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# **Auburn University Human Resource Liaisons Network**

Meeting Minutes

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

## WELCOME AND ANNOUNCEMENTS

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

### PAYROLL

* Karla thanked those who attended the retirement reception for Beverly Hughes.
* She also announced that Ashley Fetner has replaced Beverly as Manager, Payroll.

### PHONE TREE

* Karla discussed the new phone tree, stating that some updates may still occur.
* Asked for feedback of any concerns from the group, no feedback was provided.
* Liaisons were also given a copy of the phone extensions for everyone in HR, as HR staff can still be dialed directly.

### VEHICLE ALLOWANCES

* Karla discussed the new University policy regarding vehicle allowances.
* Effective Aug. 1, they are only allowed for AU employees whose contracts stipulate they will receive a vehicle allowance.
* Employees who previously received a vehicle allowance will now have that amount included in their base salary.
* Communication to the affected employees was being handled by General Burgess in discussion with the President’s Cabinet

## POLICIES AND PROCEDURES

*Karla McCormick and Tonya Dupree, HR Generalist*

### PAYMENT OF AWARDS

* The Payment of Awards policy has now been renamed to the Policy on Employee Awards.
* Liaisons were reminded that all rewards programs must be approved by the awards committee.
* Department or University funds may be used to pay awards to employees; however, the awards must be approved by the awards committee.
* Additional information will be forthcoming from Tonya.

## HRL UPDATES

*Leanne Fuller, Director, Human Resources Services and Sonya Dixon, Manager, Employee Relations*

### HRL CHANGES

* Andrea Brothers is the new HR Generalist for Student Affairs. She will no longer serve as the HRL for School of Forestry and Wildlife Sciences. Paula Davis will serve in that role in the interim.
* Laurie Newton is the new HRL for Human Sciences.
* Leanne reminded Liaisons to review the HRL newsletter which was emailed on July 13.

### COMMON BOOK

* Sonya invited the audience to participate in the Common Book discussion which starts on Aug. 6. She said additional copies of the book, “One Amazing Thing” are still available.

## STUDENT AND TEMPORARY EMPLOYMENT

*Amy Bruce, Specialist, Student and Temporary Employment*

* HRLs were reminded to take “extreme care” to ensure that I-9s are compliant and completed on time.
* Amy also asked for suggestions from HRLs on how to reduce the number of issues. Suggestions included automatic email notices, improved communication, and the formation of a work group.
* Karla informed the group that the “Pre-AU” process is nearly to the point where it can be tested by Human Resources again and information would be forthcoming.
* Amy said that a new website for [student employment](http://www.auburn.edu/administration/human_resources/student_employment/index.html), along with a [TES Information and Process Guide](http://www.auburn.edu/administration/human_resources/temporary_employment/information_guide.html), were online and available for use. She also said that supervisors would receive information about the new pages in a Friday email.

## HR WEBSITE

*Patrick Johnston, Specialist, Communications and Marketing*

* Several webpages have been created or updated to benefit Liaisons, HR Professionals, and Managers. They include:
  + [HR staff directory](http://www.auburn.edu/administration/human_resources/about_us.html)
  + Student Employment
  + TES Information and Process Guide
  + [Fair Labor Standards Act](http://www.auburn.edu/administration/human_resources/flsa/index.html) (FLSA)
  + [Spirit of Excellence](http://www.auburn.edu/administration/human_resources/employee_relations/soe.html)
* Patrick also encouraged Liaisons to review the [Tiger Perks employee discount page](http://www.auburn.edu/administration/business-finance/tigerperks/), and to encourage vendors to participate in the program.

## HUMAN RESOURCE DEVELOPMENT

*Bill Shannon, Director, Human Resource Development*

* New employee paperwork should be submitted to HR no later than the Monday of the week that orientation is scheduled on Thursday for of hire. This will help ensure that employees are ready for Thursday’s New Employee Orientation.
* Bill thanked Liaisons for their assistance in submitting Performance Review forms for the 2017-18 year.
* He also announced that Performance Management focus groups for supervisors will be held in late August and September. He said that some Liaisons/Generalists would be asked to serve as note takers for the forums.
* The [fall HRD course schedule](http://www.auburn.edu/administration/human_resources/hrd/schedule.html) was being produced and will soon be mailed to employees.

## RECORDS

*Dale Mann, Manager, Employee Records and Systems Management*

* There was a reminder about the [CUPA-HR I-9 Reciprocal Processing Consortium](https://www.cupahr.org/knowledge-center/I-9-consortium) of which Auburn University is a member. We may utilize the I-9 Reciprocal database for completion of a Form I-9 for a new hire of Auburn University if necessary to be in compliance.
* Dale provided procedures for utilizing the I-9 Reciprocal process through CUPA-HR.
* Leanne can add any departmental administrators that complete I-9s to the directory in CUPA-HR so they may be able to search for a reciprocal location. For additions to the directory, the HRLs were informed to provide the name, address, phone and email address to Leanne and she will ensure that they are added.
* Dale also touched on common I-9 errors and reminded the audience that the I-9 data has to match other AU data for the new employee.
* Correction to discussion: Per the Office of the Registrar, any requests for access to student schedules for attaching and/or confirming enrollment should be requested by the Computer Coordinator for the respective unit/department/division and sent to the Banner Student Security email: [bstusec@auburn.edu](mailto:bstusec@auburn.edu) that includes the reason for the request.
* Julie Reece from the Graduate School also spoke about hiring Graduate Assistants. The fall deadline for GA New Hire and EPAFs is Aug. 15. A PowerPoint handout was available of the information shared.

## EMPLOYMENT

*Chris Thompson, Manager, Employment Services*

* As a reminder, Auburn University is currently in the midst of the budgeting process for the next fiscal year. Human Resources and the Budget Office have collaborated to ensure that the loading of the new budget will be successful and that no merit increases are mistakenly overwritten. Therefore, no salary alignments will be processed between the following dates:
  + University Staff employees, Sept. 2 until Oct. 14
  + Administrative & Professional employees, Sept. 1 until Nov. 1

## COMPENSATION

*Shelly Murray, Manager, Compensation Administration*

* Liaisons and Generalists were thanked for their assistance in submitting updated supervisor records for Banner cleanup.
* An update was given on course requirements for administrative support jobs. The supervisor can determine the best classes for their direct reports in these positions. A formal communication will be coming soon. Note that this does not include a change to the Executive Support jobs at this time
* Effective Sept. 1, more than 200 Graduate Assistants will have their jobs redesignated from nonexempt to exempt. ***(Note: the date has been changed from Aug. 16, which was previously stated in the meeting.)*** Under the Fair Labor Standards Act, GAs who work in their field of study can have their job designated as exempt. Julie said this a good time to make this change, and HR thanked the Graduate School, General Counsel’s Office, Business School, Research, and other groups for their assistance in determining whether GAs could have their jobs redesignated.
* Concern was expressed about the effective date of the change and the impact it would have on the Graduate Assistant.
* Human Resources indicated that they will work with the Graduate School and Payroll to explore other options for an effective date change or adjustment in the payroll frequency for the transition.

## TIGER-TALENT

*Rod Kelly, Senior Director, Talent Management*

* HR is still working with PageUp to address some concerns regarding functional efficiencies.
* As soon as these issues are addressed, TigerTalent will move forward.

## OTHER MATTERS

* Karla said students are needed to assist with a data project where information from the 1980s needs to be typeset.

The HRLs were asked for feedback on the meeting topics going forward and want the meetings to be engaging and helpful in their roles. Feedback was provided that a Banner reports demonstration would be helpful and to know where to find employee information in Banner reports.