



Welcome to your...

Community of Practice (COP)
Technicalities of Being a Supervisor

Session #8

Date: May 18, 2016

Supervisor Pop Quiz!



Warm Up

- How did you do on the quiz?
- What technicalities do you struggle with as a supervisor?
- What are you confused or unsure about?
- What questions do you have?

Learning Objectives

- Hiring
 - Understand basic role definitions and process outline
 - Access recruitment/onboarding resources & best practices
- FMLA
 - Understand your process and your role
- My Leave
 - Approve leave
 - Set proxies
 - Meet deadlines
- The New HR Website

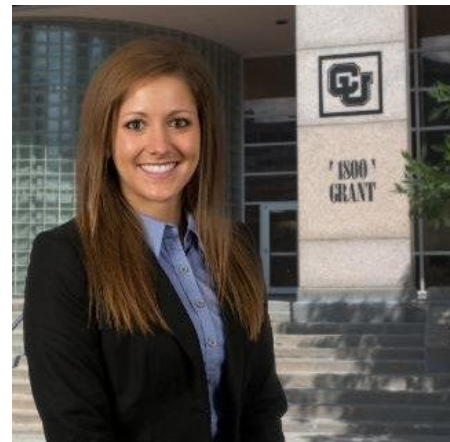


**COMING
SOON!**

Special Guests from System HR

- **Gabrielle Sawusch**
 - Resident onboarding specialist for System employees

- **Ashley Frakes**
 - Resident recruitment specialist for System employees



Hiring

- Recruitment (in progress)
- Pre-employment onboarding
- 1st day onboarding
- Best practices guide

FMLA

- Process overview
- Role descriptions
- Helpful website
 - <http://www.cu.edu/employee-services/family-medical-leave>

My Leave

- Approvals & deadlines
- Proxies
- Helpful Website
 - <https://www.cu.edu/hcm-community/collect-and-enter-time>

Our HR Website

www.cu.edu/employee-services >

Collaborative HR Services > HR Offices >
CU System Administration

HOME / EMPLOYEE SERVICES / CU SYSTEM ADMINISTRATION HR

CU System Administration HR

- CU System Administration HR
- Hiring Forms
- Scope of Work (SOW)
- Performance Management
- System Administration Policies & Procedures
- Hiring University Staff
- Family Medical Leave
- Prospective Employees
- Supervisor Community of Practice (COP)

CU System Administration HR

Why work at University of Colorado System Administration?

Located in the Uptown neighborhood of Denver, CU's System Administration offices include the Office of the President as well as numerous departments that provide services to the university's four campuses. In many ways, these departments provide strategic direction for CU as a whole.

These include:

- Administration
- Academic Affairs
- Budget Office
- Coleman Institute for Cognitive Disabilities
- CU Health and Welfare Trust
- Employee Services
- Institutional Research
- Internal Audit
- Office of Policy and Efficiency
- Procurement Service Center (PSC)
- State and Federal Relations
- Technology Transfer
- Treasurer
- University Controller
- University Counsel
- University Information Systems (UIS)
- University Relations
- University Risk Management

Wrap Up

- What would make your life as a supervisor easier?
- What information would you like included in the new website?
- What outstanding questions do you have?

See You Next Time!

