Overview

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

• CHRO Search

• HR staffing changes:
  o Art Hayes and Michelle Ward are no longer with UCCS
  o Cindy Rhoads and Melinda Utoft are managing these functions
  o Melinda is still attending search committee meetings but Ellie and Hortencia are available as well

• Background Check Charges
  o Billing back to departments has been eliminated
Payroll

• Leave Sweep
• Faculty Elections
  o Continuing faculty must make a positive election for their contract payment schedule (either 9-pay-9 or 9-pay-12)
  o All faculty must make an election, even if they have an existing election for a contract that is being renewed
  o This election must be made by 11:59 pm on Thursday, July 25th.
  o 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. These must be completed before the letter of offer is sent to the candidate.
Payroll – HR Service Center
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](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?