Agenda

- Welcome HR Community Members – Robyn Fergus
- Payroll Year-End Tips – Jacqueline Derrick Herl
- Benefits Updates – Brittny Phillips
- November Professional Development Days Timekeeping – Nick Cummings
- AP Framework/Compensation Project Timeline – Robyn Fergus
- COWINS Update – Tracy Hutton
- University Employee Orientations – Nakia Lilly
- Bridge Access – Diane Fromme
- Vaccination Requirements/Process for New Employees – Eric Ray
- PHEL Extended – Tracy Hutton
- SC Midyear Reviews – Eric Ray
New Community Members

• Dell Rae Ciaravola – HR Communications
• Jennifer Healy – University Advancement
• Samantha Husted – University Advancement
• Emily Malone – HR Benefits
• Debbie Mayer – Employee Housing Programs
• Jennifer McCoy – Payroll
• Matt Smith – HRIS
• Savannah Starr – HR Service Center
Total Rewards Updates – Payroll Unit

1. W-4
   - Filing Status

2. Tax Deductions
   - Review payslips for State and Federal withholding

3. Direct Deposit
   - Bank information

4. Mailing Address
   - Update

5. Electronic W-2
   - Opt-In and help CSU Go Green!
Total Rewards Updates – Benefits Unit

1. Retirement Plan Review

2. Faculty & Admin Pro Open Enrollment: Oct 25 – Nov 12

3. Health & Well-Being Resources

4. Faculty & Admin Pro Health Fairs: Nov 3, 11 & 16

5. EAP, CARE and Employee Housing Programs
Fall Break Professional Development Admin Leave

- New TimeClock Plus Job Code:  
  Pro Development Admin Leave
- Project required: FALL BREAK 2021
- Automatic entry for salaried employees, adjusted to FTE (11/22 – 11/24)
- Department HR role responsible for corrections, State Classified Hourly, Admin Pro Hourly, and essential employees taking this leave at other times
- Email nick.cummings@colostate.edu to exempt an employee or department from the automation
Timeline reflects critical path/single dependency: spring salary exercise

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All covered employees eligible to vote on ratification of proposed agreement

Voting open October 6 to November 16

Virtual and In-person voting

CSU in-person vote – October 13th

Votes counted November 17th

"Yes" vote from majority of employees that vote needed to ratify

Agreement in draft format currently – final version expected by end of month

Multiple effective dates

Date of Act
Upon ratification
July 1, 2022

Expectation of ‘Neutrality’ – CSU neither for nor against ratification
• **Customized invites** sent by Talent Development to new employees based on their:
  • Geographical location information, based on location code information included in Oracle assignment
  • Employee classification
  • UEO classes are no longer open enrollment (not visible to all employees)

• **NEW online self-paced Course for Off-Campus UEO**
  • For non-northern Colorado employees ONLY
  • Not intended for local employees who are working remotely or hybrid

• **In-person UEO held monthly in the Lory Student Center**
  • Two separate registration links are sent based on classification
  • State classified employee class includes 30-minute COWINS Welcome before UEO starts
  • Starting spring semester, in-person UEO will be 2.5 hours instead of 3

• Please contact [CSUtraining@colostate.edu](mailto:CSUtraining@colostate.edu) with any questions or concerns
Bridge Access

New Employees or New Assignments

• "I have my eID but I can't log into Bridge My Learning"
• TD gets frequent inquiries across three email addresses
• It takes more than an eID to access Bridge
• 75% HR IS investigations reveal incomplete HR Oracle approvals
• All HR approvals must be complete/approved before Oracle feeds to Bridge My Learning
• Please let new employees know Oracle will feed to Bridge 24-48 hours after all approvals are complete
• Please email mylearning@colostate.edu with any questions or concerns
Vaccine Attestation – Employee Portal

- April 28th – Vaccine Mandate Announcement
- Aug 9th – Portal Announcement
- Sep 6th – Non-Compliance Communication
- Sep 24th – Campus HR Partners

Going Forward
- Continue to be a requirement
- Encourage new and reactivated employees during onboarding

9/24 Data Pull
- 745 Total
  - Admin Professional
  - Faculty
  - Non-Student Hourly
  - Other Salaried Employee
  - State Classified

10/25 Total Employees Remaining
- 221 Total
  - Admin Professional
  - Faculty
  - Non-Student Hourly
  - Other Salaried Employee
  - State Classified

Employees Remaining
- 221 Total
  - 89 Original
  - 132 Recent Hires

Employee Portal Link
Public Health Emergency Leave (PHEL)

Federal Public Health Order (PHO) extended October 15, 2021
- Likely effective until mid-January 2022 (unless extended)

Colorado Healthy Families/Healthy Workplaces Act
- Requires PHEL until four weeks after end of state or federal PHO
- Anticipated in place until mid-February 2022
Mid-year reviews for State Classified employees occur each year in October.
• Opportunity for supervisors to:
  • Provide feedback on performance
  • Discuss behavioral expectations
  • Modify performance plans, if necessary.

Timeline 2021:
• October 1 – October 31: Supervisors should meet with employees to conduct the mid-year review.
• October 1 – November 7: Dates of the mid-year review can be entered into Oracle
Thank you