



**UCCS**

University of Colorado  
Colorado Springs

Quarterly PPL Meeting  
June 19, 2019

# Overview

- VCAF Update
- Payroll
- Operations
- Talent Acquisition
- Employee Relations
- Questions

# HR Updates

- CHRO Search
- HR staffing changes:
  - Art Hayes and Michelle Ward are no longer with UCCS
  - Cindy Rhoads and Melinda Utoft are managing these functions
  - Melinda is still attending search committee meetings but Ellie and Hortencia are available as well
- Background Check Charges
  - Billing back to departments has been eliminated

# Payroll

- Leave Sweep
- Faculty Elections
  - Continuing faculty **must** make a positive election for their contract payment schedule (either 9-pay-9 or 9-pay-12)
  - All faculty **must** make an election, even if they have an existing election for a contract that is being renewed
  - This election must be made by 11:59 pm on **Thursday, July 25<sup>th</sup>**.
  - Faculty with questions should contact Employee Services at 1-855-216-7740 or Robynne Kiplinger Dahl at 719-255-3591.

# 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 2019.
- 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

# Payroll

- Department Budget Table FY20 Rollover is June 27th
- Background Checks – Requests should be sent to [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu). These must be completed **before** the letter of offer is sent to the candidate.

# Payroll – HR Service Center

Human Resources



# Operations – CU Careers

- Small changes have been made to CU Careers to improve user experience:
  - Removed “To Be Checked” status under Offer Checks step. When a candidate is dispositioned to step Offer Checks, new status defaults to Initiate Background Check
  - Under Step/Status – Under Review, “Select for Interview” has been moved to the top of the drop-down list since this is the most used status for this step
  - Notification will now be sent to Job Posting Owner and HR Consultant once the candidate submits their DOB/SSN information
- We are in a continual dialogue with ES to try to improve this system.

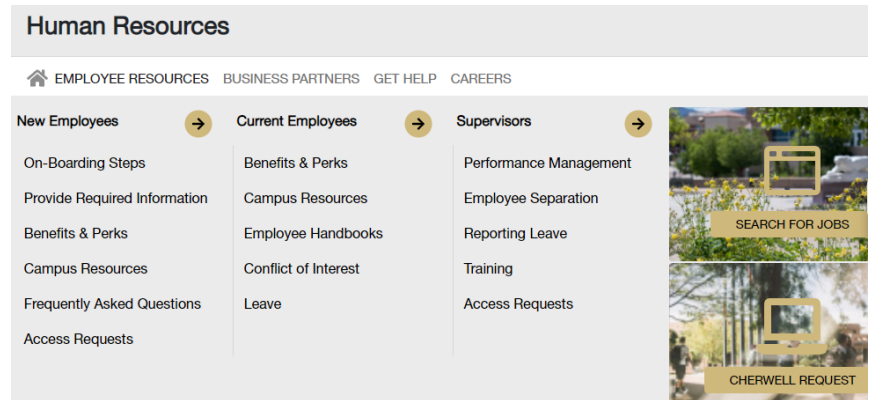
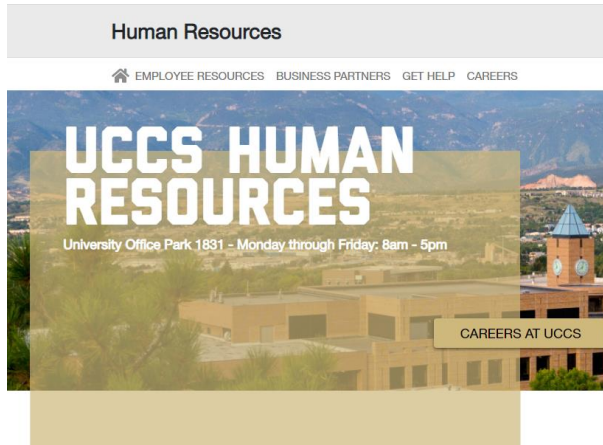


# Operations - HCM

- ITIN can now be used in HCM for international fellowships
  - May only be used with prior approval
  - Submit a Cherwell ticket describing the need and we will provide guidance
- HR Services Management Committee is working on creating templates for the following ePARs in HCM
  - ***ePAR Pay Rate Change***
  - ***ePAR Job Change***
  - ***ePAR Leave***
  - ***ePAR Separation***
  - We will provide more information and opportunities for input once the initial requirements gathering process is complete.
- Preferred Name – Campuses are working with UIS to investigate the possibility of adding preferred name functionality to HCM

# Operations - Website

Complete redesign and restructure coming soon!



Please complete the survey if you have not already!

[Click here](#)

# 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
- **Thursday 8/22**
  - New Faculty Teaching Kickoff Day 8:30 – 4:30
- **Friday 8/23**
  - No Official Events Scheduled – Open for Department Events

# Talent Acquisition

## For University Staff

- Hold initial search committee meeting **before a job is posted** for an open search
- For university staff positions, HR reviews the top 3-5 finalists before any interviews are scheduled to avoid calling an applicant to cancel an interview.
- Minimum & preferred requirements must be measurable:
  1. *Degree*
  2. *Number of years of experience*
  3. *Licensure or certification*
- Positions will be unposted after the LOO is signed

# Talent Acquisition

## Exemptions from the State Personnel System

- Positions will be designated as either classified or university staff based on guidelines in CU APS 5022
- <https://www.cu.edu/ope/aps/5022>

# Talent Acquisition

Link to dispositioning spreadsheets:

**[University Staff Search Rubric](#)**

**[Faculty \(Instructor\) Search Rubric](#)**

**[Faculty \(Tenure Track\) Search Rubric](#)**

# QUESTIONS?