Agenda

- TimeClock Plus Update
- State Classified Hourly Holiday Pay
- Two Factor Authentication Project, ACNS
Shift Differential Issue

- Fixed from January 1 on
- Departments contacted about hours in December
- Shift differential functional for 51% or greater splits
Report Training

- Training materials posted on HR website http://hrs.colostate.edu/timeclockplus/
- Filter information also informative for Group Hours section
- New Accrual Usage report available
Unavailable Job Code

- New leave job code for student employees: “Unavailable”
- Communication tool for students to tell supervisors if they will not be available during their usual work time
- Currently restricted to departments piloting the functionality
Multiple Supervisors

- In Oracle: “Special Info” button on person form
- Supervisor field (multiple entries)
- Would appear in TimeClock Plus as a supervisor exactly like the assignment supervisor (to approve leave and time)
- Need to clear out current data; issues?
Also on Horizon

- Upgrade to new version
  - Automatic Compensatory Time
  - Improved project descriptions
State Classified Hourly Holiday Pay
SC Hourly Positions

- Part-time SC position established for varied or irregular work schedules (not viable to set FTE)
- Subject to same terms and conditions as salaried SC positions
- Eligible for benefits, including leave accruals and holiday pay on a pro-rated basis
SC Hourly Holiday Pay

- Pro-rating based on number of hours paid in month with holiday
- Hours paid essentially equate to FTE
  - % of time worked
- Formula
  - Hours paid/total hours in month x 8 = holiday hours
- Example – January 2018
  - 23 work days – two holidays = 21 ‘workable’ days
  - 21 x 8 = 168 total hours
  - SCH works 84 hours
  - 84/168 = .5 (FTE)
  - .5 x 8 = 4 holiday hours for each holiday
Things to Keep in Mind

- Can’t pay more than 8 hours per holiday
- Holidays don’t count as a work day (in calculating total hours)
- Always paid in arrears (the following month)
Two Factor Authentication Project
ACNS
Something you know + Something you have

HR Liaison Meeting
February 14, 2018
ENTER USERNAME & PASSWORD AS USUAL

USE YOUR DEVICE TO VERIFY YOUR INFORMATION

SECURLY LOGGED IN
Why?

• Protect your identity and CSU credentials

• Catch up with other Higher Ed Institutions
Scope

Phase I - By April 25:
Anyone connecting remotely through secure.colostate.edu or using the Pulse Secure Client will be required to authenticate with duo.

Later:
DUO will be enabled on other campus applications like Kuali Finance, HR, Aries/Banner (AriesWeb, RamWeb...), eID, Office365, etc.
Timeline

• Feb 1-9: Pilot with IS
• Feb 19-28: Pilot with the Library and a few others
• March 19: Open for campus device registrations and testing: No production logins will be challenged
• April 25: Required for Remote Access
What You Need to Do/Know

- Decide what your second factor will be:
  - Smartphone
  - Landline
  - Token
- Download the DUO Mobile App (Smartphone only)
- Register your device (coming March 19)
https://www.authenticate.colostate.edu

Duo: Two Factor Authentication

Something you know + Something you have

DUO will be required to access the CSU VPN services (using both the Pulse Client and secure.colostate.edu) on April 25, 2018.

What is it and why use it?

Duo is a tool that provides two-factor authentication to better protect your account by requiring an additional piece of information beyond your username and password. When you log into a protected service using your Colorado State University’s single sign-on, you will be required to use a device that you have (your mobile phone, desk phone, a hardware token, or other device) to provide an additional layer of security to your account. This is done by using the Duo Security app (on your smartphone) and receiving a push authentication request, or through a phone call or entering a generated code.
Login to secure.colostate.edu
From Your Computer: Something You Know

Welcome to
CSU Secure Access SSL VPN

Username
Password

Please sign in to begin your secure session.

Sign In  Help
Login to secure.colostate.edu
From Your Computer: Something You Have

Device: Dave's iPhone (XXX-XXX-2379)

Choose an authentication method

- [ ] Duo Push RECOMMENDED
- [ ] Call Me
- [ ] Passcode

What is this?
Need help?
Powered by Duo Security

Academic Computing and Network Services
Login: From your phone
Something You Have
Update Phone Numbers

• Approximately 60% of faculty and staff have a primary number in HR listed as 000-000-0000.
• Telecom estimates that 40% of the primary numbers listed in the Directory are incorrect.
• A person’s desk phone may be used as a registered device in DUO!
Update Phone Numbers

• Check Primary Number: This is what is listed in the directory

• Add Secondary number if needed: This will not be listed in the directory
  – If a person has the front desk listed as their primary number this can be used for a default in DUO
  – If a person shares a number with others

• Add Mobile Number if known