Agenda

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

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| **Discussion Topics** | |
| **Agenda Items** | **Presenter** |
| **Topic 1**: Position Data FIT/Gap | Lisa |
| **Topic 2**: Job Data FIT/Gap | Cindy/Cindy |
| **Topic 3**: Campus box option – Position Mail Drop or Personal Data address – Decision | Lisa/Lezlie |
| **Topic 4:** Compensation Discussion | Lisa |
| **Topic 5:** Action Reason Combinations Feedback/Review | Cindy |

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| **Action Items (carried until completed)** | | | | |
|  | **Action** | **Assigned To** | **Due Date** | **Status** |
| 1 | Action Reasons Feedback | All | 4/25/14 | Complete |
| 2 | Job Code and Compensation Discussion |  |  | On-going |
| 3 |  |  |  |  |

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| **Notes:** |

**Position Management**

* Please review the high-level Current Business Process to ensure that it is accurate. Need for Position Notes? Decision: As long as notes can be added as part of the approval chain, the position notes are not necessary. Eliminate Go To Position Funding link as the ability to adjust funding will be built into the Forms.
* In 9.2, the expectation is to return Position Management to the core function. Any specific detail or position requirements (e.g., essential services, CS supervision, Background Checks, HIPAA, and Hazardous Material Handling) will reside in Position Profiles.
* Percent of Time will be incorporated into Job Data not Position data. Only FTE and Std Hrs will remain with position. This will reflect the budgeted FTE.
* Campus Box. Currently this is housed in Personal Data as a customization. Decision: Use Mail Drop ID as this is tied to the position and can be adjusted as employees move from one position to another.
* Eliminate Funding approval. Controllers didn’t see this as necessary. Boulder: Concern that this will be an issue for tracking regulatory compliance for Grants. Decision: PETs will still go through an approval process so this can still be reviewed by Sponsored Programs.
* Removed customized Last Updated section. Concern because this is used by several people. Discussion: This will be tracked through approvals and a configured query can be developed for staff to use.

**Job Data**

* Asked campuses to review Current Business Processes. No concerns on eliminating current customizations, except the retention of the Percent of Time. Discussion regarding employment and service dates will occur in future meetings.

**Action Reasons**

* HR staff reduced original action reasons from 277 to 115. Further reduction will probably occur when we start working with the system and use of the Forms to complete actions. Definitions for the purpose of each action reason will be needed for the HR Business Partners.

**Compensation Discussion**

* Kenexa Data will be moved to Position Profiles. Discussion: The compensation matches are different for each campus. Further discussion is necessary to determine whether pay ranges will be included on the Dashboards.
* Need to ensure that position based salary ranges will reside in the Position Profiles.
* Further discussion will occur regarding additional compensation such as payment for overload. Does it need to be a separate position or can this pay be incorporated into multiple components of pay? This would be for additional work in primary department not work performed for a different department. Could we expand earning codes instead of setting up separate positions? Further discussions will occur in future meetings.