

HR Contacts Meeting 3/2/216

News, announcements, updates - VC HR Contacts

Student Affairs Rep – Stephanie Wong

- Last month's meeting feedback was heard and action is being taken
- Meeting on Monday to start planning
- New sexual violence component in the training:
- New and non- supervisors are on a new cycle for training
- Supervisors will stay on 2 year cycle

Pre-Boarding/On-Boarding Initiative - Kelly Aranaz, Kelly Maheu, and Michael Yates

New Virtual Onboarding tutorial

- New Hire process signing ceremony & Witness Ceremony explained
- PPS entry will be allowed up to 2 weeks prior to start date
- Docusign – electronic signature will ensure 100% compliance – all fields must be finished b4 they can sign off
- IDOCS – BFS imaging for forms that can be retrieved – roles, access will be set up
- Fields will be pulled from Hireonline
- Many options
- Offer letter/edit option
- Diff for staff and academics
- Employment doc- legally binding
- Email to HR when candidate accepts
- Automated process – selections tied with union representation
- All notices will be included – asbestos, computer security, voluntary self identification forms, emergency contact info
- Can be saved as PDF
- HR Rep will approve 'onboarding link' – then entry into PPS is made
- PPS generates employee id# which triggers notification to account creator set up email
- Account creator will set up email and access (sometimes same person as HR Contact)
- Triggers a welcome letter with a link to more information about UCSD
- Witness ceremony done in person on campus – can edit then
- Signs i-9 and Oath in person, take ID then – can use mobile device to sign – must be dated the first day of employment (must be witnessed by HR Contact in person)
- Background checks should be initiated prior to ceremony and offer letter is contingent upon pass.
- If they don't pass you would separate

- You may make PPS entry BEFORE i-9 is signed (up to 2 weeks ahead), then verify ID and adjust as necessary.
- There will still be department specific forms
- Gives you time to sit with them and go over forms and explain things to them.
- After they accept, there is a welcome page
- Link to Benefits Page, link to retirement
- Partnering with Student Business services
- First task is compliance, efficiency
- Open to enhancements /attachments
- I-9 and Oath – no need to print and keep in a separate file (Payroll is office of record)
- All employees are required to have ucsd email – so will be given access to a computer if they don't have access.
- Let them know much time should candidate allow to complete forms. The sooner they complete, the sooner they have access. Should allow themselves an hour at least.
- Mass hires? Working on it.
- Welcome page is still being worked out.
- Payroll is office of record for core forms; miscellaneous forms: dept. is office of record.
- Idea was presented to make a dummy template so that HR Contacts can match what people are entering if they have questions.
- Send b/g check forms via email to employee
- Can make edits during witness ceremony, but not after info has been submitted
- Pilot group goal to launch first draft is **March 31st**
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Melody Chiles – Compensation Analyst for Academic Affairs (replacing Caprece today)

Compensation/Classification Updates

- Salary Structures updates (it has been 16 or 17 years) – PSS and MSP salary structures
- Some bring to minimums...Will send spreadsheets to VC offices this Friday
- Departments will be expected to make PPS entries – info will be going out this week
- Funding – Caprece working with Pierre and Budget office, will be funded through Campus Budget office
- IT Families - Will be realigned based on market will be adjusted accordingly
- Joanni Carlietta from Budget office commented that most likely employees will be funded on CORE funds –
- Leap Year – Remember to adjust any end dates to 2/29/16 otherwise employees will be short a day

STAR Award Program

- No across the boards, must be some differential, everyone can get award, but not exactly same amount. System-wide parameters.
- Can use multiple STAR Award sheets
- Contact Liz Duenas or Caprece with questions – call Comp analyst
- Deadline to submit – make sure to keep PPS deadlines in mind to get employee paid

- Merit based program for July 2016 – haven't received info from OP yet – no across the board either/ performance based
- Changes in Performance Evals – performance goes thru April 30th this year
- Regardless of start date – end date must be April 30th
- OP will send guidelines before Compensation can move forward
- Aim for consistency with awards
- Cannot use last year's – guidelines will explicitly outline – type in Merit Program on Blink for general info – no approval yet, but these are general guidelines prior to OP's approval
- Have until June 17th to complete everything – Performance Appraisals (only for 99s)
- Represented employees are based on contract
- Must have a performance appraisal before merits can be issued
- Feedback was given that many supervisors are not-compliant and a reminder needs to go out from Academic Senate if PIs, for example, are not doing evals

CAREER TRACKS

Currently in phase 2 – almost done

Will have meetings/follow ups and then schedule meetings with VCs

Implementation estimates:

- April 1st for monthly
- March 22nd for bi-weekly

Rough estimate – **Phase 3** info to be announced next – tentative date of completion is June

- Security
- Student services
- Museum
- Theatre
- Audit
- Libraries
- Performing Arts

Start looking at updating job descriptions now before mapping process

Reminder to start looking at Job Cards now for phase 3

Updated Salary ranges will be published on Blink this week most likely

Nominate your outstanding colleagues for recognition as an Exemplary Staff Employee of the Year

The Exemplary Staff Employee of the Year Program is a fantastic opportunity to recognize employees for their outstanding performance and commitment to the UC San Diego mission and strategic initiatives. Please see attached PDF document for program flyers or click on [EOY 2016 Count Full S](#).

