# **HR Liaison Zoom Meeting Notes September 8, 2022**

[**Recording Link**](https://auburn.zoom.us/rec/share/yNyD5vOK5EF-m1zJGWhm_q6L4GNiTxvbXF-7Dy5KRqnP_eTjH3ZnjEZfaqO4Odo.1kQttLYm41btKFBg)

## Welcome and Announcements – Karla McCormick

Karla welcomed everyone to the call and provided AUHR staff updates.

* **Payroll Manager:** The posting is open and we are reviewing candidates. Please encourage potential candidates to apply.
* **Benefits Data Coordinator**: Teresa Parker started on Sept. 12
* **Director, Compensation and Classification:** Rod Kelly is moving into a new role. He will still be responsible for the Compensation structure but will not be supervising any staff. The posting for a new director will be coming soon.
* **Compensation and Classification Specialist:** A posting will be coming soon.

We are looking forward to how the Market Study will impact our candidate pools and will update HRLs as these positions are filled.

## HRL Network Updates and Information – Leanne Fuller

* The next regularly scheduled meeting is planned for Oct. 6. A meeting invite will be sent after the September meeting notes are shared. Liaisons are encouraged to offer topic suggestions and share the invite to others in their areas that they deem necessary to attend.

### New HR Liaison

* The HR Manager for Libraries, who will serve as a Liaison, has been selected and will be announced soon.

### Professional Development Opportunities

* The CUPA-HR Annual Conference is taking place next month in San Diego.
  + Chris McClendon noted that there is a Labor & Employment Law learning opportunity with Balch & Bingham in Biloxi, Miss. (Sept. 14-16) and Birmingham (Sept. 29-30).

### Lactation Rooms

The website has been updated. Notify Sonya Dixon if you know of any locations that need to be added, and please share this information with employees as warranted.

### Exit Interview Project

Items discussed include the following:

* Employee types to consider for conducting exit interviews through the newly created links (All employees types except students and TES)
* AUHR is creating a link by Division via Qualtrics.
* Think about internal processes of the departing employee.
  + Notification to liaison
    - How do you know?
    - When are you notified?
  + Notification to the employee
    - How will you notify them? (Email, text, etc.)
    - Timing of the notification
* Reporting
  + Available stats by division
  + Summary data for the university for Senior Leaders
  + Jeff Kirk asked for feedback and what Liaisons would like to see on the reports.
* AUHR will send links and information as soon as the final process is determined.

### Last Paid Dates

* Liaisons should work with timekeepers to ensure that records are cleaned up. Liaisons are asked to monitor this.

## Benefits – Teresa Coker

Benefit-eligible employees need to enroll for benefits within 30 days of their hire.

* Full-time, benefit-eligible new hires must attend New Employee Orientation to enroll for benefits.
* Liaisons should help monitor the hiring process to ensure that timely enrollment is occurring.
* A part-time employees transitioning to a full-time position must attend orientation since they are now benefits eligible. Liaisons should notify Onboarding to ensure that these employees are scheduled for New Employee Orientation.

## Employment Services – TES & Student – Amy Bruce

### TES Remote Work

For TES hires with remote work characteristics:

* Dean approval is required. Employees can work up to 8 hours per weekly remotely.
* Provost or Executive Vice President approval is required if any employee is working more than eight hours per week remotely.
  + A copy of the approval is not required.
  + Liaisons should make a note of this on the Hiring Proposal document when processing the hire.

### Graduate Student Hiring Changes

**On Sept. 19, Student Employment will begin supporting new hire duties for graduate students**. Communications have been shared to stakeholders, and [additional information is online](https://www.auburn.edu/administration/human_resources/student_employment/graduate-hiring.php). [Training opportunities](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.smartsheet.com%2Fb%2Fform%2Fdff5e9b89d274e03bd9605a162872f1e&data=05%7C01%7Cpvj0001%40auburn.edu%7C09f03b157d4d4049873c08da94ebc103%7Cccb6deedbd294b388979d72780f62d3b%7C1%7C0%7C637986037652170516%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=atnRIWMQLgxyVzZI4ZFAvaXSD%2BGUstY10Hgd%2B5w3kEE%3D&reserved=0) will be offered in September, October and November (if needed).

Changes include:

* Hiring Proposals should be submitted with all hires, even if they are active in Banner. This ensures that a background check is initiated and we comply with the university background check policy
  + A special hiring proposal is being created: **Hiring Proposal – Background Check Only.**
    - The initiator only needs to enter the background check code on the hiring proposal.
    - The remaining information will automatically populate on the proposal form.
    - This is a quick, two-step workflow.
  + When the notification of the Hiring Proposal is finalized, the department/initiator will still be required to submit an EPAF for this additional type of hire.
* Employee Record Verification (mentioned in an earlier meeting)
  + The new feature will go live with the above referenced changes.
  + Employee Record Verification will be referenced; a user will no longer use the Background Check Portal in Self-Service Banner.
  + A new guide will be created and can be accessed on the website
* Truescreen Background Check system
  + New background check codes will be issued.
  + Emails will be sent to Liaisons. Please review to ensure that all codes are complete.
  + Liaisons will then communicate if any additional codes are needed.
  + Liaisons will distribute the codes to their departments.
  + Each department will have four codes
    - Student Paid Code - Standard
    - Department Paid Code - Standard
    - Student Paid – Expanded (includes MVR)
    - Department Paid Code – Expanded (includes MVR)
  + International Checks
    - If an international check is required, they will only be charged the package rate for the student Standard or Expanded, as appropriate.
    - Anything above that standard/expanded package rate will be billed to the department.

## Compensation and Classification – Bailey Ward and Rod Kelly

### Market Study Review Process

* Liaisons should share any quick reviews or changes that appear to be inaccurate via [the Microsoft form](https://forms.office.com/r/cLhqTHbhym) that was shared in a previous email. While some Liaisons shared concerns in their separate meetings with Rod and Karla, they should also submit their concerns via the online form.
* COMING SOON: Employee facing Review Process
  + Liaisons are asked to review the document (attached) and share any feedback with Bailey and the team.
  + The process includes a procedure, along with clear guidance on what can and cannot be reviewed.
  + The review period will begin Nov. 1.
  + Liaisons will collect the information from the employee/supervisor, and then the HRL/Division Head will decide what to submit for review.
  + There will be a link for submitting the review request once the process is finalized and live.
  + Turnaround time – Compensation will move as quickly as they can and communicate.
* Reclassifications should not be submitted for the sake of grade changes, job content should change. Liaisons should pay attention to that language and make suggestions if not clear.
* Karla referenced the email that came out from Kelli Shomaker.
* There is a change on the plan for the Letters to Employees
  + The Merit and Job Family Promotion notification letter will be shared with employees on Sept. 16.
  + Market adjustment notification letters will be shared later in the month.
    - This will enable colleges and divisions to best prepare for these changes.
    - Templates will be provided.
    - AUHR will confirm when this letter is ready to send to employees
* The minimum market adjustment has increased to $500 from the originally communicated amount of $250.

### Pay Evaluator (Updated)

* New pay ranges have been loaded and will be shared soon.
* The new version allows for changes when adjusting a rating in the Pay Evaluator. Thanks to Trey Lightner and Andrea McAbee for testing the updated version.
* Pay alignment issued with hires may be evident. Liaisons should follow the procedure and complete a Pay Evaluator for the existing employee.
* A suggestion was made for the Minimum Hiring Rate and highlighting the amount.

**Question Regarding Funding**

Bryan Elmore shared that for anything that may trigger an alignment, the department will communicate with the Budget Office (Jamie Newberry) in available funding (previously unused budget) use that was potentially pulled back from the division/unit. Budget and HR will also be in discussion.

## Other Items

### HR Development

Three new DEI course offerings are available:

* DI600E, Equal Employment Laws and Addressing Discrimination
* DI601E, Creating a Diverse Community with Inclusion and Belonging
* DI101E, Inclusive Language Guide

### Payroll Questions regarding Kronos

Jeff Kirk shared that Kronos licenses were depleted for the first time. AUHR is trying to free up licenses by departments cleaning up records by terminating of employees. It is critical that employees be terminated in a timely manner when they are no longer working. AUHR is working with OIT as well on a longer term solution.

For any records that are still showing in Kronos that have already been terminated from the university, please contact Jeff Kirk or Karen Brown to have this record removed. There is a time limit that was established and there has to be a manual intervention. Z-jobs that have not been paid on in a while are also being reviewed.

If units have employees who are unable to clock-in, Jeff is working through a list to try and proactively address it and hopefully avoid these issues with new hires. Payroll is also communicating with timekeepers. New Z-jobs are more of the problem at this time.

No other items were discussed. The meeting was adjourned.