# **HR Liaison Zoom Meeting Notes**  **October 6, 2022**

**[Recording Link](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauburn.zoom.us%2Frec%2Fshare%2FpByRLaXvjMWpC00BKP8fTAzd0_CEsNg9jy-roBldWVr65dea8NTFUEDqDB1hu5nZ.0F4M8NPg1ysVyhmU&data=05%7C01%7Cfullele%40auburn.edu%7C81de4283ef4f4b8a834c08daa7dc468b%7Cccb6deedbd294b388979d72780f62d3b%7C1%7C0%7C638006862086204239%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000%7C%7C%7C&sdata=z3uRtkGmikIqpH0s7%2BgcaFpkDz31hnYNl%2BTuNmHyMCE%3D&reserved=0)**

## Welcome and Announcements – Karla McCormick

Karla welcomed everyone to the call and provided AUHR (Auburn University Human Resources) staff updates.

* Karla announced that Shelly Murray has returned to AUHR.
* Karla introduced Dave Smithwick. Dave comes to us from Duke University and is helping us out temporarily in Compensation and Classification while Rod Kelly’s responsibilities shift, and while we recruit a new director.
* Karla provided updates on the following positions and encouraged HRLs (Human Resources Liaison) to share with others:
	+ **Director, Compensation and Classification** – posted
	+ **Compensation & Classification Specialist** – posted
	+ **Employment Specialist** – posted
	+ **Payroll Manager** – in the process of interviewing candidates

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

* The next regularly scheduled meeting is planned for Nov 3. We will share a meeting invite after the October meeting notes are shared.

### New HR Liaison

* Keyona Foston was introduced and welcomed to the HRL network. She is the new HR Manager in the Library and started on Sept. 19.

**HRL Network Open Position Update**

* Senior Manager, Human Resources – The committee is in the process of determining interview candidates.

### Professional Development Opportunities

* The CUPA-HR Annual Conference is taking place next month in San Diego.
	+ Registration ends Oct. 12.
	+ There is a virtual option as well at a reduced rate.

### Exit Interview Project

* All links were sent out to HRLs to begin using the exit interview surveys for voluntary departing employees.
* Leanne requested an email from HRLs to include the following:
	+ Individuals in the respective area who need access to the data
	+ Preference for how to receive information if they did not want to go into Qualtrics to pull the data

### Employee Data Collection

Leanne shared that for the second year of the market study, we will need specific employee information. We are currently in discussion in a working group, which includes 4 HRLs, of building a process for collecting this information in the most efficient way possible. The information to be collected will be the Pay Evaluator factors currently being used: Education, Experience, Certifications, Affiliations, and Performance Review ratings.

We are working with PeopleAdmin to build a data form that can be used in the process to hopefully flow this information through the system and export for use and verification for relevancy by the HRL and Compensation.

We are hoping for collection and communication to occur prior to the Thanksgiving break.

Additional information will be forthcoming.

### HR Feedback Upcoming Sessions

Leanne asked HRLs who have not responded to the email she sent on preparing for the meetings to respond ASAP.

## Employment Services – Non-Faculty – Jenna Richards

* **Advertising Rate 2022-2023**
	+ We will continue with a one-rate structure.
	+ The rate is $45, a reduction of $9 from the previous year.
* **Pay Evaluator reminder**
	+ If a job was posted using an old range, please use the previous version of the Pay Evaluator.
* **Employee & User Surveys**
	+ Users are receiving links to provide feedback on the process at various stages.
	+ Users are internal and external users of the system.

**Employment Services – TES – Abbi Brown**

Abbi is waiting for final approval of the TES Rate for FY 2023. We will continue to use the current rate until the final approval from financial reporting is received. Abbi will communicate when that approval is provided and the rate will change. TES will not back date the rate after approval is received.

## Payroll – Brandi Tucker

* + Payroll calendars for 2023 are available on the website.
	+ Please review and have those available for reference to ensure deadlines are met.
	+ There has been an increase in the number of requests for changes on the day of the payroll run.
	+ Share this with your timekeepers and others that have payroll responsibility in your respective areas.
	+ Payroll will begin tracking the areas that are missing deadlines so assessments can be made for further training, discussion, etc.
* Leave Carryover Reminder
	+ Paid monthly, can carryover a maximum of 320 hours.
		- Post Docs hired after Oct 1, 2019, can carryover a maximum of 192 hours.
	+ Employees may come to you or a timekeeper to determine leave balances.
		- Utilize PEALEAV in Banner and Kronos for any pending or historical leave entry.
	+ Employee leave submittal deadline is noon on Dec. 14.
	+ Supervisors/Admins leave entry approval is 2 p.m. on Dec. 14.

Karla suggested an email be sent to timekeepers closer to the deadline so these can be met.

## Human Resource Development – Moriah Kent

* **ElevatED – new learning management system**
	+ **Employees should complete any courses in Fast Train before Oct. 21.**
	+ **The transcript of courses completed in Fast Train will transfer to the new system.**
	+ **Any new employees hired between Oct. 21 and early November will need to access required training courses such as, Title IX and Conflict of Interest by visiting the website: aub.ie/elevated.**
	+ **Employees can take advantage of LinkedIn learning opportunities.**
	+ **Email** hrddept@auburn.edu **with questions.**
* Performance Management Reviews
	+ Any outstanding performance reviews need to be submitted to Penny as soon as possible.
	+ We must have a review on file for any employee receiving a merit increase.
	+ Reach out to Penny Houston if you have any questions.

## Compensation and Classification – Bailey Ward and Rod Kelly

### Market Study Update

### Bailey and the team are currently working through the emails they have received for questions and corrections for Banner. The team will summarize and continue to contact HRLs to answer their questions if they have not already.

**Review Process**

A link is available to HRLs to submit information. It was previously shared in an email on Aug. 30. The website shows what is subject to review. The link to submit information is: [https://forms.office.com/r/cLhqTHbhym](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FcLhqTHbhym&data=05%7C01%7Cfullele%40auburn.edu%7Cbd164ca45a6240a15fb808da8a99c1f1%7Cccb6deedbd294b388979d72780f62d3b%7C1%7C0%7C637974690253970262%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0qD6zO2vb1ViTjEeypGZXxubMYjaNXlzkp%2BSSufX6MU%3D&reserved=0)

Employees can submit reviews through you but it is suggested to wait until Nov. 1 before those are submitted.

**IT Jobs Reminder**

A reminder was shared regarding why the titles are changing. It may help the HRL answer questions. A one-pager document was shared with these notes.

Remember that alignments may occur with the same job title (new) in mind. As always, it must go through central OIT.

Questions should be directed to aucomp@auburn.edu.

### Lateral Moves

Karla shared that a new procedure is in the process of being developed for providing counteroffers (retention offers) and salary adjustments for lateral moves across campus when there is a competitive search process. There are employees that are not market competitive to date as we work through the multi-year phases of the market study implementation. This new procedure will help us level the playing field for internal candidates. We are still working through the details and more information will be shared.

Karla requested feedback regarding this proposed procedure change be shared with her no later than the end of the day on Tuesday, Oct. 11, so a communication can be finalized and communicated soon.

No other items were discussed. The meeting was adjourned.