



Agenda

Meeting Date & Time:	June 12, 2014 – 10:00am – 12:00pm
Meeting Location:	Room 100 – 1800 Grant Street
Meeting Facilitator	Lisa Affleck

<u>Discussion Topics</u>	
Agenda Items	Presenter
Topic 1: FIT/Gap review	Lisa/Lezlie
Topic 2: Employment Dates	Lisa/Lezlie
Topic 3: Compensation and Additional Pay	Lisa/Lezlie
Topic 4: Time Collection Model	Lisa
Topic 5: Project Website	Lisa/Lezlie

<u>Action Items (carried until completed)</u>				
	Action	Assigned To	Due Date	Status
1	Action Reasons Feedback	All	06/30/2014	
2				
3				

Notes:

Employment Dates:

Points of Clarification on Dates – ES will work with the campuses to clearly define usage in 9.2 as well as what the records mean for reporting purposes

Classified Staff Seniority Date usage: Comment: Boulder – match back to State rules (ties to reinstatement, layoff rules, etc.) – same at UCD and UCCS

University Employment Date: all employees who had a relationship in 6/2000 have the correct date; those that were here but returned after 6/2000 have inaccurate information in this field

Question: Will the campuses update this?? Per Kevin Jacobs – This is not a reliable date, but still useful in calculating retiree benefits.

Kim – UCB, use personnel records and conduct a manual process for calculating retiree benefits; they don't edit the University Employment Date



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Service Date – used for benefits administration

Org Instance Service Date or Univ Employment Dates – which is really Original Hire Date?

How do we make these dates more meaningful and try to avoid offline paper process? Have an update campaign and ask employees to review the date in Self Service?

Job Code Entry Date: can be on Job Information Date

Kim Calvo – when someone switches from student to Univ Staff to Faculty – this information would be helpful – Lisa: possible to pull data from CIW utilizing effective dating and generate a report that would be available to users for easy access to this data

Appointment End Date – part of Faculty Events

ES will get back to Campuses on employment dates during the Detailed design phase of the project

Action Reasons:

Training issue with Job Action Reason Codes

- Need to have business process discussion to come to consensus on what qualifies as a promotion, versus a transfer.
- Per Lisa, this may be addressed with Forms and the ability to direct users' ability to select action reasons.

Compensation Discussion Review Options:

- Contract Pay Proration Option – delivered PS functionality
- Create Additional Pay Page or form for users
- Ability to put in a different ST using the Edit ChartFields link
- could use for one-time payment and those that may be over several months
- ability to have comments field
- make sure we can enter a past effective date
- will continue to have the option to have an additional job
- if this was an overload teaching payment it will show up on the paystub

HR/GL will be address in conjunction with the Controller's Office – will provide feedback to this group as this happens

Time Collection Process Review:

- Discussion to review the current required approvals – can we remove the batch processing and the required additional approval step
- Proposing taking everyone's work time, exception time, one-time pay, corrections to earnings - PET, one-time deductions and have this data entered (will sit on temp tables, with many rules applied)
- Rules example: 40 hour leave request which exceeds leave accrual, this needs to be displayed in advance of dock
- Workflow/security would apply



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- Secondary approval would still be an option for departments that elect to use it
 - This would allow for running payroll in one day and eliminate gray days
 - Comp time can be earned and tracked; we'd be able to load balances into 9.2
 - Will have the ability to track holiday time and will be displayed on the paystub
 - Could create a floating holiday that can be taken and tracked
- Will continue to pursue holiday pay as part of the upgrade and will report back to this group

Job Data will be split out by Business Unit in 9.2 using the same business units as in Campus Solutions.

We will use multiple pay groups – these setup defaults for stipends, taxation, earnings codes, etc...

Earnings codes to be reviewed

Issues surrounding eligibility for sick/vacation with multiple jobs – can be addressed with HR Directors