University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Agenda

Meeting Date & Time:	June 5, 2014 – 10:00am – 12:00pm
Meeting Location:	Room 100 – 1800 Grant Street
Meeting Facilitator	Lisa Affleck

Discussion Topics	
Agenda Items	**Presenter**
Topic 1: FIT/Gap review	Lisa/Lezlie
Topic 2: Employment Dates	Cindy/Lezlie
Topic 3: Compensation and Additional Pay	Lisa/Lezlie
Topic 4: Time Collection Model	Lisa
Topic 5: Project Website	Cindy/Lisa
Topic 6: July 3rd Meeting – Are people here?	Lisa

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

Notes:

Project Checklist Review:
Shared the Project Checklist that contains a list of all Fit/Gaps. This document will be posted on the ES website. Comment: Once we get the forms, work centers (July/August) it will be easier to focus on how these changes will impact/improve campus business processes.

Employment Dates:
Discussed current Employment Dates, how they are used, and what needs to be carried forward into 9.2. Original Hire Date is first date an employee is in the system. Last Start Date records a re-hire. The Termination Date records the most recent termination date.

Question: What about hire dates for those who left and came back before the last upgrade? ES purged dates from legacy system. How will we get the correct dates updated in the system? Some campuses don't count student time while others do. Regardless of what date fields the university uses, each field will need to be defined. Denver uses Cardex to track an employee's complete service time prior to initial upgrade into Peoplesoft. UCCS uses microfiche to verify overall service dates. Boulder relies on what is in the University Employment Dates. UCCS uses the Service Date when someone becomes a permanent employee. Comment: HR Offices need to have the ability to correct the University Employment Date.

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Generally campuses have been instructed to not touch the Service Date because benefits are driven by this date. All use the Classified Staff Seniority Date and make sure the dates are accurate. All fields for classified staff will need to be carried forward: Seniority Date, Save Pay End Date, and Certification Date.

Breaks in service for Classified Staff impact the number of months of credit they get toward leave which is recorded in the Classified Staff LOS field. This field is a customization and it was originally determined to use a date to drive leave accrual rates. ES needs to research how to modify the record if a break in service occurs. Comment: All campuses stated that they currently can't rely on the dates in the Employment Information Tab in Job Data. Campuses should be able to update the University date and use the delivered Verification Date is employment data modifications can be tracked.

HR Offices should have the ability to override the dates. These will be addressed when we have the 9.2 design meetings to establish definitions and how the dates impact other actions. The 12 Month Faculty checkbox customization will not be carried forward.

Compensation and Additional Pay:
Currently campuses do not have access to Additional Pay page. If used, the information will be fed to the fields by the use of Forms. The Form would only include the pay codes we develop. The Addition Pay can be established by real time or over a period of time. Pay codes would show on their paycheck instead of Regular or Contract Pay as it is today. Recommendation will be to use Overload taught in the same department will be set up as a different pay code instead of a separate position. Denver and UCCS would like this option. Examples of its use is Housing allowances, overload, supplemental, etc. This would help IR in tracking overload. Campuses agree that this is better for paying additional pay.

Question: Could we use this for One-Time Pay? This will be discussed with HR Directors for approval.
Using Multiple Components of Pay adds to base salary and doesn't show on paycheck. MCP that is Non-base is really paid through the Additional Pay page even though it is not seen to the end user. The campuses will need to be consistent in what is used as OTP vs Additional Pay. This would be date driven so when a faculty member has multiple summer appointments that cross each other, it could be processed with Additional Pay and show on their paychecks separately. HR business partners would not need to set up multiple jobs and wait until one ends before processing another. Question: will there be a way to track the class/course? This might be addressed by using a comment field in Forms.

Earnings Codes: This will be reviewed and identify which are being used. Campuses will need to define what the codes should be when we go through the design stage. Currently we have 188 earnings codes. The use of 10 pay 10, Boulder would like to consider this option.

A function that is not currently used is 'Contract Change Proration Option' when a contract changes in mid-year. ES is recommending that this be an option for the end users. Allows for Lump Sum Retro Pay and make the correction in the next payroll and corrects the contract going forward. ES will need to research how this will impact the employee's pay when the change in contract is a reduction in pay.ES will be putting examples together of how this will work as we move into the design stage.

Time Collection:
Recommendation is to remove the PPL approval from this process because the employee and supervisor already have approved the leave, so it should be able to feed to HCM without someone uploading and approving a batch. Work time, exception time (break out Holiday pay from REG), corrections (Student EEs who change status), one-time deductions, one-time taxes are all entered into time collection. Propose only entering this information once and have it automatically jump to a temp Payroll table. Question: What if a leave request changes before payroll runs? If a leave adjustment is made it is expected that these hours will be removed at any point prior to running payroll. Question: How would the supervisor know that the employee has used up all of their existing leave? If denied it will be pushed back. There is currently an RFP out for a Form developer and one of the expectations is that they would develop a Calendar. Question: Can we show the funding distribution as part of the form? ES will research this option. The goal is to not have any gray days and run payroll in one day.

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Funding Distribution:
As delivered it is at the Job level while we budget at position level. We know we need a custom page in position data. This will be discussed at a future time.

Project Website:
This is currently available and we ask that you share it with campus users. ES will also post those who participate in these meetings (Team Members). The site includes meeting notes and will include Decision Items from the Leadership Team.

http://www.cu.edu/employee-services/hr-system-gets-new-face-name

Will there be staff available for the July 3rd? Consensus is yes. Topic: A demonstration Profiles.

Action Reasons will be sent with definitions for feedback.