

HR Community Meeting

October 28, 2021



HUMAN RESOURCES
COLORADO STATE UNIVERSITY



Agenda

- Welcome HR Community Members – Robyn Fergus
- Payroll Year-End Tips – Jacqueline Derrick Herl
- Benefits Updates – Brittany 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

Welcome to the
Team!



Total Rewards Updates – Payroll Unit

- 1 W-4
 - Exempt – new W-4 2022 form due by February 15, 2022.
 - Filing Status
- 2 Tax Deductions
 - Review paylips 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

Time in	11/22/2021	9:00 AM
Time out	11/22/2021	5:00 PM
Break type	<< NONE >>	
Job Code	26 - Pro Development Admi	
Project	FALL BREAK 2021	Select

Compensation & Classification for Administrative Professionals - AON Project

Timeline reflects critical path/single dependency: spring salary exercise

STEPS AND ACTIVITIES	2021				2022			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Program Design Assistance								
Job Documentation Update – NOT ON CRITICAL PATH								
Job Documentation Training – NOT ON CRITICAL PATH								
Governance - NOT ON CRITICAL PATH								
Program Completion Assistance								
Job Evaluation Training - NOT ON CRITICAL PATH								
Job Evaluation Completion								
Market Benchmark Refresh								
Pay Range Development								
Cost Impact Modeling								
Change Management / Communication Assistance								
Leader and HR Education								
Rollout to Larger University Community								

COWINS Partnership Agreement Ratification



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

Expanded Options for University Employee Orientation (UEO)

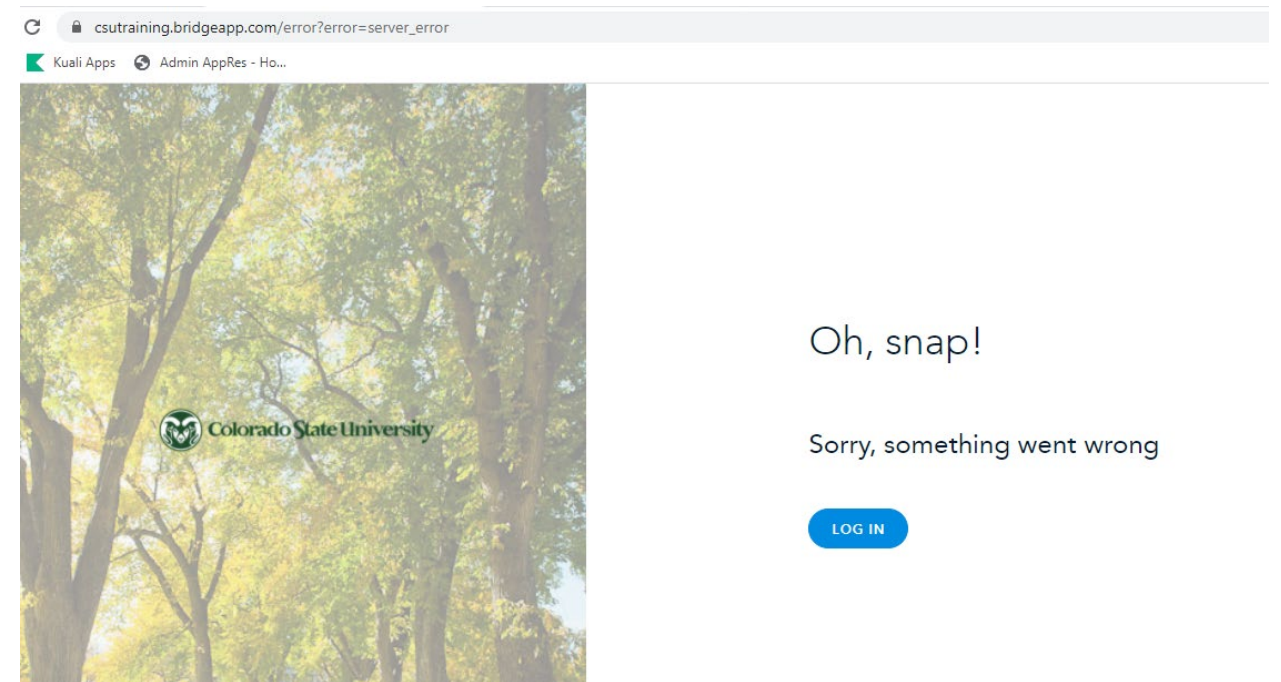
- **Customized invites** sent by Talent Development to new employees based on their:
 - Geographical location information, based on location code information included in Oracle assignment
 - Employee classification
 - UEO classes are no longer open enrollment (not visible to all employees)
- **NEW** 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 with any questions or concerns



Bridge Access

New Employees or New Assignments

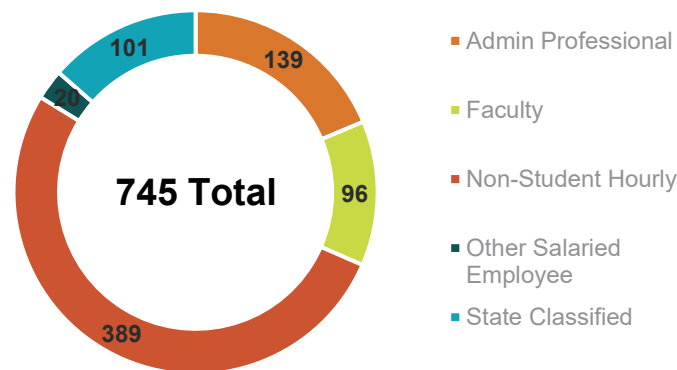
- "I have my eID but I can't log into Bridge My Learning"
- TD gets frequent inquiries across three email addresses
- It takes more than an eID to access Bridge
- 75% HR IS investigations reveal incomplete HR Oracle approvals
- All HR approvals must be complete/approved before Oracle feeds to Bridge 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



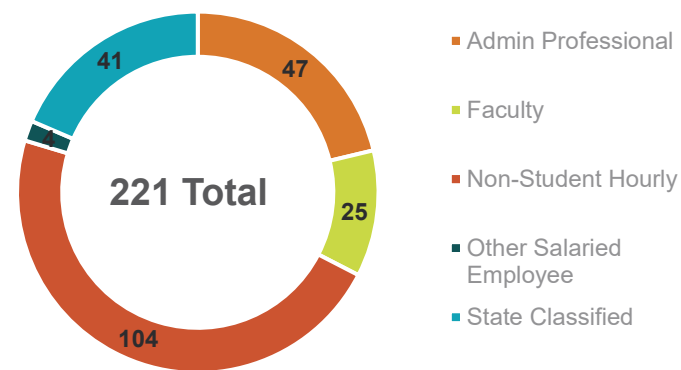
Vaccine Attestation – Employee Portal

- 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
- [Employee Portal Link](#)

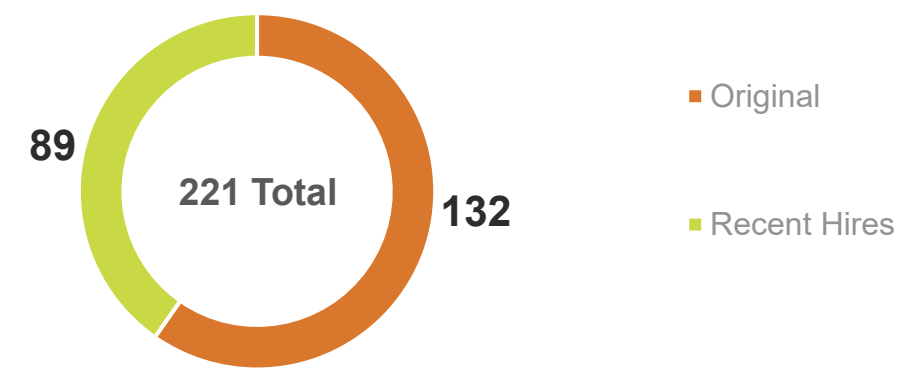
9/24 Data Pull



10/25 Total Employees Remaining



Employees Remaining



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

SC Midyear Reviews

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



Colorado State University