



UCCS

University of Colorado
Colorado Springs

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

Classified Staff:

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

Faculty:

- **December 31st** – Evaluation period ends
- **May 15th** – 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

Payroll & HCM Operations

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?