HR LIAISON NETWORK MEETING AGENDA

December 8, 2022 – 3-4:45 p.m.

I. WELCOME AND ANNOUNCEMENTS – Karla McCormick
    A. HR Staff Position Announcements
- Payroll Manager – Jeff Urstadt (begins Dec. 12)
- Compensation Specialist – candidate evaluation
- Employment Specialist – selection in process
- Onboarding Specialist – interviews in process
- Benefits Manager – posted

    B. Retirement Recognition (Jenny Swaim)
    C. Performance Management – Planned Check-ins
    D. Year of Collaboration and Partnership

II. HR LIAISON NETWORK UPDATES AND INFORMATION– Leanne Fuller
    A. Meetings
- Next Meeting – Jan. 12 (tentative)
- 2023 Schedule

    B. Advisory Council
- Nov. 30 Meeting
  - Z-Jobs and OOC tracking
  - Employee Appreciation Week
- Two Vacancies
  - Call for Nominations (Dec. 5 email, Dec. 16 deadline to respond)

    C. Exit Interviews Update
- Tweaking Questions and Report Illustration
- New Version Begins January 2023
- Automated Scheduled Reports for Last Day of the Month
- Exit Interview Links and QR Codes

    D. Robotic Process Automation
    E. Employee Data Collection (Check-in)

III. 'YOUR JOURNEY TO HEALTH AND WELLBEING' – Jen Morse and Patrick Johnston

IV. COMPENSATION AND CLASSIFICATION REMINDERS AND UPDATES – Shelly Murray

V. EMPLOYMENT SERVICES (TEMPORARY AND STUDENT) – Amy Bruce
    A. Post-Retirement Employment Reminder (PEEHIP requirement)
    B. Graduate Background Check Reminders
    C. Graduating Student Employee Termination Dates
    D. Student and TES Postings

VI. EMPLOYMENT SERVICES REMINDERS – Jenna Richards and Abbi Brown
    A. Postings
    B. Active Pools
    C. Reorganization

VII. QUESTIONS AND ANSWERS – Karla McCormick

HR Liaison Meeting Notes December 8, 2022

Welcome and Announcements – Karla McCormick

- Karla provided updates on the following positions and their various stages, encouraging HRLs to share information about those postings that are at various stages:
  - Director, Compensation and Classification
  - Onboarding Specialist
  - Compensation & Classification Specialist
  - Employment Specialists – Jarvis Matthews and Hannah Russell will begin on January 3, 2023
  - Payroll Manager
- Karla recognized Jenny Swaim and presented a certificate of appreciation for her years of service as an HR Liaision.
- Karla also recommended to HRLs to encourage supervisors to do the planned check-ins with employees. Performance Management is a critical component to an employee's success.
- Karla presented on several areas to highlight and thank everyone for collaboration through the year of 2022. She also highlighted some upcoming initiatives that will be taking place in the year ahead and will be reaching out to our HR partners on campus as these initiatives are planned and executed. *(Refer to the PowerPoint presentation for detailed information shared)*

HRL (HR Liaison) Network Updates and Information – Leanne Fuller

Meetings

- The next regularly scheduled meeting on January 12th. A meeting invite will be forthcoming.
- She also shared a planned monthly meeting schedule for 2023 (attached and on the HRL Network website).

Advisory Council

- The Advisory Council met Nov 30th with Compensation and Employee Relations to discuss the following items:
  - Z-jobs (Additional jobs) and OOC (Out of Class pay) tracking and reporting
  - Employee Appreciation Week ideas for 2023
    - More information to follow.
- Two vacancies
  - Call for nominations was emailed to HRLs on December 5th to fill 2 vacant positions with a December 16th deadline

Exit Interviews

- Tweaked some questions and are currently working on these updates
  - Desire that the links will remain the same (will communicate if changes are needed)
- Changed the report illustration for ease in readability and interpretation
- All updates and changes will be made by UHR
- New reports/questions will begin in January, 2023

Robotic Process Automation

- As an FYI, Leanne shared that we have been working with an external vendor to identify and automate some processes in an effort to improve efficiencies to better serve campus

Employee Data Collection Process

- **Refer to the FAQ document attached** for information shared by Shelly Murray.

Leanne reminded each attendee to grab a gift on the table as they leave as a small token of appreciation and partnership though the year. *After the beginning of the year, Campus Relations will work to get HRLs that were not in attendance their appreciation gift.*

Your Journey to Health and Wellbeing – Jen Morse and Patrick Johnston

Jen Morse with the Office of Sustainability shared information and highlighted a new sustainability speaker series beginning in January, 2023: Your Journey to Health & Wellbeing. The kick-off event will be January 9th and each session will have an in-person and virtual check-in option. This series is co-sponsored by:

- Health Promotion & Wellness Services
- Human Resources
- Office of the Provost
- Office of Sustainability

Jen asked the HRLs to share and promote the series to their employees. Flyers were shared (refer to email dated Dec 9th from Patrick Johnston for attachments).

Compensation and Classification (C&C) – Shelly Murray
Additional pay request forms

- Shelly reminded the HRLs to submit all HR-12 forms and Out of Class pay requests via the Smartsheet link that has been shared.

Market Study reviews

- Shelly reminded HRLs to submit any market study reviews from Phase 1 via the Smartsheet link that has been shared. The C & C team is working through those as soon as they can.

Employment Services Reminders – Jenna Richards and Abbi Brown
New positions

- Abbi shared that we are adding 2 new Employment Specialists that will start in January – Hannah Russell and Jarvis Matthews.
  - They will be working with Jenna Richards, focusing on non-faculty employment and helping to expand the university's talent acquisition efforts.
  - They will be reaching out to the HRLs in January to set up meet & greet/introduction meetings – be on the lookout for emails and calendar invites.

TES Transitions
Thank you to all that worked with me to transition your long-term TES employees. Please remember for those that transitioned into part-time roles, you will need to have their holiday pay manually entered, Kronos will not automatically populate it.

No other items were discussed. The meeting was adjourned.

HR Liaison Network Meeting

12.8.2022

Network Updates and Information

Leanne Fuller

2023 Meeting Schedule *(Tentative)*

Date	Location
Jan. 12, 3 p.m.	Zoom
Feb. 9, 3 p.m.	Zoom
March 2, 3 p.m.	In-Person (Location TBD)
April 6, 3 p.m.	Zoom
May 4, 3 p.m.	Zoom
June 8, 3 p.m.	In-Person (Location TBD)
NO MEETING SCHEDULED FOR JULY	
Aug. 3, 3 p.m.	Zoom
Sept. 14, 3 p.m.	Zoom
Oct. 12, 3 p.m.	Zoom
Nov. 2, 3 p.m.	Zoom
Dec. 7, 3 p.m.	In-Person (AU Administrative Complex)

Employee Data Collection – Phase 2

- Experience
- Transfer & Job Change Process
- Credentials earned after form submission
- Override fields
- Q&A

'*Your Journey to Health and Wellbeing*'

Jen Morse
and Patrick Johnston

Compensation and Classification

Shelly Murray

Compensation Updates and Reminders

- Phase I Market Adjustment Reviews
- OOC & Z-Job Requests – Smartsheet
- Job Family Promotion guidelines under review

Employment Services (Student and TES)

Amy Bruce

Student and Temporary Employment

- **Graduate Background Check Reminders**
  - Partial background checks
  - Standard vs. Expanded
  - Recommendation of department pay

- **Graduating Student Employees Term Dates**
  - On or before Dec. 10

- **Student & TES Postings**
  - Status updates are due by Dec. 16 so we can update and close out active postings before the end of year.

- **PEEHIP Requirement – TES retirees**

Employment Services

Jenna Richards and Abbi Brown

Questions and Answers

Karla McCormick

HR Updates and Resources

Karla McCormick

Associate Vice President, AU Human Resources

Auburn University Employment Data

14,927 employees (all 4 divisions)

- 6161 full-time and 835 part-time employees

- 6,862 student employees (undergraduate and graduate)

- 1,069 temporary (TES) employees

Data as of 11/30/22

Additional Employment Data

	2021	2022	% Increase
New Postings	690	923	34%
Candidates Hired	697	787	13%
Offers Extended	794	849	7%
Offers Declined	88	96	9%
Decline Rate	11%	11.3%	
Closed Without Filling	50	192	284%
Applications Received	13,912	12,295 YTD	13,412 Projected

Area Unemployment Rate
- October 2022: 2.4%

Data as of 12/7/22; Nonfaculty

Additional Employment Data

	Postings	Candidates Hired
Temporary Employment	505	1,025
Student Employment	595	3,595

Data as of 12/7/22

Linked in Recruiter Pilot Program

	Postings
Influenced Hires	13
Posting Views	13,078
Applications Received after LinkedIn Posting Views	624

*Continuing the Program Post- Pilot

*Adding an additional recruiter license for 2023

Data as of 12/7/22

Compensation Data

	2022 YTD
Market Study Review Requests Received	157
New Position/Reclass Requests YTD	789
Salary Offers	1,077
Counter Offers Processed	86
Salary Alignment Requests Received	101
Pay Evaluators Reviewed	1,621
Job Family Promotions	137

Records Data

	2021	2022 (through 12/5/22)
EPAF's Processed	41,502	41,878
Xtender File Uploads	22,175	21,268
Secure Document Submissions	1,089	978
Employment Verifications	3,839	2,325
Training Attendees	49	48

Communications Data

	2022 (through 12/5/22)
Website Page Views	831,000
Minutes Spent on our Website	2 Million +
Facebook Followers	4,128
# People Reached by Facebook Posts	102,835
Instagram Followers	1,213
# People Reached by Instagram Posts	4,365
# Social Media Posts Since August 2022	200+

Benefits Data

	2022 (through 12/5/22)
Retirements Processed	202
Salary Continuation Activity	33
FMLA Leaves	252
Paid Parental Leave Usage	126
Roth 403b Enrollments	264
Roth 457b Enrollments	46

Health Plan Data

	2022 (through October)	
Gross Medical/Behavioral Health Claims	$40,288,657	6.2% Increase
Gross Rx Claims	$18,859,022	7.8% Increase
Total Members	12,091	2.3% Decrease
Total Contracts	5,289	1.2% Decrease
Average Contract Size	2.29	1.1% Decrease

Payroll Data

	2022
YTD Federal Taxable Wages	$503,731,595
RSA Contributions (thru October)	$78,407,525

Employee Relations Data

	2022 (through 12/5/22)
Unemployment Claims	249
Progressive Disciplinary Action Assists	45
Employee Terminations Assists	30
EthicsPoint/Internal Audit Investigations	13
Departmental Investigations (1 wk to 6 months)	13
LWOP Incidences Investigation	461

HRD Data

	2022 (through 12/5/22)
# Trained in ElevatED Since November 1	1,600+
# Trained in FastTrain January through October	5,599
Supervisor Pathways Graduates	22
Processed Employee Education Benefit Apps	1,416 (includes AUM)
Processed Dependent Education Benefit Apps	331 (includes AUM)

*AUM is able to access training in Auburn's LMS for first time ever

HRL Collaborations & Involvement

	2022 (through 12/5/22)
HRL Meetings	12
HRL Advisory Council Meetings	8
HRL Network Workgroups	7
New HRL Onboarding Events	8
Committees/Involvement from HRL's	15
Representation on HRL Selection Committees	5

Our Initiatives - Compensation

- Market Study
  - Phase 1: $4.2 million in round one adjustments
  - Transfer and retention offers
  - Review of Errors/Issues
- Kick-off of Phase 2, Employee Data Collection
- Z Jobs and Out of Class Tracking in Partnership with HRL's
- Position Class and Hiring Support
  - Inter-Governmental Service Agreement (IGSA) with Ft. Benning
  - DSCITE
- Hired New Compensation Specialist

Upcoming Initiatives - Compensation

- Market Study Phase 2, Employee Data Collection and DST

- On Call Review

- Coordination with VP Research on Research Enterprise Employment Processes

- Hiring a Compensation Director

- Hiring an Additional Compensation Specialist

- Continued Process Review and Efficiencies

Ongoing Initiatives - Retention

- Market Study (Pay adjustments)

- Employee Engagement Survey (Coming soon)

- Exit interviews

Our Initiatives – Employment

- Veterans Voices Conference

- Recruit HBCUs website

- New Background Check Vendor (Truescreen) 'go-live'

  - Social Media and Financial Background Checks

- Student Employee Appreciation Week

- LinkedIn Recruiter Pilot Program

- Turnover of applicant pool immediately

- Monitoring time to fill

- Graduate student hiring transferred to Student Employment

- Ongoing adjustments based on TR Feedback

Ongoing Initiatives – Employment

- Walk-Me for PeopleAdmin ATS – building is in process; 'go-live' slated for January
- Search Waiver Policy and Process Implementation – draft submitted to policy review committee in September 2022
- LinkedIn Recruiter Expansion
- Transition of duties to HRLs (Sr. HR Managers)
- Development of 'concierge services' for AP & Staff recruitment
- Development of temporary to permanent program
- Expansion of TES pool development
- Development of student employment recruitment program
- Search Committee Training update and toolkit development
- Employment analytics and dashboard development

Ongoing Initiatives – TES Analysis

- Long-term temporaries analysis

Ongoing Initiatives – Onboarding

- I-9 RFP

- Expanding Department Onboarding Utilization

- Expanding On-site Onboarding Events

- Creation of Videos for NEO

Our Initiatives – HRD

- Launched new **LMS (ElevatED)** for apx. 8,000 employees (AU and AUM)

- Nearly doubled the graduation numbers for **Supervisor Pathways** in its second year.

- Initiated a working group to develop an AU Strategy for **accessibility** matters pertaining to employees, faculty, and students

- Re-organized **HRD Courses** into categories nested under HRD goals and AU Strategic Goals.

- Continued **AU Instructional Designers** working group.

Ongoing Initiatives – HRD

• Develop an **HRD Course catalog**.

• Re-design/enhance **Supervisor Pathways.**

• Develop an **AU Leadership Academy**. We will collaborate with OPCE, Biggio, and other key stakeholders.

• Coordinate with Biggio to develop a **Faculty Leadership Pathways Program**.

• Develop an improved **Performance Management.** Process to include enhanced **vendor vetting**.

• Conduct an **AU campus climate assessment**.

Our Initiatives – Payroll/Benefits

- Hired: Benefits Data Coordinator and Payroll Manager
- Benefit Plan Renewals with Vendors
- Senior Leaders and Insurance & Benefit Committee Meetings
- Legal Compliance Reviews
  - Pay & Transparency Law
  - RxDC Prescription Drug Reporting
- COVID Provisions: Section 1557 Requirements
- Georgia Taxation
- Per Pay Period Parking Deductions
- Pandemic Related Hardship/Loan Provision Compliance
- Benefit Broker RFP
- Mental Health Communications, Classes, Webinars, Website
- ECAL Leave Administration

Ongoing Initiatives – Payroll/Benefits

- Health Plan Analysis to include implementation of High Deductible Health Plan in the future

- Voluntary Retirement Plan Document updates to include Bylaws, reporting structure and Investment Policy Statement revisions

- LWOP changes regarding TR

- PEEHIP changes regarding TR and retirees

- Hiring of new Benefits Manager

- Training of new Payroll Manager

- Future of Multi-State taxation at AU/EPO

- Explore Family Building Benefits

Other Initiatives – David & Patrick

- Coordination of UHR SACSCOC reporting

- Coordination of Institutional Compliance initiative

- PEO/EOR (Multi-state taxation issue)

- Website development

- Open Enrollment

- Virtual Benefits Fair

- Public Service Loan Forgiveness

- Employee Appreciation Week

- Thrive!

Other Initiatives – David & Patrick

- Emphasis on mental health wellness initiatives (thrive! development and partnership with Sustainability on the "Your Journey to Health & Wellbeing" program are just two examples)

- Continued development of an internship program that can serve all of HR

- Website development

- Focus groups with HRLs, HR Staff and/or employees to better identify internal communication challenges and opportunities for improvement

- Impact Report

- Coordination of Institutional Compliance initiative

Other Initiatives – Jeff & Karen

- Robotic Process Automation

  - Process Finalized Hiring Proposals for Onboarding and Records (Going Live today)

- Kronos Licenses Cleanup

- Data cleanup in Banner and PeopleAdmin

- Develop new ECLS for Part-time, BiWeekly workers that are not eligible for leave or benefits

- Organizational Change Process – Add, Change, Edit department / division structure / people

- Developed Exit Interview Survey and Reports

Ongoing Initiatives – Jeff & Karen

- Robotic Process Automation
  - Process Tax Forms out of PeopleAdmin, move images to Xtender, and possibly update tax records in Banner
- Dashboard Creation
  - Onboarding Process – Starting with this since bots will capture better real-time data
  - Others as we define actionable data
- Data Quality Improvement
  - Working with Rod Kelly to develop Title normalization and then clean up titles in Banner
  - Assist in normalizing the FTE field
- Data Security Training focused on HR related data, processes and procedures
- Develop instructional pages for HR / HRLs regarding use of Smartsheets, EPAFs and other tools.
- Develop Timekeeping System RFP with OIT
- Develop HR Data Requisition Process and Procedures
- Work with Huron on Business Process Project
- Identify / Implement Employee Case Management tool
- Identify / Implement Business Process / Workflow tool(s)
- Identify / Implement Document Management tool(s)

Ongoing Initiatives – Workflows/Forms Efficiencies

- Defining workflows (from creation of position through onboarding)

- Duplication of processes and data submission

- Number of steps in processes and visibility

- Breakdown of silos between "HR" units (internal to UHR and between UHR/Provost's Office/HRL's

- Responsiveness

- Training/Videos

Other Initiatives – Accessibility

- ElevatED

- Course content

- Website review

- Other systems

Campus Visits

34 Visits Held

129 Participants

1 More Scheduled in January

Campus Visits

Overall Assessment:

Performance Management Process Review Needed

Employment and Compensation Processes Delays

Social Media Background Check Delays

Funding Concerns for Employment Actions

Duplicative Processes, Lack of Communication Between HR Units (Silos)

Workflows Defined and Shared

HRL Authority in Processes

Requests for Better Communication from UHR

Efficiencies and Training on HR Processes/Forms/EPAFs Needed

Website Content Updates Needed

Disconnect Between UHR and HRL Network

Campus Visits

Clarifications

HR Isn't Working Remote

Postings are Turned Over To Pools Immediately

Metal Detectors/Checking In at Front Desk

Guidance on Remote Work

Understanding of Pay Evaluator – Tool Only!

Pending Actions – Call Me!

Other Initiatives – Collaboration with HRLs

*Coming in 2023: Conversations about Communications (From UHR, HRL, and when each are/aren't appropriate; staged communications)

*HRL authority in processes

*Relationship/Partnership

*Common Understanding of What HR People Do: UHR and HRL's

*Process Improvements

HR Values and Principles

- UHR Leadership Retreat

- Discussion of Values and Principles

- More to Come…

Questions

Call: **844-4183**

Email: **ksm0010@auburn.edu**

Auburn University Market Study Implementation Data Gathering FAQs

Key Dates and Deadlines Reminder

- Jan. 13 – The deadline for employees to submit their data into PeopleAdmin *(Additional information will be shared regarding any degrees, credentials, etc. that are conferred between Jan. 13 and May 31.)*
- Feb. 10 – The deadline for HR Liaisons to review the employee data
- March 15 – The deadline for University Human Resources (UHR) to submit information to Budget and Planning Services.

FAQs

1. **How should employees who transfer to different divisions or change jobs within a division between now and May 31, 2023, be handled?**
   - A transfer and job change report will be run and shared periodically to capture these movements. For transfers across divisions, UHR will move the employee's data submission to the appropriate posting. Employees will not have to make any additional selections.
   - The receiving HR Liaison will re-evaluate the employee's qualifications as they relate to the minimum requirements of their **new** job and update Pay Evaluator$^©$ ratings accordingly.

2. **I have an employee who will be graduating in May 2023. How should this future credential be reflected in the Pay Evaluator$^©$ ratings?**
   - When considering Pay Evaluator$^©$ ratings to be submitted by the Feb. 10 deadline, only **completed and conferred** degrees should be included.
   - If an employee completes a degree program between Feb. 10 and May 31, 2023, there will be an opportunity to update employee credentials beginning in June. Until then, please document and track such instances. More information will be forthcoming.

3. **What if an employee is currently experiencing job performance issues as determined and communicated by their supervisor?**
   - Further assessment will be required on an individual basis to determine eligibility for employees on a final written warning or Performance Improvement Plan, or who have other recent non-documented performance concerns.
   - Please coordinate any performance-based individual assessments with UHR Employee Relations.

4. **I have employees who are on leave. Should I contact them to ensure they submit their credentials in PeopleAdmin?**
   - Employees who are on an approved leave of absence should not be contacted. Upon their return to duty, please contact Amy Bruce or Jenna Richards to re-open the posting to allow them to enter their credentials.

5. **I am the only HR Liaison in my division. Who will evaluate my credentials?**
   - HR Liaisons should enter their credentials into PeopleAdmin in the same manner as all other employees and apply Pay Evaluator$^©$ ratings following established practice.
   - Compensation will validate the ratings of all HR Liaison positions and collaborate with the supervisor regarding any potential discrepancies.

6. **Some of our division's employees will soon be graduating from the Supervisor Pathways program. How should this credential be reflected within the Pay Evaluator$^©$?**
   - <u>Pathways certificate holders</u> receive six months of *supervisory experience credit* for supervisory positions. This credit is utilized in meeting minimum supervisory requirements through the recruitment and selection process. Therefore, it will not be reflected in a Pay Evaluator$^©$ rating.

Supervisors may consider the completion of this program when determining an appropriate pay level within the suggested interval.

Auburn University Job Description

Minimum Required Education and Experience

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Public Safety, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or related field
Experience (yrs.)	8	Experience in emergency management and other public safety fields. Must have 2 years of supervisory experience.