HR Liaisons Network Meeting Agenda

DATE: April 8, 2021   **ATTENDING:** HR Liaisons and HR Staff

Topic	Speaker

I. Welcome & Announcements
  A. Staff updates
    1. Records Technician – Final stages of offer
  B. Impact Report
  C. Policies & Procedures – Refer to list
	Karla McCormick

II. HRL Network Updates
  A. HRL Advisory meeting
    1. March 4, 2021
    2. Further engagement with new hires – Onboarding
    3. Tentative next meeting – during April
  B. HRL monthly meeting – May 6, 2021
  C. Recruitment and selection in process
    1. Nursing and Outreach – HRL roles
    2. Engineering - Generalist
    3. Development – Two Generalists – final stages
    4. Liberal Arts - Generalist
  D. Recently hired – Vet Med
    1. Veterinary Medicine – HR Assistant – Jaime Burnham
  E. Faculty Summer appointments EPAFs – Academic HRLs
    1. EPAF deadline – May 17 at noon
    2. Due date to Provost – May 4
	Leanne Fuller

III. Human Resource Development **A. Performance Management**	**Kimberly Graham** **Moriah Kent**

IV. Compensation & Classification
  A. Job Family Promotion update – Q & A
  B. Job description minimum requirements (partnership with Employment)
    1. Certifications
    2. Importance of MQs
	Shelly Murray
	Bailey Ward
	Rod Kelly
	
	Chris Thompson

V. Employee Relations
  A. Employee recognition programs – 2021
  B. Unemployment scams – Communication sent to all employees – 4/1/2021
	Linda Maxwell-Evans
	Sonya Dixon

VI. Employee Records
  A. EPAF illustrations
    1. Completed approximately 26 new ones – total 37 for end-user resource
    2. House in central location for reference – in discussion
    3. End-users – HRLs, EPAF Originators, Timekeepers
  B. HR/Payroll Banner tip sheet
    1. UPDATED
  C. Last paid date
    1. PZRH028 – Report that will show ACTIVE PEAMPL with NO Active Jobs
    2. Monitor and clean-up these employees that meet that criteria in Banner
    3. TERM instructions/illustration provided for backing up to last paid date
	Leanne Fuller
	April McFarlin

VII. Employee ID cards
    A. New ID cards coming soon
    B. New technology for Access Control
    C. Coordinate with this transition of ALL employees and affiliates
	Leanne Fuller

VIII. Q & A	**Karla McCormick, others**

HR Liaison Network Policies & Procedures Update

April 8, 2021

The policies and/or procedures adopted or revised with their effective/posted dates, in-process, under review or under construction during 2021 thus far:

Adoption/Approved

- Annual Leave Policy - effective January 1, 2021
- Adoption of Policy on Verification of Employee Eligibility for Employment (Form I-9 and E-Verify) – posted on January 11, 2021

Revision/Approved

- Employee Conduct and Progressive Discipline Policy - effective January 18, 2021

In Process

- Policy on Employee Name Changes
- Request for Name Change Form
- Employee Personal Data Change Procedures
- Employee Personal Data Form

Under Review

- On Call Policy and Procedure
- Policy on Establishing Base Pay
- Policy on Positions, Pay, and Budget Assignments
- Procedure on Using Pay Evaluator
- Procedure on Developing New Hire Pay
- Procedure on Developing Position Promotional Pay Adjustment
- Procedure on Developing Position Lateral Pay Adjustment
- Procedure on Developing Position Reductional Pay
- Procedure on Developing Pay Alignment Adjustment
- Standard Administrative Procedures for Mediation and Grievance
- Children in the Workplace Policy

Under Construction

- AU Policy on Proper Accounting for Time Worked (Timekeeping)
- Revision of Drug and Alcohol Testing Program Policy
- University Personnel Files and Records Management
- Procedure on Personnel Files Inspection

Performance Management

AUBURN UNIVERSITY

Agenda

- People Admin Performance Management System (PA7PM) 2020-21

- Communications Plan

- WalkMe Demo

- HRL Role

THANK YOU!

Employee Input Document

Employee's First and Last Name:	Kimberly Employee	Review Period:	June 1,2020 -May 31, 2021

While it is a supervisor's responsibility to set expectations for their employees, receiving input from employees on what they do day-to-day as well as what they think some goals for their position might be is a great way to start planning for the performance year. This document can be used for that purpose during both Step 1: Employee Self-Planning and Step 4: Employee Planned Check-In phases of the Performance Management Process.

Instructions:

- **Step 1: Employee Self-Planning:** List as few as five and up to ten Position Responsibilities & Supporting Duties/ Position Goals / Previously Identified Development Needs in the Employee Self-Planning section.
    - When complete, name your form: *lastname_firstname_Planning_year* (ex: Petrie_George_Planning_2020).
- **Step 4: Employee Planned Check-In:** Date and update or adjust any of the Position Responsibilities & Supporting Duties/ Position Goals / Previously Identified Development Needs added during Planning. Additions may be made at this time as well.
    - When complete, name your form: *lastname_firstname_Check-in_year* (ex: Petrie_George_Check-in_2020).

1. **Employee Self-Planning (Step 1):**
   Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020: Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel/expense voucher processing and other accounting and financial tasks.

   Employee Updates for Planned Check-in (Step 4):
   Date:
   Add changes to this expectation:

2. **Employee Self-Planning (Step 1):**
   Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020: Performs multiple duties which are a mix of administrative and clerical in nature, which may include but are not limited to data gathering, data management, correspondence, filing, calendar management, event scheduling, mail distribution, answering phones, organizing mail, purchasing/ordering supplies, and website maintenance.

   Employee Updates for Planned Check-in (Step 4):
   Date:
   Add changes to this expectation:

3. **Employee Self-Planning (Step 1):**
   Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020: Advises staff, students, administrators, and clients of standard policies or procedures.

   Employee Updates for Planned Check-in (Step 4):
   Date:
   Add changes to this expectation:

4. **Employee Self-Planning (Step 1):**
   Add a Position Responsibility & Supporting Duties / Position Goal / Previously Identified Development Need: 08/30/2020: Reduce supply spending by 10% within six months.

Employee Input Document

2020-21 Performance Year in PA7 Suite

- Performance Management Module

- 2020-21 3-step process
  Year End Reviews (May 10 – June 30)

Upcoming Communications

APRIL

- Announcement of the People Admin Performance Management System
- WalkMe communication with instructions on installation

MAY

- Year-End Review communication with instructions and training opportunities

Upcoming Communications

JUNE

- Completion of Year-End Reviews reminder

JULY

- Planning Phase communication with instructions and full-system training opportunities

WalkMe Live Demo

The Role of the HRL

COMMUNICATOR

Ensure supervisors are aware of
- Deadlines
- Training opportunities
- New system and processes

The Role of the HRL

TRAINER

- Have an understanding of the new system and provide training and assistance to your supervisors

INFLUENCER

- Be a positive force in your messaging
- Strongly encourage thoroughness and completion

Questions?

Compensation and Classification

AUBURN UNIVERSITY

2021-2022 Job Family Promotion Program

Reminders:

- Have you established and communicated the internal deadline for your represented areas?

- Review all requests to verify the employees' eligibility for promotion.

- Attach the requests and all related documentation to Smartsheet and complete the few required columns.

- Reach out to your Compensation representative with any questions.

- It is due in Smartsheet no later than Friday, April 30, 2021.

Job Minimum Requirements: Reminders

- Before posting any positions, the supervisor and HRL should review, understand, and confirm the position's minimum requirements and substitution language, if present.

- If concerns exist regarding them, please work with Compensation to modify the requirements *prior* to posting.

Job Minimum Requirements: Reminders

- Once posted, the minimum requirements are final. Applicants who do not fully meet the minimum requirements will not be approved to interview.

- The method in which experience is counted affects all of the above. Job description minimum requirements assume that the experience required will be representative of the candidate's past primary roles. In cases where the experience is not representative of the primary role, such experience will be prorated. *For example: An accountant with some HR responsibilities*

Job Minimum Requirements: Reminders

- It is important to review each candidate's qualifications in relation to the MQs prior to selecting for an interview. ***Note:*** *Some applicants may misinterpret the supplemental questions and therefore provide misleading responses.*

- Regarding education requirements, it is important to identify any directly related fields of study that are not explicitly stated on the job description.

- For example, a job's stated Focus of Education is "Degree in Environmental Science, Health & Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry, or related field." Suitable additions would not include arts or humanities-related degrees such as Dance, Music, or Family Development and Human Studies.

Job Minimum Requirements: Certifications

A certification can be supported if:

1. It is sponsored and/or administered through an approved governing body.
2. It is confirmed to be directly related to the job by the respective division leadership.
3. It directly adds value to the employee's ability to perform the job's essential functions.
   - This will generally include certifications that require the passing of a single exam or multiple exams before certification is issued and does not include certificates of completion or participation.
   - In addition, most certifications require renewals with continuing education hours and/or a re-test.

Job Minimum Requirements: Certifications

Tips for Efficient Processing:

- In order for it to be considered and to avoid delays in the process, candidates will be required to provide documentation of the credential.

- Be aware that all certifications (and licensures) are verified through the background check process by Employment Services. Candidates should be notified of this during the interview process.

Job Minimum Requirements: Certifications

Tips for Efficient Processing:

- Challenges arise when a verbal offer is extended that includes the certification, but the credential is not ultimately verified. This warrants a revision of the Pay Evaluator$^©$ which may result in a reduced suggested salary interval.

- Therefore, HR Liaisons should investigate all certifications submitted through the Pay Evaluator$^©$ to determine if the credential meets the standard identified.
  - Requires a quick Google search
  - Be sure to obtain any relevant documentation or certification card from the candidate.

AU Main Campus Affirmative Action Goals
2020-2021

Job Group	Females	Minorities	Veterans	Individuals with Disabilities
61 A – Senior Executives & Administrators, grade 40 and above and Deans	Yes	Yes	Yes	Yes
61B – Associate and Assistant Deans, Academic Chairs and Heads, Managers grade 36-39, Directors with no Salary Grade	Yes	Yes	Yes	Yes
61C- Executives, Administrators, Assistant and Associate Directors and Managers, grade 35 and below			Yes	Yes
62A- University Faculty, Assistant and Associate Research Professors	Yes	Yes	Yes	Yes
63A – Financial Professionals			Yes	Yes
63B – Health, Science, and Engineering Professionals			Yes	Yes
63C – Professionals with Other Specialties, grade 34 and above	Yes	Yes		Yes
63D – Professionals with Other Specialties, grade 33 and below		Yes	Yes	Yes
63E – Professionals, no salary grade	Yes		Yes	Yes
64A – Technical/Paraprofessionals in Health, Sciences, and Engineering Fields	Yes		Yes	Yes
64B – Technical/Paraprofessionals in Financial and Administrative Fields			Yes	Yes
65A – Administrative/office Support, grades 29 and above			Yes	Yes
65B – Administrative/office Support, grades 28 and below			Yes	Yes
66A- Skilled Crafts/Trades	Yes			Yes
67A – Campus Security/Parking Staff – Hourly				
67B – Food Service Workers			Yes	Yes
67C – Front Line Custodial Supervisors and Asst. Supervisors			Yes	Yes
67D – Custodial Staff and Unskilled Labor			Yes	Yes
68A- Landscaping, Groundskeeping, Drivers	Yes		Yes	Yes

BEWARE OF UNEMPLOYMENT BENEFIT SCAMMERS

IMPORTANT: *Much of this information is taken from the* Federal Trade Commission *(FTC)*.

Last June, Auburn University Human Resources warned employees that imposters were filing unemployment benefit claims, using the names and personal information of people who have not filed claims. Unfortunately, we are receiving reports that some AU employees are still being targeted.

What You Should Do

If this happens to you, it means someone is misusing your personal information, including your Social Security number and date of birth. **Act fast.**

Here are the steps that can help you protect your finances and your credit:

1. **Report the fraud to** Auburn University Human Resources **or your** HR Liaison**.** Keep a record of who you spoke with and when.
2. **Report the fraud to your state unemployment benefits agency.** (State of Alabama information: Click on the link, "Report that you suspect someone has used your Social Security to work or claim UI Benefits.")
   - If possible, report the fraud online. An online report will save you time and be easier for the agency to process.
   - Keep any confirmation or case number you get. If you speak with anyone, keep a record of who you spoke with and when.
3. **Visit IdentityTheft.gov to report the fraud to the FTC and get help with the next important recovery steps.** These include placing a free, one-year fraud alert on your credit, getting your free credit reports, and closing any fraudulent accounts opened in your name. There is also information to help you add a free extended fraud alert or credit freeze to your credit report. These make it more difficult for an identity thief to open new accounts in your name.
4. **Review your credit reports often.** The FTC has information on how to obtain a free credit report.

Additional Links

- Tips on Protecting Yourself and Auburn (Office of Information Technology)
- Identity Theft (Federal Trade Commission)

One More Thing

Unemployment payments are often deposited to accounts the imposters control. But sometimes payments are sent to the real person's account. If this happens to you, the imposters may call, text or email to try to get you to send some or all of the money to them. They may pretend to be your state unemployment agency and say the money was sent by mistake. This is a money mule scam and participating in one could cause you more difficulties.

If you receive benefits you never applied for, report it to your state unemployment agency and ask for instructions. Don't respond to any calls, emails or text messages telling you to wire money, send cash or put money on gift cards. Your state agency will never tell you to repay money that way. Anyone who tells you to do those things is a scammer – every time.

PZRH028 – Active PEAEMPL with NO Active Job

This report will provide a listing of employees with an Active PEAEMPL assigned to the Division with NO Active Job on campus. Parameters are set by division (i.e., 1xx) OR by timekeeping location (i.e., HRxxx)

1 Banner Admin
erp.auburn.edu

2 AU Authenticate and 2-factor DUO
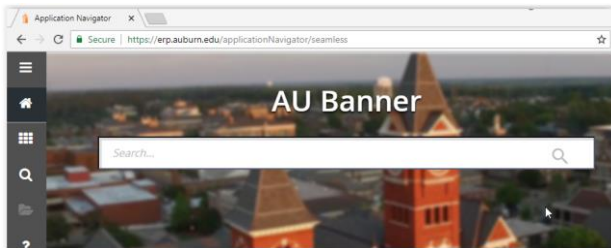
1 AU Access

2 Employee Tab -> Banner9 Admin

3 Search Field Type PZRH028

4 Select the result

5 Submission Control -> Go

6 **Parameter Values**

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)
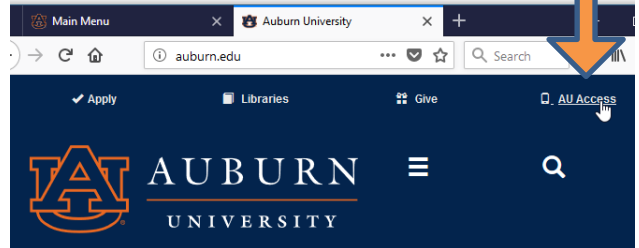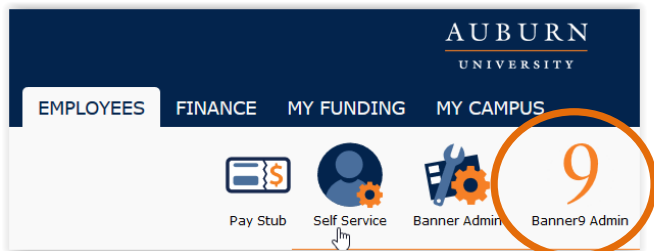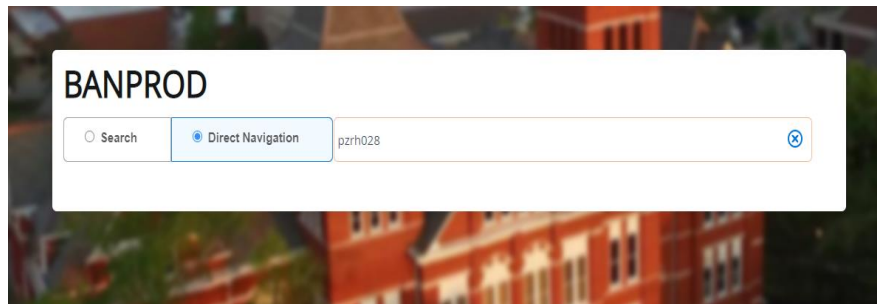
Process: PZRH028 active pebempl no active job Parameter Set:

PRINTER CONTROL

Printer	DATABASE	...	Submit Time		PDF Font S
Special Print			MIME Type	None	elete After Da
Lines			PDF Font	...	Delete After Da

1. Click on ... select Database and click OK in pop-up window

PARAMETER VALUES

Number *	Parameters		Values
01	Division Code		120
02	TKL Code		

2. Enter Division Code (1xx) **OR** you can enter a specific Timekeeping location number (HRxxx)

EXAMPLE

K ◀ 1 of 1 ▶ ... Per Page

LENGTH: 3 TYPE: Character O/R: Optional M/S: Single

example: 120, 134

SUBMISSION

☑ Save Parameter Set as

Name _____ Description _____

3. Cursor MUST click within the Submission Block

Hold / Submit ○ Hold ● Submit

4. Click on SAVE

SAVE

---

7 If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

ADD RETRIEVE RELATED TOOLS

Process: PZRH028 ... Parameter Set: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.
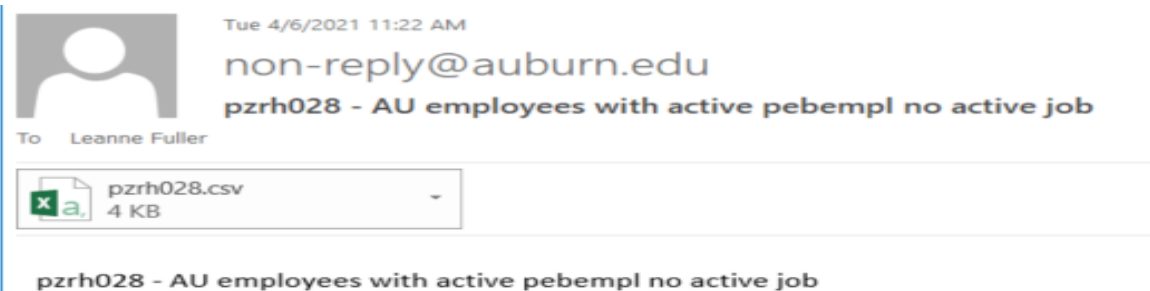
✓ Saving current parameter values as user level defaults.

✓ Sequence number is: 10344386

8 **Check your email, report is delivered from non-reply@auburn.edu :**

Tue 4/6/2021 11:22 AM

non-reply@auburn.edu

pzrh028 - AU employees with active pebempl no active job

To Leanne Fuller

📄 pzrh028.csv
4 KB

pzrh028 - AU employees with active pebempl no active job

Terminations
Terminating Active Employees without an Active Job

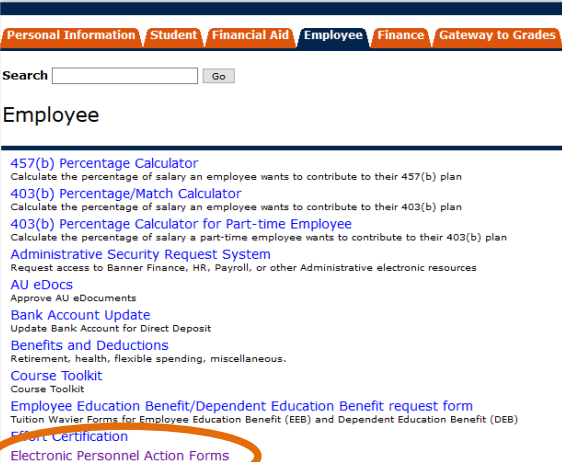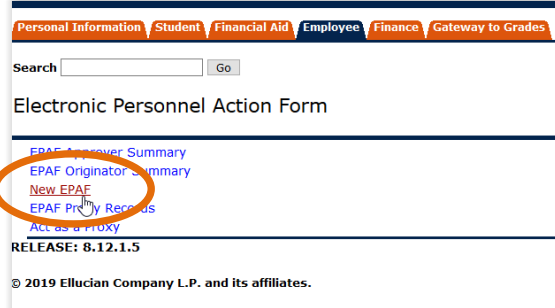*Description: Terminating the active PEAEMPL (employee) record when NBAJOBS (job) record is empty*

1 — **AU Access**

2 — **Employee Tab -> Self Service**

3 — **Employee Tab -> Electronic Personnel Action Forms**

Search [   ] Go

Employee

457(b) Percentage Calculator
Calculate the percentage of salary an employee wants to contribute to their 457(b) plan
403(b) Percentage/Match Calculator
Calculate the percentage of salary an employee wants to contribute to their 403(b) plan
403(b) Percentage Calculator for Part-time Employee
Calculate the percentage of salary a part-time employee wants to contribute to their 403(b) plan
Administrative Security Request System
Request access to Banner Finance, HR, Payroll, or other Administrative electronic resources
AU eDocs
Approve AU eDocuments
Bank Account Update
Update Bank Account for Direct Deposit
Benefits and Deductions
Retirement, health, flexible spending, miscellaneous.
Course Toolkit
Course Toolkit
Employee Education Benefit/Dependent Education Benefit request form
Tuition Wavier Forms for Employee Education Benefit (EEB) and Dependent Education Benefit (DEB)
Effort Certification
Electronic Personnel Action Forms

4 — **New EPAF**

Search [   ] Go

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

RELEASE: 8.12.1.5

© 2019 Ellucian Company L.P. and its affiliates.

5 — **Enter the Banner ID number**

Query Date – Will Default to Today's Date
TIP Use the beginning of TIME 10/05/2005 – this date will bring the entire job history

Approval Category – Termination - TERMEE

ID: * **907000001   Aubie Tiger**

Query Date: MM/DD/YYYY* [10/05/2005]

Approval Category: * [Termination (Employee AND Job), TERMEE ▼]

[Go]

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	ST5500	00	Residence Life ST	HR550, Res Life	Jul 27, 2018	May 11, 2019	May 11, 2019	Active

[All Jobs]

6 — **Go**

(7) **Select the Last Paid Active Job -> Go**

ID: **907000001   Aubie Tiger**
Query Date: Oct 05, 2005
Approval Category: Terminate employee from Univ, TERMEE

Termination (Employee AND Job), TERMEE

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Primary	ST5500	00	Residence Life ST	HR550, Res Life	Jul 27, 2018	May 11, 2019	May 11, 2019	Active	●

All Jobs

Go

---

(8) **Enter the following:**

1. Find the **LAST Paid Date**

2. **Job Effective Date = LAST PAID DATE**

3. **Job Change Reason = SELECT REASON** (i.e. AGEND)

4. **Term Reason Code = SELECT REASON** (i.e. Voluntary)

5. **Termination Date = LAST PAID DATE**

Please verify your Approval Levels before submitting. Approvals may vary by department.

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: **907000001   Aubie Tiger**   Query Date: Oct 05, 2005
Transaction: Last Paid Date: May 11, 2019
Transaction Status:
Approval Category: Termination (Employee AND Job), TERMEE

Save

Approval Types | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

Jump to Bottom

Termination (Employee AND Job), ST5500-00 Residence Life ST, Last Paid Date: May 11, 2019

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		05/11/2019
Personnel Date: MM/DD/YYYY		
Job Status:		Terminated ⌄
Job Change Reason:		AGEND, Assignment Ended ⌄
Employee Status:	Active	Terminated ⌄
Term Reason Code:		VO, Voluntary ⌄
Termination Date: MM/DD/YYYY		05/11/2019

Routing Queue

Approval Level	User Name		Required Action
10 - (APPRV1) Approval 1 🔍	FULLELE	Leanne Fuller	Approve
96 - (HRBIW) HR Assistant 🔍	MCFARAL	April L McFarlin	Approve
99 - (HR) HR Apply/Superuser 🔍	JOHNS43	Brittany Johnson Saliba	Apply
Not Selected ⌄ 🔍			Not Selected ⌄
Not Selected ⌄ 🔍			Not Selected ⌄
Not Selected ⌄ 🔍			Not Selected ⌄
Not Selected ⌄ 🔍			Not Selected ⌄

Save and Add New Rows

---

(9) **Save the EPAF**

Electronic Personnel Action Form

✔ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: **907000001   Aubie Tiger**   Job and Suffix: See approval types below.
Transaction: 742582   Query Date: Oct 05, 2005
Transaction Status: Waiting   Last Paid Date: May 11, 2019
Approval Category: Termination (Employee AND Job), TERMEE

Save   Submit   Delete

Submit and 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: **907000001   Aubie Tiger**   Job and Suffix: See approval types below.
Transaction: 742582   Query Date: Oct 05, 2005
Transaction Status: Pending   Last Paid Date: May 11, 2019
Approval Category: Termination (Employee AND Job), TERMEE