HR Liaison Meeting Minutes
November 15, 2017
HOLT 170
3:00PM-4:00PM

Compliance Training – Beverly Gentry

- Thank you for your help in getting compliance trainings completed!
- DTS is taking 10 minutes to update status to complete once a training is finished.
  - Don’t panic, it’s just updating!
  - View executive orders and follow instructions.
    - Possible issues; wrong browser (like Firefox), pop ups need to be enable, etc.
  - Call Admins if you would like to verify that the training is complete.
- Bar color issue.
  - Still in the process of being fixed.
  - Try looking at the expiry date while the bar color issue is being fixed.
    - Log into DTS → My Menu → My Assignment → Expiry date column is what you need to look at.
- New Training due date is November.
  - This will allow Staff/Faculty/Student Employees time to complete training BEFORE leaving for Winter Break and the end of the year.
- Students are also required to taking trainings.
  - Students also now have staff email accounts.
    - Training notices are going to these emails.
      - ITSS is working on how to show students how they can forward their emails to their regular emails.
      - They would use their regular log in credentials.
- Running reports.
  - There are tips and guides on the DTS website on how to run reports properly and how to avoid errors. Please utilize.
  - If someone has completed training, they will not show up on the report. You want a blank report.
  - If all else fails, please contact the Admins!

Student Wage Increases – Barbara Johnson

- Wage rates can be found here: http://www.csuchico.edu/semp/
  - All wages have to be in one of the six listed rates.
  - Students being issued a Level 4 pay rate have to be approved by Megan Odom. Any time a SEA is submitted with a Level 4 rate, it has to go through Student Employment first.
    - Please include a job description along with the SEA.
  - Wage rates should be issued based on the work duties the students will be performing and not the length of employment, how nice the student is, etc.
- Wage Increases.
  - Effective 1/1/18, all student positions will receive a 50 cent increase for each step.
  - Increases will be done automatically by HRIS, no SEAs are needed on your part.
Exception! If a student is earning $12 or higher, they will not be receiving an automatic increase.
   - If you would like for them to receive an increase, you will need to submit a SEA to Student Employment for Megan’s signature with a note explaining why.
   - Please keep in mind, once you’re paying a student a Level 4 rate, they’re almost earning as much as some permanent staff members.
     - Maybe an additional staff member position should be considered?

Student wages are expected to continually increase each year until 1/1/22 when they will be at the then State minimum wage of $15.00.
   - Keep this in mind as you plan the following year’s budgets.
   - Possibly advocate for higher work study funds.

JobCat – Barbara Johnson

- Will be transitioning to a new database called Handshake.
  - Student Employment will be sending out information over the next few weeks.
- Will allow students to have more job related opportunities both on campus and off campus once they graduate.
  - Employers can choose which schools they would like to post job openings in right on the database.
- Question- Will all job information already entered into JobCat be migrated to Handshake?
  - Answer- the goal and answer as of right now is yes. You will be informed if that is not the case.

New December Timelines – Alison Christensen

- **December 2017 Timelines**
  - Our goal is to pay students on time. Students rely on us and you in order to receive their pay on time. During the December pay period we’re giving departments several opportunities to get students entered/approved as they depart campus for the winter break.
  - Remember: you cannot forecast hours. All time worked must be completed before you enter/approve.
  - TimeAdmin will be ran every Thursday of December. To be approved the following day, Friday.
  - Please let Alison know by December 8th if you will have students working during the campus closure (December 23rd-31st).
    - Payroll would like an idea of how many students should have time processed for them when we get back on January 2nd.
    - We will only be running TimeAdmin by request only on January 2nd.
      - All hours have to be entered by 10am that day.

Reminders – Alison Christensen

- Payroll Technician changes are coming for some departments eff January 1st. In order for more cross training here in Payroll we’re shifting some units so experience can be gained for different populations on campus.
  - You will receive an email if your departments Payroll Tech has changed.
  - These changes do **not** affect your contact for student payroll – that is still Jessica Gutierrez
• W2 Forms  
  o There was a reminder on the October check that states the W2 will be mailed to the address noted on that specific check unless an update is made.  
    ▪ Employees have until December 8, 2017 to update their HOME address on file with HR.  
      • Employees CANNOT do so online and will have to come to Kendall Rm 220 and fill out a form. No exceptions.  
  o There will be information in HR News and Employee Announcements the week after the Thanksgiving holiday  
  o Encourage your employees to check their HOME address on the Portal now and get any required changes in to HR.  

• Absence Reporting  
  o Deadlines are listed on the campus calendar, but please feel free to submit paperwork early.  
    ▪ It gives Payroll more time to identify and correct issues.  
  o Be proactive and enter absences early if the person in charge of approving will be out during the deadline.  
  o Failure to meet deadlines creates a domino effect and makes the process harder for others and delays processing for the entire campus.  

• HR Refresh- we have less space to hold paper.  
  o Print back to back if possible.  
    ▪ For example, instead of printing out two pages for the Notice of Work Schedule change form, please print double-sided to save paper and space for retention.  
      • There are some exceptions (ex. Attendance Certification Reports).  
      • Ask your Payroll Tech if you’re not sure whether something can be printed back to back.  

• ISA Separations  
  o Planned Separation Reports are due January 10, 2018.  
    ▪ If you foresee a delay, please inform Jessica Gutierrez.  

• Signature Authorization Form for HR/Payroll documents.  
  o We contact a specific person from each department based on the information submitted on these forms.  
    ▪ If we contact you and you are not the correct point of contact, please see that your department contacts are updated with a new security authorization form.  
    • Maybe you previously worked in another department, and said department has not removed you from their list. Please remind them to do so.  
  o If you are responsible for maintaining these lists, please contact Dana Shepherd and she would be happy to provide you with a current list of contacts to help make it easier to identify who is currently listed and what updates may need to be processed. Audit all payroll submissions  
    o Please take time to go over any documents that are submitted to us to ensure that shifts/attendance information is correct.  
      ▪ Errors usually delay the processing time a day or two.  
      • Our goal is to get everyone paid in a timely manner and we cannot do that without your support