HR Community Meeting
UC Denver | CU Anschutz

HR Community Meeting

- **Wednesday, October 12, 2022 – Anschutz Campus**
- **from 11:00 to 12:30**
- **Via Zoom**

Human Resources
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AGENDA

Carolyn Brownawell, Associate Vice Chancellor, and Chief Human Resources Officer
- **Welcome and Introductions**
- **Chat and Ground Rules**

Deborah Lowe, Outreach Program Manager, Employee Services
- **Benefit Resources and Fall Updates**

Lindsey Fouquette, Talent Acquisition Manager
Brad Mathers, Director of Employee Relations/ Performance Management
- **Internal Candidate Care Refresher**
- **Importance of Internal Reference Checks**

Megan Bohn, HR Director of Operations
- **HR Operations Updates & Reminders**

Debbie Lammers, Asst. Vice Chancellor, Learning & Development
- **Anschutz Holiday Changes for 2022**

Wrap Up

Benefit Resources and Fall Update

Deborah Lowe, Outreach Program Manager, Employee Services

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Employee Benefits Resources

Benefits Information Throughout the Employee Life Cycle

Deborah Lowe

Outreach Program Manager
Payroll and Benefits Administration

Employee Services

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EMPLOYEE SERVICES

Benefits and the Employee Life Cycle: Resources

1. New hire

2. Open enrollment

3. Qualifying life changes

4. Leave – paid and unpaid

5. Leaving CU

6. Retirement ready

7. Retiree benefits

8. Surviving spouse (active or retiree)

9. Active Employees and Medicare

SCAN ME

CU Benefits and Pay Quick-link Document

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Active Employee and Medicare Eligibility

https://www.cu.edu/employee-services/benefits-wellness/current-employee/medical-plans/active-employment-and-medicare

Retirement Ready

https://www.cu.edu/employee-services/benefits-wellness/current-employee/medical-plans/active-employment-and-medicare

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EMPLOYEE SERVICES

Retirement Ready

Retiree Benefits

- inform employees to schedule their appointment with Employee Services 2-3 months prior to retirement

- topics and processes include determining eligibility, enrollment and tax deferrals

- failure to act may have detrimental impact on employee's access to retiree benefits

- timely and accurate termination for retirement in HCM is critical to prevent hardship for the employee

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Health Savings Account (HSA)

Health Savings Account IRS Contribution Limits increase
January 1, 2023

2022 contribution limits
- $3,650 individual
- $7,300 family
- $1,000 catch-up (for 55 or older)

2023 contribution limits
$3,850 individual
$7,750 family
$1,000 catch-up (for 55 or older)

Health Savings Account (HSA) Open Enrollment

Open Enrollment Dates
8:00 am Monday, November 14 – 5:00 pm Friday December 2

- CU Health Plan – High Deductible

- Enroll or change contributions in the *Employee Portal.*

- Any changes effective January 1, 2023.

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Health Savings Account (HSA)

Enroll or Update HSA Anytime
Call benefits at 303-860-4200, option 3

Lump sum contributions for 2022 must be submitted before December payroll runs (call benefits at 303-860-4200, Option 3).

https://www.cu.edu/employee-services/benefits-wellness/current-employee/hsa-fsa/health-savings-account

Employee Pay and Benefits Customer Service

Employee Services – Payroll and Benefits Administration

www.cu.edu/benefits

Email: benefits@cu.edu

Phone: 303-860-4200

Payroll: Option 2

Benefits: Option 3

Employee Services does not provide individual tax advice to employees. Please contact your personal tax advisor, the IRS, Social Security Administration, the State of Colorado or local government directly for professional tax advice.

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EMPLOYEE SERVICES

Q & A's

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Internal Candidate Care Refresher
Importance of Internal Reference Checks

Lindsey Fouquette, Talent Acquisition Manager
Brad Mathers, Director of Employee Relations & Performance Management

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Importance of Candidate Care

- CU Denver/Anschutz is committed to providing an exceptional applicant experience.
  - Communication is key – inclusive, timely and transparent

- Foster a culture of candidate care in all searches to create a competitive advantage.
  - Word of mouth advertising

- Candidate care can determine if someone wants to continue pursuing a role they applied to or even future roles.

- Utilizing the statuses and notifications in Taleo to ensure all candidates are notified of their status in the search process.

- If the candidate was a in the top group for second round interviews call the candidate vs. sending a message via the system. Personalize the communication. Consider whether the candidate might be a good fit for other roles.

- Put yourself in the candidate's shoes. What would you like to see as a candidate?

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Internal Candidate Care

- The University of Colorado is dedicated to investing in and developing our internal community (including CU Boulder, Colorado Springs, Denver, and Anschutz Medical Campus).

- Ways to foster internal talent:
    - Developing preferred qualifications that speak to an applicant's working experience within CU.
    - Confirm internal candidates through Taleo by adding pre-screening questions.
    - Ensure applicants are notified in a timely manner of their status in the process
    - Use custom notifications – when possible, providing personal notifications to the internal candidate.

- The Talent Acquisition team is here to help if you would like support in navigating candidate care for internal employees

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Reference Checks

Best Practices and Resources for Checking References

Why are reference checks important?

- Due diligence - an opportunity to verify the information a candidate provided

- Additional insight into the candidate's performance, skills, and work history

- Opportunity to assess the candidate's ability to be successful in the role

- Avoid hiring candidates with known performance issues

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Reference Check Guidelines

- CU Denver/Anschutz encourages both on and off-list reference checks
    - Notify candidates before conducting on and off-list references
- Three to five references should be conducted before moving forward with an offer to the candidate
- Use SkillSurvey as a tool for insight into past performance, but this doesn't substitute for contacting references to inquire further
- Inquire as to re-employment eligibility and reasons for leaving previous jobs
- Be sure there is a business-related reason for asking specific questions and use of the information obtained
- Maintain the highest level of confidentiality throughout the process. Do not delegate the reference gathering process to anyone outside the hiring process and share information gathered on a need to know basis only.

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Reference Check Best Practices

- If the applicant is an internal employee or former employee, talk to their current supervisor or last known supervisor or business partner to get current knowledge about the applicant

- If a former employee, work with your TAC Consultant to look at HCM to see why the person left the University. If the person has been terminated for cause, please reach out to the Employee Relations & Performance team and former supervisor to discuss the reasons the person was terminated before making a verbal offer.

- Ask the applicant to provide reference information if it is missing from the application including name, title, phone number and email address of the most recent employers

- If you believe the employer is hesitant to provide information over the telephone, offer to have them call you back so that the person providing the reference can verify who you say you are.

- Lastly, always check references whether it's internal or external candidates.

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Reference Check Best Practices (con'd)

- If asked to provide a reference to a prospective hiring authority on campus or in the CU System, please participate!

- Oftentimes an employee will resign in lieu of termination, and that will simply appear as a routine resignation in HCM

- When providing a reference, **be factual** in your responses

- Case Study: A Department on campus recently hired an employee who had previously been with three CU Anschutz departments. The employee had terminated for performance from two of the Departments, and was having performance issues in Department #3 when they applied for a position in Department #4. The hiring manager for Department #4 did not call any references on campus because the candidate requested on their application to not have their supervisors contacted. The employee was hired, and immediate performance issues emerged. By the time that the employee was terminated, the unit had been significantly burdened by this one employee simply because the supervisor did not check references.

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Reference Check Resources

- Best Practices for Reference Checks resource
  o Includes more best practices and examples of reference check questions

- Reference Check Form

- Example of Reference Checking Email Notification

- TAC Consultant

- Employee Relations & Performance Consultant

- For Faculty/PRA positions, contact HR Ops to do a SkillSurvey reference check

Questions?

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THANK YOU

Updates and Reminders

Background Checks

- Central HR Operations is responsible for entering pass dates in HCM for the background checks that we run.
- Please refrain from entering the dates when you receive the pass letter. We are finding incorrect or incomplete dates entered.

Postings

- Please remember to submit a search summary (or in some cases the matrix) before the posting is closed.

Independent Contractor/SOW

- A SOW most likely will be denied if the individual is actively or has been an employee on any campus in the same tax year. In these cases, contact sow@cu.edu to discuss options.

THINGS TO REMEMBER

You don't have to be perfect

Having a bad day is ok

Small steps are also progress

Asking for help is strenght

People love and appreciate you

© www.miss-mental.com

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Updates and Reminders

Hiring Individuals Working Outside the U.S.

- A CU Global Employee is any employee whose work site is located outside of the United States, regardless of citizenship and residency.

- CU is not a Global Employer; that is, the university is not a legal hiring authority in any country outside the U.S. CU employees working outside of the U.S. cannot be serviced by Employee Services through the current payroll and benefits systems.

- When hiring an individual working outside of the U.S. departments should utilize the university's Global Professional Employer Organization (PEO), **Global PEO Services.**

Link: https://www.cu.edu/cu-global-employee

Updates and Reminders

Personnel Roster Management

- Remember that it is a best practice to terminate employees in HCM that are not active or planning to return in a reasonable amount of time.

- We have encountered several issues in which employees were placed on a Short Work Break for years and/or remain active with no intention of returning. Some examples include:

  - Employee hired by another campus with provisioning and benefits issues due to having another active appointment.

  - Scope of Work requests getting denied when individual shows as an active employee but had not worked for years.

  - Background checks not ran on what are technically "rehires" with a large gap in service.

  - Unable to purge records and I-9's according to retention schedule because still appears active in the system.

  - Employment verification discrepancies.

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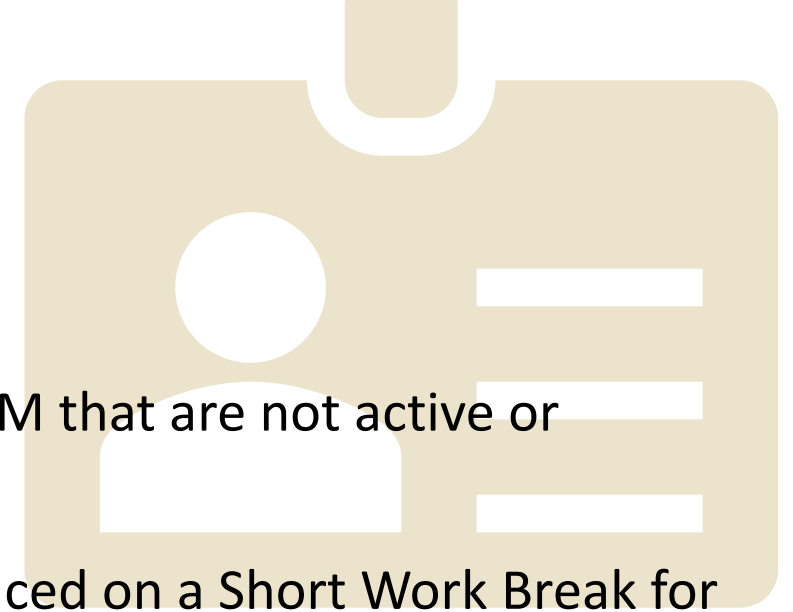
Updates and Reminders

HR Operations has processed year-to-date*:

6,700+
University Staff
Transactions

5,100+
Background Check
Requests

29,868/ 20,458
PMR Entries Reviewed/
Comments Missing

192+
Temp Postings

3,800+
I-9's Verifications

677+
Honorariums Routed

2,500+
Faculty Postings

1,453+
Verifications of
Employment

2,400+
General HR dept.
emails and phones

We try our best to accommodate urgent requests, but we can't always turn stuff around on a dime given our demands and volume.

*Not the full scope of HR Ops portfolio

Q & A's

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Anschutz Holiday Changes for 2022

Debbie Lammers, HR Asst. Vice Chancellor, Learning & Development

Anschutz Campus Holiday Closure

CAMPUS CLOSURE MESSAGING COMMITTEE:

Debbie Lammers, Assistant Vice Chancellor, Learning and Development

Richard Benson, Principal HR Consultant, Employee Relations and Performance Management

Robyn Cooper, HR Team Lead, Facilities Management

Makeedra Hayes, SOM HR Shared Services Manager

Loan La, HR Principal Pro, Talent Acquisition & Compensation

Kaitlin Norris, Training and Development Specialist, Learning and Development

Brian Rocz, Website Administrator, Learning and Development

Franny Spademan, HR Consultant, HR Operations

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Dates of Closure

Close end of business Friday, December 23, 2022

and

Reopen Tuesday, January 3, 2023

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Messaging and Materials

MESSAGING

- Email Communication to Sr. Administrators and HR Directors

- Present at HR Community Meeting October 12

- Website Update

MATERIALS

- Downloadable versions of:
  - FAQs
  - Holiday Calendar
  - Payroll Calendar

Note: These materials are on the website and will be sent in the email communication to HR Directors.

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HR Website Home Page

HUMAN RESOURCES UPDATES

CU Anschutz Medical Campus Chancellor's Holiday Closure

To reflect the recently announced changes to CU Anschutz Medical Campus' 2022 holiday schedule, the CU Anschutz 2022 holiday schedule has been updated as of Oct. 06, 2022.

Updated Holiday Schedules and FAQs

Message located at the top of the page under Human Resources Updates – Will take you directly to the Holiday Schedule Page.

Holiday Schedule Page Highlights

Campus Holiday Schedules

CU ANSCHUTZ

Fiscal Year 2022-23	Fiscal Year 2023-24
July 4, 2022	July 4, 2023
September 5, 2022	September 4, 2023
November 24, 2022	November 23, 2023
November 25, 2022	November 24, 2023
December 26, 2022*	December 22, 2023
December 27, 2022	December 25, 2023
December 28, 2022**	January 1, 2024
December 29, 2022**	January 15, 2024
December 30, 2022	February 19, 2024
January 2, 2023**	May 27, 2024
January 16, 2023	
February 20, 2023	
May 29, 2023	

Holiday falls on a weekend. Holiday is observed on the business day indicated.

** These are revised dates for the CU Anschutz Medical Campus as per Chancellor Elliman's communication issued on 9/26/2022.

When entering time, employees should *not* select the earn code **HOL** for December 28, 29, and January 2. Instead, most employees will record these three dates as **Administrative Leave**.

Essential personnel and those employees with clinical responsibilities and other critical functions requiring them to be on campus during that week will receive equivalent administrative and holiday leave to take at a more convenient time, in coordination with their supervisor, prior to the end of the fiscal year on June 30, 2023.

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Fiscal Year 2022-23	Fiscal Year 2023-24
July 4, 2022	July 4, 2023
September 5, 2022	September 4, 2023
November 24, 2022	November 23, 2023
December 26, 2022*	December 25, 2023
December 27, 2022	December 26, 2023
December 28, 2022	December 27, 2023
December 29, 2022	December 28, 2023
December 30, 2022	December 29, 2023
January 2, 2023*	January 1, 2024
May 29, 2023	May 27, 2024

* Holiday falls on a weekend. Holiday is observed on the business day indicated.

Juneteenth Personal Observance Day
(CU Denver & Anschutz Medical Campuses)

For the fiscal year ending June 30, 2022, eligible faculty and staff will have an additional holiday to use as a paid personal day of observance, which may be used in observance of Juneteenth or on another day of the employee's choosing. Eligible employees may use this day with their supervisor's approval any time *before* December 31, 2022.

In the fiscal year ending June 30, 2023, employees may use their personal observance day *before* June 30, 2023.

Downloadable Calendars & FAQs

- CU Denver & CU Anschutz Holiday Schedule
- Holiday Closure FAQs
- University of Colorado Payroll Calendar | CU Denver & CU Anschutz | July - December 2022

CU Anschutz Medical Campus Chancellor's Holiday Closure FAQs

As with any Holiday Leave, holidays are pro-rated for less than 1.0 FTE's (40 hours/week).

What does the campus closure mean? —

This means that all work and classes (on-site or remote) on the CU Anschutz Medical campus is suspended from end of business on Friday, December 23, through Friday, December 30. However, essential employees with clinical responsibilities and other critical functions may be required to be on campus during the Holiday Closure.

How do I know if I am considered essential personnel? +

Who will receive the additional holiday leave? +

I am a working retiree, do I receive the additional holiday leave? +

Are temporary employees (including student workers) eligible for the additional holiday leave? +

I am a monthly/hourly employee, do I receive the additional paid leave time? +

If I already have approved vacation time during this time, how will it work? +

How will time be recorded? +

I am on the CU Anschutz schedule using My.Leave, how do I enter the additional time? +

When must the additional time be used? +

Can I start my unit's holiday closure leave prior to close of business on December 23? +

MyLeave Updated

Notes:
1. MyLeave has been updated to show 12/27 and 12/30 as designated holidays (12/23/22 and 1/2/23 have been removed as holidays)
2. Employees using MyLeave to record time will record 12/28,12/29, and 1/2 as "Administrative Leave" with description "Holiday Closure" – information provided in FAQs and on Website under Holiday Schedules

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What questions do you have?

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Thank You for Joining Us

Closing Comments

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