminders.

## BENEFITS UPDATES

*Ann Shore, Executive Director, Payroll, Benefits and Records*

- Ann Shore briefly shared that Benefits Open Enrollment will be electronic this year; there will be more information in October at the HRL Meeting.
- The Benefits Fair will be held on November 14 in Beard-Eaves Memorial Coliseum. There will be a variety of vendors such as voluntary retirement plans companies, flexible spending company, flu shots, and Healthy Tigers. More information will be shared soon
- Insurance and Benefits Committee – Ann shared that the committee has met and will establish sub-committees to focus on specific benefits and where to focus the time and planning. Some examples could include, health insurance tiers, tuition benefits, sick leave bank, etc. These committees will be asking campus about their concerns; the committee members are on the website. Ann encouraged the HRLs to reach out to their employee group representative.

## EMPLOYMENT UPDATES

*Chris Thompson, Manager, Employment Administration*

- 2018-2019 Advertising Rates – Chris provided a handout of the new advertising rates and targeted markets with sources utilized. We will continue with a one-rate structure.
  - Noted changes were no “Diverse Issues” and no “Scholarly Hires”
  - Rate is \$10 less than current year rate
  - “Diversity Jobs” is substituted for “Diverse Issues”
- Chris shared guidance regarding **foreign national hires only** in relation to sponsorship and new information received by the immigration attorney, Monique Meadows.
  - A copy of print ads must be maintained on the first day and 30<sup>th</sup> day of web presence for: “Chronicle” and AL Job Link (the AL Job Link is a new requirement) – these are required for the Perm/Labor certification process for green card. This process primarily applies to the academic side of campus but may apply on the administrative side if a department is sponsoring for a green card.
  - For Test of the Labor market processes – there is a requirement for an ad to run in the Opelika-Auburn News (O-A News) for 2 consecutive Sundays. The ad may be condensed, AAEEEO must approve, and the departments should work through Chris before placing in the O-A News as he could get a better quote based on the rate structure.

## TIGER TALENT UPDATE

*Rod Kelly, Senior Director, Talent Management*

- Rod shared with the HRLs that there is no new information to report. We are still waiting on PageUp to respond to some configuration/functionality concerns that Auburn had expressed to them. We are working closely with the General Counsel’s office on the process
- More information will be shared as soon as it is available

## HRD UPDATES

*Penny Houston, Coordinator, HRD*

- Penny thanked the HRLs for their help and assistance in the three-day paperwork deadline in leading to scheduled orientation. It was better this year but we will continue to work on improvements

- Approximately 50 percent of the faculty had to be rescheduled because of paperwork deadlines not being met
- Dale Mann spoke to reiterate that HR Records wants Section 2 of the I-9 completed before the job record will be put in the system.
- Later discussion included that there will be more information to come on this topic in the near future per Karla.
- New Employee Orientation (NEO) will not be held on October 11
- There are a few new employees coming to orientation without DUO Mobile. This requires them to miss a portion of NEO to get set-up completed
  - Penny asked for ideas from the HRLs on ways to help with this issue; what can be done to ensure that the new employee is set up and has the best experience possible
  - As requested from the HRLs, Penny will provide a list of new employees and departments for August 2018 sessions who did not have DUO Mobile set-up prior to arriving at orientation
- HR oriented approximately 150 new employees in August
- Biggio Center orientation causes confusion with new employee orientation. HRD will continue to work to find a clear way of communicating the difference and need to attend both

*Kim Graham, Instructional Designer, HRD*

- Kim shared with the HRLs that there are currently 5 eLearning classes available currently. Most recently, HIPAA was added – available 24 hours a day, 7 days a week
  - Others currently in development: HIPAA II, other Legal Foundations courses such as Absenteeism, Employee Misconduct
  - Building Core Fundamental courses – in different stages of development: TES Hires (Tracking hours and 11-month Rule), Hiring 101 and 102, 4 compensation courses, Feedback in a Flash (Hard conversations)
- Kim asked for other ideas and will be sending courses out to them to help with testing

## Listening Session – Performance Management

*Bill Shannon, Director, HRD*

- Bill facilitated listening session for the HRLs in attendance of the performance management process as he has been conducting across campus with managers and supervisors
- Bill reminded the HRLs that there was a survey sent out that can be forwarded on the performance management process. He said there were approximately 20 responses thus far and he encouraged HRLs to respond
- Specifically, these four questions were asked of the group for the dialogue of performance management:
  - What would the ideal performance management process look like for you as a HRL?
  - What would the ideal performance management process look like for you working with *your* supervisor as recipient of a performance review?
  - We have a chance to create a new form (For most employees). What would the ideal form include?
  - What advice would you have for us in creating training in both process and system?

The meeting was adjourned at 4:45pm with the end of the listening session.

## ADVERTISING RATES FOR FISCAL YEAR 2018-19

We will continue to utilize the one-rate structure for advertising during Fiscal Year 2018-19. All staff positions, regardless of classification and grade, will be advertised in the same publications and websites. The 2018-19 rate is \$185 (**\$10 per posting less than 2017-18**).

There are some changes from last year. Most notably, “Scholarly Hires” and “Diverse: Issues in Higher Education” are no longer part of our advertising package. “Scholarly Hires” is no longer available. “Diverse: Issues in Higher Education” is added to our “ala carte menu” option, a recruiting resource of niche websites, list-serve, and other recruiting venues such as LinkedIn and CareerBuilder.

Our one-rate structure allows:

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

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

## HR Liaison Notes

1. Tax Withholding Forms
  - a. Make sure the forms distributed to employees are the most current available (These forms can be found on the attached link [http://www.auburn.edu/administration/human\\_resources/forms/index.html?](http://www.auburn.edu/administration/human_resources/forms/index.html?))
  - b. Please do not copy the W-4, A-4 and/or C-4 on the same sheet of paper. The W-4 has 4 pages, the employee should receive all 4.
  - c. On the A-4, on line 1, either enter "0", which means withhold the maximum allowed, or leave blank.
  - d. C-4 forms are only needed if NOT working in Auburn City limits or working a percentage other than 100%. (Especially ACES and other off-campus jobs. C-4/Auburn at 0 and C-4/Opelika, Gadsden, Tuskegee, Hamilton, Birmingham at 100)
2. Please do not email forms with SSN. Utilize the secure upload: HR home/Quick Links/Secure Document Upload
3. Remind timekeepers of new paid leave outside of payroll policy (PLOP). (Affects Monthly and Semi Monthly payrolls)
4. Active employees that are moving Employee Class must be paid out on current job before new job can be loaded by Records and Payroll. (i.e. new employee class cannot show on PEAMPL until after the last payroll run date for the job in which they are currently employed.)

## Timekeeper Notes

1. When emailing Payroll or Tiger Time: please send to one or the other, do not copy both.
2. Please send corrections to department email, not individuals. i.e. Payroll@auburn.edu
3. Late Pays/Overpayment Forms
  - a. Double check FOAP with the job record
  - b. Put complete position number to include suffix i.e. GA2540 00
  - c. Either in email or bottom of Late Pay/Overpayment form, put reason for Late Pay or Overpay. Example: Rate change, job not paid, etc. (especially important when EPAF hasn't been approved, this saves us contacting you.)
4. Be aware of cutoff times and deadlines as listed on Payroll Calendar (posted on website)
5. BW Payroll –
  - a. Check exceptions regularly (The "!" at the top of the home page in tiger time)
  - b. Except in special cases, employees should use time clock.
  - c. Use electronic leave request system.
  - d. Encourage employees to check their timesheets weekly for errors.

- e. BEFORE approving timesheets, check for missed punches and short hours.
- f. Set a deadline for submitting timesheets for employees that don't punch, allowing enough time to input the information before Monday at 2:00 pm. Suggestion: establish a 9:00 am Monday deadline.
- g. After timesheets are signed off, send corrections to [payroll@auburn.edu](mailto:payroll@auburn.edu) ONLY. Please do not copy Tigertime, ISS employees, or individual payroll employees.
- h. When corrections are sent, on any payroll, please include employee's name, banner id, position number to be corrected, and HR location/timekeeping location.
- i. When adding bulk time, i.e. STU 35 hours, break down into Week 1 and Week 2 hours
- j. More information is better. If you are adding hours, include total (previously entered and what needs to be added). If you know it will cause overtime (OTP), please state that in your email. (This cuts down on us contacting you to confirm.)

### **Processing Leave Taken Outside Payroll**

The semimonthly and monthly payrolls are currently processed prior to end of the pay period, which means we close out the option to request leave electronically before the pay period ends. To allow more time to request leave electronically, we are changing the way we process leave that is taken. (NOTE: This will not affect Biweekly payroll.)

Beginning in March:

- Payrolls will run according to the current Payroll schedule.
- Late pays and Leave without Pay (LWOP) will continue to be due by 2 p.m. according to the Payroll schedule.
- Leave will continue to accrue during the normal payroll process.
- Employees/timekeepers will have two working days past the final day of the month to enter and approve leave taken for the month. (Employees should be encouraged to request their leave online.)
- On the third working day after the final day of the month (refer to the Payroll schedule), Payroll will run process for leave that is taken to update leave balances.

### **Vacation at Termination**

- Also, effective in March, we will no longer process vacation at termination (VCT), sick leave (SKT – if applicable), or compensatory time (CMT) on a biweekly or monthly employee's last regular paycheck. Instead, we are automating the process to generate a termly EPAF to pay unused leave on the next biweekly payroll. Timekeepers will no longer be required to enter VCT hours in Kronos; however, they will be able to see them on the Time Comparison report. The department must enter the terminating EPAF.
- Monthly employees:
  - Terminating in March will receive their VCT pay on BW 8 which pays on April 6, 2018
  - Terminating in April will receive their VCT pay on BW 9 which pays on May 4, 2018
- Biweekly employees:
  - Terminating during BW 8 (April 1 to 14, 2018) will receive their VCT and CMT pay on BW 9 which pays on May 4, 2018
  - Terminating during BW 9 (April 15 to 28, 2018) will receive their VCT and CMT pay on BW 10 which pays on May 18, 2018
- Information regarding these payroll changes will soon be communicated to employees.

Please email [payroll@auburn.edu](mailto:payroll@auburn.edu) or call (334) 844-4183 if you have any questions.

# Reminder

Board of Trustees meet to review the operating budget communication regarding approval will be sent from the Budget approval from the Board. The approval from the Board will letters to be distributed to employees. Below are a few items to implement to ensure your employees receive information regarding their October 1 salaries.

**List of Job Family Promotions. Ensure the JFP salary is included in the salary letter. If not, distribute an additional letter or memo to the employee.**

**For employees who have been reclassified, communicate with your financial liaisons or HR to ensure the annual salary letters include the correct salary.**

**Contact the Compensation Team if you have any questions!**

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