University of Colorado
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Agenda

Meeting Date & Time:	April 1, 2014 – 10:00am – 12:00pm
Meeting Location:	Room 100 – 1800 Grant Street
Meeting Facilitator	Lisa Affleck

Discussion Topics	
Agenda Items	**Presenter**
Topic 1: Personal Information Fit/Gap	Cindy/Lezlie
Topic 2: Action Reason Combinations Review	Cindy
Topic 3: Online I9 Processing	Cindy M
Topic 4: eVerify – Should we use it?	Lisa/Cindy M
Topic 5: Taleo Update	Carolyn
Topic 6: Manager Dashboard & Smart Hire Fit/Gap	Cindy/Lezlie

Action Items (carried until completed)				
	Action	**Assigned To**	**Due Date**	**Status**
1	Job Code Discussion		On-going	

Meeting Minute Notes:

1. **Operating Principles** – this group will focus on HR topics. There will be a Web blog and a dedicated website for communication efforts that can be viewed by users and administrators. A link will be on the cu.edu website. Surveys will be sent and posted.
   Lisa and Lezlie want to make sure everyone understands that they are an integral part of this project. The team's input is essential to the project and we will rely on them to reach out and inform their campus representatives. We are currently in the Demo version and will have our data in a test environment by December. We will be encouraging people to go into the system in December which will give us almost a year to test before go-live in November.
2. **Meeting Date Change** – Beginning in May we will change to Thursday at 10:00.
3. **Planning and Design Phase** – Customization requests need to be completed by June 30, 2014.

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Meeting Minute Notes:

4. **Personal Data Fit/Gap**
   - **Visual ID and Ethnicity** – Will use onboarding to encourage employees to answer the 2-part question. This information is stored in the CIW, but ES will confirm.
   - **Military codes** will be the new codes as required by OFCCP.
   - **Home Department** – Large customization with initial implementation to track one home department. Home Departments are not being updated. Primary Job---used to be Record 0. Home Department is used to generate emails by IT group. Need to make sure if this field is changed, we need to work with the campus IT groups to make sure they pull the correct fields after the upgrade.
   - **Campus Box** – Another large customization with initial implementation to track Campus Box. Home Departments and Campus Boxes are not being updated. Policy states that communication is through campus email. Is this something we need to carry forward?
     - UCCS does not use this and would prefer we don't carry it forward.
     - UCB sometimes use them, but if there is someplace, attached to a department or location. The key is, the field must be able to be queried. Location is based on building…Suggestion: should this be associated with location?
     - UCD need to talk to their IT department because they pull data from the system. An office on Denver uses campus boxes…used around employee recognition. Campus Box could be stored somewhere but it doesn't have to be on personal information.
   - *Recommendation: Add a new Address Type of Campus Box or add to Position Data, Mail Drop ID field. This will be maintained by HR staff and HR Business Partners. Queries can be run on these fields in CIW.*

5. **Action Reason Codes** – Develop good definitions with the Action Code so users know what they mean. HR Upgrade group to get feedback to ES on Action Reasons by 4/25. Request: UCCS—can we use pay code for overloads? Consider using Multiple Components of Pay for some work that is currently set up as a separate position. This will be topics for further discussion.

6. **Online I-9** – New Hire Checklist in Taleo and the new employee will start the process. Will employee address, SSN, Name populate from Taleo? Will need to discuss when implementing Taleo. Will also need to discuss with Taleo the ability to upload the supporting documents as part of on-boarding? Campuses agree that they would like it to be paperless. Important to have campus experts work to establish structure for this process and how it will work. If attached in HCM, and when they term, we could archive, destroy. Boulder will address those who cannot access or utilize computers. 9.2 has the ability to track I-9 expiration reports. Can we run reports when the document is partially completed? Can onboarding address this? We can import the Affirmation form. *ES will research these questions.*

7. **E-Verify** – Is this something we want to do? Auto feed and feed back into HCM. Comment: – only challenge is when there are mismatches, however it was pretty low. Are there other drawbacks? Comment - When in E-verify if they don't complete I-9 within 3 days an explanation must be given. HCM System Expert will look into this as other universities use this function. ES will provide more information as we learn more. With onboarding and self-service the employee will enter their own name and SSN.

8. **Taleo** – hope to be in contracting process in two weeks. Working to identify a Consultant to assist with implementation. Working with Oklahoma as they are moving from PA to Taleo.

9. **Job Codes** – In HCM salary range is based on Job Code, currently we have one range for everyone in a current job code. We have several different 'Business Professionals'. If we want to use the Compa ratio function in HCM, there will need to be a salary plan for each job code. Do we need to broaden our job codes, use Kenexa job codes, put campus identifiers on the end? How many job codes are used when matching to Kenexa…could we use their job codes? Can currently be done for classified staff however this issue is for University Staff/Faculty.
   - Comment – Can ES put together an Option document similar to what we did for making the determination on which recruitment model to use? *ES will develop a one Page comparison between functionality of Kenexa and HCM.* This will be prepared for discussion at our May meeting.

   Connecting Kenexa to the "person" in Position is a customization and the managers will not see the ranges when considering merit increases. Kenexa helps to set pay ranges, is that something that we can find in HCM? If you eliminate Kenexa, you lose industry data sources. Campuses would only like the HR Offices to use Kenexa.

10. **Manager Dashboard** – who should have access? Will it show active vacant positions?