1. Staff Recognition Week Training Sessions – Susan Groshong

2. PUM 29 Updates
   o WorkCenters look different for each module. For example, the CoreHR work center now uses fluid navigation while the Time & Labor workcenter still uses classic navigation

3. Time Keeper Pain Points – Requesting feedback post Admin Review results
   o Time was spent hearing user concerns of activities that take the most time
   o While no promises were made, some of the concerns were:
     ▪ Supervisor ID would be helpful on all reports, especially the Overlapping Punches report
     ▪ The Overlapping Punches report itself due to the need to track down students or work with other Time Keepers (once you figure out who the other Time Keeper actually is) to resolve the overlaps
     ▪ Sending reminders for:
       • Time Reporters (primarily students, but not 100%) to report their time; This includes exempt employees needing to report their leave time
       • Time Approvers to approve time

4. Document Direct Replacement – update
   o Documentation to access reports in Cognos and IT Archive can be found on System Training website: https://www.umsystem.edu/ums/hr/peoplesoft-hr/generalpshradmin#accreports
   o The current version of the reports can be found in Cognos while all of the historical reports can be found in the IT Archive
   o CSDs were give two users to have access for the reports initially; HRIS will be creating a new security list for more users to have access to the Expense Distribution and Pay Comparison reports (4/22/19 update – Amy McKenzie sent email to Division HR Officers and Fiscal Officers to collect names of those that should have access)
   o Reports for the General Payroll Deductions was under a whole separate access list. If anyone needs access to General Deductions, contact Amy McKenzie

5. ePAF JED form
Agenda
Human Resources Development Committee (HRDC)
Thursday, April 18, 2019  1:30-2:30 p.m.
MU Student Center, 2501 Leadership Auditorium

- A new JED ePAF will soon be replacing OAJEDDE access. This will allow users to have one place to perform their HR activities and it eliminates the ability for offices outside of HRS to key directly into Job Data.
- The form will not have an HR stop.
- “Training” will be provided via email with the form is ready for use.

6. SSN field being added to the Courtesy Hire Form
   - SSN will not be required, but initiators are highly encouraged to obtain it if they can.
   - SSN helps eliminate the issue occurring with duplicate emplids

7. HPM Generation
   - Should be seeing HPM appropriately for all exempt employees that are in a holiday schedule (i.e. no academics or NBE)

8. FICA Discussion
   - Discussed how CAPS manages FICA on a monthly and semester basis
   - Summer/Fall FICA Notifications – Amy mentioned a new communication plan to ask for departments to help update FICA for students working over the summer, but not enrolled; This is merely a best effort request.

9. Graduate Student Start Dates for 12 month appointments – update/soft-rollout
   - The announcement at the February HRDC meeting was a bit premature, but actually ok – the 19/20 academic year will be considered a soft rollout for the 12 month start dates being 8/1
   - From Jeni Hart: .....we are strongly encouraging changes asap, and will be even more persistent with that for Fall 2020. The Grad School will provide additional messaging related to this. The rationale is consistent with that for the 9 month assistantships (these are stipends, not paychecks, but we use payroll as the stipend processing system; and students are often in a difficult position at the end of August if they don’t have a stipend disbursement large enough to cover student fees, rent, etc.).
10. HR Moving to Jesse in 2019 – status update
   o Current anticipated move date is first two weeks in October