Linda Thai Schlossman

Updates – New Calendar in EVCAA website. See: http://academicaffairs.ucsd.edu/staffhr/

Danielle Schulte

OVER MAX VACATION HOURS

- TX RX SX CX – Under policy the university has an affirmative duty to notify duty 60 work days (90 calendar days) in advance of when they’re going to reach max RX TX SX CX
- If we notify them – employee must schedule and must take that time off.
- If they don’t schedule time off and are over-max, we are still on the hook for that time.
- If they ask for vacation but are unable to take due to “operational needs,” they then have 4 months to take (must be for the purpose of “operational needs”)
- If because of operational needs they can’t take time off, you must get approval from VC area to carry forward 4 months.
- Must be an affirmative acknowledgement to the specific employee – Notice in MyTime is not sufficient. It must be an affirmative statement.
- 99s (Non-Represented) must be notified 60 calendars days in advance.
- Please contact Danielle Schulte with any questions.

Melissa Williams

DISABILITY COUNSELING AND CONSULTING

- Gave her background. Gave information about the team at DCC.
- DCC is here: http://blink.ucsd.edu/sponsor/hr/org-chart/disability-counseling-and-consulting.html
- Provides disability management and job accommodation for campus faculty and staff.
- Manages the gap between Benefits and Employee Relations with counseling
- Contact info: hrdcc@ucsd.edu (858) 534.6744 Torrey Pines Center South Suite 348
- Hearing feedback that DCC needs a makeover. Working on revamping:
  - UC Accommodate – went live July 1st.
  - National Disability Awareness Month (October)
  - Disability Counseling
  - Catastrophic Leave Donation Program
- Vision and Goals: to be partners and collaborators with the community
- She is very new (only here two weeks) so she is hoping to streamline processes – make process less paper intensive
Joanne Tolbert-Wells

NEW DIRECTOR OF EMPLOYEE RELATIONS

- New to the university (one month) – wants to meet everybody
- Her philosophy – ER is about employee engagement
- Focus is on relation with institution /work environment/how to support, facilitate a positive work experience/problem solving/performance mgmt..
- How to determine what that experience is – how to facilitate
- Has 20 years of experience in HR from U of Illinois, Loyola, Chicago
- Problem solving/organizational development/workforce planning/restructuring
- Training/Consultation/Mediation Services – was her background
- Broader scope/engagement employee experience
- Collaborative/customer-centric approach – must ask customers what they want, need, and how to do it. Goes overboard with communications.
- Will be contacting us a lot to assess needs. What works/what doesn’t?
- Coming up: Performance Appraisal Process revamped
- Evaluation Criteria was an issue – will have new focus group to tweak the tool
- E-PERFORMANCE tool is coming in 3 years from UCOP – part of UC Path
- Goal is to get entire campus onboard with a consistent practice
- Thoughts about doing away with letter grades – maybe start using numerical grading
- Performance evaluation audit – looking at quality of writing within performance evals.
- Will use Data Management Tool to do data analysis to run trends/reports to use as an indicator for campus
- Exit Interview Tool - important from a Recruitment Standpoint – retention will become more important and will be addressed
- Contact her at: jtolbertwells@ucsd.edu

Pam Heintzleman, George Gomez

PAYROLL

- Introductions: Pam Heintzleman came from UC Berkely/Payroll, then went to Merced.
- There she became a Payroll expert for UCPayPath
- UC PATH updates:
  - UCOP went live December of last year. Everything seems to be working OK; tweaking, running reports, etc Demographics, specific needs are different.
  - Next campuses are beginning the process and getting ready to go next year.
  - We are looking at end of 2018 for UC Path to come to UCSD.
  - Starting some of our optimization today – New Onboarding system is one example. Another one is Timekeeping – we must funnel it into UC Path (want a united payroll system as well as timekeeping system).
We are looking at where we spend resources. Compliance, vs. needs. Must balance to keep all needs met. Still making updates to MyTime.

- We can now mandate direct deposit for students
- New Pay Card – will mandate in Fall: choice of DD or PC
- Not going to have special checks/same day checks - these will be going away with UC Path
- Costs will be covered by the department to overnight checks
- Students are toughest population to get paid – we will enforce this new system.
- Pay Card form will be ready for the fall – TBA
- TWO MAIN OPTIMIZATIONS – PAY CARD, ONBOARDING

**GEORGE – UPDATES IN MY TIME**

- Shift differentials will be calculated in MyTIime – must have correct code in Dist Line.
- If you want to test in Q/A environment sent email to George Gomez.
- Vinny Ursillo (Library) is currently testing this.
- UC Path will have EARN CODES – more types of reporting available (vacation/fmla sick time/no pay, bereavement, etc...)
- These are new Sub types – George will send an email soon.
- Working with IT to build queries – data is in the warehouse but not available yet
- Working with IPS to build schedules in MYTIME – employees will see schedule and will be able to change or accept if schedules vary
- ABSENCE MANAGEMENT tool also coming with UC Path – we may do away with LASRs

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**Stacy McDermaid, EVC Research Affairs, Linda Thai Schlossman, EVC Academic Affairs, Stephanie Wong VC Student Affairs**

**EVC Area HR News**

- Regular time of EVC HR Contacts Meeting will change – August 24th is next meeting.
- Staff at Work Survey notice will come soon – process will be improved
- Thinking about using Google rosters for S@W survey
- STRIVE – Dept. Heads were contacted to make nominations of eligible employees by end of July.
- See: striveleadership.ucsd.edu for more details about the program
- Voting period open now for Idea Wave Campaign – how to improve staff experience is the topic
- Three Open Houses focused on Career Tracks this month – Please come! 20 minute presentations – you will be given time to work on job cards.
- More Open Houses to follow – topic of Flexible work arrangements – FEEDBACK WANTED before policy is implemented.
- STACY – REMINDER TO SUBMIT REPRESENTED PERFORMANCE APPRAISALS
- STEPHANIE – FRESH INFORMATION CARDS FOR BENEFITS OFFICES
Linda Thai Schlossman

ROUTING JOB CARDS CLASSIFIED BY VC DELEGATED AUTHORITY

- PRESENTATION OF HOW TO ROUTE JOB CARDS