

HR LIAISON NETWORK MEETING AGENDA

March 2, 2023 – 3 p.m.

I. WELCOME AND ANNOUNCEMENTS – Karla McCormick

- A. Sharing Activity
- B. HR Staff Position Updates
 - Benefits Manager – Bilena Green (begins April 3)
 - Director, Compensation and Classification – Evaluating Candidates
 - Talent Acquisition Specialist, TES and Student – Evaluating Candidates

II. BENEFITS – Ann Shore

- A. PEEHIP Insurance Update

III. HRL NETWORK UPDATES & INFORMATION – Leanne Fuller

- A. Campus HRL Network Postings
 - Lindsey Johnson - HR Generalist I/III, VP Business-Finance/CFO
 - Loren Winn - 2 HR Generalists, Facilities
 - Hayley White – began Feb. 19
 - Sara Newman – begins March 12
 - Amanda Smitherman - HR Assistant (PT), Agriculture
 - Leanne Marshall - HR Generalist, Human Sciences
 - Nichole Diehl – HR Generalist, Veterinary Medicine
- B. Next Monthly Meeting (April 6, via Zoom)
- C. HRL Advisory Council and Working Groups
 - Meetings
 - Employee Data Collection Working Group – (Feb. 21)
 - Performance Management Working Group – (March 2)
 - New Advisory Council Chair – Julene Pugh
- D. Professional Development Opportunities
 - CUPA-HR Spring Conference – April 23-25, 2023, Boston
 - SHRM Talent Conference & Expo – April 16 – 19, Orlando
 - SHRM Alabama State Conference– May 15-17, Orange Beach
 - CUPA-HR Multi-State Conference (Alabama, Georgia & Florida), June 28-30, Savannah

IV. RECORDS – April McFarlin

- A. EPAF and Banner Admin Trainings

V. COMP. & CLASSIFICATION – Shelly Murray, Amanda Smitherman, Bailey Ward & Anna White

- A. Employee Data Collection – Phase II
- B. HR Program Calendar
- C. Additional Pay Reporting
- D. Job Family Promotion Program
- E. Academic Advisor Promotions

VI. HUMAN RESOURCE DEVELOPMENT – Chris Richie, Penny Houston & Kimberly Graham

- A. Performance Management
- B. ElevatED
- C. Leader Development

VII. EMPLOYMENT SERVICES – Amy Bruce and Jenna Richards

- A. PeopleAdmin System Role Clean-Up
- B. PeopleAdmin Access Request Form Reminder

VIII. EMPLOYEE RELATIONS – Sonya Dixon

- A. Employee Appreciation Week (April 24-28)
 - Ideas for Department Celebration Day

IX. QUESTIONS AND ANSWERS

Welcome and Announcements – Karla McCormick

Karla provided updates on the following positions and their various stages:

- Director, Compensation and Classification – UHR is still evaluating candidates. HRLs were invited to attend a candidate presentation on March 3.
- Bilena Green was hired as Manager, Employee Benefits, and begins on April 3.
- UHR is still evaluating candidates for Talent Acquisition Specialist, TES & Student Employment.

HRL Network Updates and Information – Leanne Fuller

Sharing Activity

Each attendee was asked to introduce themselves and shared one fun fact or something that no one would about them.

Campus HRL Network Positions

HRLs in these departments were asked to offer status updates for the open positions in their respective college/division:

- Facilities (Hayley White started on Feb. 20 and Sara Newman begins on March 13.)
- Vice President Business-Finance/Chief Financial Officer
- Agriculture/AAES
- Human Sciences
- Veterinary Medicine
- Student Affairs

Next Monthly Meeting

The next monthly meeting is scheduled for April 6 at 3 p.m. Based on recent feedback, the frequency of in-person meetings will increase -- potentially to every other month. Meeting modality will be included in the invite.

HRL Advisory Council and Workgroup Meetings

- The Employee Data Collection working group met on Feb. 21. (Additional information was shared later in the meeting.)
- The Performance Management working group held its first meeting on March 2. (Additional information was shared later in the meeting.)
- Julene Pugh is now chair of the Advisory Council. HRLs are encouraged to utilize the council for relevant topics and to contact Julene if they have questions or potential topics.

Professional Development Opportunities:

Leanne referenced the following professional development opportunities:

- [CUPA-HR Multi-State Conference](#) (Alabama, Georgia, Florida, Louisiana-Mississippi Gulf Coast chapters) – June 28-30 in Savannah, Ga.
- [CUPA-HR Spring Conference](#) – April 23-25 in Boston
- [SHRM Talent Conference and Expo](#) – April 16-19 in Orlando
- [SHRM Alabama State Conference \(ALSHRM\)](#) – May 15-17 in Orange Beach
- [SHRM Certification prep course](#)

Benefits – Ann Shore

Discussion is ongoing with Retirement Systems of Alabama (RSA) regarding PEEHIP option requirements for retirees. Benefits has attempted to get clarification on the issue for several months. Ann summarized the changes:

- PEEHIP is a health insurance option at retirement for eligible AU employees retiring from AU.

- For the past four years, Auburn has submitted electronic files of employee enrollment and contributions to RSA for submission of TRS contributions. Prior to this period, this information was submitted manually via a paper submission process.
- If a AU retiree retiring with TRS returns to work at **any** employer, is eligible for that employer's health insurance, **and** the employer covers 50% or greater of a single premium, the retiree will not be allowed to participate in PEEHIP and the PEEHIP coverage will be cancelled by PEEHIP. The covered dependent (i.e., spouse) of the retiree will not be allowed to participate in PEEHIP either until the retiree is eligible again for PEEHIP coverage, i.e. terminating employment with job as mentioned above.
- Exception: The employee must have 26-week break, defined by the Affordable Care Act for institutions of higher education. If the 26 week break in service from employment occurs, the retired employee would be considered eligible for coverage through PEEHIP.

It is recommended the employee have discussions with RSA about health care and PEEHIP eligibility as there could be variables not identified to AU.

Ann added that at Auburn:

- Linda Sanders shares this requirement with the retiree when they meet to discuss retirement procedures via a checklist that the retiring employee signs.
- PEEHIP paperwork attestation regarding this information is provided at retirement directly to the retiring employee from PEEHIP and RSA.

A procedure is being developed to share with the retiree if they are rehired through TES. Further conversations are needed regarding faculty retirees who are returning part-time to Auburn via a Provost 200 form.

Employee Records – April McFarlin

Records has changed the delivery method and schedule for conducting end user training for EPAFs and HR Banner information. Records collaborated with HR Development to establish an on-demand training request through Calendly. The link is found on the email signature line of all the Records team members.

The Records team can conduct individual and group trainings. HRLs should inform April if there is a training need.

Compensation and Classification – Shelly Murray and Amanda Smitherman

Market Study Phase II

HRLs celebrated the cumulative submission rate of 96%. Amanda conducted a prize drawing for areas with a submission rate of virtually 100%.

Current Action Steps

The Compensation team is auditing submission information and will work directly with the HRL if there are any questions and/or edits that need to be made. The audit will include ratings and verification of higher percentage proposed increases. OIT is reviewing ratings for distributed IT employees. UHR validated HRL ratings.

The Decision Support Tool (DST) is being developed and will soon be shared with HRLs. HRLs can begin to collect information from employees with additional certifications or education, but they should hold onto that information until further notice. UHR will provide a communication template to HRLs that will address and provide instructions to the employees who need to share newly obtained credentials. If any corrections to previously submitted information is needed, HRLs should note these and hold onto the information until further notice.

Employees Returning from Leave

Any employees returning from leave should follow these steps:

- Notify UHR (Leanne Fuller, Amy Bruce, or Shelly Murray) to open the posting.
- The employee will need the unique link for their respective division.
- The employee will complete the submission.

- The HRL will review and apply the appropriate ratings.
- The HRL will close the posting.
- The HRL will email Shelly with the employee's name.

Soft-Funded Positions

HRLs should begin to hold conversations with their leadership, Financial Liaisons, etc. on identifying the employees that fall into this category. Although salary numbers are not yet available regarding the position in range, the HRL should begin to evaluate what amount can be supported. This could give time to review for contract renegotiations, if needed.

Job Changes

UHR will handle changes within and outside the division. HRLs should review their employee list toward the end of process as final decisions are being made.

- Within home division – The model will be updated by UHR with Pay Evaluator© ratings.
- Outside of home division – The model will be updated by UHR with Pay Evaluator© ratings and new position information.

Z-job Assignments

In November, the HRL Advisory Council discussed the need for an improved tracking report of Z-job assignments. Compensation is developing a division report for additional pay that will enable the HRL to receive information for reviewing the length of assignments. The HRL will oversee the administration of the additional pay assignment EPFs for renewing or ending jobs as planned. **IMPORTANT:** Z-jobs are valid for up to six months. If an extended period is needed, a renewal request must be submitted for consideration.

Job Family Promotions

Shelly shared the following information:

- Requests may be submitted through Friday, May 5. HRLs will set their own internal deadlines.
- Instructions have been sent to HRLs.
- An updated website has been developed and is a good resource for supervisors.
- All submissions must occur via JFP Smartsheet.
- **NEW** - A Pay Evaluator© will be completed, ensuring a *minimum* of 5% per grade.
- The Compensation team will complete the Pay Evaluator© documents.
- Contact the Compensation team with any questions. *A session will be held for those who want to gain a better understanding or a refresher of the process.*

Academic Advisor Promotions

- There are no major changes.
- A Smartsheet dashboard is available.
- The deadline to share information with UHR is June 1.
- HRLs will complete the Pay Evaluator© documents.
- Contact Ruthie Spiers, Director, University Advising or Anna White, Compensation Specialist, with any questions.

Human Resource Development – Chris Richie and Penny Houston

ElevatED

Penny shared that HRD is improving services for the employee learner. One example is the EPAF and HR Banner information course that is now offered through the Records team. HRD is working with instructors to ensure information is accessible and branded properly.

ElevatED managers across nine departments/divisions will have a kick-off meeting on March 21. ElevatED Managers can develop, set-up, deliver, and administer specific training in their respective areas.

The HRD team continues to strategic align courses. Additional courses will be added as identified. Currently, purchasing card and campus safety compliance trainings are being developed.

New and Upcoming Courses include:

- Financial Success Tools I Didn't Learn in School – April 4
- Building and Sustaining a Winning Team – April 13
- Onboarding: Making Connections & Bridging the Gaps – April 19

Chris shared goals that are in the university's strategic plan and related them to the HRD mission – to provide opportunities for employees to be involved in their career progress, learning from and with peers, while growing personally and professionally.

Development standards were recently identified with the skills being matched in ElevatED. ***(Additional information is included in the PowerPoint presentation.)***

Leadership Development

Chris shared a tentative schedule of the work related to leadership development plans:

- Early 2024: Phase 1 – Leading Staff
- Mid 2024: Phase 2 – Leading Others and Leading Teams
- Late 2024: Phase 3 – Leading Organizations

There is also a plan for building Faculty Pathways.

Performance Management

The performance management working group held its first meeting before the HRL meeting. It was a great discussion and a Qualtrics survey will be shared soon to gather additional feedback.

The 2022-23 review submissions will begin next month. The Department Performance Rating Sheet (DPRS) and process instructions will be forthcoming to HRLs. Training will be offered in April to those who are new to the process or need a refresher.

The Performance Management website – aub.ie/performance – is updated with year-end review information and video aids.

Employment Services – Amy Bruce

Employment Services is working on reviewing and cleaning up PeopleAdmin system roles. Some people who have transferred to other units or are no longer performing the role in the PeopleAdmin system still have access. As a reminder, the HRL should complete a request form for anyone in their respective divisions needing system access.

Employee Relations – Sonya Dixon**Employee Appreciation Week**

Employee Appreciation Week will occur April 24 – 28. HRLs should begin considering ideas for the departmental celebration day (April 24), keeping in mind the university's spending policies and procedures. Additional information on department recognition/celebration ideas will be forthcoming.

Volunteers are needed for the Departmental Showcase event which will be held April 28 at the Alumni Center. A variety of programs and departments will be highlighted. HRLs were asked to share information and to encourage their employees to attend. More information will be forthcoming.

HRLs were also asked to share information about these Employee Appreciation Week events:

- The Edge/TigerZone eateries on campus will offer meals for \$8.80. An employee ID is required.
- Campus Recreation will allow employees (including spouses) to use facilities for free. An employee ID is required.

Employee Recognition Program

HRLs were thanked for submitting information regarding their employees' years of service. HRLs should contact Sonya or Betty Bennett-Watson with questions or if they know of anyone that may be missing from the list.

There were no other discussion items and the meeting was adjourned.



AUBURN UNIVERSITY
Human Resources

HR LIAISON MEETING

March 2, 2023



WELCOME & UHR STAFF POSITION UPDATES

Karla McCormick

BENEFITS

Ann Shore

HRL NETWORK UPDATES & INFORMATION

Leanne Fuller

RECORDS

April McFarlin

COMPENSATION & CLASSIFICATION

Shelly Murray, Amanda Smitherman,
Bailey Ward and Anna White

MARKET STUDY PHASE II

DATA COLLECTION UPDATE

*Congratulations on
a 96% response rate!*

Two thick, light gray diagonal lines extending from the bottom right corner towards the top right of the slide.

CURRENT ACTION STEPS

- Reviewing Data
 - Random audits of ratings
 - Verifying higher percentage proposed increases
 - OIT reviewing ratings for distributed IT employees
 - Validation of HR Liaison ratings
- Preparing the data model for review and analysis

INFORMATION AND REMINDERS

- List of credentials earned Feb. 10 – May 31
 - Communication to employees created by UHR
- Employees on leave
 1. Notify UHR (Leanne, Amy or Shelly) to open the posting.
 2. The employee completes the submission.
 3. The HRL applies ratings and closes the posting.
 4. The HRL emails Shelly with the employee's name.

INFORMATION AND REMINDERS

Soft Funded Positions - Work with your business and finance leader to:

1. Identify positions with any funding from contracts and grants.
2. Evaluate if the market adjustment portion of the Oct. 1, 2023, pay increases can be supported.
3. Begin this review early to allow time for any contract renegotiation.

INFORMATION AND REMINDERS

- Job Changes (within home division) – The model will be updated by UHR with Pay Evaluator© ratings.
- Transfers (outside of home division) – The model will be updated by UHR with Pay Evaluator© ratings and new position information.

HR PROGRAM CALENDAR



ADDITIONAL PAY REPORTING

- Coming Soon – Division report for Additional Pay
- HRL oversees administration of additional pay ePAFs for renewing and ending jobs as planned.
- Approved Z-Jobs are good for up to 6 months, at which time a renewal must be submitted.

JOB FAMILY PROMOTION PROGRAM

- Requests may be submitted through Friday, May 5.
- Updated website – A good resource for supervisors
- Submission via JFP Smartsheet
- Which is appropriate – JFP or reclassification?
- **NEW** for this cycle – A Pay Evaluator© will be completed, ensuring a minimum of 5% per grade.

ACADEMIC ADVISOR PROMOTION

- Academic Advisor Promotion Smartsheet [Dashboard](#)
- Questions? Contact Ruthie Spiers, Director, University Advising, or Anna White, Compensation Specialist

HR DEVELOPMENT

Chris Richie, Penny Houston
& Kim Graham

WHAT WE DO



ELEVAT**ED**



HRD COURSES



SUPERVISOR
PATHWAYS



PERFORMANCE
MANAGEMENT



EDUCATION
BENEFITS

WHERE WE'RE GOING

- HRD Instructors met on Feb. 23. Topics included:
 - The strategic alignment of courses
 - Accessibility requirements
 - OCM Branding
- Nine departments/units have identified designated ElevatED managers.
 - The kickoff meeting for ElevatED managers will be March 21.

WHAT WE DO



ELEVATED



HRD COURSES



SUPERVISOR
PATHWAYS



PERFORMANCE
MANAGEMENT



EDUCATION
BENEFITS

WHERE WE'RE GOING

NEW COURSES

- Every Dollar Has a Name – Feb. 7
- Professional Ethics – Feb. 23
- Financial Success Tools I Didn't Learn in School – April 4
- Building and Sustaining a Winning Team – April 13
- Onboarding: Making Connections & Bridging the Gaps – April 19

04.

**EXCEPTIONAL & ENGAGED
FACULTY AND STAFF**

INVOLVED

in personal career progression

**JOB PROFICIENCY AND
KNOWLEDGE**

- **University Systems**
- **Info Tech**
- **Compliance Regulations**
- **Campus Administration**
- **Human Resources**
- **University Research**

01.

**ELEVATED AUBURN
EXPERIENCE**

LEARN

from and with peers

TEAMWORK

- **Diversity**
- **Equity**
- **Inclusion**
- **Teamwork**

06.

**OPERATIONAL
EXCELLENCE**

GROW

personally and professionally

LEADERSHIP

- **Leadership Development**
- **Supervision & Management**

PROFESSIONALISM & SOFT SKILLS

- **Communication**
- **Problem Solving**

**PERSONAL AND PROFESSIONAL
DEVELOPMENT**

- **Health & Wellness**
- **Safety & Security**
- **Personal & Professional Dev.**
- **Finance & Accounting**

WHAT WE DO



ELEVATED



HRD COURSES



LEADERSHIP
DEVELOPMENT



PERFORMANCE
MANAGEMENT



EDUCATION
BENEFITS

WHERE WE'RE GOING

1. Early 2024: Phase 1 – Leading Self
2. Mid 2024: Phase 2 – Leading Others and Leading Teams
3. Late 2024: Phase 3 – Leading Organizations
4. Assist in building Faculty Pathways

WHAT WE DO



ELEVATED



HRD COURSES



LEADERSHIP
DEVELOPMENT



PERFORMANCE
MANAGEMENT



EDUCATION
BENEFITS

WHERE WE'RE GOING

- Process for 2022-23 review submissions will be ramping up next month with DPRS creation and process instructions.
- Invite any new HRL or anyone new in the department/unit who will be involved in the process to attend training in April. Date TBD.
- Supervisors and managers can now see and create reports for employee training in ElevatED (see Manager's User Guide on aub.ie/elevated).
- The Performance website (aub.ie/performance) is up-to-date with Year-End Review information and video aids.

EMPLOYMENT SERVICES

Amy Bruce and Jenna
Richards

EMPLOYEE RELATIONS

Sonya Dixon

EMPLOYEE APPRECIATION WEEK

- April 24-28
- For the Departmental Celebration (April 24):
 - *All events must adhere to Auburn University Spending Policies and Procedures.*

QUESTIONS AND ANSWERS