Quarterly PPL Meeting
Overview

- Annual Performance Evaluations
- New Faculty Orientation Events
- Payroll & HCM Operations
- Talent Acquisition
- Employee Relations
- Open Discussion
Annual Performance Evaluation Forms

Two self-evaluation forms for University Staff:
• Option 1
• Option 2 (New)
• Submit ONLY the last page (the rating form) to hrhelp@uccs.edu

Classified Staff:
• Planning and Evaluation Form

Faculty:
• Performance Rating Form

Note: We will NOT take paper copies!
Annual Performance Evaluation Deadlines

University Staff:
- **January 31** – Evaluation period ends
- **March 1** – All rating forms must be submitted to hrhelp@uccs.edu
- **April 1** – A new performance plan must be completed – does not need to come to HR

Classified Staff:
- **March 31** – Evaluation period ends
- **April 30** – All evaluation forms must be submitted to hrhelp@uccs.edu
- **June 1** – Complete a new “Performance Management Program – Department Certification Form (Annual)” and store in department files

Faculty:
- **December 31** – Evaluation period ends
- **May 15** – All evaluation forms must be submitted to hrhelp@uccs.edu
New Faculty Orientation Events – Fall 2019

• Monday 8/19
  – No Official Events Scheduled – Open for Department Events

• Tuesday 8/20
  – New Faculty Orientation 8:30 – 3:45
  – Reception, Info fair, Headshots 4:00 – 6:00

• Wednesday 8/21
  – New Faculty Orientation 8:30 – 1:15
  – Convocation and First Year Welcome 4:00 – 5:00

• Thursday 8/22
  – New Faculty Teaching Kickoff Day 8:30 – 4:30
  – Chancellor’s Reception for New Faculty 5:30

• Friday 8/23
  – No Official Events Scheduled – Open for Department Events
You can stay informed via Employee Services in these ways:

1. See current projects online
   - https://www.cu.edu/hcm-community/hcm-projects/current-projects

2. Subscribe to the HCM Community Blog
   - https://www.cu.edu/blog/hcm-community/stay-informed-subscribe-hcm-community-blog

3. Participate in webinars and training sessions
   - https://www.cu.edu/hcm-community/hcm-projects/training-webinars

4. Listen to the Employee Services HCM Campus Call
   - Every other Tuesday at 3 PM (next call is March 19)
   - Email ES.campus-outreach@cu.edu with any questions
9-Pay-12 Faculty Pay Update:

- The academic year for 2019 begins one week later than usual.

- Pay for faculty on a 9/12 contract ends on 8/10/2019 for this year, and will begin on 8/19/2019 for next year.

- This results in a one week gap between contracts.

- We wanted to make you aware since this will impact pay amounts for August of next year.

- If you need help identifying faculty on 9/12 contracts, please reach out to HR.

- An email was sent to all affected faculty in mid-February.
Personal Information for New Hires

• Beginning March 1st, HR will no longer collect the Personal Information Worksheet

• For positions recruited via CU Careers, information is provided at the time of application and fed to HCM upon hire. No additional form is necessary.
  – Selected candidates will receive an automated email from CU Careers requesting their date of birth and SSN as this is not collected with their initial application.
  – Employees should validate the information in their portal upon hire

• Applicant information for positions not recruited via CU Careers (lecturers, temps, etc.) will be collected via a direct hire link in CU Careers and fed to HCM upon hire.
  – Links will be available on the HR website
  – Those without access to a computer can complete the process in the HR office at a kiosk
Personal Information for New Hires

Recruited via CU Careers
- Info already in CU Careers
- Must provide DOB/SSN via emailed link
- Validate info in portal after hire

Direct Hire (Temps, lecturers)
- Use direct hire link from HR website
- Links will be live on 3/1
- Separate link based on employee type
Talent Acquisition – Request to Fill (RTF)

For University & Classified Staff, Professional Temporaries, Temporary Aides, and Working Retiree Positions

• Since the beginning of this year, we’ve been using the request to fill (RTF) for university & classified staff, professional temporaries and temporary aide positions instead of entering information HCM.

• It has been working well and has been a positive experience for HR and departments.
Talent Acquisition – CU Careers

For University Staff, Classified, Professional Temps & Temp Aides Posted Positions

• Applicant Documents

• Minimum Requirements - Gold Star in CU Careers

• Pre-screenings Questions

• SkillSurvey Reference Checks for finalists
Talent Acquisition – CU Careers

- Search Waivers – found on HR website: https://www.uccs.edu/hr/forms-and-templates#S

- If you have a search waiver, state that there is an approved search waiver & name of person to be hired on the RTF.

- When do you use a search waiver?
Talent Acquisition – CU Careers

• New Hire: Is not currently working for UCCS or CU

• Promotion: Higher level responsibilities and higher level job code. This is not a reclassification.

• Reallocation: Promotion for state classified employees

• Professional Temporary and Temporary Aide – Up to a 9-month appointment in any twelve-month period with a 4 month break
Employee Relations

**Training:**

- Supervisor Intensive Training
  - Pilot, April 2019 – First class June 2019
- Other Training
  - Managing Up, March 7, 2019
  - Diversity Champion, March 14, 2019
  - FMLA/Paid Parental Leave, March 20, 2019

**Onboarding:**

- New Hire Orientation & Registration
  - March 19, 2019
  - April 16, 2019
- Departments – Onboarding Checklist

**Background Checks:**
Submit to hrhelp@uccs.edu

**ASL Interpreter Requests:**
Submit to hrhelp@uccs.edu
QUESTIONS?