Minutes
Human Resources Development Committee
Thursday, March 19, 2015, 1:30-3:30 p.m.
Leadership Auditorium, 2501 Student Center

1. ePAF Special Compensation Box demo – Amy McKenzie

An update to the “If Applicable” box on the Compensation page of the ePAF Hire and Job Change forms went into Production on March 13, 2015. The update has completely removed the ability to pay by unit and has added the ability to pay a non-benefit eligible, exempt title as MON-Hrly.

Training documentation is being updated. HRDC will be notified when updated material is available.

2. Time & Labor – Amy McKenzie

a. Work Centers
   Work Centers for Time Approvers Time Keepers/Campus Admins are now available in PeopleSoft on the left side of the home page. These Work Centers provide a central location for all activities associated with the Time Approver or Time Keeper tasks. The navigation selections available are determined based on the individual user’s permissions.

b. Queries
   If there are any frequently used queries or other resources that might be helpful to add to the Work Centers please share your suggestions with Amy.

c. Benefit Eligible Paid Time Off
   Please remind department processors that employees, especially exempt employees, should be submitting their paid time off in Time and Labor for supervisory approval on a timely basis. Doing so allows for processing through payroll and decreasing of leave balances appropriately. This is especially important with the new automated payout process for terminations which will automatically pay out the vacation leave balance on the check after an employee’s termination.

3. CAPS Survey – Amy McKenzie

   The CAPS Customer Service Survey will be sent out by April 3rd to Fiscal Officers and CAPS departmental contacts. If there are others you feel should be included please share this with them.

   The survey will have a CAPS section and a NER section. Your feedback regarding our customer service and any suggestions of possible services to be added would be appreciated.

4. Discuss HRS Website - Peggy Spiers

Policies and Procedures
The Policies and Procedures tab of the HRS website now lists all the information that exists underneath the navigation points on the left side in alphabetical order on the main page. This is not a comprehensive list of the policies in the System HR Policy Manual. Only policies that have an informational page on the HRS webpage are listed.

HRS Website Improvement Project
HRS is contacting recently hired benefit eligible employees to seek volunteers willing to assist in evaluating the HRS webpages. The intent is to identify information prospective employees searched for on our website during the application, offer, and new employee stages of their hiring experience.
Based on volunteer interviews other changes may be made to the website in the near future. The goal is to improve the applicant experience identified as a challenge by the Talent Acquisition Program Assessment (TAPA) project.

**OARS**

Users should continue to have access to the static database through the end of June when the system will go offline. After that time only IT support employees will have access to the information.

5. **Staff Offer Letter Pilot – Tim McIntosh**

The staff offer letter pilot has been in place since March 1. As a reminder, the letters provided by recruiters are not locked. Departments may edit the document to adjust the start date, hiring incentive or other negotiated working conditions if these change. The language regarding benefits and policies should remain intact.

Please continue to provide any feedback and or questions about the process to Tim.