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Agenda

Meeting Date & Time:	August 14, 2014 – 10:00am – 12:00pm
Meeting Location:	1800 Grant Street, Rooms 502/503
Meeting Facilitator	Lisa Affleck

Discussion Topics	
Agenda Items	**Presenter**
Topic 1: Recap of where we have been and where we are going next	Lisa/Lezlie
Topic 2: Phase II Kick Off	Lezlie
Topic 3: Profile Recap	Lisa
Topic 4: Wishlist Review	Lisa
Topic 5: Survey - Questions	Lisa

	Action Items (carried until completed)			
	Action	**Assigned To**	**Due Date**	**Status**
1	Workflow Assignment for campus HR offices	Campus HR	8/31/14	
2				
3				

Notes:

Topic 1 – Recap

- Reached a major milestone in that the Fit/Gap phase was completed on time (June 30).
- All customization requests were turned in on time and approved by the leadership team and steering committee.
-

Topic 2 – Phase II

- Now the direction of work is different. The three groups will still meet monthly, but the focus will change.
- There is the decision making group (HR Advisory). Decisions made by that group will then be shared with the other groups to make sure nothing has been omitted.
- This detailed design phase will extend through December, 2014.
- The ES website is being redesigned and will have the project documents posted to it. It will be based on phases of the project.
- There will be no meeting of this group in September. The HR Advisory group will use that time to complete the assignment of finalizing the list of action reasons, and then determine what kinds of initiator, reviewer and approver roles are needed for each action reason for each employee group. We will then meet with this group in October to share the decisions.

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Topic 3 – Profile Recap

- Of all of the employee groups, University Staff are the most complex.
- There are several projects underway for this group.
    - As you know, the University job codes are fairly generic, which is problematic in salary surveys and obtaining salary data for specific positions. The University purchased an IBM product Kenexa CompAnalyst. The HR offices are currently mapping CU jobs to Kenexa job codes, based on specific job titles. This will give us more accurate salary data.
    - A second project, also an IBM Kenexa product, is helping to identify competencies for CU leadership jobs. That information will also be brought over in the conversion.
    - We also have PeopleAdmin for Jobs@CU. The duties and responsibilities from Jobs@CU will be converted to HCM during the upgrade.
    - There are compliance requirements for various positions. With profiles, those requirements will be identified and included in the profile.
- There is not a lot of information for the student profile. You will be able to note any compliance requirements. There will be a job summary for every profile but it won't be a requirement.
- For faculty, any posting and job summary in PeopleAdmin will be brought over for the faculty profile. Not sure where edits will take place (either Taleo or HCM).
- We are hoping to have a template of generic profiles as a starting point and then you can edit as needed.
- We are looking to find ways to make duty statements more generic.
- The actual job summary from PeopleAdmin will come over as is.
- Over the next 6 months, we will be reviewing how best to convert the PeopleAdmin data.

Topic 4 – Wish list Review

- The wish list items came almost exclusively from the Boulder campus.
- The entire list has been reviewed and still is being evaluated. There is only one request that is technically not possible, that being we cannot add effective sequencing to position data. It may be resolved by creating a form to ask for a correction; still under consideration.
- Lisa Affleck
    - The project team categorized the items.
    - The team will be following up with some of the people who added to the list to clarify exactly what it is that they want.
    - As we look to prioritize this list, our goal is to have some kind of technology (like clickers) where voting can be done in real time.
    - We will also be adding items that are identified in a survey being sent out.
    - The list represents the first cut of how we work together on issues; it is very important to us.
    - There were several items specific to time collection; they will be considered as we start the design of time collection.
    - We will be looking for volunteers to help with working groups.

Topic 5: Survey Questions

- We did send out a survey to add items to the wish list but received only 2 responses.
- We will be posting the survey again and offer Starbucks cards as prizes.

Campus Questions/Statements:

- Person Profiles will include Education, Licenses, Membership & Training. It was stated that Faculty will need to require verification and approval.
- UCCS – Should Faculty on summer appointments have a different pay type vs additional position? Will be addressed
- UCCS – How will we determine how annual salary increases work? Will be addressed
- Where mail goes with employees with multi-addresses will be addressed

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- A question was asked about the Highest Education Level. This example illustrates where the field is displayed today in Personal data.

Biographical Details	Contact Information	Regional

Betty Locherty   Person ID KU0007

Name   Find | View All   First ⊕ 1 of 1 ⊕ Last

Effective Date 04/07/1979   ⊞ ⊟

Format Type English

Display Name Betty Locherty   [View Name]

Biographic Information

Date of Birth 07/06/1945 📅 Years 69   Months 1

Date of Death   📅

Birth Country USA 🔍   United States

Birth State TX 🔍   Texas

Birth Location Pampa   ☐ Waive Data Protection

Biographical History   Find | View All   First ⊕ 1 of 1 ⊕ Last

*Effective Date 04/07/1979 📅   ⊞ ⊟

*Gender Female ▼

*Highest Education Level I-Master's Level Degree ▼

*Marital Status Single ▼   As of 04/07/1979 📅

Language Code   ▼

Alternate ID

☐ Full-Time Student

This data will be mapped to the Person profile under education. ***We are still in the process of defining this information, but this will give you an idea of what it will look like.***

My Current Person Profile

Betty Locherty

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

🖨 Print   💬 Comments   Profile Actions [Select Action] ▼ »

Competencies	Responsibilities	Qualifications	Education	NVQ	Projects	Worn Rank	Mobility

Add new school education in the grid below. Edit education by selecting the edit button.

▼ **School Education**

There are currently no School Education for this profile. Please add one if required.

➕ Add New School Education

Add new degrees in the grid below. Edit degrees by selecting the edit button.

▼ **Degrees**   View All | ⧉   First ⊕ 1 of 1 ⊕ Last

Degree	Major Code	Edit	Delete
Master of Business Admin	Business Administration	✏️	🗑

➕ Add New Degrees

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If you click on the Pencil (Edit), this page is displayed)

View Degrees

Betty Locherty

This page displays the item details.

Details

Date Acquired	07/25/1988	
Degree	MBA	Master of Business Admin
Major Code	K000001	Business Administration
Status	Active	
Country	USA	United States
State	NY	New York
School Code	KUS012	New York University
School Description	New York University	
Major Description	Business Administration	
Minor Code		
Minor Description		
Average Grade		
GPA		
	☑ Graduated	
Year Acquired		
	☐ Terminal Degree for Discipline	
Educator		

This is the Add New Degrees page that the employee will use.

My Current Person Profile

Add New Degrees

Betty Locherty

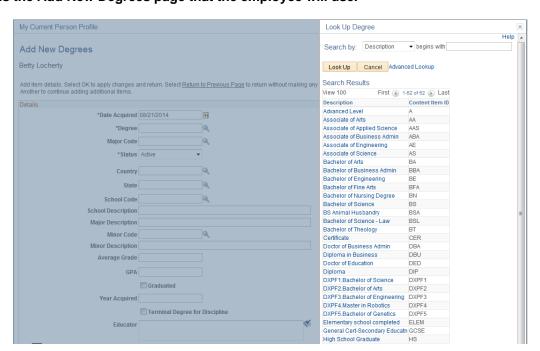Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any
Another to continue adding additional items.

Details

*Date Acquired	08/21/2014
*Degree	
Major Code	
*Status	Active
Country	
State	
School Code	
School Description	
Major Description	
Minor Code	
Minor Description	
Average Grade	
GPA	
	☐ Graduated
Year Acquired	
	☐ Terminal Degree for Discipline
Educator	

Look Up Degree

Help

Search by: Description ▼ begins with

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100   First ◄ 1-52 of 52 ► Last

Description	Content Item ID
Advanced Level	A
Associate of Arts	AA
Associate of Applied Science	AAS
Associate of Business Admin	ABA
Associate of Engineering	AE
Associate of Science	AS
Bachelor of Arts	BA
Bachelor of Business Admin	BBA
Bachelor of Engineering	BE
Bachelor of Fine Arts	BFA
Bachelor of Nursing Degree	BN
Bachelor of Science	BS
BS Animal Husbandry	BSA
Bachelor of Science - Law	BSL
Bachelor of Theology	BT
Certificate	CER
Doctor of Business Admin	DBA
Diploma in Business	DBU
Doctor of Education	DED
Diploma	DIP
DXPF1.Bachelor of Science	DXPF1
DXPF2.Bachelor of Arts	DXPF2
DXPF3.Bachelor of Engineering	DXPF3
DXPF4.Master in Robotics	DXPF4
DXPF5.Bachelor of Genetics	DXPF5
Elementary school completed	ELEM
General Cert-Secondary Educatn	GCSE
High School Graduate	HS

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- Notes for additional pay requires comments which are very slow. Notes in 9.2 are generally attached to workflow and appear on the same page as the request and can be displayed and reported on.

Request Ad Hoc Salary Change
Beatrice Test

▶ Instructions

*Salary Change Date 08/21/2014

Compensation Details

Pay Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount		Type	Frequency
Default NA Annual	4,000.53	0.000	0.00	4,000.53	USD	Flat Amount	Monthly

[Calculate New Total]

$48,006.36 - Comp-Ratio - 1.15

$33,372.00 Minimum	$41,715.00 Midpoint	$50,058.00 Maximum

	New Information	Current Information
Monthly Salary	$4,000.53 USD	$4,000.53 USD
Annual Rate	$48,006.36 USD	$48,006.36 USD
Comment		

[Submit]