Agenda

- Payroll Updates
- SC Open Enrollment 2022
- Professional Development Opportunity
- AP Class & Comp Project
- Performance Management
- Preboarding Launch
- Our People
Payroll

- Direct Deposit Information via ESS
  - Phishing

- Review personal information Address
  - Direct Deposit
  - W-4
  - Address

- Reminder – 9 month employees
  - Double-deductions for benefits April/May
SC Open Enrollment: April 12 – May 2

Medical Supplement: April 12 – May 13

- Benefits effective: July 1, 2022
- Passive enrollment
- No increase in employee premiums
- Virtual Benefits Fair: April 20 & 21
- Stand-Alone Vision Plan
- Long Term Disability Special Enrollment
- Employee Voluntary Life Guarantee Issue
- Enhanced Behavioral Health Benefits
Professional Development Opportunity

Northern Colorado HR Association (NoCoHRA) 2022 BIENNIAL CONFERENCE: You Matter!

Earn SHRM & HRCI recertification credits! ~Human Resource Professionals ~
Join us for a day of learning, growth and networking at the Embassy Suites in Loveland on Friday, May 20, 2022

The conference will focus on how each of us Matters --in our personal lives and in our work lives. Each of our outstanding speakers will present topics ranging from your mental & physical health to your ability to help others in impactful ways.

Date:  Friday, May 20, 2022
•  Time: 7:00 am – 6:15 pm
•  Location: Embassy Suites, 4705 Clydesdale Parkway, Loveland, CO
•  Price: NoCoHRA Members $225  | Non-Members $250  | CO SHRM Members $225
•  Registration  NoCoHRA’s site at nchra.shrm.org
Project Update – AP Classification & Comp

Next Steps

• March -April
  • Leader Review
  • Prioritization Decisions
  • Governance

• April –May
  • Stakeholder Education Tour
  • Communications

• July
  • Launch
SC Performance Reviews

- Performance period 4/1/21 – 3/31/22; NO CHANGE
- Planning sessions and performance reviews to be completed between April 1\textsuperscript{st} and April 30\textsuperscript{th}
- Oracle Entry - date of meeting & rating by May 15\textsuperscript{th}
- Overall Evaluation Form to SharePoint or via mail.
- Required training for all new supervisors State Classified Performance Management Training
- Employee Relations – Performance Management Site
State Classified Performance Reviews

- April 1 to May 15 – Oracle Entry
State Classified Performance Management Changes

• Newly ratified partnership agreement requires statewide changes to State Classified employees’ performance management program

• Rating Tier Change
  • Current 3-tier rating system will be used for the conclusion of 2021-2022 cycle
  • New 5-tier rating system will be used beginning 2022 – 2023 cycle and forward
  • Greater differentiation, added nuance, and supervisory coaching tools to help employees reach beyond current performance levels for improved ratings

• Performance Year Change

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>IHE Option</th>
<th>Transitional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Year</td>
<td>4/1/21 – 3/31/22</td>
<td>9/1 – 8/31 Annually</td>
<td>4/1/22 – 8/31/23</td>
</tr>
<tr>
<td>Reviews &amp; Planning</td>
<td>April</td>
<td>September Annually</td>
<td>April 2022</td>
</tr>
<tr>
<td>Data Entry</td>
<td>By May 15th</td>
<td>By October 15th</td>
<td>By May 15th</td>
</tr>
</tbody>
</table>
Admin Pro Performance Management

- Faculty & Admin Pro Manual provides that the Provost’s Office is responsible to ensure that Admin Pro employees receive an annual evaluation in a “proper and timely” manner (D.5.5.f)

- Provost’s office, HRIS, IT & SPER collaborated to create a process to collect annual evaluation completion
  - Process based inside of Oracle
  - Mirrors the process to enter State Classified performance reviews
  - Collects date with which the review is completed

- The date of the performance review for all Admin Pro’s performance evaluation be recorded and audited inside of Oracle
  - Performance evaluation that occurred between 1/1/22 and 12/31/22
  - Audit records during January of 2023
Ramp-Up: Our Enhanced New Hire Forms Solution

- Go-live: 3/28
- Automation for new hires, rehires, employees changing groups
- Automation for HR Community
- Transparency
- Notifications
- Integration of I-9, W-4, Direct Deposit
- Guidelines and training video coming soon
Our People - Gratitude
Thank you
Five Point Scale Definitions

**Exceptional (5):** Employees at this level consistently make extraordinary contributions through superior performance on key goals, serve as a role model of organizational values, and contribute significantly to the mission of the Department. Peers, immediate supervisors, higher-level management, and others recognize and depend upon the employee's level of performance. An extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative is exhibited at this level.

**Highly Effective (4):** Employees at this level demonstrate highly effective performance by making significant contributions and impact on the goals of the Department. The employee consistently models organizational values to others and performance at this level exceeds the expectations of their position. Colleagues rely on these employees for advice on process or subject matter expertise. All goals, objectives, and targets are consistently achieved above the established standards.

**Effective (3):** Employees at this level reliably and consistently meet all the expectations, standards, requirements, and objectives of the employee's position. They demonstrate organizational values, along with a willingness and ability to grow for the benefit of the Department. At this level, performance meets expectations in terms of quality of work, efficiency, and timeliness with the most critical goals being met.

**Needs Improvement (2):** At this level, employee performance and/or behavior do not consistently meet minimum expectations of what is expected of the employee's position. While the employee shows capability and willingness to progress, they may require development in a key skill area(s) to be fully effective in the role. Employee's failure to exhibit marked improvement may result in performance management.

**Unacceptable (1):** At this level, employee performance and/or behavior do not meet minimum job expectations of the position. The employee does not meet key goals and/or does not demonstrate competence in critical job skills. Immediate and sustained performance improvement is needed. Employee's failure to exhibit immediate marked improvement will result in corrective and/or disciplinary action.