

Human Resources Community Meeting

March 21, 2022



HUMAN RESOURCES
COLORADO STATE UNIVERSITY



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 1st and April 30th
- Oracle Entry - date of meeting & rating by May 15th
- Overall Evaluation Form to [SharePoint](#) or via mail.
- Required training for all new supervisors [State Classified Performance Management Training](#)
- [Employee Relations – Performance Management Site](#)

Colorado State University Performance Management Program Planning Confirmation and Overall Evaluation Form

Planning Period: From: _____	To: March 31, 20_____
Employee: _____	Employee number (Personnel/Payroll System): _____
Job Title: _____	Position Number _____
Department & 4-digit mail code: _____	Supervisor: _____

This section must be completed during the Performance Planning Stage

The PDQ for this position was reviewed and is current and accurate. Supervisor Initials: _____ Date: _____	
The performance plan has been reviewed and understood.	
Supervisor Signature _____	Date: _____
Employee Signature _____	Date: _____

This section must be completed during the Mid-Year Progress Review

At least one coaching, or progress review, meeting is required for each evaluation period; more are recommended. Indicate the date the meeting was held and the issues that were discussed.	
<u>Issues Discussed</u>	
Supervisor Signature _____	Date: _____
Employee Signature _____	Date: _____

This section must be completed during the Performance Evaluation Process

Check (✓) the overall performance rating for the evaluation period (see rating level definitions below):		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3
Supervisor Signature _____	Date: _____	
Reviewer Signature _____	Date: _____	
Employee Signature _____	Date: _____	
I agree with this evaluation: ____ I disagree with this evaluation: ____		

Definitions of Overall Performance Rating Levels:

Level 3 (Exceptional Performer): This rating represents consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment. Employees make exceptional contribution(s) that have a significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. The employee provides a model for excellence and helps others to do their jobs better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance.

Level 2 (Successful Performer): This rating level encompasses a range of expected performance. It includes employees who are successfully developing in the job, employees who exhibit competency in work behaviors, skills, and assignments, and accomplished performers who consistently exhibit the desired competencies effectively and independently. These employees are meeting all the expectations, standards, requirements, and objectives on their performance plan and, on occasion, exceed them. This is the employee who reliably performs the job assigned and may even have a documented impact beyond the regular assignments and performance objectives that directly supports the mission of the organization.

Level 1 (Needs Improvement): This rating level encompasses those employees whose performance does not consistently and independently meet expectations set forth in the performance plan as well as those employees whose performance is clearly unsatisfactory and consistently fails to meet requirements and expectations.

Marginal performance requires substantial monitoring and close supervision to ensure progression toward a level of performance that meets expectations. Although these employees are not currently meeting expectations, they may be progressing satisfactorily toward a level 2 rating and need coaching/direction in order to satisfy the core expectations of the position.

Enter overall rating in Personnel/Payroll System, make department/employee copies of this form & forward original to HR by April 30th. Performance Evaluation section MUST include employee, supervisor & reviewer signatures.

State Classified Performance Reviews

- April 1 to May 15 – Oracle Entry

CSU Performance Eval Entry

Department: [REDACTED] Review Type: 31-MAR-20 Final

Sort By: Name Assignment Rating Review Date

Search Import

Employee Name	Asg. No.	Review Date	Rating	Complete	Job Title	Supervisor	Start Date
[REDACTED]		28-APR-2020		<input type="checkbox"/>	Admin Assistant II	[REDACTED]	18-JUL-2018
[REDACTED]		24-APR-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	02-DEC-2019
[REDACTED]		05-MAY-2020		<input type="checkbox"/>	Admin Assistant II	[REDACTED]	26-AUG-2019
[REDACTED]		18-JUN-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	09-AUG-2017
[REDACTED]		28-APR-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	24-JAN-2005
[REDACTED]		29-JUN-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	03-APR-2007
[REDACTED]		24-APR-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	03-OCT-2019
[REDACTED]		05-MAY-2020		<input type="checkbox"/>	Admin Assistant III	[REDACTED]	05-MAR-2007
[REDACTED]		18-JUN-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	09-APR-2018
[REDACTED]		29-JUN-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	12-APR-2019
[REDACTED]		07-MAY-2020		<input type="checkbox"/>	IT Technician	[REDACTED]	04-APR-2005
[REDACTED]		26-MAY-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	12-AUG-2019
[REDACTED]		18-JUN-2020		<input type="checkbox"/>	Accounting Technician I	[REDACTED]	29-APR-2019

Submit Request

Run this Request

Copy

Name CSU - Select Statement Export

Operating Unit

Parameters

Select Statement Performance Eval Entry Incomplete

Select Statement (> 2000)

At the Email cam.ram@colostate.edu

Email Subject Line Performance Eval Entry Incomplete

Send Output as Attachment Yes

Upon C Argument 1

Argument 2

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

	Current	IHE Option	Transitional
Performance Year	4/1/21 – 3/31/22	9/1 – 8/31 Annually	4/1/22 – 8/31/23
Reviews & Planning	April	September Annually	April 2022
Data Entry	By May 15 th	By October 15 th	By May 15 th

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



Colorado State University

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.