AUBURN

HR LIAISON NETWORK MEETING AGENDA

November 10, 2022 – 3 p.m.-4:45 p.m.

I. **Welcome & Announcements - Karla McCormick**
   A. Staff Position Updates

II. **HRL Network Updates and Information - Leanne Fuller**
   A. Year-end Celebration – Dec. 8 (in-person, East Glenn Admin Complex)
   B. Welcome to Margaret Shirah, Enrollment Management (Manager, Business and Finance Admin)

III. **HR Development - Chris Richie**
   A. Planned Check-in for Performance Management
   B. ElevatED is Live
      - Statistics - US501E ("Welcome to ElevatED")
      - Appreciation

IV. **Onboarding Center - Kristine Ball**
   A. New Employee Orientation Schedule
   B. On-site Events
   C. New Checklist Resources

V. **Benefits - Ann Shore and Patrick Johnston**
   A. Open Enrollment Reminders and Information
      - Deadline - Nov. 30
      - Website and Posters

VI. **Compensation and Classification - Shelly Murray**
   A. Market Study Implementation and Other Reminders

VII. **Employee Data Collection (Second Year Market Adjustments) - Leanne Fuller, Shelly Murray, Amy Bruce and Patrick Johnston)**
   A. Thank You - Working Group
   B. Communications and Resources
   C. PeopleAdmin Collection Method
   D. Timeline

VIII. **Questions and Answers - Karla McCormick**

HR Liaison Zoom Meeting Notes November 10, 2022

[Zoom Recording]

Welcome and Announcements – Karla McCormick

- Karla referenced the campus feedback meetings where she, Linda Maxwell-Evans and Leanne Fuller have met with HRLs and division leadership.
  - She thanked all the HRLs and said the information that has been shared is valuable.
  - University Human Resources is seeking the following information and feedback:
    - What works well and what are opportunities for improvement
    - What initiatives are upcoming and where can UHR offer more support or resources
    - Which HR related services do you wish were offered
- Karla provided updates on the following positions and their various stages, encouraging HRLs to share information about those postings that are still open:
  - Director, Compensation and Classification
  - Onboarding Specialist
  - Compensation & Classification Specialist
  - Employment Specialist
  - Payroll Manager (UHR is hopes to share information about the new manager soon.)
- Penny Houston has been promoted to a Specialist within HR Development. She has taken additional responsibilities and is managing ElevatED, Auburn's new learning management system for employees.

HRL (HR Liaison) Network Updates and Information – Leanne Fuller

- The next regularly scheduled meeting on Dec. 8 will be our year-end celebration and be in person. Leanne encouraged HRLs to share ideas or alternatives to the cookie swap that has occurred in previous years. She will send a meeting invite after the November meeting notes are shared.

New HR Liaison

- Margaret Shirah was introduced as the new HR Liaison in Enrollment Management. She replaces Jenny Swaim who is retiring at the end of the year. Margaret transferred from Student Affairs, Recreation & Wellness Center.

Human Resource Development – Kimberly Graham and Penny Houston

Performance Management

- Kimberly shared that November to January is the time for mid-year check-ins for performance reviews.
- A communication will be shared with supervisors by the end of November. A video is in the planning stages and the performance management website will also be updated.

ElevatED

- All employees received an email about the launch and received access to an introductory video.
- Penny asked HRLs to encourage employees to watch the video as it includes information on how to use the system.
- The ElevatED website includes course information and user guides for every role within the system.
- Supervisor roles:
  - Ability to track the training
  - Ability to assign training for their employees
- Any questions should be sent to hrddept@auburn.edu.

Onboarding Center – Kristine Ball

New Employee Orientation Schedule

- Kristine shared that the dates have been finalized for 2023. An additional session will be added in September since this is a peak hiring period. The schedule will be shared with HRLs when the notes are shared.
- NEO will continue to be held during Zoom until further notice. Conversations will begin soon on whether the sessions should once again be held in person.

On-Site Onboarding Events

- The Onboarding team has completed some on-site onboarding events for units that are hiring a large number of employees at a given time -- particularly students.
- Kristine would like to market this service and conduct more of these events in 2023. She asked HRLs to think about mass hiring times where they can utilize this option. Departments that have utilized this option have stated this was a positive service.
- HRLs should reach out to Kristine to discuss these needs as it will assist in building and strengthening relationships with departments.

Onboarding Checklist Update for Supervisors

- Some updates have occurred in response to campus departments requesting more resources for supervisors. An updated checklist was developed in PeopleAdmin. An email communication was sent from PeopleAdmin but it can be ignored if a department does not have a NEW employee. UHR apologizes for the inconvenience.
- A copy will be shared when the notes are shared.

Departmental Onboarding Checklists

- Multiple department specific onboarding checklists have been developed in PeopleAdmin. This is in response to Onboarding's work with departments. She showed multiple examples across campus that have been developed (OIT, Facilities, etc.) Some of the checklists are triggers, **required** (requiring?) training and some are more detailed based on the department needs.
- The department specific checklists are assigned as well as the regular university-wide onboarding checklist.
- HRLs should consider this option and utilize PeopleAdmin whenever possible to enhance the employee experience.
- HRLs should contact the onboarding team to discuss options. They are excited to build a checklist.

Benefits – Patrick Johnston

Open Enrollment

- Patrick shared some stats on open enrollment:
    - 1,200 employees have completed enrollment.
    - 570 more employees are in process.
    - 4,500 employees have not started yet.
- Employees will be reminded to enroll before the Nov. 30 deadline.
- Patrick showed the Open Enrollment website and highlighted information on the site such as all benefits, a countdown clock, the virtual benefits fair, etc.
- Patrick will load the virtual benefit presentations for employees to watch on-demand.
- Each HRL will receive Open Enrollment posters that they can post and share in high-traffic areas. He thanked Kim Graham for developing the posters.

Compensation and Classification (C&C)– Shelly Murray

New Pay Evaluator

- A new Pay Evaluator version was recently shared with HRLs. It includes a password change which was communicated in a separate email.
- Post-Oct. 1 salaries are now included.
- If any HRL did not receive that communication, they should contact C&C.

Market Study

- C&C is still accepting market study position reviews.
- These are being worked on as they can work through the requests.
- Requests should be submitted through SmartSheet process, at https://forms.office.com/r/cLhqTHbhym

New Hires

- Shelly reminded HRLs as they hire new employees, they should review salary alignment considerations. These alignments would include any current employees in the same title and level. HRLs should be mindful of these situations so the unit can consider them further. Questions should be directed to their Compensation Specialist.
- C&C is collaborating with Budget and Planning Services on funding, where applicable. If these situations arise, Shelly encouraged HRLs to contact Bryan Elmore or Jamie Newberry in the Budget Office.

Retention Offers and Lateral Transfers

- A new process was recently shared to level the playing field and offer stability across the organization
- Swim lanes were also shared to show the flow of the process and the involvement of Employment Services, Compensation and the respective units on campus.
- Questions should be directed to Employment Services or Compensation.

Employee Data Collection – 2nd Year Market Study Adjustment Considerations – Leanne Fuller, Amy Bruce, Patrick Johnston and Shelly Murray

Refer to the Powerpoint presentation that is attached.

Collaborative Working Group

- Thanks to HRLs Tammy Walker, Amanda Smitherman, Loren Winn, Chris McClendon for their work with the group and for helping UHR determine a process to collect employee data.
- The group met multiple times to discuss the best approach and determine an efficient way to collect information.

Looking Back – 1st Year

- Leanne highlighted what happened in the first year of the market study of moving employees toward appropriate market placement.

2nd Year Plan

- The goal is to address gaps as warranted and if funding is approved.
- The employee's credentials will be considered in phase 2.

Platform Used

- PeopleAdmin will be used and is readily available with some familiarity across campus.

- In working with PeopleAdmin, the data collection form was built within the system.
- A few concessions had to be made on some wording that could not be changed.

Employee Information to be Considered

- Pay Evaluator Factors
    - Education
    - Experience
    - Certifications and Licensure
        - Employees must upload copies of the documentation to support this section.
    - Recognitions, affiliations and other credentials
    - Performance Review ratings
        - This information will be pulled from ratings previously submitted to UHR and an average of the following performance years will be used: 2019-20, 2020-21 and 2021-22.
- The information submitted is reviewed for relevancy in relation to the job description.
    - C&C will provide a spreadsheet of each job description that includes the minimum qualifications that HRLs can utilize to copy and paste information in the system.
- The employee must include their information, not reference, "see resume". This instruction will be clear in the instruction guide.

Communications & Resources Available

- Unique links for each division (UHR will share.)
- Employee Communication template
- HRL Communication
- HRL Instructional Guide
- Employee Instructional Guide
- Paper Data Collection Form in cases where this is necessary

HRL Actions

- The review of employee information and the entry of ratings will be in the PeopleAdmin system

Projected Timeline

- Nov. 18 - Employee communication sent by HRL/unit
- Jan. 13 – Deadline for employee to submit information (HRLs should e*ncourage earlier submission)*
- Feb. 10 – Deadline for HRL review and ratings entry
- March 15 – Deadline for Compensation to complete analysis and send to Budget and Planning Services for Board of Trustees April Meeting

The employee data review may be used in the future. Ideally, this information will be maintained and used for historical purposes in pay determinations going forward should the need arise.

A suggestion was made for an incentive for employees of a drawing if they submit information early.

UHR encourages all employees to submit the information even if they do not expect to receive an adjustment.

The information being submitted is accurate up to the submission date. A decision will be made soon on a deadline date of further relevant information being obtained after the submission date. More information will come on that decision along with an internal process for collecting this information.

HRLs should collect employee questions. UHR will share the best way to collect those from HRLs to be able to provide answers in an efficient way and to share the answers broadly.

Amy Bruce and Shelly Murray shared and provided an overview demonstration of the HRL view of the employee data review of information. All instructions will be included in the HRL guide that will be provided by Nov. 18. Some highlights include:

- New User Group in PeopleAdmin: **Employee Data Review**
- **The HRL will see their posting for this purpose.**
- HRLs should communicate with Amy Bruce of any additional users that need to be added who will be taking the same HRL action.
- Supervisors can be assigned for view only but they will be able to see ALL employees.
- A notification will be sent to the HRL once an employee completes and submits their information. However, this notification can be cut-off in personal settings.
- A plain text field will be added to the sections for the HRL to enter comments. PeopleAdmin will be contacted on the ability to do this.

Two last reminders – Leanne Fuller:

- HRLs should let Leanne know if they need paper forms.
- HRLs should send any ideas they may have for the Dec. 8 HRL meeting.

Karla McCormick thanked the HRLs for their partnership.

No other items were discussed. The meeting was adjourned.

Employee Data Collection

HR Liaison Roles

November 10, 2022

Thank You!

HR Liaison Working Group Members

- Chris McClendon, *ACES*
- Amanda Smitherman, *Agriculture*
- Tammy Walker, *Engineering*
- Loren Winn, *Facilities*

Looking Back

Phase 1 Implementation – Oct. 1

- New Pay Structures
- Market Adjustments (1,300 Staff and A&P employees)
- Market Gaps Narrowed, but Not Eliminated

Looking Ahead

Phase 2 Goal: Address the Remaining Gaps

- Pending Budget Approval – Additional Market Adjustments for FY2024
- Current Employee Data Required to Determine if Adjustments are Warranted
- HRLs to Review and Validate Via PeopleAdmin 7

Projected Timeline

Nov. 18, 2022

Employees Receive Instructions from HRL

Jan. 13, 2023

Employees Submit Data to HRL

Feb. 10, 2023

Deadline for HRL to review data

March 15, 2023

UHR submits info to Budget and Planning Services

Employees May…

✓ ✓ Receive Phase 1 and Phase 2 Adjustments

✓ ✗ Only Receive a Phase 1 Adjustment

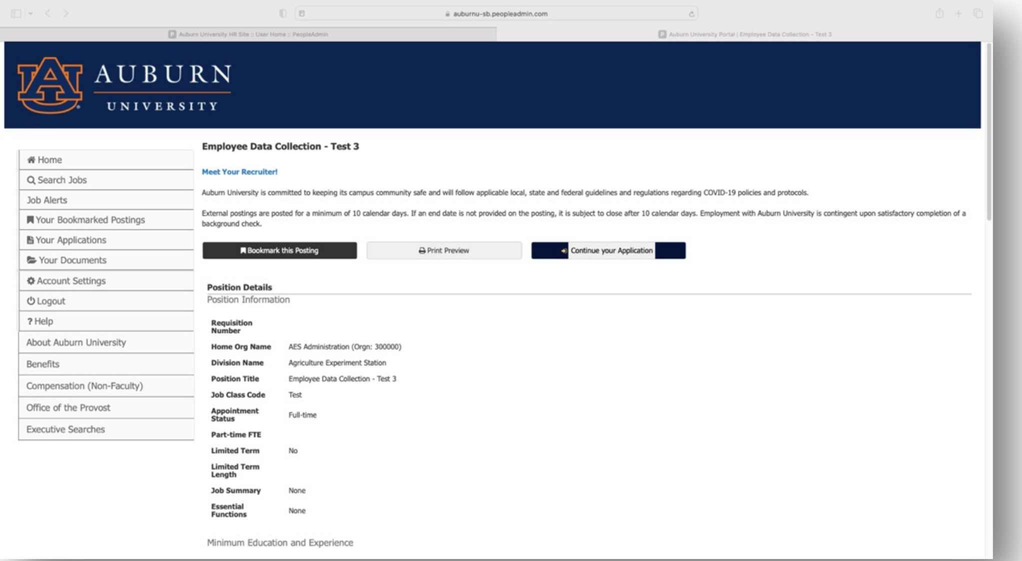
✗ ✓ Only Receive a Phase 2 Adjustment

✗ ✗ Not Receive an Adjustment at All

Coming Soon

- Introductory Letter for HRLs
- Screenshot Guide for HRLs
- Relevant Links and Templates for HRLs
- Introductory Letter for Employees
- Screenshot Guide for Employees

A Closer Look



auburnu-sb.peopleadmin.com
Auburn University HR Site :: User Home :: PeopleAdmin
Auburn University Portal | Employee Data Collection - Test 3
AUBURN
UNIVERSITY
Home
Search Jobs
Job Alerts
Your Bookmarked Postings
Your Applications
Your Documents
Account Settings
Logout
? Help
About Auburn University
Benefits
Compensation (Non-Faculty)
Office of the Provost
Executive Searches
Bookmark this Posting
Print Preview
Continue your Application

Employee Data Collection - Test 3

Meet Your Recruiter!

Auburn University is committed to keeping its campus community safe and will follow applicable local, state and federal guidelines and regulations regarding COVID-19 policies and protocols.

External postings are posted for a minimum of 10 calendar days. If an end date is not provided on the posting, it is subject to close after 10 calendar days. Employment with Auburn University is contingent upon satisfactory completion of a background check.

Position Details

Position Information

Requisition Number	
Home Org Name	AES Administration (Orgn: 300000)
Division Name	Agriculture Experiment Station
Position Title	Employee Data Collection - Test 3
Job Class Code	Test
Appointment Status	Full-time
Part-time FTE	
Limited Term	No
Limited Term Length	
Job Summary	None
Essential Functions	None

Minimum Education and Experience

Questions & Feedback

AUBURN UNIVERSITY

HUMAN RESOURCES

2023 New Employee Orientation Sessions
8:00am-12:30pm

January 6 (Friday)	July 20
January 12	July 27
January 19	August 3
January 26	August 10
February 2	August 17
February 9	August 24
February 23	August 31
March 2	September 7
March 16	September 14
March 30	September 21
April 6	September 28
April 13	October 5
April 27	October 12
May 4	October 19
May 11	October 26
May 25	November 2
June 8	November 9
June 15	November 16
June 22	November 30
June 29	December 7
July 13	December 14

Orientation@auburn.edu

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Auburn University Department Onboarding Checklist for Supervisors

Pre-Arrival

Contact the new hire with employment information:

☐ Send a welcome letter to new employee confirming position, title, salary, supervisor, when and where to report
☐ Call the new employee to confirm the start date, time, location, parking, and dress code

Prepare for the new hire's arrival:

☐ Assign a mail slot and door plate
☐ Prepare the work area
☐ Notify department staff of arrival date
☐ Create a department orientation schedule
☐ Schedule department staff to meet with new employee and discuss their role
☐ Confirm employee has been scheduled for a New Employee Orientation Session
☐ Notify Access Control of new hire and request appropriate building and office access (keys and swipe card)

First Day

☐ Greet the employee - welcome by the supervisor
☐ Review the schedule of activities for the first week - give employee a copy
☐ Take the new employee on tour of department and introduce to co-workers
☐ Show new employee his or her work area
☐ Review work schedules - breaks/lunch/overtime
☐ Review job responsibilities
☐ Ensure new employee received information about New Employee Orientation
☐ Review dress code
☐ Give the employee information on computer access. User ID, Banner ID, and explain AUAccess. Explain how to create a password at: http://auburn.edu/myaccount (This will also activate the employee's AU e-mail)
☐ Review telephone: how to make internal and external calls and voicemail system
☐ Provide department phone list
☐ Provide department address
☐ Inform employee of his or her employee workgroup (Administrative Professional, University Staff)
☐ Inform employee of pay periods (monthly or biweekly), provide pay schedule

☐ If biweekly, explain Kronos and provide pay schedule
☐ Show employee how to register their car with parking services
☐ Show employee how to set up their direct deposit in Self-Service Banner
☐ Give information about regular meetings (staff, department)
☐ Ensure employee has made appointment to obtain an AU ID
☐ Take employee to pick up pre-ordered keys from Access Control

Prior to New Employee Orientation

☐ Visit http://www.auburn.edu/oit/2factor/ and work with the employee to set up DUO (2-Factor authentication.) This is required for access to online enrollment of benefits.

Following New Employee Orientation

☐ Meet with new employee to answer any questions

First Week of Employment

☐ Review safety and emergency procedures
☐ Review the departmental strategy, function, mission, vision, and culture
☐ Department Overview - department organizational structure and new employee's role in the department
☐ Have new employee meet with other supervisors in the department (have an appointment set up for a meeting)
☐ Ensure the employee understands the relationship between his/her job, the department and the institution
☐ Explain the employee's work relationship with others in the department
☐ Describe customer service expectations
☐ Explain applicable department policies, work rules, work schedules, and time away from work procedures
☐ Review the leave program: types of leave and how to request time off
☐ Emphasize that the first ninety days is his or her Probationary Period of Employment
☐ Point out where to find useful information: university and department websites
☐ Show employee how to order supplies and where department stores supplies
☐ Explain copy machines and printer functions
☐ Explain email, drives for storage, and who to contact for support

During the First Month

☐ Meet regularly with the employee to answer questions that will help them become acclimated to the department and their responsibilities
☐ Establish performance goals and expectations with the new employee
☐ Begin the Performance Management Process with a Performance Review form. (Form available at http://www.auburn.edu/administration/human_resources/forms/index.html)

During the First 90 Days

☐ Obtain employee's feedback on their first 90 days
☐ Review the completion of 90 day probationary period
☐ Complete 90-day probationary period evaluations (through PeopleAdmin)
☐ Check on progress with Performance Management plan

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EMPLOYEE OPEN ENROLLMENT

OCTOBER 24 -NOVEMBER 30, 2022

FOR MORE INFORMATION,
VISIT US AT

aub.ie/oe2023

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Human Resources

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2023 Employee Open Enrollment

OCTOBER 24 -NOVEMBER 30, 2022

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