

HR Contacts Meeting 7/13/16

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 UCPath
- 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 MyTIME – 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

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