

# HUMAN RESOURCES COMMUNITY MEETING

June 15, 2022



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# ICE BREAKER

<https://join.groupmap.com/D26-69A-1AD>



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# STAYING THE COURSE



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

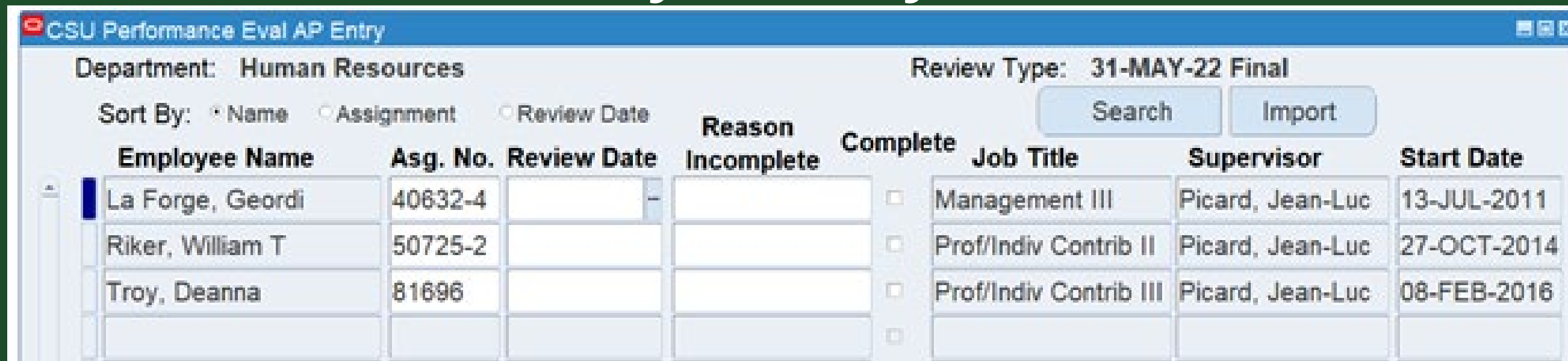
# ADMIN PRO PERFORMANCE EVALUATION TRACKING

- AP / Faculty Manual D.5.5
  - Establishes annual evaluation for admin pro employees
  - Based on quality and quantity of performance in job duties
  - Employees may submit self-evaluation
  - Annual conference/discussion
  - Evaluation will be in writing
  - The Provost is responsible for assuring the evaluation is proper and timely



# ADMIN PRO PERFORMANCE EVALUATION TRACKING

- Process created like state classified
  - Record the date of the performance evaluation
  - Allows the department to add employees & comments
  - Allows for comments for incomplete evaluations
  - Enter date ( and  Complete) for AP performance reviews conducted between 1/1/22 and 12/31/22
  - Audit in early January 2023



The screenshot shows a software window titled "CSU Performance Eval AP Entry". The interface includes a header with "Department: Human Resources" and "Review Type: 31-MAY-22 Final". Below the header, there are sorting options: "Sort By: Name", "Assignment", and "Review Date". There are also "Search" and "Import" buttons. The main part of the window is a table with the following columns: Employee Name, Asg. No., Review Date, Reason Incomplete, Complete, Job Title, Supervisor, and Start Date. The table contains three rows of data:

Employee Name	Asg. No.	Review Date	Reason Incomplete	Complete	Job Title	Supervisor	Start Date
La Forge, Geordi	40632-4			<input type="checkbox"/>	Management III	Picard, Jean-Luc	13-JUL-2011
Riker, William T	50725-2			<input type="checkbox"/>	Prof/Indiv Contrib II	Picard, Jean-Luc	27-OCT-2014
Troy, Deanna	81696			<input type="checkbox"/>	Prof/Indiv Contrib III	Picard, Jean-Luc	08-FEB-2016



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# ADMIN PRO PERFORMANCE EVALUATION TRACKING

- Record the date of the performance evaluation
- Allows the department to add employees
- Allows for comments for incomplete evaluations



# RAMP UP

Status update:

- Over 1,500 packets created!
- Over 10,000 electronic forms completed!



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY



# RAMP UP

## RAMP Up Foreign National Hires

- Tax withholding forms suppressed if "SSN Applied for" or "Foreign National" on personal information form
- Soon: Alert to the foreign tax office in Business and Financial Services to invite new hires and configure their tax info quickly



# RAMP UP Employment Status Check

- "Why didn't X receive their packet?"
- Step 1: Did they reeeeeaaaallyy not get their packet?
- Step 2:

Name	CSU - Select Statement Export
Operating Unit	
<b>Parameters</b>	
Select Statement	Employee Status (CSU ID, Effective Date)
Select Statement ( > 2000)	
Email	cam.ram@colostate.edu
At this Email Subject Line	Employee Status
Send Output as Attachment	Yes
Argument 1	888111222
Argument 2	01-jul-2022

# RAMP UP

## Employment Status Check



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

No Results



New hire packet

Active/Suspended Assignment  
Same Employee Group



No packet

Active/Suspended Assignment  
Different Employee Group



New assignment packet  
(or no packet if student ↔ NSH)

# RAMP UP

## CSUID and Work Location Fields



- HR system background check form

CSU ID (required for all current and former students and employees)

Comments

Work Location			
Street Address (for non-Colorado locations)	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# RAMP UP

## CSUID and Work Location Fields



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

### Talent management system hiring proposals

Work Address	<input type="text"/>
	<i>Required for work location outside Colorado</i>
Work City	<input type="text"/>
	<i>Required for work location outside Colorado</i>
Work State	<input type="text" value="Please select"/>
	<i>Required for work location outside Colorado</i>
Work Zip Code	<input type="text"/>
	<i>Required for work location outside Colorado</i>

# RAMP UP

Background check not needed



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

## Request Checks

- Criminal History / National Sex Offender Registry 
- Motor Vehicle Record
- Education
- Credit History
- RamWelcome Only

## Comments

No background check required. Current employee.

## Associate/Student Details

Unsupervised Access	Cash Handling Responsibilities	Access to Cntrl Subs	Access to animals/minors	Access to sensitive info	On Campus Research (Assoc Only)	Interact with Students (Assoc Only)
<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>

# RAMP UP

Supporting your new hires

Last 4 of SSN	First Name *	Last Name *	<input type="button" value="View"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

<https://hrx.talx.com/HRX/EmploymentCenter/default.aspx?divisionid=305>

Cummings, Nick

Packet Information	Documents	Tasks	Notes	W
--------------------	-----------	-------	-------	---

Reference ID: 1875052

**Employee Info**

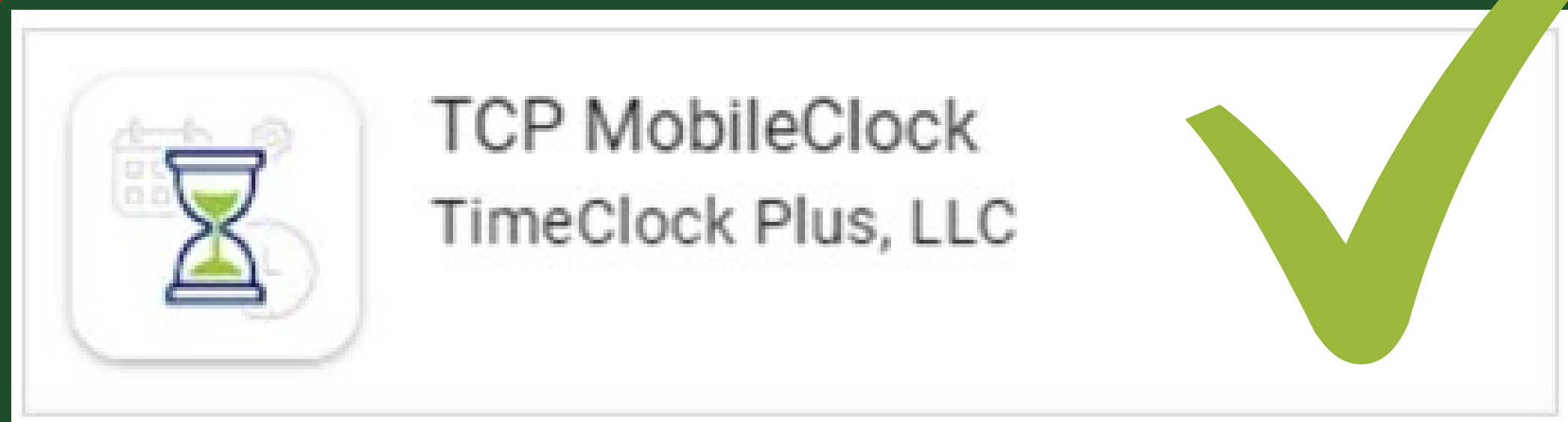
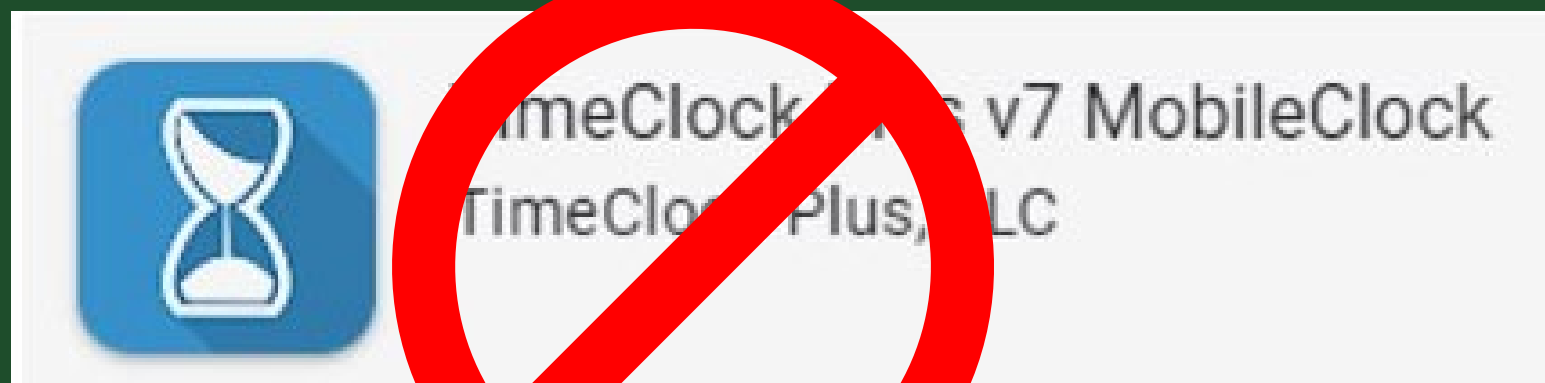
---

Login ID	nicummin9
Social Security Number	XXX-XX-1313
Full Name	Cummings, Nick



# TIMECLOCK PLUS

Mobile app change by June 22



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# TIMECLOCK PLUS

Fiscal year  
changes

- State classified holiday work 1.5x
  - Available to all non-exempt state classified employees for clocking and entering on timesheet
- Call back
  - Available to on-call eligible state classified employees for clocking and entering on timesheet
  - Automatic two hour minimum





# TIMECLOCK PLUS

Fiscal year  
changes

- Timesheet changing to time-in/time-out for all non-exempt state classified employees



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# TIMECLOCK PLUS

Professional Development  
Admin Leave

- Balances will be loaded on July 1

Add Employee Request ? Feedback

Employee Hikaru Sulu [9999982]

Templates

No records found

Date requested 7/6/2022

Start time 8:00 AM

Hours 8:00

Days 1

Leave Code << NONE >>

Description

Annual Leave

1 - Annual Leave

Sick Leave

2 - Sick Leave

Pro Development Admin Leave

12 - Pro Development Admin Leave

Comp Time

Accruals

+ 12 + 13



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# STATE CLASSIFIED

Fiscal year salary  
increases

- Raise process running soon
- Template letter to HRMS users



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# STATE CLASSIFIED

Fiscal year salary increases

Submit Request

Run this Request

Copy

Name CSU - Select Statement Export

Parameters

Select Statement **State Classified FY Salary Increases**

Select Statement ( > 2000)

Email cam.ram@colostate.edu

Email Subject Line **State Classified FY Salary Increases**

Send Output as Attachment **Yes**

Argument 1

Argument 2

Argument 3

Argument 4

Argument 5

OK Cancel Clear Help

Help (C) Submit Cancel



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

# WEBINARS

Hosted by Human  
Resources



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY

## Medicare 101

9:30 a.m. June 28: Covers the basics of Medicare including who is eligible, how to enroll and how coverage coordinates with other insurance

## Social Security Administration

11 a.m. June 28: How social security benefits are calculated, eligibility requirements, planning tools, and more. Also learn about how employment at CSU may impact future benefits under the Windfall Elimination Provision and Government Pension Offset

**For compliance reasons, vendors do not allow meetings to be recorded.  
Can't make it? Watch your email; we offer these sessions multiple times a year.**

# LEAVE

Paid family medical leave, leave bank and public health emergency leave

## State classified

- Paid family medical leave: employees on approved family medical leave are eligible for up to 160 hours of paid family medical leave per 12-month period (prorated for part-time) beginning July 1
- Leave bank: State classified employees are encouraged to donate annual leave, especially if they have accruals that exceed annual max. Enter contributions by July 11 in TimeClock Plus or via PDF donation form



# LEAVE

Paid family medical leave, leave bank  
and public health emergency leave

## All employees

- Public health emergency leave: Federal declaration extended effective April 16, 2022. In effect for 90 days, through July 15, unless rescinded.
- If public health leave is not rescinded, 80 hours of public health emergency leave may be taken until Aug. 14, 2022, four weeks after declaration expires.



# HR SERVICE CENTER

## Summer Hours

7:30 a.m. – 4 p.m.

## Academic Year Hours

7:30 a.m. – 4:30 p.m.



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY