

Human Resources Advisory Committee (HRAC)

Date: Tuesday, April 25, 2023

Time: 1:00 pm to 1:36 pm

Location: Microsoft Teams

Attendees: Kari Aikins, Carcyle Barrett, Beverly Daly, Amanda Cunningham, Brigid Gies, Muriel Harris, Patrick Harris, Tamar Iacono, Victoria King, Mary Elizabeth Miles, Sandra Russell, David Schultz, Courtney Stine

Mary Elizabeth Miles, VP for Human Resources and Kari Aikins, Director of Total Rewards, led meeting.

- **Workday/Employment updates and reminders**

- The transition from PeopleSoft to Workday is ongoing and the project team is continuing to review Workday processes and data to ensure accuracy. With that, the project team asks you to continue emailing [workdayhr@louisville.edu](mailto:workdayhr@louisville.edu) to report any issues regarding Workday processes or data. As updates occur in Workday to roles, processes, data, etc., you will be notified through the Workday website, the Change Advisory Network and/or future LFO updates.

- **Job postings**

- Effective April 1st, the job posting process returned to the following schedule:
  - Job postings submitted Wednesday by close of business will appear on the Workday career page the following Friday.
  - Job postings submitted Friday by close of business, will appear on the Workday career page the following Tuesday.
  - Staff and faculty positions submitted on a Wednesday or Friday will be posted for a minimum of 10 days and will then be removed on a Monday evening. Therefore, postings beginning on Tuesday, will run a minimum of 13 days, ending Monday evening.

- **Applying Internally**

- The transition from PeopleSoft to Workday is ongoing and will be a continuous process. One significant change is the process for applying for internal positions. Moving forward, active employees must apply for university positions internally through the Workday system instead of externally through the Higher Education job site or the Workday External Career site. Applying internally via the Workday system is confidential and is the quickest, most efficient process for applying internally. To apply internally through Workday, please follow the steps below.
  - Log in to Workday using your User ID and password.
  - Under "Menu," click the Career icon to update your profile.
  - View your "skills and experience" and "job history" to make sure they are accurate. Edit the listing, and/or add your updated resume ( Skills, job history, languages, competencies, certifications, training and professional affiliations.
  - Once done, Click on "Find Jobs."
  - Filter job types on the left side of the screen

PLEASE NOTE: Temporary student workers who have access to Workday and want to apply for a staff or faculty position must do so using the internal application process through Workday. Temporary student workers who want to apply for a student position must do so using the appropriate application outlet (e.g., [Reach](#), [Cardinal Careers](#), etc.)

- **2022 Performance Evaluations**

- 2022 performance evaluation submissions followed the same process as previous years; however, one deadline was extended. LFOs and UBM's received a communication with instructions for submitting 2022 performance evaluations. Given the conversion to WorkdayHR, the deadline for uploading performance evaluations to OnBase was extended to April 30, 2023. For performance evaluation questions, email [Employee Relations](#).

- **Employee Wellness Resources**
  - Well-being Resource Guide
 

The new Well-being Resource Guide includes all well-being resources available in one location. View the guide for Employee Assistance Program information, on-campus resources, support groups, grief counseling, prescription benefits, financial resources, and care coordination for depression. There are care guides on emotional well-being, diabetes and cancer. For a full list of resources available, view the Well-being Resource Guide located on the [main benefits webpage](#).
- **HRtalks Wellness sessions**
  - HR appreciates the opportunity to partner with you on your wellness journey and continue to work to ensure well-being is something we think about, discuss and act upon year-round. Attending HRtalks Wellness sessions is a fun way to connect with others, create a culture of well-being and stay motivated. They had up to 100 participants the last two sessions. Join upcoming [HRtalks Wellness sessions](#).
- **Join the “Choose to Move” challenge.**
  - “Choose to Move” is a movement challenge that will help you learn ways to fit exercise into your daily routine, all while having fun and connecting with colleagues. This four-week challenge begins April 24th and ends May 21st. The “Choose to Move” challenge gives you the opportunity to earn 250 points towards your 2024 Get Healthy Now \$40 monthly incentive. [Register today!](#) Need help registering? Call Health Advocate at 866.799.2731 or email [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)
- **Enroll in Get Healthy Now and earn points for 2024**
  - Employees must earn 480 wellness points between now and **November 30, 2023**, to qualify for the \$40 Get Healthy Now monthly incentive in 2024. Employees are required to complete the Personal Health Profile (PHP), which is worth 200 wellness points, regardless of results. The remaining 280 wellness points may be earned through a variety of activities/programs from now through November 30, 2023. Full list of point opportunities is in the [Get Healthy Now Incentive Guide](#).

**OTHER TOPICS DISCUSSED based on questions asked:**

**Compensation Study:** They are starting from scratch. It will look completely different for job string.

- Study evaluation done by July. Anything that comes from that and decision on how to work forward and how to do configuration/compensation will proceed after.
- There will be communication regarding the results of comp study and education about it first.
- The implementation will come after.
- Framework and structure will be in workday.
- They will meet with departments on career ladder to obtain agreement on what is position 1, 2, 3, 4 and what competencies are.

**Post-Doc positions:**

- These are trainee positions and are not considered regular or part-time.
- They do not have same benefits or pay schedule.
- Some folks are legacy and will not be refilled. This allowed them to say whole.
- New positions will follow current policies.