

HR Liaisons Meeting Minutes

June 7, 2018

Welcome and Announcements

Karla McCormick, Associate Vice President, Human Resources, welcomed Liaisons and introduced LaStella Paradise-Watson, the new Financial Associate for Human Resources.

McCormick said the search continues for a new Payroll Manager. Beverly Hughes, the current Payroll Manager, will retire on July 31, 2018.

The new HR phone tree was scheduled to go live on June 11, 2018. McCormick encouraged Liaisons to let HR know if they experience any issues.

McCormick also touched on the Payment of Awards Policy. She said that by late summer/early fall, HR will send a reminder to Liaisons and Supervisors/Managers that programs for the upcoming academic year will need to be reviewed and approved in advance.

HRL Updates

Leanne Fuller, Director, Human Resource Services, inquired with Liaisons about the monthly meeting schedule. The consensus was to keep the current schedule of meeting every first Thursday, at 2:45 p.m.

Fuller also discussed HRL changes in several departments:

- Kim Conner is no longer serving as HRL for University Libraries. Leanne is currently filling that role on a temporary basis.
- Paula Clark is no longer serving as HRL for Undergraduate Studies. Kerry Ransel is currently filling that role as a direct reporting division through the Provost Office.
- Lindsey Johnson is now serving as the HRL for Campus Safety and Security.

HRL Newsletter and Website

Fuller, along with Patrick Johnston, Specialist, Communications and Marketing, spoke briefly about the HRL newsletter which was shared on May 30. Johnston also discussed recent improvements to the PEB website, which went live on June 5, along with the new Search Committee website and improved HRL page. He asked Liaisons to provide feedback on the changes and to let him know if there are any issues.

Common Book

Linda Maxwell-Evans, Executive Director, Campus Relations, discussed this year's Common Book, "One Amazing Thing" by Chitra Divakaruni, and encouraged Liaisons to sign up for the fall book club which will be hosted by HR. The lunch and learn schedule will be provided soon.

HRD Updates

Bill Shannon, Director, Human Resource Development, thanked Liaisons for helping new employees be prepared for orientation earlier that day. He also shared the Faculty Orientation schedule for this summer, and touched on performance review tips and reminders for Liaisons.

Temporary Employment Services (TES) update

Abbi Brown, Director, Student and Temporary Employment, discussed planned changes to the TES request form. Five items on the form will now be completed by Liaisons rather than the TES staff. (The updated form is now available on the TES website.)

She also discussed the new checklists that are available to help new TES employees (retirees and non-retirees) with the onboarding process.

HR Records Updates and Reminders

Dale Mann, Manager, Employee Records and Systems Management, reminded Liaisons that Section 2 of the Form I-9 cannot be completed until the new employee's hire date. Section 1 must be completed on the date of hire, and Section 2 must be completed within three business days of hire.

Fuller also thanked Liaisons for their assistance in Supervisor Clean-Up records. She requested that everyone work to finish this information by next Wednesday and to let her know if any assistance is needed or if there are questions.

TigerTalent

Rod Kelly, Senior Director, Talent Management, along with Shelly Murray, Manager, Compensation, and Chris Thompson, Manager, Employment Services, touched on TigerTalent user roles and the first phase of configuration testing. Murray said that with position descriptions, some minor changes are still needed and that major testing would soon occur. Thompson said that regarding the applicant tracking system, hiring coordinators would need to be identified in the next few weeks. He also said that in smaller departments, the Liaison can serve as the hiring coordinator. Abbi Brown, Director, Temporary and Student Services, provided an update that she continues to work with the student workflow process group and she is receiving good feedback.

Other items

- Fuller thanked the Liaisons who volunteered for Family Fun Day, emphasizing that the event was highly successful.
- Liaisons were asked if they had any issues they would like to discuss. Two issues that were mentioned were EPAFs and the links on the New Employee Orientation page. (HR has since improved the NEO page to make it more user-friendly.)
- It was also recommended that the TES employment checklist would be helpful as a guide if developed for other types of employment groups.