

# HR Contacts Meeting Notes 4/13/16

## Compensation/Classification Updates – Mary Paul

### Career Tracks – Phase III

- Departments were asked for worksheets for reclassification of titles to new Career Tracks titles
- Chancellor wants done by end of year.
- If you haven't already, send your worksheets to Melody Chiles and copy Linda Schlossman ASAP.
- The following families are to be implemented in Phase 3, with matrices to be posted on Blink.
  1. Audit/comp
  2. Educational Services
  3. Library Services
  4. Museum Services
  5. Performing Arts
  6. Security and Public Safety

**Career Tracks Phase II** – final review of spreadsheets being done, to be sent out next few days to departments for finalization.

- Mary explained the process of classification of new Career Tracks titles.
- Please make sure the current JDs are accurate – Compensation must use JDs in the library and if these aren't correct they'll be mapped over as is.
- Phase II for retitling May 1<sup>st</sup> for monthly/may 8<sup>th</sup> for bi-weekly
- Create new JDs as soon as possible
- Next phases will be huge
- Found 34 employees campus-wide below minimums of new ranges
- Bring to minimums will be after merit increases – august 1<sup>st</sup>/monthly ; july 31<sup>st</sup> bi-weekly paid

**NEXT phases** – Mary will send email around May 30<sup>th</sup> to identify the jobs

### Phase IV:

1. Engineering
2. Facilities
3. EH&S
4. Food Services,
5. General Services
6. Skilled Crafts,
7. Sports & Rec
8. Student Services

Worksheets available on line now if you want to get a head start.

**Phase V** – (Last phase) will be:

1. General admin
2. HR
3. Finance
4. Research Admin
5. Research and Lab

Mary is hoping we can identify them in July.

Asking for subject matter experts – trying to get MSP level people for this task, more to follow soon.

### **MELODY CHILES – Compensation Updates**

- Still some stragglers in Phase I job cards
- Career Tracks – make sure JDs are updated and reclasses done before mapping
- Caprece wasn't able to make it today – she will be there next month with updates on salary programs
- Wage implementations – Effective July 1<sup>st</sup>:

DX – 3% range

EX – patient care/physicians: 2%

NX – nurses: step increases

Police Officers: 3 % range

SX – Academic affairs step increases: July 1<sup>st</sup>

99s – Caprece met with chancellor on Monday – details will come out later – we will receive a notice from HR & Caprece

**STAR Award program** – get those in soon as they close next month!

- No across the board for employees (even if \$1.00 difference – refer to email from Lucy Laguna)
- Office of President said – no award payment request can be same amt within same dept. code
- All must go through Compensation before going to Payroll
- Liz will return any that are the same (it can be \$1.00, \$5.00, \$10.00 difference)
- If we don't comply, program could be taken away
- A notice will be send out and more specific questions will be answered when Caprece is here
- STAR Awards due beginning of May (see online) to Comp – Payroll has another deadline (will be sent out)

Records is now fully staffed – please send JD updates to Records, with a copy to your Comp Analyst

Liz Zanbod, student affairs leaving as of next Thursday

May Paul is retiring next December (after career tracks is done)

## **JUDE POOLE – Performance Evaluation Online**

- Reminders: for all requests – please email through the tracking system – it generates a case # - Jude and EVC's office can see it – best way is to reference that case # - respond to that same email so entire case is tracked.
- Response rate has been getting better
- Always include name, EID and home dept. codes in your request
- Don't wait until last minute
- Updates are scheduled for tomorrow morning – End dates for 15/16 cycle have changed:
- End dates for 99s is 4/30; for represented is 6/30 for 15/16 – waiting for confirmation
- As soon as they get final confirmation, they'll run an audit and offer to run an update if it's wrong
- They will offer to mass-update those with wrong end dates
- Name updating should be in place tomorrow – for names updates in PPS
- New look and feel for HR Contacts view page

-New dept. listing,

-New menus/new HR Control page

-Can sort by Bargaining Unit

-Can sort by "status" code

-Self-eval column with word count

-Hire date

-Employee signature

### **Upcoming Performance Evaluation Online Updates:**

- Working on ability to export to Excel
- Hoping to get documentation in Blink as more departments start using it
- Has been difficult to find for supervisors
- Docu-sign/digital signatures
- Pending status and updated progress meter
- 3 modes of eval routing are being discussed
- Linda meeting with AA MSOs to let them know about the default mode feature tomorrow
- New supervisor home page:
  - Show all staff employees w/or w/out evals – will reduce confusion for supervisors – this is connected to MTE so all supervisees show up.
  - Older evals on separate page

- Separate list of employees being evaluated who are not currently being supervised
- PDF printing for supervisors and employees will be enabled (right now, only HR contacts can)
- Changes in access rules
- HR contacts see all evals for current employees of their units
- HR contacts not see evals for former employees (no longer in unit)
- Reports – Reports Menu will fall in 3 categories:
  1. General reports – a general listing of department employees and access
  2. Unit reports – auditing reports, current evals or open evals, ability to do spreadsheets
  3. Central reporting – VC level reports, Dean’s Offices, people who are responsible for a number of sub-units
- They would like feedback about what kinds of reporting that would be useful to supervisors.
- There will be a new role added for senior leaders

**LINDA – GENERAL UPDATES**

- Exemplary Employee nominations – 26 nominations from EVC area/ 66 for whole campus
- SEOP – applications due april 25<sup>th</sup>
- Other news was covered by Melody and Mary

**STEFANIE WONG - UPDATES**

- Coming up – May 12 – Performance Approval Process – UC Learning Center
- New Supervisor orientation – may 9<sup>th</sup> (Orientation to UCSD) – UC Learning Center
- New course offering – how to support students of concern (april 22<sup>nd</sup>, 25<sup>th</sup>, 29<sup>th</sup>) – UC Learning Center
- Staff Association – seeking nominations for executive board soon

