First Fridays

with the

University Budget Office

January, 2019

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AGENDA

- HR Hiring Process Efficiency Improvements
- General Announcements

UNT System Human Resources

HR Efficiency Improvements

- Human Resources (HR) has evaluated the hiring process to identify inefficiencies and solutions for improvement in the overall turnaround time of the employment process.

- 4 areas for efficiency improvements were identified and solutions were implemented beginning 12/17/18.

HR Efficiency Improvements

1. **New or Reclassified Positions:**

   - <u>**Area for Efficiency Improvement**</u> : HR has been distributing redundant, time consuming communication to departments, where departments receive multiple, customized emails and attached memos to state the classification and pay range for a position. This takes up the bulk of one person's work each day and is inefficient.

   - <u>*Going forward*</u>*: HR Compensation will send one email containing the new/reclassified position classification, pay grade information, and pertinent excerpt from the Salary Administration Procedures, along with links to the full Salary Administration Procedures and pay plan/job descriptions. The email will also contain a reminder to check/update the annual rate in EIS based on the new job classification and pay range.*

HR Efficiency Improvements

2. **Annual Pay Rate Monitoring:**

   – **Area for Efficiency Improvement**: Since the spring, HR staff have been spending a significant amount of time researching HRM-4 forms for positions and sending multiple emails to remind departments of the annual rate listed/anticipated for a position.

   – *Going forward*: HR will no longer spend time researching and sending reminders, as departments are able to access the ePAR at any time to review this information. If a higher salary than what was originally anticipated and entered into EIS is recommended and approved, a new ePAR to adjust the annual rate must be submitted and approved prior to the offer letter processing. HR will continue to verify that the annual rate in EIS is greater than or equal to the amount that you are offering prior to issuing the offer letter.

HR Efficiency Improvements

3. **Recommending a Candidate for Hire in PeopleAdmin**

    –   <u>**Area for Efficiency Improvement**</u> : The most signification issue in the employment process are the options to recommend a candidate in PeopleAdmin – the options are either offer at entry, or offer over entry. These options do not reflect the flexibility provided to departments through the new pay plan and Salary Administration Procedures that went into effect on 10/01/17, which allows a department to offer a salary up to the midpoint of a range with the AVP/Dean level approval. In the past, an internal equity review (IER) was required for all offers over 10%, but under the new plan, is only required for salary offers over midpoint. This has caused significant delays in the hiring process because a recommendation "over entry" requires review of every single recommendation to determine whether it is over midpoint and requires an IER or not. In addition, there were cases where HR was requesting duplicate approvals for the salary offers at or below midpoint through email in addition to the HRM-4 or ePAR that had already been approved by the AVP/Dean and VP offices.

HR Efficiency Improvements

3. **Recommending a Candidate for Hire in PeopleAdmin (Continued)**

    – ***Going forward****: Recommendation items in the drop-down menu in PeopleAdmin are changing. There will be two new options: 1) "Offer Made At or Below Midpoint-Hired", and 2) "Offer Recommended-Salary Above Midpoint-Hired". Due to programming adjustments, these changes will go live on Wednesday, December 12.*

    For a salary at or below the midpoint, the approval for the annual rate was already obtained through the ePAR process when the position was posted. HR will no longer request duplicate approvals. Once the status of a candidate is updated to "Offer Made At or Below Midpoint-Hired" is selected in PeopleAdmin, the requisition will flow straight to HR Talent Acquisition and the offer letter processing will occur.

    For a salary over midpoint, an IER is required. Once the status of a candidate is updated to "Offer Recommended-Salary Above Midpoint-Hired" is selected in PeopleAdmin, an auto-generated email will route to the HR Compensation team, who will conduct an IER and notify the department of the salary recommendation. Salary recommendations will come in the form of a range that allows some flexibility while also maintaining internal equity (e.g., $38,100-$39,800). If a department wishes to offer a salary higher than the IER recommended amount, the department should contact their assigned Campus HR representative and submit the Staff Starting Salary Request Form. Campus HR will assist in the completion of the form, which requires approval from the division Vice President.

HR Efficiency Improvements

3. **Recommending a Candidate for Hire in PeopleAdmin (Continued)**

HR Efficiency Improvements

4. **Reporting the Requested Salary in PeopleAdmin:**

   – **Area for Efficiency Improvement** : There has been an area in PeopleAdmin where a department had the option to enter the recommended salary for a candidate. However, it has not been utilized consistently. In addition, a department may receive multiple emails from different teams within HR to verify the requested salary amount.

   – ***Going forward****: It will be required to complete the "Enter Recommended Salary" field in PeopleAdmin. HR staff will review the information in PeopleAdmin and no longer send emails requesting the recommended salary amount.*

HR Efficiency Improvements

4. **Reporting the Requested Salary in PeopleAdmin (Continued)**

HR Efficiency Improvements

- **"Hiring Responsibilities" Training**
  - Training covers the employment process
  - Available on the MyLearning portal. Course Code HR16.
  - Next Training Dates:
    - January 10, 1:00pm – 3:00pm, Sycamore 119
    - March 18, 1:30pm – 3:30pm, Chestnut 120A

- **Questions?**
  - Email UNT System Human Resources at AskHR@unt.edu, x2281

Announcements

Announcements

- As of 12/2018, all "Budget Check Error" statuses on requisitions must be cleared via the normal ABA process.
  - **The University Budget Office will no longer process requisition overrides.** In limited circumstances budget overrides will be processed if approved by the Budget Director **and** by the AVP for Budget & Analytics.
  - To clear a budget check error:
    1. Submit an ABA.
       ABAs should be submitted far enough in advance to allow time for the ABA to pass all workflow routing and to be processed (journaled) by the Budget Office.
    2. Re-budget check the requisition once the ABA has been processed.
       A "processed" ABA is one that has passed all approval levels and has been journaled.

Announcements

- Cash Handling Training is a **mandatory**, **annual** training for all UNT employees who handle cash, checks, EFTs, ACHs, or credit/debit cards.
  - January Trainings will be held on:
    - Tuesday, 01/08, from 3:00p.m. – 4:00p.m.
    - Friday, 01/25, from 10:00a.m. – 11:00a.m.
  - Are you out of compliance but can't make the training dates? Please contact Larry Worthy and Gylynn Hanson for assistance.

Announcements

- D5470 Tuition Exemptions
  - In December a new D5470 Tuition Exemptions account was created. Previously, accounts related to tuition exemptions rolled up to D5461 Scholarships & Financial Aid.
  - The Budget Office has completed the journals to move budgets from D5461 to D5470 as applicable. Seed budgets were moved via permanent adjustments and will carry to Hyperion for FY20 Budget Planning.
  - On the Cognos Department Budget Summary Report, the Budget and Actuals are reflecting under the new account.

Account	Budget	Actual
Expense		
D5301 - Materials & Supplies Exp	$903,207.17	$0.00
C5070 - Maintenance & Operations	**$903,207.17**	**$0.00**
D5461 - Scholarships & Financial Aid	$0.00	$0.00
D5470 - Tuition Exemptions	$585,940.54	$458,147.29
C5460 - Scholarships & Financial Aid	**$585,940.54**	**$458,147.29**

Announcements

- January Trainings

M	T	W	T	F
7	**8**	**9**	10	**11**
Cognos Project Reports 9:30am - 11:00am GAB 550A	Budget Basics 9:30am - 11:00am BLB-090 Cash Handling Training 3:00pm - 4:00pm GAB 317	Budget Reconciler 1:00pm - 2:30pm BLB-090 - CANCELLED		Cognos Departmental Reports 9:30am - 11:00am GAB 550A
14	15	16	**17**	**18**
Payroll 9:30am-11:00am BLB 260			IDT Training 10:00am-12:00pm Willis 136 ABA Training 3:00pm-4:30pm ESSC 152	Open Lab - 9:00am-11:00am ESSC 152
21	22	23	24	**25**
				Cash Handling Training 10:00am - 11:00am WH 315

Don't see a course on the mylearning.unt.edu portal? Still Come! If it's on the Budget Calendar it will be offered!

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Upcoming First Fridays

- February
  - COGNOS: Budget Overview Enhancements
  - COGNOS: Encumbrance Report
  - FY 2020 Budget Planning
  - Student Employment Resources

- March
  - Send us a note on topics you would like to discuss.