HR Liaison Meeting Minutes
March 27, 2017
COL 100A
11:00AM-12:00PM

Dependent Eligibility Verification (DEV) - Lori Adrian

- Verifying dependent eligibility is now required by law.
  - Required once every three years for each employee.
- [https://www.csuchico.edu/hr/benefits/health/dev-process.shtml](https://www.csuchico.edu/hr/benefits/health/dev-process.shtml)
  - Letters will be mailed out from CALPERS, super important, do not throw away.
    - [Dependent Eligibility Verification email](https://www.csuchico.edu/hr/benefits/health/dev-process.shtml).
    - [CALPERS Dependent Verification Affidavit](https://www.csuchico.edu/hr/benefits/health/dev-process.shtml).
  - Please refer to the re-verification schedule in the provided link to see when you will be receiving your letter to verify your dependents.
    - Ex: currently working on employees whose birth date is in April.
      - Once April has passed, the letters for employees whose birth dates are in July will be sent out.
  - Failure to follow the DEV will result in dependents bring dropped from health coverage by CALPERS.
    - Employees then have one month where dependents can be reinstated after being dropped.
      - Once the month has passed, dependents will have to wait three months before being allowed to be reinstated.
    - There will be emails sent out in addition to the letters.
  - What if both spouses are CALPERS employees?
    - If one spouse is under another’s plan, the verification birthdate will be the subscriber’s, not the dependent spouse.

How to Hire an International Student – Kristin Curtis

- [https://www.csuchico.edu/hr/employment/international-student-hire-process.shtml](https://www.csuchico.edu/hr/employment/international-student-hire-process.shtml)
  - Website includes step by step instructions on what to do AFTER the student has been offered a position.
  - The Office of International Education is requesting both the Letter Request Form on the website and the letter from the department.
  - Students cannot begin working until they receive their Social Security card/number.
    - The reason other students can begin working without their SSN while they’re requesting a copy be sent to them is due to them already having a SSN to begin with.

Compliance Training – Bev Gentry

- Has seen progress being made in regards to student compliance training!
  - Thank you, it has a lot to do with all of you going out and letting students and staff know how important it is that it get done.
- There are tools/flyers that have been used by other departments that we would like to share with you.
- Compliance Training Poster.
- Sample Memo to Students.
  - Please feel free to revise either of these as needed by your department.
  - These are NOT required by HR.
- Questions/statements regarding Student Compliance Training:
  - A faculty member stated that he was informed that his students were not required to fulfil training.
    - All students working at CSU-Chico are required to complete training.
  - Some of our students are receiving error codes when attempting to complete trainings.
    - Please submit a ticket with ITSS to get it fixed.
  - We no longer want/require out students to take the Defensive Driver training, how can we remove it from our learning track?
    - Contact EHS and make the request, they will make the update for you.
  - My student already took the Title IX training required for all Chico State students, how can I get that to show on his employee training track?
    - The training required as student differs slightly from the training required as a Chico State employee, therefore, both must be taken.

**TimeSheet Tool - Dana Shephard**

- The Timesheet Tool is coming to Box very soon!
  - Goal is have everything transferred to Box by the end of April.

**Payroll Reminders – Alison Christensen**

- HR Liaisons Meeting Information.
  - Please pass along the information that is shared at these HR Liaisons meetings to your departments.
    - You are our connection to the rest of the campus and we count on you to pass along the information you receive here if it affects your department.
- Late Docks.
  - We have been receiving more late docks than usual, Leaves W/O Pay.
    - Late docks are due by the 15th in the month in which they are occurring.
      - But we will still take them after the 15th!
      - Stay in close contact with your payroll tech re: any changes
    - We try our best to avoid overpaying any employee.
  - If you are aware an employee will be out for a few days, a couple of weeks, etc. and don’t have leave credits to cover the absence please let us know immediately.
  - Faculty questions in regards to docks can be directed to the Office of Academic Personnel.
- Student Termination Reports.
  - If your student is no longer working in your department, please submit a termination report as soon as you are aware.
    - You do not need to wait until the end of the semester to do so.
  - There is now a lot of access tied to a student employee’s position and terminating them is the best way to get the process started of removing them from active pay status.
• **Wireless Device Allowances.**
  - Cancellations are not done automatically when someone is terminated.
    - Your department is required to submit a request to do so.
    - The Separation Clearance Form check list has been updated to include Wireless Device Allowances. That will serve as a reminder to prompt you to submit paperwork to cancel the allowance.

• **GSIs for CSUEU and APC have been applied retroactive to July 1, 2017 and most funds have been issued.**
  - There has been some fallout.
    - Payroll is currently manually processing documents to get funds completed for those that had issues.
    - Some reasons for fallouts:
      - Timebase changes
      - Docked time
      - Disability

• **CSUEU and APC Recognition Bonuses.**
  - $650 full-time bonus for employees in pay status as of Jan 31st
  - Bonus is prorated for folks less than full time, or hourly
  - Many bonuses have been issued, funds should be in your accounts within the next couple of days.
  - Direct Deposit advices and paper checks will be released with main payroll on Mar 29th