HR Liaison Meeting

December 11, 2019

Presented by:
Human Resources

Colorado State University
MyHR
Working Together
Agenda

- HR Updates
  - Welcome New Team Members
  - Project Updates
  - SC Holiday Pay and Governor’s Holiday Pay
  - Fair Labor Standards Act (FLSA)

- Breakout Groups to solicit feedback
  - HR Liaison Onboarding
  - New Hire/Pre-employment
Welcome New Team Members
Welcome!

• Payroll Manager: Kaly McKenna (February 3)
• Benefits & Accounting Administrator: Danitza Gline (December 18)
• Payroll Technician: Andrew Penland (December 18)
• Payroll Accountant: Jacqueline Derrick Herl (December 1)
• Others?
Project Updates

- Human Resources Website Kick-Off
- UBOTF Taskforce Committees
  - 10 subgroups
- Classification Review Support
- Compensation & Classification 2020
- HR Liaison Onboarding Pilot
SC Holiday Pay and Governor’s Holiday Pay
Holiday Leave Previously
5-10. Permanent full-time employees on the payroll when the holiday is observed are granted eight hours of paid holiday leave (prorated for part-time work or unpaid leave in the month) to observe each legal holiday designated by law, the Governor, or the President. Appointing authorities may designate alternative holiday schedules for the fiscal year. (5/1/10)

Effective November 1, 2019
5-10. Permanent full-time employees employed by the state when the holiday is observed are granted eight hours of paid holiday leave (prorated for permanent part-time employees) to observe each legal holiday designated by law, the Governor, or the President. Appointing authorities may designate alternative holiday schedules for the fiscal year. If a holiday occurs when an employee is on short-term disability, the employee will be paid through those benefits and not be granted eight hours of holiday leave. (11/1/19)
Governor’s Holidays
CSU: December 23-24

- Employee doesn’t work on CSU observed days use Holiday Leave
- Employee does work on CSU holidays, Administrative Leave on another date
- Early Closure – 2pm on 12/31/19 – 3 hours of Holiday Leave
- All pro-rated for part-time
Fair Labor Standards Act (FLSA)
FLSA Key Steps

• Initial Review Complete
  – 107 Identified Employees

• Verification with HR Colleagues

• Deadline of Friday, December 13th
  – Exemption Change – HRIS to update
  – Salary Change – HR Liaison Input Oracle Action before January 10, 2020
  – Letters to Employees via HR Liaisons by 12/19/19

• Questions: Therese_Boschman@colostate.edu
HR Liaison Onboarding
New Hire/Pre-employment
Happy Holidays!