

## HR CONTACTS MEETING 08.23.17

### 1. Michael Yates, Sr. Director Talent Acquisition & Equal Opportunity Services

- I-9 Audit
  - This is an informal audit undertaken at the university level
  - There will be training classes – 2 per month are currently scheduled
  - Also, in-department training sessions are available
  - There is a financial impact to errors – “paperwork violation” (cost per violation)
- Policy 20: Promotion Program
  - Michael will be putting together a team in Fall 2017
  - Will be able to promote staff instead of creating a “phony recruitment”
- Returning Retirees
  - Michael and other HR staff have met with all the major stakeholders on campus
  - The form is now considered a legal document because of all the recent public scrutiny
  - The Chancellor is holding all Vice Chancellors accountable for Returning Retirees in their VC-area
  - VCs are required to sign off on all forms
  - Returning Retirees need to be away from UCSD for 90 days, unless there is already a new person in the role who needs to be trained (then there is a 30-day wait period instead of 90)
  - One year max going forward
  - Justification is critical – Chancellor is reading every single one
  - The Returning Retiree cannot start before Chancellor’s signature date
  - Overall, Returning Retiree numbers will need to be dramatically reduced
  - New Near Relative form now live on BLINK
- Policy 21
  - Concerns felony question and background checks on employment application forms
  - The answer to the felony question will no longer be visible to departmental hiring managers
  - If there is a “yes,” Campus HR will be responsible for vetting that information before a candidate is submitted to individual departments
  - Background checks are still required
- Onboarding Solutions
  - Finalizing employee types for the system
  - They will do more training once process is complete because they know that some people may have forgotten training from a while ago
  - Once the staff side is completely set up and stabilized, they will begin to incorporate student hires into the system
  - Glitch: parking passes are not fully integrated into the system. They are working with Transportation Services to address this issue.
  - Departmental training available for Onboarding system
  - Onboarding Solutions will hopefully be integrated into HireOnline in the future
  - Not mandatory yet, but may become so in the future

- Onboarding Solutions will be integrated into UC Path, which is scheduled to roll out at UCSD in December 2018
- They would like to have all of campus using these systems
- UC Path
  - December 2018 roll out = first payroll checks issued in January 2019
  - “Business transformation” of entire UCSD system
  - “Future planning process” – figuring out how UC Path will be adapted for the specific needs of the UCSD campus
- Tracker
  - I-9 solution
  - Some departments have already begun using it
  - More information forthcoming

## 2. EVC Area Updates

- Performance Appraisal Project
  - New date: May 1, 2018 (one year later)
- New services for Faculty Staff Assistance Program
  - Counseling services through Zoom
  - Will need to have a one-time in-person meeting
- Dependent de-enrollment through Secova
  - Process has proven to be very complicated, many frustrated faculty and staff
  - Caprece is trying to get advanced notice from Secova
  - Approx. 700 dependents will be de-enrolled
- Lean Six Sigma Green Belt scholarships
  - Applications are due this week!
- Inclusive Excellence Strategic Plan
  - First step will be IdeaWave campaign