

HR Liaisons Network Meeting Minutes

November 1, 2018 – 2:45 p.m. – Auburn University Administrative Complex

Welcome and Announcements – Karla McCormick

- Moving ID Card Services to the AU Administrative Complex is still in the planning stages. McCormick said that Human Resources continues to work with Facilities regarding where Card Services will be located. The current goal is to move Card Services to the Administrative Complex by early 2019.
- Liaisons are encouraged to participate in a holiday cookie exchange, which will take place at the Dec. 6 meeting; HRLs should bring cookies to share and HR will provide the bags.
- Chris Thompson also gave a brief update about Pre-Employment Process (also called Pre-AU), which would give limited system access to new employees who have yet to arrive on campus. HR is currently piloting the program. Liberal Arts will begin to test the program after the holiday break, and Athletics has also expressed an interest in program pilot testing.

Policy and Procedures – Karla McCormick and Tonya Dupree

- Updates were offered on the following policies and procedures:
 - Policy on Employment and Wage Verification
 - Summary: Human Resources utilizes a third party vendor for the administration of employment and wage verifications.
 - Mandatory Participation in Retirement Plans
 - Summary: Alabama State law mandates all eligible employees contribute to a Retirement Systems of Alabama plan. Auburn University is an employing agency of the RSA with the responsibility of assisting RSA with administrative duties in the management of this benefit.
 - Policy on Wage and Salary Overpayments
 - Summary: University Payroll is responsible for making timely and accurate salary payments to employees, subject to information provided by AU departments and employees. This policy informs all university employees of the responsibility to report and repay salary and wage overpayments.
 - There was a question regarding the use of the two forms on the website for an overpayment process. One attendee shared that the forms seem to be redundant. Ann Shore indicated that they would look into the forms and see if both are necessary or if they can be modified.
 - Annual Award Recipients Report
 - So far, the process is working well and no requests have been denied.
 - A template is available to assist those requesting approvals.
 - A formal request is required for faculty if they will receive the award via Payroll. Graduate students are also included if the award relates to their position.

HRL Updates – Leanne Fuller

- Reports and scripts which may be used by Liaisons are now included on the [HRL Resources page](#). Fuller will notify HRLs of any future changes or additions.
- The following handouts were mentioned:

- Open Records Act Requests (a memo from the General Counsel's Office) – She will provide a copy to all with the distribution of minutes.
 - The 2019 NEO sessions calendar
- The newly formed HRL Resources Advisory Council, which will meet bimonthly and/or as needed, was announced. The council's charge includes, but is not limited to, providing feedback, brainstorming solutions for a variety of topics, and evaluating and piloting new processes. Advisory council members include:
 - Chris McClendon (co-chair)
 - Leanne Fuller (co-chair)
 - Cindy Selman
 - Kerry Ransel
 - Amanda Smitherman
 - Karla Gacasan
 - Lori Bush
 - Loren Allday
 - Elizabeth Haeussler
- Dale Mann has reordered Approval Category Codes for EPAFs in a more logical order. He will continue to make improvements as he can. A copy of the re-ordered list was provided.
- Abbi Brown announced that HR now has access to Handshake for posting on-campus student jobs. She reminded HRLs that HR would handle on-campus student employment while the Career Center will continue to handle off-campus student employment. Work-study positions will continue to go through Financial Services.
- Fuller announced that Campus Relations is continuing to compile a list of lactation rooms throughout campus, and that a webpage with map will soon go live. The HRLs should contact Sonya Dixon if they are in need of locating a lactation room for an employee to use.

Banner – Michael Miller

- ISS continues to work with OIT with the implementation of Banner 9.
- At this point, HRLs should be using Banner 9 rather than Banner 8.
- Most of the issues with the transition involve Finance, as HR is much more stable.
- Licensing and support for Banner 8 will end on December 31, 2018.

Threat Assessment Team Information – Keith Walton

- Walton spoke briefly about the Threat Assessment Team
- The mission of the Threat Assessment Team is to assist in the safety, health, and welfare of the university community.
- HRLs and the university community should report any situation that could possibly result in a threat to the safety and well-being of other members of the university community. Any member of the university community that may become aware of such a situation can report the matter to the Threat Assessment Team.
- For additional information call (334) 844-5010 or email autat@auburn.edu.

Open Enrollment Update -- Teresa Coker and Patrick Johnston

- Open Enrollment for 2019 benefits started at 12:01 a.m. on Nov. 1, and will continue until 4:45 p.m. on Nov. 30.
- Coker announced that the online enrollment site was live and that she had enrolled at 4:19 a.m. She encouraged Liaisons to visit the site, along with the Open Enrollment site at aub.ie/benefits.
- Coker also thanked ISS for their assistance with the website.
- Johnston asked Liaisons to help share Open Enrollment communications with employees within their departments. He said there were several tools, including posters, digital signage graphics, and social media. A [link to the tools](#) is available on the HR Liaisons Network page.

Payroll Updates – Ashley Fetner

The following reminders were given to HRLs:

- Paid Holiday Policy on Graduate Assistants (GAs)
 - GAs are non-exempt employees and are generally paid for hours worked. However, it is Auburn University Policy that hourly-paid GAs be paid during official university holidays and breaks, including fall break, spring break, and/or official university closures.
 - GAs are differentiated from Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs) and Graduate Extension Assistants (GEAs)
 - Departments should add the hours they were scheduled to work as RNW in Kronos.
- Leave Carryover
 - Auburn University limits the amount of annual leave that may be carried forward from one calendar year to the next.
 - HRLs were asked to help remind their employees whose leave balances may be approaching the maximum limit to use enough annual leave between now and the end of the year so they do not lose leave unnecessarily.
- Holiday Schedule
 - The last biweekly (BW) payroll of 2018, which is for the pay period Dec. 9-22, is scheduled to pay on Dec. 28.
 - The actual pay date Dec. 28 falls while the University is closed for the holiday break. Payroll will process payroll on Dec. 26 to pay on Dec. 28 to avoid estimating of time.
 - If an employee is not working during the holidays, timekeepers may approve time for that person before they leave for the holidays. However, if the employee is working, timekeepers should not approve time prior to the end of the pay period or the system will be unable to capture clock in/out time.
- Fetner emphasized that HRLs/timekeepers should email payroll corrections **only** to payroll@auburn.edu

Foreign National Hiring Process – Karla McCormick and Tammy Moore

- Foreign National tax forms should now be submitted to the Tax Compliance office (nrtax1@auburn.edu). The employee will be sent the form with the top portion completed by the department. The employee is not to be sent to the Office of International Programs unless they do not have a Social Security number issued. The forms are available on the Tax Compliance website.
- Once completed, Tax Compliance will e-mail the completed document to the e-mail address the hiring department provided on the form and to humnres@auburn.edu.
- Once the hiring department receives the completed form from Tax Compliance, the employee should be instructed to bring all I-9 documents necessary to start or re-verify their I-9.
- The new forms, instructions, and workflow illustrations will be provided to the HRLs after the meeting when the minutes are provided. It was recommended and agreed by the HRLs to send the information to them and they would disseminate to those in their area with hiring responsibilities.

Compensation/Classification Updates – Shelly Murray

- Graduate Assistants Project Update
 - The Graduate School and HR are “on track” with updating the FLSA statuses of GAs.
 - Most GAs will have their positions designated as exempt, and will begin to be paid monthly after the start of the 2019 spring semester.
 - By Nov. 8-9, the Graduate School will begin notifying students of their statuses for the spring semester.
 - Reece added that the Graduate School is attempting to limit the number of students who are working outside their field of study, as their positions would be designated as non-exempt.
- IT Specialists Classifications

- Murray and Cindy Selman discussed updates to IT specialists' classifications. The new classifications will more greatly reflect the specialists' specific duties.
- Thirty jobs will be clustered in approximately 10 groupings.
- The goal of this project is to more closely pay specialists according to the market rate, which should result in applicants that are more qualified.
- The goal is to complete this project in the first quarter of 2019.
- There will also be a separate IT pay structure with different grades, spreads, midpoints, etc.

HRL Share/Best Practice – Amanda Smitherman, Chris McClendon, and Lori Bush

- Amanda Smitherman (College of Agriculture) – Amanda shared with the HRLs that she incorporates a Family Feud game into a quarterly department administrator's meeting to help with learning. If there is a current issue/problem that the admins are experiencing, she will include questions related to the subject. It has been well received thus far. Smitherman also indicated that she would ask University Human Resources for speakers on particular topics. Smitherman also sends weekly Excel tips to the department admins – typically one to two pages of information for quick "snippet" of learning.
- Chris McClendon (ACES) – Chris shared that they do three geographical meetings a year because they are spread out over the state. Every year in April, they conduct a meeting to include topics such as, financial updates, HR updates, customer service training, social media, Myers Briggs, personal growth areas (i.e., mindfulness, retirement prep, etc.), encourage training through Lynda.com and HRD on-line courses. McClendon further shared that they will partner a new admin with a more seasoned admin in the county. They will learn from the seasoned admin and visit their office for training and mentoring.
- Liberal Arts (Lori Bush) – Lori shared that she conducts a monthly meeting with her admins in which they have HR and financial updates. Topics depend on what information is needed to share such as, information from the HRL monthly informational meetings. One time per year, she will have a full day of learning with lunch for admins – topics have included emergency preparedness, risk management, etc.

A brief discussion included American Behavioral as a speaker and Karla McCormick indicated that they may be available but asked that the HRL contact her or Ann Shore about the possibilities due to contract and the ability to deliver a limited number of trainings per year.

There was no further discussion; the meeting was adjourned at 4:50 p.m.