

HRMS User Group Meeting Minutes

HRMS User Group Meeting						
DATE/TIME:	Thursday, March 13, 2014 1:00-2:00pm					
CO-CHAIRS	Larry Hamilton and Kim Beers	NOTE TAKER:		UNR		
LOCATIONS/ ATTENDEES:	CSN WC Pres E322		Reno SCS 47		Las Vegas SCS 304	
	Hooper, Michelle - CSN	X	Andrews, Donnie - UNR	X	Brodsky, Craig - UNLV	
	Guinan, Anthony —CSN	X	Beers, Kim - UNR	X	Johnson, Mike – SCS	X
	Petrie, Tina—CSN		Cavilia, Jill - BCN	X	Green, Mary - BCS	X
	Scarboro, John—CSN		Doetch, John – BCN		Hamilton, Larry –UNLV	X
	Gilliland, Del Corio and Tanner	X	Green, Mary—BCS		Lowe, Jim —SCS	X
	GBC HTC 137		Henry, Mary Ann-UNSOM	X	Nolan, Connie—UNLV	
	Lewis, Lucina –GBC		Knight, Audra—BCN		Paik, Elora—UNLV	X
	Sibert, Sonja – GBC	X	Littlefield, Cindy –DRI		Thomsen, Naomi - UNLV	
			Madole, Denise – BCN/UNR	X	Viton, Christopher-UNLV	
	NSC BW2-119		McFarling, Tim—UNR	X	Carter, Rosie	X
	Canfield, Cheri - NSC		Rountree, Lori - UNR			
	Garland, Matt—NSC	X	Smith, Nyleen —UNR	X	TMCC Dandini RDMT 3150	
	Needham, Patti - NSC		Suh, Kym - UNR	X	Meador, Michelle —TMCC	X
	Garner, Angela - NSC	X	Tully, Joann – UNSOM North		Peel, Becky –TMCC	
	NSHE - North		Tully, John—SCS	X	Scollard, Nicole - TMCC	
	Casey, Christine—NSHE	X	Valunte, Migle - BCN	X	Olson, Rich	X
	Dintiman, Grant —NSHE					
	Olson, Sherry	X	UNSOM South 2040 Rm 506		WNC CED 307	
			Gagliardo, Rosemarie - UNSOM	X	Tucker, Irene—WNC	
				Buscay, Kendall—WNC		

I. Agenda

Topic	Facilitator	Comments
503 (Disability) and VEVRAA (Vet) Final Rule	Kim Beers	<p>New rules require changes to applicant tracking systems, Affirmative Action plans, hiring documents and a survey of existing employees. See handout.</p> <p>Three topics for today:</p> <ol style="list-style-type: none"> 1) Survey existing employees: via Employee Self-Service? Created a sub-committee (Jim, Mike, Christine, Elora, and someone Larry designates, Matt or Cheri) to work with Jim & Mike on best procedure for this project. Group will report next meeting. 2) Change how we survey new hires: <ul style="list-style-type: none"> • Modify the Data Form to delete the section about Disability since it will be on the new 503 Form. • Update the definitions links for the Veteran categories VEVRAA wants reported for the annual Vet-100 (and Affirmative Action) report. • Update the language on the Data Form to match new Veteran categories (“other” will become “Active Duty Wartime or Campaign Badge Veteran” or similar & “choose not to self-identify”) 3) Change how we store the data in HRMS: <ul style="list-style-type: none"> • Update the HRMS field names to match Data Form changes. <p>Must be implemented on or before July 1, 2014.</p> <p>Recruiters on each campus should consult Vet Services experts,</p>

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		such as UNLV or UNR's Director of Vet Services person, and determine how to target recruiting efforts toward VEVRAA-specific veterans.
iNtegrate2 Scoring Survey Tool and Timeline Update, as of 3/6/14	Jim Lowe	<p>3/20 – vendor RFPs are due</p> <p>3/25 - RFPs will be sent to campuses</p> <p>3/26 – Integrate 2 Scorecard, 16 section survey tool, will be sent to campuses (Each of 16 sections of RFP will be surveyed separately and scores compiled on to different spreadsheets. 1 spreadsheet for each section of RFP and survey.)</p> <p>4/18 – final scores from Campuses will start to be compiled.</p> <p>5/1 – screening committee analysis begins</p> <p>5/12 – on campus demos will begin</p>
HR Applications Staff Activities	Mike Johnson	<p>Both the Retirement Vendor Transmission and the Payroll Card projects have been completed. W-2s were sent to the Social Security Administration. The fiscal year processing project is also complete.</p> <p>Current projects include:</p> <ul style="list-style-type: none"> • VEVRAA changes, based on today & future discussions • ACA compliant requirements. Will know more after Christine's meeting next week • Web Contract enhancements are still in process.
After Main Meeting: Debit Card Debrief	Jim Lowe	Primarily Payroll offices

II. Other							
HRMS Minute Takers	<p>Minute taking will continue to be rotated among campuses. It is the responsibility of each campus to ensure a representative is present to take the minutes.</p> <p>Current rotation includes:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>NSC</td> <td>April 2014</td> </tr> <tr> <td>BCS</td> <td>May 2014</td> </tr> <tr> <td>UNLV</td> <td>June 2014</td> </tr> </table>	NSC	April 2014	BCS	May 2014	UNLV	June 2014
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