

Auburn University Human Resource Liaisons Network

Meeting Minutes

September 13, 2018, 2:45 p.m., Auburn University Administrative Complex

WELCOME AND ANNOUNCEMENTS

Karla McCormick (Associate Vice President, Human Resources)

PAYROLL

- Karla introduced Ashley Fetner, new Payroll Manager.

WORK LOCATION DISCUSSION

Leanne Fuller, Director, Human Resources Services

TAXES AND REIMBURSEMENT

- Leanne spoke with the group about a recent discussion of primary physical work location and tax home and how these impact taxes and the ability to reimburse for expenses. More information is forthcoming but Leanne asked the HRLs to think about any employees that may not be working in Auburn as their primary work location (outside of the state of Alabama). She reminded the group that this is similar to physical work locations as previously discussed by Holly Leverette in Risk Management and their needs.
 - Examples: Vet med locums, Enrollment Services recruiters, Distance Education instructors

HRL UPDATES

- Office of Audit, Compliance and Privacy – Leanne introduced Lindsey Elkins who started in her position on August 20, 2018.
- University Libraries – Leanne shared that there was a current posting for an HR Generalist III; she is currently managing the majority of activities for this division
- Forestry and Wildlife Sciences – Leanne shared that a selection has been made and a start date is being finalized before announcement of an employee
- Reports – Leanne is working with Brittany Saliba in ISS to develop a list of reports with descriptions as a starting point for use by HRLs. More information to come and a work group will be formed to talk through the development of the reports. Karla McCormick asked that the HRLs think about the data elements that they need to do their job; some that are used now and some that are needed so we can assist in gathering and setting up the access to the information.
- HRL Resource Advisory Council – Leanne shared with the HRLs that an advisory council has been established for use in working directly with HR. There are currently 8 members that have accepted and a meeting will be set up soon to move forward with the concept and use of the council. Leanne advised that more information will come and there are plans to create other working groups for specific project/initiative to collaborate together for discussion and solutions.

PAYROLL UPDATES

Ashley Fetner, Payroll Manager and Ann Shore, Executive Director

- Ashley reminded the HRLs of common errors and issues that arise of payroll related forms, deadlines, etc. In addition, Ashley spoke about the Processing Leave taken Outside of Payroll and reminder that this started in March, 2018. She asked that they share the information with their departments as appropriate that have any responsibility related to completion of forms.
- She shared a document to all in attendance that provided details of the reminders.

BENEFITS UPDATES

Ann Shore, Executive Director, Payroll, Benefits and Records

- Ann Shore briefly shared that Benefits Open Enrollment will be electronic this year; there will be more information in October at the HRL Meeting.
- The Benefits Fair will be held on November 14 in Beard-Eaves Memorial Coliseum. There will be a variety of vendors such as voluntary retirement plans companies, flexible spending company, flu shots, and Healthy Tigers. More information will be shared soon
- Insurance and Benefits Committee – Ann shared that the committee has met and will establish sub-committees to focus on specific benefits and where to focus the time and planning. Some examples could include, health insurance tiers, tuition benefits, sick leave bank, etc. These committees will be asking campus about their concerns; the committee members are on the website. Ann encouraged the HRLs to reach out to their employee group representative.

EMPLOYMENT UPDATES

Chris Thompson, Manager, Employment Administration

- 2018-2019 Advertising Rates – Chris provided a handout of the new advertising rates and targeted markets with sources utilized. We will continue with a one-rate structure.
 - Noted changes were no “Diverse Issues” and no “Scholarly Hires”
 - Rate is \$10 less than current year rate
 - “Diversity Jobs” is substituted for “Diverse Issues”
- Chris shared guidance regarding **foreign national hires only** in relation to sponsorship and new information received by the immigration attorney, Monique Meadows.
 - A copy of print ads must be maintained on the first day and 30th day of web presence for: “Chronicle” and AL Job Link (the AL Job Link is a new requirement) – these are required for the Perm/Labor certification process for green card. This process primarily applies to the academic side of campus but may apply on the administrative side if a department is sponsoring for a green card.
 - For Test of the Labor market processes – there is a requirement for an ad to run in the Opelika-Auburn News (O-A News) for 2 consecutive Sundays. The ad may be condensed, AAEEEO must approve, and the departments should work through Chris before placing in the O-A News as he could get a better quote based on the rate structure.

TIGER TALENT UPDATE

Rod Kelly, Senior Director, Talent Management

- Rod shared with the HRLs that there is no new information to report. We are still waiting on PageUp to respond to some configuration/functionality concerns that Auburn had expressed to them. We are working closely with the General Counsel’s office on the process
- More information will be shared as soon as it is available

HRD UPDATES

Penny Houston, Coordinator, HRD

- Penny thanked the HRLs for their help and assistance in the three-day paperwork deadline in leading to scheduled orientation. It was better this year but we will continue to work on improvements

- Approximately 50 percent of the faculty had to be rescheduled because of paperwork deadlines not being met
- Dale Mann spoke to reiterate that HR Records wants Section 2 of the I-9 completed before the job record will be put in the system.
- Later discussion included that there will be more information to come on this topic in the near future per Karla.
- New Employee Orientation (NEO) will not be held on October 11
- There are a few new employees coming to orientation without DUO Mobile. This requires them to miss a portion of NEO to get set-up completed
 - Penny asked for ideas from the HRLs on ways to help with this issue; what can be done to ensure that the new employee is set up and has the best experience possible
 - As requested from the HRLs, Penny will provide a list of new employees and departments for August 2018 sessions who did not have DUO Mobile set-up prior to arriving at orientation
- HR oriented approximately 150 new employees in August
- Biggio Center orientation causes confusion with new employee orientation. HRD will continue to work to find a clear way of communicating the difference and need to attend both

Kim Graham, Instructional Designer, HRD

- Kim shared with the HRLs that there are currently 5 eLearning classes available currently. Most recently, HIPAA was added – available 24 hours a day, 7 days a week
 - Others currently in development: HIPAA II, other Legal Foundations courses such as Absenteeism, Employee Misconduct
 - Building Core Fundamental courses – in different stages of development: TES Hires (Tracking hours and 11-month Rule), Hiring 101 and 102, 4 compensation courses, Feedback in a Flash (Hard conversations)
- Kim asked for other ideas and will be sending courses out to them to help with testing

Listening Session – Performance Management

Bill Shannon, Director, HRD

- Bill facilitated listening session for the HRLs in attendance of the performance management process as he has been conducting across campus with managers and supervisors
- Bill reminded the HRLs that there was a survey sent out that can be forwarded on the performance management process. He said there were approximately 20 responses thus far and he encouraged HRLs to respond
- Specifically, these four questions were asked of the group for the dialogue of performance management:
 - What would the ideal performance management process look like for you as a HRL?
 - What would the ideal performance management process look like for you working with *your* supervisor as recipient of a performance review?
 - We have a chance to create a new form (For most employees). What would the ideal form include?
 - What advice would you have for us in creating training in both process and system?

The meeting was adjourned at 4:45pm with the end of the listening session.