

HR Contacts Meeting 3.22.17

General Announcements – Linda Schlossman

- Reminders: When Hiring/Onboarding: Make sure to use the most current forms – delete old forms
- Make sure to put correct form of id/valid id in the correct column on I-9 form

George Gomez/Pam Heintzleman – Payroll

Pay cards

- Payroll now using [Aline ADP Pay cards](#) for student pay
- Pay card is just another form of direct deposit
- Used for students – will want to start process on first pay cycle
- They receive 1 paper check (first cycle)
- If they don't sign up by the 2nd check they will be contacted by Payroll
- 3rd check is going to be on pay card.
- Currently two types of pay: Check and pay card
- Ultimate goal is to get students to sign up with own direct deposit account.
- looking towards UC Path
- in the future Payroll will not issue paper checks
- if we can get all student employees now on direct deposit the sooner the better (that is ultimate goal)
- no same day checks or overnight checks once we go to UC Path
- If they lose the card – they get one replacement free
- they get it and have money transferred into new account
- Balance – what do they do? Do they have to close out the card? No.
- [See FAQs.](#)
- Card reloads automatically
- If they go to Chase they can take the money out – there is no charge
- No credit involved – just a stored value card with no credit/money involved
- IDCA – PPS Screen shows which bank/which type of pay.
- MB Financial – it will say #8 (on IDCS screen)
- Currently there are 700 student employees (bi-weekly pay cycle)
- They noticed there was a drop of 300 this cycle as students are migrating over to the card.

Updates -

- Anniversary Dates of Employees/New Leave Codes – make sure to change lowest appointment as well as current appointment.
- PPS takes lowest appointment – to determine correct accrual

To adjust that, go back to old appointment and make same leave accrual code.

- It will not affect pay

- Eventually old appointment will drop off.
- You can check anniversary date in Employee Link

Melody Chiles/Mary Paul/Lynn Bui – Compensation and Benefits

Benefits Office: Org Structure and Recruitment

- Change in Benefits Unit
- Barbara Diamond will no longer be a point of contact, though she will still be in the department.
- Recruitment for new Benefits Analyst is now open and they hope to have new person in April

Career Tracks Phase V -

- Mary Paul – CT last phase – have to be finished by end of June – only exceptions are Health Sciences
- Will include HR/Finance/Gen Admin...and more. The largest phase.
- New maximums are usually higher
- Will classify new positions in compensation
- Huge project over 3 years
- **Last spreadsheets will be sent out – April 14th – Anticipated date: depts. should check them. Preliminary will go to VC who will send out to depts.**
- Hope to do final ones by beginning of May
- Creation of job descriptions and PPS entries
- OP checks who is still in legacy titles and if PPS entries done
- Kudos to everybody here – we are only campus to do mapping ourselves
- Map laterally using spreadsheets
- Eventually they plan to do unrepresented title codes
- Career Tracks Training April 23rd at 1:00pm in TPCS on 4th floor from 10:30 – 12, room 400.
- **Phase 5** – Analyst and Specialist level will be reviewed for compression
- Level 1, 2 are not exempt, level 3 are exempt
- May be a combined title

Other Updates –

- Retirement presentation –Scott Silva will be coming out again to give a presentation on **April 5th from 11:30 – 2:00pm: Price Center East ballroom**
- Show up early to register – the attendance was high last time he came in 2016
- Per Caprepe's email last week: All reclasses are on hold – need to finish phase 5 Career Tracks.
- Holding off on all reclasses right now until the CT mapping is done – Compensation will honor the effective date of reclasses so people will not lose out
- Caprepe is looking at all job descriptions that we've mapped
- Definitely want the lateral reclasses from CT spreadsheets done in the meantime.
- Represented positions – if you still have delegated authority you can still move forward, but reclasses may take longer
- Non-represented has to go through Kathy Hay's area before they come to Compensation.
- Reports given to the Chancellor – he wants to know where we are on the process.

- Feel free to contact [Lynn Bui](#), new in Compensation if you need help with the process.

2017-18 Salary Program (Merits) -

- No announcement yet for 99s – will probably hear it in April.
- Message from chancellor will probably come out once OP sends information.

Performance Evaluations -

- Think about the preponderance of work that was done in the last year when deciding which performance evaluation to use (Career Tracks or Legacy)
- Next month – we'll be hearing about new performance appraisal tool
- New performance appraisal process + New performance appraisal tool
- Have appraisals done by end of May
- In June they're submitting Merit data

MARY LEWIS –

- Please check student registration
- Run I-4 Separation Reports
- Complete separations if necessary