



HR LIAISON NETWORK MEETING AGENDA

April 6, 2023 – 3 p.m.

I. WELCOME AND ANNOUNCEMENTS – Karla McCormick

- A. HR Staff Position Updates

II. HRL NETWORK UPDATES & INFORMATION – Leanne Fuller

- A. Campus HRL Network Postings
 - Lindsey Johnson – Katherine Sokol begins as an HR Generalist, VP Business-Finance/CFO, April 9
 - Amanda Smitherman – HR Assistant (PT), Agriculture (Evaluating candidates)
 - Leanne Marshall – HR Generalist, Human Sciences (Evaluating candidates)
 - Nichole Diehl – Courtney Black began as an HR Generalist, Veterinary Medicine, March 26
 - Andrea McAbee – Caroline Bush begins as an HR Generalist, Student Affairs, April 9
- B. Next Monthly Meeting (May 4, in-person, HRD classrooms)
- C. HRL Advisory Council and Working Groups
 - Performance Management working group (April 6)
 - Advisory Council meeting (March 30, Employment Services)
- D. Professional Development Opportunities
 - Alabama CUPA-HR Virtual Spring Meeting – April 12, 12 p.m.
 - SHRM Talent Conference & Expo – April 16 – 19, Orlando
 - CUPA-HR Spring Conference – April 23-25, 2023, Boston
 - SHRM Alabama State Conference– May 15-17, Orange Beach
- E. March Madness Winner!

III. OIT and COMPENSATION & CLASSIFICATION – Jim O'Connor, Cindy Selman, and Shelly Murray

- A. OIT Review of IT Job Activity
- B. Job Family Promotion Reminder
- C. Phase 2 Market Adjustments Update
- D. Certifications vs. Certificates

IV. EMPLOYEE RELATIONS – Sonya Dixon

- A. Corrective Action Form (HR-80)
- B. Employee Appreciation Week (April 24-28)
 - Ideas for Departmental Appreciation Day

V. EMPLOYMENT SERVICES – Abbi Brown and Jenna Richards

- A. HRL Access Changes – PeopleAdmin

VI. PAYROLL – Jeff Urstadt

- A. Payroll Calendar and Deadlines
- B. Timekeeper Continuity and Backups
- C. Reviewing Comparison Report
- D. Time-Off Approvals

VII. HR DEVELOPMENT – Penny Houston and Lindsey Johnson

- A. Performance Management Process 2022-23
- B. Performance Management Working Group Update

VIII. QUESTIONS AND ANSWERS



AUBURN UNIVERSITY
Human Resources

HR LIAISON MEETING

April 6, 2023



WELCOME AND ANNOUNCEMENTS

Karla McCormick

HR LIAISON NETWORK UPDATES AND INFORMATION

Leanne Fuller

TOURNAMENT CHALLENGE WINNERS!



WOMEN'S TOURNAMENT

1. Anna White 950 90.5 percentile
2. Jeff Urstadt 890 85.4 percentile
3. Tai Boos
4. Michael Loyd
5. Katherine Calloway



MEN'S TOURNAMENT

1. Tammy Walker	750	96.7 percentile
2. Katherine Calloway	560	88.4 percentile
3. Jeff Urstadt	530	83.9 percentile
4. Patrick Johnston	520	81.8 percentile
5. Ann Shore	510	79.4 percentile



HR LIAISON NETWORK UPDATES AND INFORMATION

Leanne Fuller

IT HIRING PROCESS REVIEW

- **Purpose/Charge** – Jim O'Connor, Vice President, Chief Information Officer (CIO)
- **Details** – Cindy Selman, Director, OIT Administration

HIRING PROCESS REVIEW

Job Advertisement – To ensure job being advertised falls into appropriate job group/title series

1. Review Position Title comparing to PBUD/POSN title (*Example: Endpoint Support but advertising as Systems Engineer*)
2. Compare Job Class Codes selected to Job Summary in advertisement
3. Ensure Minimum Qualifications align with job class code title series
4. Review any certifications requested/desired for relevancy

HIRING PROCESS REVIEW (*Process*)

Some units send the job advertisement to me in Word in advance of submitting in PA7. Any changes needed are made and when they send through PA7 adding my name in the OIT block, the approval is almost immediate.

Others send the advertisement directly to me in PA7. I will call or send an email if there are things that might need to be discussed. Then I will update and approve based on discussions and return to the HR Liaison for advertisement step.

OTHER ITEMS REVIEWED IN PROCESS

- We do not review applicants or search committee selection as we believe a diverse committee of qualified IT representatives has been selected and the committee has validated the applicants (MQs met).
- The next time in the process the OCIO reviews documents is the ***Pay Evaluator***© Draft document.

PAY EVALUATOR© REVIEW

Review resume and validate the Pay Evaluator©:

1. Education (Example: The master's degree must be in an IT-related field to receive a higher rating)
2. Experience – It must be relevant to the job title/series (credit for appropriate IT work)
3. Certifications – Are they relevant and/or required for the IT series?
IT certifications are not continuing education type coursework/training certificates but rather comprehensive exam-based IT certifications that typically require renewal and a certain amount of continuing education hours to ensure the certification remains updated. (Similar to SHRM-CP or SCP for HR or a CPA for an accountant)
4. If the selected pay is within the suggested range provided by the Pay Evaluator©, the CIO will support. If it is outside the selected range, reasonable justification is required.

OTHER REVIEWS - RECLASSIFICATIONS

- The Mercer approved IT job descriptions are no longer included in the annual 'job family' review process. Most IT jobs fall into an IT job series with three levels (associate, journeyman and senior).
 - **Associate** – Works under close supervision with limited IT work experience
 - **Journeyman** – Experienced professional with multiple years of good work experience in associated IT area
 - **Senior** – The IT expert in an associated IT area
- Reclassifications are the avenue for title/job change - considered by unit/college when appropriate.

OTHER REVIEWS - RECLASSIFICATIONS

Reclassifications are forwarded to Compensation following normal guidelines.

Please ensure the preliminary discussions with the CIO or designated CIO representative (*currently Cindy*) are occurring before the request is submitted to Compensation's Smartsheet.

- Typically look for what has changed - New role/new duties at higher level, increased depth/breadth of role (not more of the same level work)
- Organizational chart showing current and future state
- Work with Compensation on approval of proposed Pay Evaluator©

COMPENSATION & CLASSIFICATION

Shelly Murray

JFP PROGRAM REMINDERS

1. Identify the internal deadline for your unit.
2. Review the JFP Smartsheet of potentially eligible employees.
3. Follow the instructions provided to determine true eligibility.
4. Work with supervisors to complete JFP packets.
5. Complete Smartsheet rows and upload packets for promoting employees.
6. All documentation must be submitted no later than May 5.

PHASE 2 MARKET ADJUSTMENTS

1. Ongoing - Validation of ratings; updates from new hires, promos, salary alignments, etc.
2. Cost projections submitted to Budget & Planning Services
3. Developing collaborative Smartsheet for HRLs' final review of ratings and supervisor's selection of salary levels

PHASE II MARKET ADJUSTMENTS

As a reminder, HR Liaisons should be:

- Collecting documentation to support employees' earned credentials since Feb. 10. Only credentials earned by May 31 will be included.
- Working with their business/finance leader to identify soft-funded positions and evaluate if market adjustments can be supported
- Notifying employees returning from leave to use the paper form

CERTIFICATION

vs.

CERTIFICATE

- Eligibility criteria; measures current level of competency in a given field
- Obtained by successful completion of an assessment tool or period
- Knowledge and demonstrated understanding based on a defensible set of standards or criteria
- Indication of mastery or competency
- Ongoing time-based requirements to maintain the credential via renewal

EXAMPLES: Certified Public Accountant (CPA), Professional in Human Resources (PHR), Professional Engineer (PE)

- Helps an individual acquire knowledge and skills to do a job
- Obtained by successful completion of a course of study
- Formative assessments based on learning objectives
- Indication of course completion
- Usually does not have a defined period of validity, i.e., may not expire
- Usually open to both novices and advanced learners

EXAMPLES: Google Data Analytics, HubSpot Academy-Social Media, Microsoft Office “Certifications”, All HRD courses


2023 ACTIVITIES		February	March	April	May	June	July	August	September	October	November	December
ANNUAL PROCESSES AND PROGRAMS	FACULTY ANNUAL REVIEWS <i>January through December Review Cycle</i>					6/1 Faculty Annual Reviews (FAR) due to Provost Office.						
	PERFORMANCE REVIEW CYCLE - A&P and University Staff			April to June - Performance reviews to be held 4/6 - HRL communication 5/16 - Close of Year-End Review communication 5/31 - 2022-23 Performance year ends 6/1 - 2023-24 Performance year begins			7/1 - 8/31 Performance Planning 7/14 Dept DPRS due to UHR in Box.			October to November Planned Check-Ins		
	JOB FAMILY PROMOTION PROGRAM				5/5 HRLs submit JFP requests in Smartsheet.				TBD Merit and promotional increases reviewed for approval by Board of Trustees.	10/1 Job Family promotions effective. (if approved)		
	ACADEMIC ADVISOR PROMOTION PROCESS			April Timeline and instructions sent to supervisors and HRLs. HRLs will determine internal deadline.	May Self-assessments due to supervisor by internal deadline. Supervisors complete performance evaluation sheets and submit to HRLs.	6/1 HRLs submit materials to Comp & Class who will forward to Provost Office on 6/12. Files sent to Budget by 6/16.				10/1 Academic Advisor promotions effective. (if approved)		
	MERIT PROGRAM (If approved)		3/31 Pay levels used to determine merit pool (if approved)	4/1 Merit eligibility ends. (if approved)		6/9 Faculty & Staff: Merit and promotional increase guidelines and notification templates to be released by Comp & Class. (if approved)	7/3 thru 7/31 Anaplan opens for submission of merits and exception justifications. (if approved)	8/1 thru 8/12 1) Comp & Class & ER review exception justifications. 2) HRLs and FLs prepare notifications. (if approved)	If approved, merit and promotion notifications released.	10/01 Merit increases effective (if approved)		
	1) Effective Date HIATUS a) Reclassification Actions b) Salary Alignment Actions 2) EPAF DEADLINE - December Payrolls								Hiatus: University Staff -- 9/24 thru 10/07 (Okay for period beginning 10/08)		<div>MN12 Payroll</div> <div>ePAFs due: 12/12 Run: 12/15 Pay Date: 12/29</div> <div>BW26 Payroll</div> <div>ePAFs due: 12/15 Run: 12/19 Pay Date: 12/22</div> <div>F918 Payroll</div> <div>ePAFs due: 12/11 Run: 12/13 Pay Date: 12/29</div>	
									Hiatus: A&P -- 10/01 thru 10/31 (Okay for period beginning 11/01)			
	BUDGETING CYCLE	January to May All units Detailed budget development in Anaplan					6/1 Job Family Promotion file sent from Comp & Class to Budget		8/25 AU BOT reviews/approves 2023-24 budget			
MISCELLANEOUS			4/10-14 Student EE Appreciation Week 4/11 RSA & Social Security Seminar 4/24-28 EE Appreciation Week		6/9 Deadline to submit additional EE credentials (eff thru 5/31)		8/9, 8/11 and 8/16 New Faculty NEO		10/1 Market adjustments effective, pending board approval	11/1-11/30 Open Enrollment 11/7-8 Virtual Benefits Fair		

EMPLOYEE RELATIONS

Sonya Dixon

HR80 (CORRECTIVE ACTION FORM)

- This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of the University Progressive Disciplinary Procedures.
- When completed, it serves as a written record of corrective action taken against an employee for violation of one or more University rules or for poor job performance.

 AUBURN HUMAN RESOURCES	
Corrective Action Report	
<small>This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of the University Progressive Disciplinary Procedures. When completed, it serves as a written record of corrective action taken against an employee for violation of one or more University rules or for poor job performance. See Auburn University Progressive Disciplinary Procedures for details on how to complete this report.</small>	
Employee Information	
Today's Date:	Purpose of Conference:
Employee's Name:	Employee ID:
Job Title:	Department:
Date and Time of Incident:	Supervisor's Name:
Type of Warning	
<small>Click the appropriate Check Box to select which Reprimand applies.</small>	
<input type="checkbox"/> Verbal Reprimand (Do not forward to Human Resources)	
<input type="checkbox"/> Written Formal Reprimand	
<input type="checkbox"/> Written Final Reprimand	
<input type="checkbox"/> Suspension:	
• Start Date: End Date: Number of Days:	
• With Pay <input type="checkbox"/> Without Pay <input type="checkbox"/>	
<input type="checkbox"/> Recommendation for Termination (Pending approval from the Appropriate Administrator)	
• Effective Date:	
Dates of prior reports, if any, in the last six months:	

MONDAY-WEDNESDAY SCHEDULE

Monday, April 24

- **Departmental Appreciation Day**

Tuesday, April 25

- **Employee Recognition Program**, 1 p.m., The Hotel at Auburn University and Dixon Conference Center

Wednesday, April 26

- **Walk at Lunch**: 11:45 a.m.-12:15 p.m., Various locations
- **NEW! Night at the Museum**: Jule Collins Smith Museum, 6-8 p.m.

THURSDAY-FRIDAY SCHEDULE

Thursday, April 27

- **NEW! Football Complex Open House:** 11 a.m.-1 p.m., Self-guided tours at the Woltosz Football Performance Center

Friday, April 28

- **NEW! Departmental Showcase:** 9 a.m. - 2 p.m., Alumni Center

CAMPUS OFFERS

- **The Edge** and **Tiger Zone** will offer meals for \$8.80 plus tax. (During the week, the employee can use the discount as many times as they would like.)
- **Campus Recreation** will offer free admission to full-time faculty and staff, along with their spouses and partners.

(While the offer is for unlimited visits throughout the week, access to the facilities is only allowed during operational hours. Spouses and partners must live in the same household as the employee.)

EMPLOYMENT SERVICES

Abbi Brown and Jenna Richards

UPDATE TO HRL PEOPLEADMIN ACCESS

- The HRL user group can now change postings to **Closed**. This would be in lieu of sending an email to the Talent Acquisition Specialist.
- Once you're ready to close a posting, you can login and change the workflow state to **Closed**.
- Minimum posting timeframes for internal and external postings still apply:
 - 10 days for external postings
 - 5 days for internal postings

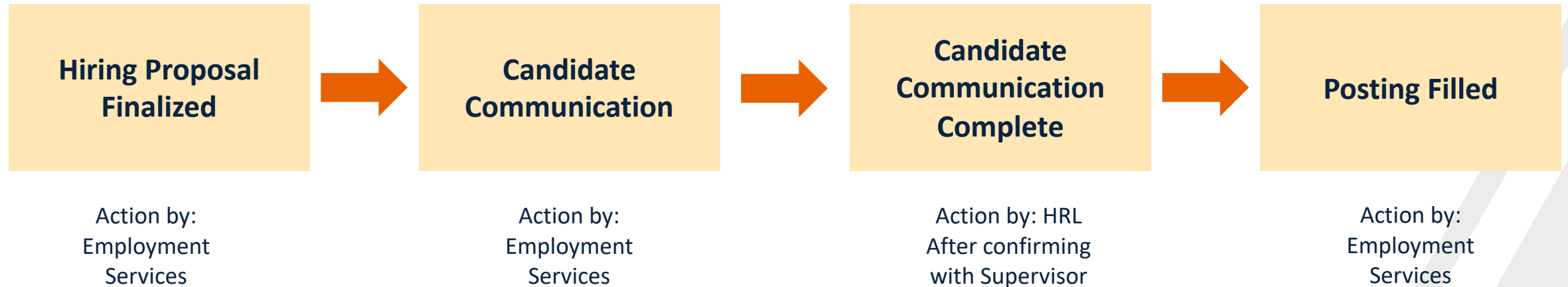
CANDIDATE NOT SELECTED EMAIL TIMING

- Adjustment to timing of the email that candidates who were **not interviewed** receive.
- Instead of notifications sending at the posting workflow state of **Filled**, notifications will be sent as soon as non-selection reasons are entered and the applicant workflow status changed to **Not Interviewed, Not Selected**.
- This will provide the notification weeks before they would have received it through our current process.
- Candidates who were interviewed will not receive this notification until a hiring proposal is finalized and a posting is moved to the workflow state **Filled**.

NEW CANDIDATE COMMUNICATION POSTING WORKFLOW

- When the hiring proposal is at the workflow state **Offer Letter Signed/Offer Accepted**, our team will transition the posting workflow state to **Candidate Communication**. This is a new workflow state.
- HRL's will receive a reminder notification to check that interviewed candidates have been personally notified.
- The HRL will then change the workflow state of the posting to **Candidate Communication Complete**.
- Our team will finalize the hiring proposal and change the posting workflow state to **Filled**.
- This new workflow will not delay the timing of finalizing the hiring proposal.

NEW CANDIDATE COMMUNICATION POSTING WORKFLOW



PAYROLL

Jeff Urstadt

HR DEVELOPMENT

Penny Houston and Lindsey
Johnson

QUESTIONS AND ANSWERS

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Meeting Recording

Office of Information Technology – Jim O'Connor

Jim discussed questions regarding OIT's involvement in the IT community jobs across campus.

- To ensure consistency across campus, he has been charged by the Provost and Executive Vice President to be involved in the IT structure across campus.
- OIT has partnered with UHR to develop job descriptions for reclassifications, hires, and promotions using the current structure. Some review responsibilities have been delegated to Cindy Selman.
- Their involvement includes guidance on Pay Evaluator© ratings.
- Additional information was shared later in the meeting by Cindy Selman and Shelly Murray.

Welcome and Announcements – Karla McCormick

- Compensation and Classification Specialist – Carson McClendon started on March 12.
- Student and TES Talent Acquisition Specialist – Angie Graham has transferred from Onboarding and started on April 9.
- Manager, Employee Benefits - Bilena Green started on April 3.
- Financial Associate – Cilvetta Jiles-Johnson started on April 2.
- Onboarding Specialist – Kesha Chapman started on March 12.
- Director, Compensation and Classification – Erika Edwards-Lankford has accepted the position and will begin on May 1.
- Onboarding Specialist – The position has been posted and UHR is accepting applications.
- Amanda Moss resigned from UHR on March 12. Her position will not be replaced. Please contact Angie Taylor for information regarding Karla's schedule.

HRL Network Updates and Information – Leanne Fuller

Campus HRL Network Positions

Several Liaisons shared status updates on various HR positions in their respective college/division:

- Lindsey Johnson, Vice President Business-Finance/Chief Financial Officer –Katherine Sokol was selected for the HR Generalist position and will begin the week of April 10.
- Amanda Smitherman, Agriculture/AAES – Application evaluation is ongoing for the HR Assistant position.
- Leanne Marshall, Human Sciences – Application evaluation is ongoing for the HR Generalist position.
- Nichole Diehl, Veterinary Medicine Courtney Black has been selected for the HR Generalist position.
- Andrea McAbee, Student Affairs – Caroline Bush has been selected as the HR Generalist. Beginning the week of April 10, she will transfer into the position from Athletics.

Next Meeting

The next meeting is scheduled for May 4 at 3 p.m. and will be held in the HRD classrooms. HRLs should provide any topics to Leanne for agenda consideration and inclusion. A meeting invite will be shared along with the April meeting notes.

HRL Advisory Council and Workgroup Meetings

- The Performance Management working group met on April 6.
- The HRL Advisory Council met on March 30 to discuss Employment Services.
 - *Additional information on both meetings was shared later in the HRL meeting.*

Professional Development Opportunities

- Alabama CUPA-HR Virtual Spring Meeting – April 12, 12 p.m. Leanne said the speaker, Dave Blake, does a great job.
- [CUPA-HR Multi-State Conference](#) (Alabama, Georgia, Florida, Louisiana-Mississippi Gulf Coast chapters) – June 28-30 in Savannah, Ga.
- [CUPA-HR Spring Conference](#) – April 23-25 in Boston
- [SHRM Talent Conference and Expo](#) – April 16-19 in Orlando
- [SHRM Alabama State Conference \(ALSHRM\)](#) – May 15-17 in Orange Beach

March Madness Winner

Patrick Johnston shared the top five winners of the recent March Madness contest. There were 28 participants in the men's contest and 10 in the women's contest. First place winners will receive a Starbucks gift card.

Women's NCAA Tournament:

- **1st place: Anna White**
- 2nd place: Jeff Urstadt
- 3rd place: Tai Boos
- 4th place: Michael Loyd
- 5th place: Katherine Calloway

Men's NCAA Tournament:

- **1st place: Tammy Walker**
- 2nd place: Katherine Calloway
- 3rd place: Jeff Urstadt
- 4th place: Patrick Johnston
- 5th place: Ann Shore

Upcoming HR Happy Hour:

The next HR Happy Hour will be held at Good Times on April 27. An invitation will be shared soon.

Compensation and Classification – Shelly Murray and Cindy Selman

IT Jobs Structure (Additional details in the PowerPoint slides)

- Cindy reiterated the importance of consistency, adding that she is involved in the job announcement review to ensure titling, position codes, the minimum qualifications and the job summary are correct.
- OIT reviews the relevancy of the listed certifications. (The workflow detail will be shared with the notes.)
- HRLs should ensure that Cindy's name, Cynthia Selman, is listed in PeopleAdmin so she can quickly communicate the review's completion.
- Cindy added that she does not review the applicants. She does review the selected candidate information when the draft Pay Evaluator© is shared at the selection stage. This includes a review to validate the ratings only.
- Cindy also discussed the differences between certifications and certificates and OIT's review process.
- With the Mercer study implementation, IT jobs are longer included in the annual Job Family Promotion (JFP) program. Instead, IT job changes are to be submitted as reclassifications. Job series levels are now in place: Associate, Journeyman, and Senior.
- Regarding position requests, IT will review organization charts and other information.

JFP Reminder

- Shelly stated that supervisors should be working on JFP information.
- By May 5, the Smartsheet must be utilized for submissions.
- Submissions should include proper documentation.
- Contact Compensation for additional information or assistance.

Market Study Phase II

- Compensation is validating the ratings submitted in the employee data collection project to ensure consistency.

- Compensation continues to monitor new hires to properly update Pay Evaluator© information in the new model. HRLs should share with their employees that Compensation is working in the background on any changes.
- Compensation has shared preliminary cost projections with the Office of Budget and Planning Services and is developing a collaborative Smartsheet that will house all the data and will be shared with HRLs so a final review can occur. More information is forthcoming.
- Any additions of education or certifications (additional credentials) that were obtained between February and May 30th can be submitted. Access for the credentials will open around the second week of May. HRLs should obtain a copy of the additional credential for uploading to the system.
- HRLs with soft-funded positions should begin to have conversations with leadership, finance managers, etc. regarding the ability to support market adjustments.
- Compensation will grant pay level review access to those identified by HRLs, such as supervisors, leaders, etc. Additional information along with a timeline will be forthcoming.
- Any employees returning from leave can use the paper form that was previously shared with HRLs. Paper forms should be submitted to Shelly or Carson McClendon.
- Shelly shared a slide regarding the differences between certifications and certificates. HRLs should use the slide when making relevancy decisions and share this information as appropriate.

HR Program Calendar

The HR annual calendar will be shared with the notes. Important deadlines on the calendar were noted such as the hiatus for US and A&P reclassification effective dates, merit decision submissions, etc.

Other key topics and dates that were mentioned include:

- Merit eligibility – An employee must be employed by April 1 to qualify.
- June 9 – Merit and promotional increase guidelines will be communicated. *(In partnership with the Budget office)*
- July – ANAPLAN will open for merit submissions. Compensation will begin their review of the submissions and will work with units on exceptions. This will continue through August.
- Oct. 1 – Effective date of merit increases, if approved by the Board of Trustees
- Hiatus for reclassifications:
 - Sept 24 – Oct. 7 - Non-exempt staff; the next available effective date is Oct. 8.
 - Oct. 1 – Oct. 31 – Exempt staff; the next available effective date is Nov. 1.
- Aug. 25 – Board of Trustees meeting – Waiting on budget approval
 - The BOT meets earlier this year which will result in letter distribution to employees sooner than in previous years.

Employee Relations – Sonya Dixon

Corrective Action Form (HR80)

The form has been updated and there are a few changes/additions: A supervisor name field was added along with an HRL signature line. The new form is available on the HR Forms webpage. Please begin using this version. HRLs should offer feedback if other changes are needed on the form.

Employee Appreciation Week

Sonya shared Employee Appreciation Week details.

- **Monday** – Departmental Appreciation Day – The department determines appreciation acknowledgements.

- **Tuesday** – Employee Recognition Program – This includes recognition of service awards, Spirit of Excellence winners, new graduates, and Supervisor Pathways graduates. The event will be held at the AU Hotel and Conference Center
- **Wednesday** – Walk at Lunch: Locations include: the AU Administrative Complex, Facilities, the Pharmacy and Veterinary Medicine schools, and the Jule Collins Smith Museum.
 - NEW: Night at the Museum, This includes a 10% discount in the gift shop along with food trucks.
- **Thursday** – Open house at the Woltosz Football Performance Center from 11 a.m. – 2 p.m.

Friday –Departmental Showcase at Alumni Center from 9 a.m. – 2 p.m. Food will be provided to participants. (There will be a giveaway only at the Showcase.)

Special Offers

- **The Edge and Tiger Zone** dining halls will offer meals for \$8.80 (plus tax) for the entire week.
- **Campus Recreation** will offer free admission to full-time faculty and staff along with their partners and spouses during this week. Employee identification must be presented for the discount/service.

Additional information on other activities will be forthcoming. HRLs are encouraged to volunteer for the Tuesday and Friday events.

HRLs were asked to share what they have planned for the Monday event. Ideas that were shared included breakfast, ice cream, lunch, and donuts and coffee. Other ideas include thank you cards and swag, along with “get together” events such as board games. UHR is planning an egg hunt, with the eggs including puzzle pieces of UHR team members.

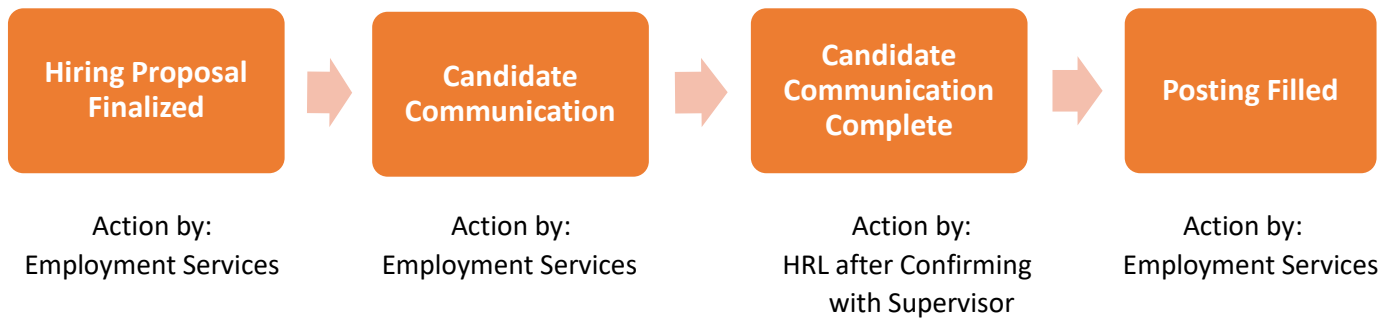
Employment Services – Abbi Brown, Jenna Richards, and Amy Bruce

Abbi stated that Employment recently met with the HRL Advisory Council to discuss proposed changes for HRL user groups. Employment continues to research options based on the feedback that was shared.

Jenna shared the following changes in PeopleAdmin for the HRL user group (non-faculty, TES, and Student):

- Close postings – The HRL user group can now manage the closing of their respective postings. Be mindful of the minimum posting timeframe required.
- Candidate communication - To improve the candidate experience, timing adjustments are being made to the email that is sent to who are not interviewed. As soon as Employment completes the applicant evaluator, a communication will be sent to the employee. Employment hopes this this will improve the candidate’s experience. ***NOTE: There will not be a change in the timing of the communication to the interviewed, not selected candidates.***
- Offer letter signed, offer selected – When the workflow state is at Offer letter signed/offer accepted, Employment will transition the posting workflow state to Candidate Communication.
- The HRL will receive a notification to check that interviewed, not selected candidate has been personally notified.
- The HRL will then change the workflow state of the posting to Candidate Communication Complete. Employment will then transition the workflow state to filled, as usual.

Workflow State illustration:



Graduate Student Background Checks

Amy shared that a reminder communication will be shared with users that initiate background checks for graduate students. (Update: sent April 10) Recently, there have been several requests directly coming through TrueScreen, the background check provider, which does not have a hiring proposal. This results in departments being charged twice for the service.

Student Employee Appreciation Week

Student Employee Appreciation Week is scheduled for April 10 – April 14 on campus. Several events and activities are scheduled.

Offer Letter Template

A new offer letter template for graduate assistantships is available in PeopleAdmin. It is the same language from the Graduate School website but includes the template in the system to make the letter issuing process more efficient.

Payroll – Jeff Urstadt

- Jeff shared reminders of late pays frequency, reviewing payroll calendar, associated deadlines, timekeeper continuity, comparison reports, and the timely approval of time-off requests. The payroll calendar is found on the AU Access page.
- Comparison reports are shared twice while the payroll process is preparing to run. Corrections should occur at this time.
- Time off approvals need to be approved in a timely manner to avoid retroactive actions. This causes issues with the accrual. Exceptions should be addressed by the deadlines.
- The Payroll mailbox is being answered by a different payroll team member each day and the member will see a specific issue to closure unless it needs to be escalated. A Payroll team member's name will be on the response in case of necessary follow-up with the individual.
- Please share information from the recording with timekeepers of the regarding deadlines and ensuring that there are back-up timekeepers.
- Payroll/Kronos training resources are available via HRD.
 - Additional resources (PDFs and videos) are available on the website but in some cases need to be updated. Please contact Kelly Steele for additional training.
 - There is a discussion taking place of timekeeper sessions for sharing information.

HR Development – Penny Houston and Lindsey Johnson

Performance Management

The 2022-2023 Performance Review process will begin soon. HRD is creating the Departmental Performance Review Spreadsheet (DPRS) and division box folders.

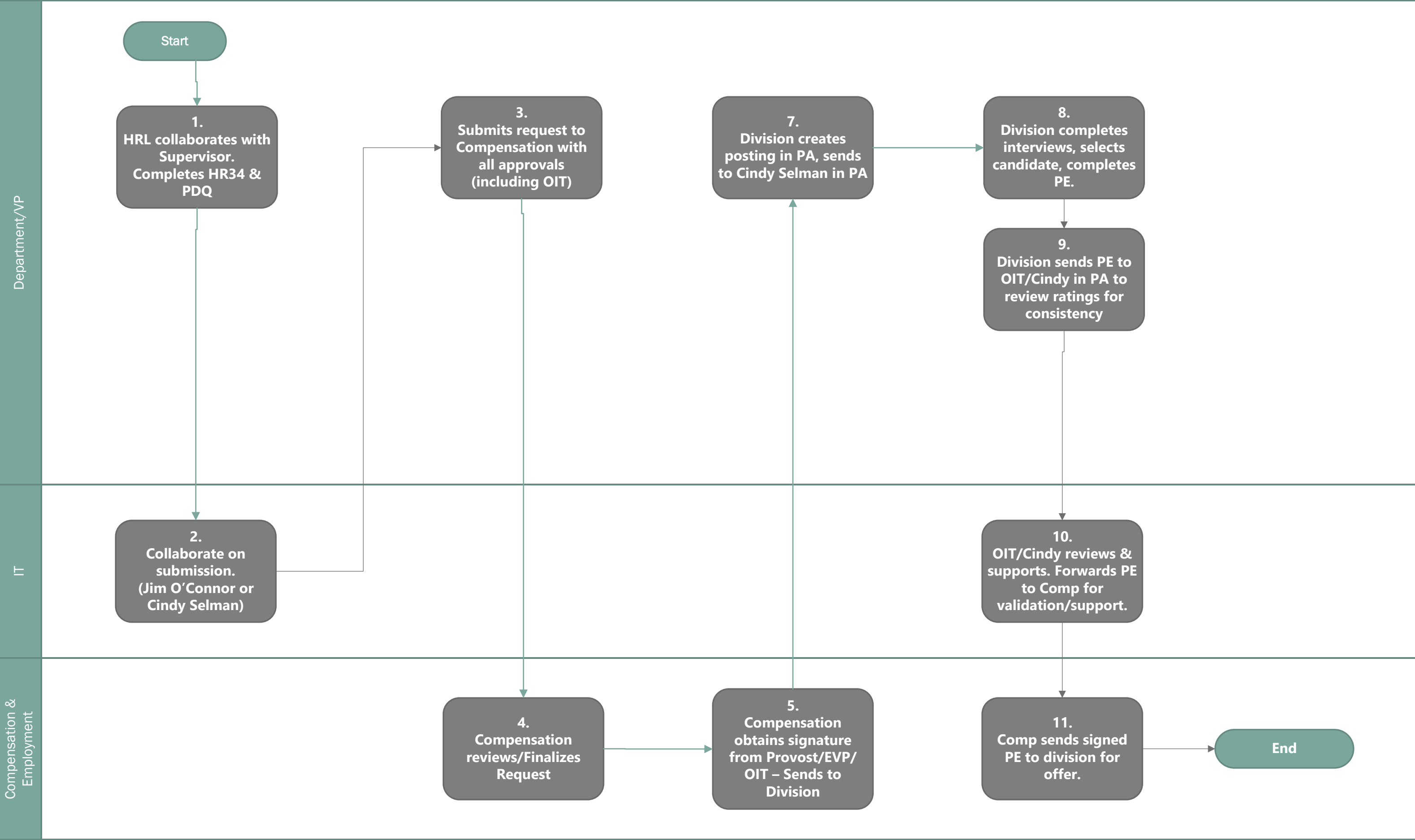
- Performance Review Form – Available at aub.ie/performance

- The deadline to submit reviews to UHR is Friday, July 14.
- Guidelines have been updated. Note the review criteria section for dates.
- Rating provided – If a rating is entered on the DPRS, a copy of the review must be provided. If there is no rating provided on the DPRS, a comment is required to explain why there is not a rating for the employee.
- File Name Convention of reviews – Last name_First name_Banner ID
- Refresher session – HRLs should send Penny an email if they were unable to attend the refresher and need information from the session. The session was recorded and that can be shared.
- When the submission process is completed, email a digital copy of the DPRS to Penny.
- Division Box folders will be available by the first week of May. HRLs should send an email or Teams message to Leanne to confirm who all needs access to their respective Box folder.

Lindsey Johnson shared an update on the Performance Management working group for revamping the performance process. The group plans to meet monthly. A plan for rebranding performance management is needed to focus on growth and employee experience. Additional information and a Qualtrics survey will be forthcoming.

There were no other discussion items, and the meeting was adjourned.

Cross-functional Shared Process – IT New Position, Reclassification, Salary Offer Workflow



2023 ACTIVITIES		February	March	April	May	June	July	August	September	October	November	December	
ANNUAL PROCESSES AND PROGRAMS	FACULTY ANNUAL REVIEWS	January through December Review Cycle				6/1 Faculty Annual Reviews (FAR) due to Provost Office.							
	PERFORMANCE REVIEW CYCLE - A&P and University Staff			April to June - Performance reviews to be held 4/6 - HRL communication 5/16 - Close of Year-End Review communication 5/31 - 2022-23 Performance year ends 6/1 - 2023-24 Performance year begins		7/1 - 8/31 Performance Planning 7/14 Dept DPRS due to UHR in Box.			October to November Planned Check-Ins				
	JOB FAMILY PROMOTION PROGRAM				5/5 HRLs submit JFP requests in Smartsheet.			8/25 Merit and promotional increases reviewed for approval by Board of Trustees.	10/1 Job Family promotions effective. (if approved)				
	ACADEMIC ADVISOR PROMOTION PROCESS			April Timeline and instructions sent to supervisors and HRLs. HRLs will determine internal deadline.	May Self-assessments due to supervisor by internal deadline. Supervisors complete performance evaluation sheets and submit to HRLs.	6/1 HRLs submit materials to Comp & Class who will forward to Provost Office on 6/12. Files sent to Budget by 6/16.		If approved, merit and promotion notifications released.	10/1 Academic Advisor promotions effective. (if approved)				
	MERIT PROGRAM (If approved)		3/31 Pay levels used to determine merit pool (if approved)	4/1 Merit eligibility ends. (if approved)		6/9 Faculty & Staff: Merit and promotional increase guidelines and notification templates to be released by Comp & Class. (if approved)	7/3 thru 7/31 Anaplan opens for submission of merits and exception justifications. (if approved)	8/1 thru 8/12 1) Comp & Class & ER review exception justifications. 2) HRLs and FLs prepare notifications. (if approved)		10/1 Merit increases effective (if approved)			
	1) Effective Date HIATUS a) Reclassification Actions b) Salary Alignment Actions 2) EPAF DEADLINE - December Payrolls								Hiatus: University Staff -- 9/24 thru 10/07 (Okay for period beginning 10/08)			MN12 Payroll ePAFs due: 12/12 Run: 12/15 Pay Date: 12/29 BW26 Payroll ePAFs due: 12/15 Run: 12/19 Pay Date: 12/22 F918 Payroll ePAFs due: 12/11 Run: 12/13 Pay Date: 12/29	
									Hiatus: A&P -- 10/01 thru 10/31 (Okay for period beginning 11/01)				
	BUDGETING CYCLE	January to May All units Detailed budget development in Anaplan				6/1 Job Family Promotion file sent from Comp & Class to Budget		8/25 AU BOT reviews/approves 2023-24 budget					
MISCELLANEOUS			4/10-14 Student EE Appreciation Week 4/11 RSA & Social Security Seminar 4/24-28 EE Appreciation Week		6/9 Deadline to submit additional EE credentials (eff thru 5/31)		8/9, 8/11 & 8/16 New Faculty NEO		10/1 Market adjustments effective, pending board approval	11/1-11/30 Open Enrollment 11/7-8 Virtual Benefits Fair			

2022-23 Performance Review Submission Process Guidelines

Due Dates

HR Liaisons will work within their units to determine when finalized reviews are due from supervisors. The due date for reviews and the Division Performance Ratings Spreadsheet to be delivered to UHR is **July 14**.

Prior to Submission

- Verify that the information is accurate.
- Complete the DPRS. (Ratings should be in a numerical format, 1-5)

Validation Requirements

- Employee name as listed on the DPRS
- Employee Banner ID as listed on the DPRS
- Division code
- Supervisor name
- Supervisor Banner ID
- Overall rating score
- Signature and date of supervisor
- Signature and date of 2nd level reviewer
- Signature and date of employee
- HRL signature, which validates all the above

Missing or Inaccurate Information

If there is missing or inaccurate information:

- Record the rating on the DPRS.
- Return the review to the supervisor for correction.
- The supervisor will return the corrected review to the HR Liaison.
- The review must be signed and dated again if content is changed.

Review Criteria

- A review is required for all externally hired employees prior to Jan. 1, 2023.
- A 90-day probationary review is required for employees with a hire date of Jan. 1- March 31, 2023.

Internal Transfers

- A review is required by the exiting department/unit if the employee transfers on or after Jan. 1, 2023.
- A review is required by the gaining department/unit if the employee transfers before Jan. 1, 2023.

IMPORTANT: A performance review is **not** required if the employee terminates, retires, or passes away.

Leave the overall rating field blank and add a comment in the field provided.

Noteworthy

- If an employee is missing from your DPRS, add their information.
- If an employee on your DRPS has not been reviewed by your department, indicate that in the comments field.
- The 2nd level reviewer signature is required prior to the face-to-face year-end review meeting with the employee.
- **If a rating is added to the DPRS, there must be a paper review in Box to validate.**
- **If there is no rating added to the DPRS, a comment is required.**

Submission Process Utilizing Box

You will receive an email notification that a Box folder was established for your division. If you did not receive an email notification and/or need the Box folder name, please contact [Penny Houston](#) or [Leanne Fuller](#).

Box Delivery

1. Upload performance reviews to Box.
 - Name each file LASTNAME_FIRSTNAME_BannerID.
2. Complete the DPRS.
3. Send a digital copy of the DPRS to pdh0007@auburn.edu indicating that your interaction with Box is complete and no additional uploads will occur.
 - Send late arrival reviews directly to pdh0007@auburn.edu. Penny Houston will update the comprehensive DRPS and upload the review to the department/unit Box folder.

Questions

If you have questions, contact Penny Houston at pdh0007@auburn.edu.