

## HR Liaisons Network Meeting Minutes

**December 6, 2018 – 2:45 p.m. – Auburn University Administrative Complex**

### Welcome and Announcements – Karla McCormick

- Pre-AU pilot: To date, there have been approximately 46 employees ran through the pilot
  - Employment has worked with ISS/Scott to correct the issues.
  - Arlene will continue to pilot at a department level in the Library
  - There will be an email communication to the New Employee with a CC to HRL, system Hiring Manager and the Supervisor coming soon
  - Plans are to move the pilot out more to the department level toward the end of January, 2019

### HRL Updates – Leanne Fuller

- Reports:
  - Pending report to be developed – Default Pays/Earnings report
  - New report – PZRH110 – Job Change Reasons by Division is now available and updated on the listing found on the HRL Resources website
- HRL Change:
  - Arlene Brown is the HRL for the Library, effective 12/1/2018
- Website updates:
  - HRL Directory
  - List of reports/scripts
- Next HRL monthly meeting:
  - Currently scheduled January 10, 2019
- HRL Network Advisory Council:
  - Leanne shared that the Council met November 27<sup>th</sup>
    - Topics discussed were:
      - New performance review training suggestions – Leanne indicated that Bill will share more information later
      - NEO Faculty Session scheduling feedback – Penny Houston shared that she had taken the feedback and a meeting is scheduled with Benefits to discuss suggestions regarding the timing of the sessions

### Open Enrollment Communications – Patrick Johnston

- Patrick thanked the HRLs in the using the tools to communicate and market the Open Enrollment period:
  - Powerpoint presented on communication summary of Open Enrollment
  - A request from the Amanda Smitherman, HRL, was to provide summary information on those that enrolled by division
    - Ann Shore indicated that they could check on that information, they were still determining how to pull reports and information from the on-line enrollment system

### Employee Relations – Sonya Dixon

- Dixon spoke about the Employee Appreciation Week for 2019

- Week will be April 22 – 26, 2019
  - Includes Admin-Professionals Day (April 24 – AU Student Center), Employee Recognition Program (April 25 - AUHDCC)
  - Tentative Picnic – hoping to plan for a picnic (or similar event) on April 26<sup>th</sup> but will need funding/sponsorship; more information to follow as this develops
  - Encouraged HRLs to consider their separate recognition programs/events to be during the same week if permitted; think about 2020 if too late to change dates for 2019
    - Seeking ideas and feedback from HRLs for April 22 and April 23 for department recognitions
    - Dixon will be sending an email for volunteers to serve on committee for planning the Employee recognition Week and for volunteers to help with the events
- Secure document upload
  - Dixon shared that the correct email to use for ER secure document upload is [employeeerel@auburn.edu](mailto:employeeerel@auburn.edu)

### Payroll Updates – Ann Shore

The following reminders were given to HRLs:

- W2s:
  - Shore asked for HRLs to encourage employees to update addresses in the system for W2 purposes
  - There will be a communication going out to all employees soon of reminder to update addresses and electronic W2 opt-in election
- Payroll dates:
  - Bi-weekly payroll will run December 26<sup>th</sup>
  - PLOP – will run PLOP at the same time as monthly (Dec 18) and semi-monthly (Dec 17) payroll this month
  - Deadline for leave is 12/14/2018 at 2:00pm – must be submitted and approved by this time to charge against 2018 leave balance
  - Salary supplements are paid on Friday, December 7<sup>th</sup>

### Compensation/Classification Updates – Shelly Murray and Julene Pugh

- Pay Evaluator:
  - Julene Pugh shared with the HRLs about a recent enhancement in the Pay Evaluator tool
  - There will be an additional tab that includes the information that is applicable for the employee personnel file
  - The “merit question” should always be marked as NO until the period between June – September 2019 when budget decisions have been made
  - The updated Pay Evaluator with new salaries will be sent out this week
  - Shelly Murray reminded the HARLs about confidential information is included in the Pay Evaluator and the tool (Excel) should not be shared with the supervisors; however, it is okay and encouraged to share the PDF document with them for discussion and signature.
- Graduate Assistants Conversion from FLSA nonexempt to FLSA exempt:– Shelly Murray and Julie Reece
  - The Graduate School communication to all affected Graduate Assistants was sent out on November 30, 2018. A copy of the email is attached for your reference.
  - Human Resources and ISS are currently testing the programmatic conversion in Banner. All is going according to plan.
  - Remember that all GAs should stop clocking at midnight on 12/31/18. Their exempt jobs will begin on 1/1/19, and they will begin to be paid monthly from then on.

- Moving forward, the GA position description will be required in all GA new hire packets. HR will receive position description for review.
- The position description will need to be included in the new hire packet with other paperwork OR sent to Julie Reece separately if an epaf is submitted.
- GA Position Description form: [Grad Assistant PD form](#)
- HRL requested that a list of GAs involved in the conversion be sent out to them.
- Julie Reece also shared that graduate students may have an Exempt and a Nonexempt job, not to exceed a total of 50% FTE
- Graduate Assistant Job Structure chart is attached as an additional informational tool

## HRD Updates – William Shannon and Penny Houston

- Spring Course additions:
  - Coaching Fundamentals
  - Emotional Intelligence
  - Supervisor Basics
  - Additional wellness courses
  - Seven Habits of Highly Effective People – Dr. Witte will be instructor of this offering
- New Employee Orientation: January 7<sup>th</sup>
  - Houston reminded HRLs that an additional orientation will take place on January 7<sup>th</sup>; the deadline for new hire paperwork for attending the session will be COB on December 18<sup>th</sup>
- New Performance Review form:
  - Shannon shared the new Performance Review form Draft, summary included:
    - Optional – may use new or old form
    - Extensive training and communication will be coming
    - President’s Council provided feedback on form
    - 5 point scale on new form and modified old version of form (same as faculty)
    - There will be copy & paste needed for the Word document to enable spell check
    - Shortened, behavior section added for duties (35 defined behaviors with examples)
    - There will be a new Guide which includes handouts and on-line training
    - Can accommodate in-person training with HRLs
    - Website will be developed – FAQs, best practices, etc.; [aub.ie/performance](http://aub.ie/performance)
    - Communication next week:
      - HRLs heads-up (sent 12/11/18)
      - Supervisors (sent 12/11/18)
        - i. Suggested to incorporate language related to decision of what form to use may be made at the division leadership level

## Cookie Swap

- Karla invited all in attendance to make sure to get copies before they leave; meeting adjourned at 4:45 p.m.