

[Link to Audio Recording](#)

The following reminders and items were shared in the HR Liaison Zoom meeting that was held on May 6, 2021. Please refer to the audio recording link above and in the email for details.

**✓ Welcome and Announcements – Karla McCormick**

- Karla McCormick welcomed everyone to the call.
- Auburn University Human Resources (AUHR) has filled the Records Technician position as Lisa Walker will begin on May 17. She will be introduced to HRLs at a later date.
- Angela Cannon, Employee Relations Specialist, has accepted a position as a Human Resources Generalist in the College of Engineering. AUHR will begin recruiting for an Employee Relations Specialist I/II as she begins her appointment on June 1. AUHR is excited for Angela and this opportunity. HRLs are asked to share the Employee Relations specialist announcement with others once it is posted.
- AUHR shared a communication regarding leave on May 6, as ECAL is set to end on May 31. AUHR is working with Samford Hall leadership.
  - The goal is to continue providing an option for employees who are required by AU to quarantine, but are unable to work from home, and to keep them from using their own leave in this instance.
  - ECAL will be in effect for this purpose until Aug. 16. A decision will be made later in the summer regarding ECAL for the fall semester and beyond.
  - AUHR encourages employees to communicate that they may have been exposed. This extension of ECAL may encourage the reporting if the employee has ECAL available.
  - New: Sick leave use – An eligible employee may use accrued sick leave for the purposes of a closed school or daycare facility due to pandemic until Aug. 16. They can also use annual leave, if needed.

**✓ HRL Updates and Information – Leanne Fuller**

- **HRL Advisory Council Meeting(s)**
  - A follow-up advisory meeting was held on April 30.
    - There was further discussion and feedback regarding the Diversity, Equity & Inclusion initiatives (DE&I) being explored by Employment Services for non-faculty.
    - Employment Services has received the feedback and is meeting to work on information.
    - Another advisory meeting is tentatively planned by May 31.
    - AUHR will share information with all HRLs at a later time.
  - Upcoming HRL Advisory Meeting – planned for May 12
    - Budget Services and Compensation will discuss the budget alignment process that is currently being executed in the academic units. They are planning to implement the same process in the administrative units.
    - The Administrative HRL/Financial Liaisons meeting will occur on May 21. Administrative HRLs received a calendar invitation from Anna Durrett.
- **Next HRL Monthly Meeting** – It is scheduled for June 3 at 3 p.m.
  - HRLs should send any suggested agenda topics to Leanne.
- **New HRL Network roles**
  - **Development**
    - Two generalists in Development began on May 3: Mallory Carden and Kindria Evans. AUHR is excited to welcome them to the Auburn Family. In the next couple of weeks they will meet with various HR units and within their own organization.
  - **Veterinary Medicine** – New HR Assistant Jaime Burnham started in April and participated in the May 6 meeting. AUHR welcomed her to the HR Liaison Network.
  - **Nursing and Outreach** are continuing their recruitment and selection processes; this is a HRL role for both of these areas.

- **Liberal Arts** – The HR Generalist position search is in process. AUHR looks forward to this decision and welcoming the new generalist to the network.
  - **Payroll Deadlines Reminder**
    - The EPAF deadline for May has been moved up to May 17, prior to the beginning of classes.
    - The earlier deadline is needed since Payroll is running the monthly payroll earlier (May 21) because of the Memorial Day holiday.
    - HRLs should communicate this information to their supervisors, so they can identify these hires prior to the deadline.
    - The biweekly payroll runs the last week of the month.
- ✓ **Additional – Diversity, Equity and Inclusion Initiatives** – Karla McCormick
  - Karla shared that a Presidential Task Force is meeting and discussing certain areas related to initiatives that include AUHR.
    - AUHR is communicating with the committee chair for areas specific to HR.
    - AUHR has [developed a website](#) that lists the accomplishments and progress made toward meeting committee goals.
    - Karla asked HRLs to review the website and offer feedback; AUHR will share additional progress with HRLs.
- ✓ **Performance Management – Box Folders**
  - Leanne is creating folders for each division.
  - HRLs should let Leanne know if they have anyone else to add for access, send an email, call – whatever is easiest.
  - The review should be uploaded as a PDF and not a Word document.
- ✓ **Human Resource Development (HRD) – Bill Shannon and Kim Graham**
  - **Performance Management** (PowerPoint slides)
    - AUHR has shared communications regarding usage of the Word form for this year’s review; the [Performance Management website](#) is updated with the information.
    - Performance reviews are due to AUHR on July 9 via the Box folder. HRLs can set their own internal deadlines.
    - AUHR encourages completion of the self-appraisal form since many people have been working remotely.
    - Several training videos along with Quick Dive videos for HRLs and supervisors are available.
    - The Department Performance Rating Sheets (DPRS) are being developed and will be sent to HRLs soon.
    - The new system will launch this summer for the planning of 2021-2022 performance year:
      - Multiple training opportunities will be offered to employees and supervisors.
      - HRD is working with the vendor on identified issues.
  - New videos
    - Kim Graham shared [several of the Performance Management videos](#).
    - She also highlighted other videos and walked through examples and ratings as an interactive tool.
    - HRD is also developing a tool to help with a self-appraisal.
- ✓ **Faculty NEO – Fall sessions (Special Sessions) – Kristine Ball**
  - A formalized communication is coming soon regarding fall Faculty orientation sessions dates.
  - There is a new process for scheduling Faculty with special sessions for fall.
    - Hires in old PeopleAdmin system – No changes; HRLs should continue to email Penny with pertinent information.
    - Hires in new PeopleAdmin 7 system – The new faculty will be assigned a task in PeopleAdmin of selecting a session date. (Choice #1 and Choice #2 options)
    - The HRL can see the information in the Records module. Kristine Ball, Onboarding, will assist anyone who needs help in viewing the information.
    - The HRL will receive the traditional correspondence from Penny Houston when they are scheduled for NEO.
    - Tracking will be initiated between Onboarding and HRD to ensure that faculty are assigned a session.
    - Note that this only for the fall special sessions.

- Fall Faculty sessions will be held virtually per Bill.

✓ **Employee Relations – Sonya Dixon**

- Sonya Dixon, Employee Relations, thanked HRLs for helping ensure the years of service were correct for this year’s program.
- The program was successful because HRLs helped identify employees to be recognized.
- AUHR offered a “skinny-version” of the program this year due to COVID-19 restrictions, but feel that it was successful; Leanne thanked those who volunteered with the program.
- The drive-thru was held April 20, and everyone who participated seemed to enjoy it.
- On April 22, AUHR recognized two 40-year employees: Cynthia Philpot and Carol Pugh.
- AUHR shot photos and shared them on social media.
- AUHR has received feedback from various people for next year’s employee recognition events.
- Angela has reached out to everyone for gifts that still need to be picked or coordinated to be delivered.

✓ **Other/Q & A**

- **Summer NEO sessions will continue virtually.**
- **Available Posting:**
  - Assistant Director in Payment Business Services – HRLs are encouraged to share with anyone who may have an interest.
- **Events/Services on Campus**
  - The Ag Market starts 1st week of June
  - The Meats Lab and Fisheries also sell items.
- **HRLs are encouraged to share other items/events occurring on campus** during the monthly calls or if wanting to send to the group as an email, let Leanne know.
- **Feedback requested** - Karla asked how employees would know when a position is open, and for suggestions on how we could better reach people. There is a notification option in PeopleAdmin for system applicants. **HRLs are encouraged to send an email to Karla, or Abbi Brown and Chris Thompson in Employment**, if they have any ideas on reaching passive applicants. AUHR is hoping to create some guidance for campus regarding these opportunities.
- **AUHR also encouraged HRLs to share postings via social media outlets.**

*There were no other questions and the meeting adjourned.*

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- ✓ Notes Shared
  - ✓ Handouts Shared
  - ✓ Recording Shared

LF – 5/17/2021



## HR Liaisons Network Meeting Agenda

DATE: May 6, 2021 / 2:00 – 3:45pm

ATTENDING: HR Liaisons and HR Staff

Topic	Speaker
<p><b>I. Welcome &amp; Announcements</b></p> <ul style="list-style-type: none"> <li>a. <b>Staff Updates</b> <ul style="list-style-type: none"> <li>i. Records Technician – New Hire: Lisa Walker, joining us on May 17, 2021</li> <li>ii. Employee Relations Specialist – recruitment coming soon</li> </ul> </li> <li>b. <b>Leave Communication</b></li> </ul>	<p><b>Karla McCormick</b></p>
<p><b>II. HRL Network Updates</b></p> <ul style="list-style-type: none"> <li>a. <b>HRL Advisory Meeting</b> <ul style="list-style-type: none"> <li>i. <b>4/30/2021</b> <ul style="list-style-type: none"> <li>1. Employment Services – DEI initiatives</li> <li>2. Tentative Follow-up Next Meeting – during May</li> </ul> </li> <li>ii. 5/12/2021                             <ul style="list-style-type: none"> <li>1. Budget Services &amp; Compensation – Budget Alignment Process – administrative units</li> </ul> </li> </ul> </li> <li>b. <b>Next HRL Monthly Meeting – June 3, 2021</b></li> <li>c. <b>Recently Hired – Development</b> <ul style="list-style-type: none"> <li>i. Mallory Carden – HR Generalist</li> <li>ii. Kindria Evans – HR Generalist</li> </ul> </li> <li>d. <b>Recruitment &amp; Selection In Process</b> <ul style="list-style-type: none"> <li>i. Nursing and Outreach – HRL roles – in process</li> <li>ii. Engineering – Generalist – Angela Cannon – June 1, 2021</li> <li>iii. Liberal Arts – Generalist – in process</li> </ul> </li> </ul> <p><b>III. Payroll Deadlines</b></p> <ul style="list-style-type: none"> <li>a. <b>Mindful of earlier deadlines</b> <ul style="list-style-type: none"> <li>i. EAPF deadline prior to first day of class</li> <li>ii. Monthly &amp; Semi-monthly payroll runs May 21</li> <li>iii. Biweekly runs the last week of month</li> </ul> </li> </ul>	<p><b>Leanne Fuller</b></p>
<p><b>IV. Human Resource Development</b></p> <ul style="list-style-type: none"> <li>a. Performance Management                             <ul style="list-style-type: none"> <li>i. Due date to AUHR – July 9<sup>th</sup></li> </ul> </li> <li>b. Fall Faculty NEO Sessions</li> <li>c. Communication Coming - Dates</li> </ul>	<p><b>Bill Shannon</b></p> <p><b>Kristine Ball</b></p>
<p><b>V. Employee Relations</b></p> <ul style="list-style-type: none"> <li>a. Employee Service Awards – remaining</li> </ul>	<p><b>Sonya Dixon</b></p>
<p><b>VI. Q &amp; A</b></p>	

# HRD & PERFORMANCE MANAGEMENT OVERVIEW

# Performance Management 2021

- Last year of the paper form
- (PA 7 Performance Management System begins with Planning Phase)
- All reviews and DPRS sheets submitted to Box. No hard copy deliveries to HR.
- All reviews due July 9
- (Local areas set own deadlines)
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# Resources

- Learning options already in place from HRD
  - ▣ Three Performance Management on-line classes
  - ▣ Two QuickDive videos explaining the year end process
  - ▣ On-line course, *Feedback in a Flash*
  - ▣ Nine other *QuickDive* videos
  - ▣ *Coaching Fundamentals* class
  - ▣ DPRS instructions coming from Penny