# AU HR logo

# **Auburn University Human Resource Liaisons Network**

Meeting Minutes

October 4, 2018, 2:45 p.m., Auburn University Administrative Complex

## **WELCOME AND ANNOUNCEMENTS**

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

### ID CARD SERVICES

* Karla announced that ID Card Services will soon be moving to HR and we are preparing for additions by moving some offices
* Jennifer Gilliland will be transferring to HR and reporting to Dale Mann in Records

### PREFERRED VENDOR FAIR

* It will occur October 11 at the AU Hotel and Dixon Conference Center.
* HRLs and anyone else that may have an interest are encouraged to attend.

## **POLICY & PROCEDURES**

*Tonya Dupree, Human Resources*

### EMPLOYEE AWARDS TEMPLATE

* Tonya shared a document of important things to know related to Employee Awards
* There are key items to know:
  + Identified Program Objectives
  + Award Themes and Selection Criteria, and Selection Committee
  + Award eligibility, Award types, and Award frequency
  + Nomination and Selection Process
  + Communication Plan and funding source
* She introduced a template form for use in submitting the award program to HR
* She emphasized that these procedures allow for consistency across campus
* She indicated that pre-existing award programs in the department/unit must still go through the process
* Award Procedures Guidelines are available on procedures website: <http://www.auburn.edu/administration/human_resources/procedures.html>
* Helpful information in the Procedures (questions received after HRL meeting):
  + Obtain appropriate approval from the Department/Unit Awards Committee to issue specific award
  + Ensure appropriate department/unit approval if applicable
  + Notify award recipient of possible tax implications prior to presentation of award
  + For an award of tangible property:
    - Follow established University Spending Policies and Procedures for non-employee awards
    - Maintain a list of awards, value, and recipients for submission annually to University Payroll for processing
* Cash Awards:
  + An Electronic Personnel Action (EPAF) with all appropriate information must be completed and sent to the HR Records unit for processing. The employee’s position number with a suffix of A1 should be used and an earn code of AWD. Once received cash award payments will be processed on the next scheduled pay day for the recipient.
* Terminated Employees: If employee has received a tangible award then the award purchase price should be reported to University payroll with documentation for the last paycheck. An email with the employee name, Banner ID and amount of award should be submitted to the awards and incentive email address.
* Record Keeping:
  + Each department or unit is responsible for documenting all award recipients and award types. This report should include employee’s name, Banner ID and purchase amount of award. The documentation should be sent annually, no later than December 1, to University Payroll for review. The documentation must be sent to [awardsprogram@auburn.edu](mailto:awardsprogram@auburn.edu)

## **HRL UPDATES**

*Leanne Fuller, Human Resources*

* Forestry and Wildlife Sciences – Leanne introduced the new Executive Coordinator who also serves in the HRL role, Sue Fuller. Sue joins Forestry after serving as Business Manager for the Office of Inclusion and Diversity.
* Exit Checklist (also known as Clearance Checklist and HR900 form) – the form is available on the HR Forms page. There are no changes to content, but we only updated the format.
* AUM layoff employees – AUM is going through some changes and the department/unit of Outreach is being closed. There are currently seven employees that will be laid off; it has been approved to allow them to apply for Auburn main campus jobs and to be given priority consideration for interview if meeting the minimum qualifications. We currently have two laid-off employees on main campus.
* Reports – Leanne shared a document that provides a list of reports/scripts which includes Name, Description, Fields Extracted, and Information to enter for the Requestor. She is working with Brittany to identify reports that may be helpful to HRLs in their daily work for their areas. Leanne also showed an illustration example that Brittany is creating for each report identified. The list of reports and each illustration will be shared and housed on the HRL Resource webpage as we build these resources. The group seemed pleased with the information thus far. Leanne asked that HRLs share any reports that they currently use and any information that is needed and she will assist in working with ISS for information through reports. Leanne also recommended that the HRLs attempt to run the reports, as needed, and let Brittany know if there are any problems with the access.
* AAEEO Email – Leanne asked the group if they received the email from Michelle Martin on the change to the short tag line. She indicated that she would share the email again when the minutes are sent out.

## **COMPENSATION/CLASSIFICATION**

*Shelly Murray, Human Resources*

### ADMINISTRATIVE SUPPORT ASST/ASSOC/SPEC DEVELOPMENT CHANGES

* A set curriculum of courses is no longer required; supervisors can set expectations of course completion and personalize in the development plans. This applies to the Executive Support Assistant and Specialist as well
* Shelly indicated that the changes discussed only applied to the academic side of campus; the administrative side had the requirement removed in 2008
* A website has been developed to capture the information regarding administrative support development plans: <http://www.auburn.edu/administration/human_resources/hrd/admin-plans.html>
* Shelly asked for feedback regarding communication to the supervisors. The suggestion was that the employees affected would not be directly communicated to regarding the changes, but would be communicated through the HRLs and Supervisors
* A “Good to Know!” communication is planned to be shared in the next week
* Shelly will provide a list of administrative support employees to HRLs
* Penny can be contacted to run a transcript of the courses taken for each employee, if needed

### GRADUATE ASSISTANT PROJECT UPDATE

* All GRADA graduate assistants have been converted to a GRADN position class. Effective Jan. 1, most of those graduate assistants’ positions will be reconverted to a GRADA position if their assistantship is aligned with their educational program. These assistants will then be EXEMPT.
* Those whose work assignments are not aligned with their educational program will remain in a GRADN job, and their position number will change to a GN- format.
* Communication from the Graduate School will be sent to all affected graduate assistants around the first of November.
* Based on the timing of when tuition benefit is applied, taxes will not be assessed until fall 2019
* Julie Reece from the Graduate School indicated that a communication will be sent to the Supervisor and GPOs (Graduate Program Officers) of the job description process and the instructions to review and certify the job description. The deadline for returning to the Graduate School is October 19, 2018.
* Rod Kelly indicated that the job description and attestation must be signed by the Supervisor, Student, and Program Director. This signed document will remain on file for audit and compliance purposes

## **OPEN ENROLLMENT UPDATE**

*Teresa Coker, Human Resources*

* This year we will offer an electronic open enrollment system
* A call center will be available for questions
* Benefit enrollers will be available as an option for face-to-face assistance in enrolling
* A communication will be sent next week about the Benefit Enroller option
* A request was made to include ZOOM as an option; Benefits would like to hold off on ZOOM since it is the first year
* The Benefits Fair will be held Nov. 14 from 7 a.m. until 5 p.m. at Beard-Eaves-Memorial Coliseum
* Benefit Enrollers will be available at the Benefits Fair

## **TES UPDATES**

*Abbi Brown, Human Resources*

* She discussed the TES Service Rate for the new fiscal year.
* An email was sent to HRLs on Oct. 2. The new rate is 15.82 percent, an increase of .40 percent from the FY2018 rate

## **FOREIGN NATIONAL HIRING PROCESS**

*Karla McCormick, Human Resources*

* There has been a recent development in changing the Foreign National Employment Form (formerly known as Alien Employment Form) completion by the Office of International Programs.
* The form is used by campus in completion of the Form I-9 and the Tax Compliance Office.
* Karla stressed that the change did not need to be disruptive to the employee.
* The HRLs indicated that they use the dates on the form to complete the Form I-9 and new hire paperwork to ensure that an employee does not work prematurely.
* A temporary solution is being developed and more information will be communicated as soon as it is available.
* Karla asked the HRLs about their opinions on the creation of Onboarding Centers (1 -2 centers) which will be available for Form I-9 completions, ID cards, parking registration, direct deposit, other new hire paperwork to help with the challenge of not entering new employees into Banner without the I9 completion, typically 3 days after hire. There was positive feedback from the HRLs in that Onboarding centers would be a great idea.
* One reservation communicated was that an onboarding center (and completion of new hire paperwork) would take the HRL or designee out of the loop and they would not know when information was completed
* Karla indicated that more dialogue and planning would be coming and more information will follow.

## **TIGERTALENT UPDATE**

*Rod Kelly, Senior Director, Talent Management*

* Rod reported that for five months, we have been working with PageUp and waiting on additional information regarding configuration possibilities.
* We will no longer implement PageUp as a vendor for the five modules.
* Implications – a new RFP will be launched in the next 2-3 weeks to accept proposals. It will likely be January 2019 before we begin reviewing RFP submissions.
* Auburn will no longer focus on 1 vendor to deliver all five modules; we will seek best in class as a vendor individually, if needed.
* The priority may change than the previous order of the modules; i.e., performance management will be in the first phase.
* All of the information gathered from the previous listening sessions, focus groups, HRLs, etc. will be valuable going forward as we launch another vendor evaluation process
* We plan to keep branding the same as TigerTalent
* We are still negotiating with the vendor.
* More information will be shared as soon as it is available

### MOVING FORWARD WITH GATHERING PERFORMANCE MGMT FEEDBACK

* We are working on a simplified, shorter version of a Performance Management Form for one-time use only during 2018-2019 performance year
  + There will be an option to use the new form or use the current form as it exists today
  + We anticipate that the new form will be communicated in the next few months
  + Training is being developed by HRD for the one-time use form
  + We plan to shift to a 5-point scale from a 4-point scale for this one time use form

## **HRD UPDATES**

*Bill Shannon, Human Resources*

### NEW EMPLOYEE ORIENTATION

* 2019 New Employee Orientation (NEO) dates will be shared at the November HRL meeting
* We are adding a NEO session on Jan. 7 to assist with the December hires.
* December 19, 2018 is the deadline to submit paperwork for the Jan. 7 NEO session.
* Bill thanked the HRLs for their involvement in their employees being DUO-MOBILE ready in this week’s orientation.

### HRL and SUPERVISOR FEEDBACK HIGHLIGHTS – PERFORMANCE MANAGEMENT

* Bill shared PowerPoint slides that captured the summaries of the feedback received in the recent listening sessions.
* He asked HRLs to send further feedback to him if there was anything additional to provide.

## **HRL SHARE/BEST PRACTICE**

Chris McClendon, Megan Sumners, and Km Rogers, *ACES Human Resources*

* Leanne introduced the agenda item and encouraged HRLs to think about processes or other items that they could bring to the group to share
* Chris, Megan and Kim all presented on the history of the ACES, land-grant, best practice communication with their employees and supervisors, reports and metrics that are useful in their daily work as human resources professionals in serving their organization

## **CLOSING REMARKS**

*Karla McCormick, Human Resources*

* Karla McCormick encouraged the HRLs to think about ways they could share and to think of information that they would like to know more about.

The meeting was adjourned at 4:40 p.m.