

Anschutz HR Community Meeting

February 3, 2026



Agenda

Adrienne Howarth-Moore, Associate Vice Chancellor & Chief Human Resources Officer

- **Welcome and Introductions**
- **Chat and Ground Rules**

Stephen Lewis, Workforce Analytics Manager, Human Resources

- **Updated Remote Work Agreement**

Lindsey Fouquette, Director of Talent Acquisition, Human Resources

- **Talent Acquisition Updates**

Megan Bohn, Director of HR Operations

- **Work Authorization & Non-Immigrants**

Debbie Lammers, Assistant VC, Learning & Development, Human Resources

- **L&D Announcements**

Elizabeth Schrock, Associate VC & Title IX Coord., Office of Equity

- **Proposed Policy Changes to APS 5015: Consensual Amorous Relationship Policy**

Justin Loiselle, HCM Program Director, Human Resources

- **Time & Labor Project Update**

Wrap Up





Updated Remote Work Agreement

(verbal report)

Stephen Lewis, Workforce Analytics Manager
Human Resources



Talent Acquisition Updates

Lindsey Fouquette, Director of Talent Acquisition
Human Resources

Staff Hiring Guide

- Staff Hiring Guide

- Covers each phase of the search process – before, during and after the search
- Provides university hiring processes and best practices to implement during the search process
- On the Central HR site, under the header 'Hiring Guide for University and Classified Staff'

Hiring & Candidate Care at CU Anschutz Training



- Hiring & Candidate Care at CU Anschutz training
 - Created from the Staff Hiring Guide – target audience is HR business partners and hiring managers
 - Instructor led courses are offered twice a year virtually through Learning & Development
 - Dates offered: May 14, 2026 & July 23, 2026
 - Registration link:
<https://share.percipio.com/cd/5E488wg9>

Updated Reference Check Process

CURRENT PROCESS

- Submit the request via the Reference Check Request Form
- Central HR processes the request and references are sent to the candidate for completion
- Once completed Central HR emails the hiring department the finalized reference check for review

NEW PROCESS

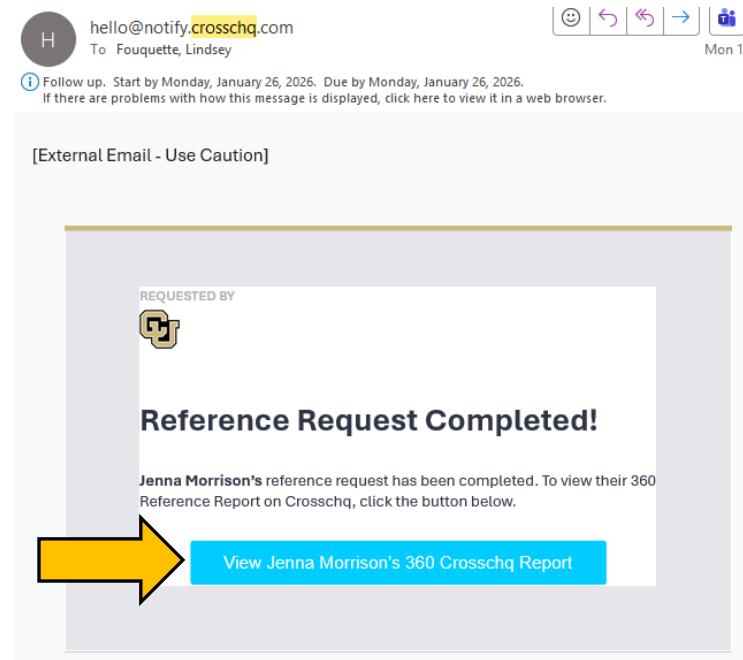
- Submit the request via the Reference Check Request Form
- Central HR processes the request and the requester is notified via email that references have been submitted
- Once references are finalized requester will receive an email that allows them to pull the report from Crosschq

Updated Reference Check Process - *continued*

- The reference check requester will also be notified if the candidate cancels the reference check, indicating they no longer want to be considered
- Email notifications will come from Crosschq – hello@notify.Crosschq.com
- Keep in mind that the reference check form is only for university staff and classified hiring
 - Faculty references will follow the new process minus the form. Please contact your HR Ops consultant to initiate a reference check

How to Access the Reference Report

- You will receive an email from Crosschq with a title of 'Candidate's Name reference request has been completed'
- In the email click the blue box that says 'View Candidate's Name 360 Crosschq Report'



How to Access the Reference Report - *continued*

- From there, log in to Crosschq
 - If you haven't logged in before, you will need to create logins
 - Save the logins so they are remembered for the next reference check
- Once logged in, click the Share or Download icon in the upper right of the screen



Tip – If you will be out of the office, please ensure you indicate the backup for the reference check on the Reference Check Request Form. We can set up multiple people and service accounts to be notified.

NEW – Offer Letter Verbiage

- To support the upcoming Time & Labor Project and provide clear communication to new employees, we are adding new verbiage to the offer letter template around the upcoming changes.
- Offer letter templates for all employment types have been updated with the following verbiage:
 - Please note that the University of Colorado System is implementing a new timekeeping system with an anticipated go-live date of September 27, 2026. As part of this change, Fair Labor Standards Act (FLSA) non-exempt employees hired before go-live will transition from a monthly pay schedule to a bi-weekly pay-in-arrears schedule and will be eligible for a one-time transition payment if hired before September 1, 2026. Employees (exempt and non-exempt) hired on or after go-live will be placed on a bi-weekly pay-in-arrears schedule. Additional information is available at: <https://www.cu.edu/employee-services/time-labor/payday-schedule-change-nonexempt-employees>

NEW – Offer Letter Verbiage - *continued*

- Post go-live date of September 27, 2026, the offer letter verbiage will be updated to the following:
 - For employees hired after September 27, 2026, the university operates on a bi-weekly pay-in-arrears schedule for all new employees. Under this schedule, employees are paid every two weeks for work performed during the prior pay period. Check with your hiring manager for questions about how to enter time for your department. Additional payroll information is available at:
<https://www.cu.edu/employee-services/employee-payroll>

NEW – Offer Letter Verbiage - *continued*

- Multiple appointments:
 - Due to the Time & Labor project, Central HR has been reviewing employees in multiple appointments.
 - If an employee is in multiple appointments, the employee should still only have one FLSA status. The following verbiage has been added to the offer letter templates for employee awareness:
 - If you take on an additional appointment, you must notify your supervisor since this may impact your FLSA status. Multi-job appointments are re-evaluated to ensure employees have only one FLSA status.



Questions?

*Integrity • Collaboration • Innovation • Customer Focus
Accountability • Inclusion*



Non-Immigration & Work Authorization

Megan Bohn, HR Director of Operations
Human Resources

H1B: \$100,000 Fee

Applies To:

- New H1B filings submitted on or after Sept. 21, 2025



H1B filings are being
Highly Scrutinized

Does NOT Apply To:

- Current H-1B visa holders (anyone who already has a valid H-1B visa issued before Sept. 21, 2025)
- H-1B extensions, amendments, or change-of-employer petitions filed inside the U.S.
- Petitions filed before Sept. 21, 2025, regardless of when the worker travels or enters
- Individuals inside the U.S. seeking change of status (e.g., F-1 → H-1B)
- Current H-1B workers traveling abroad for visa stamping

Questions? [Contact ISSS](#)

Job Postings

CU Careers Personal Information Questions

- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for employment visa status (e.g., H1B visa status)?

Approved Job Ad Language

Please be advised that this position is not eligible now or in the future for visa sponsorship.

Work Authorization

We recognize that certain laws may affect individuals in ways we wish they didn't. Our role is to navigate these requirements thoughtfully while considering our total employee population.

We aim to navigate these situations:

- With compassion
- With thoughtful consideration of individual circumstances and broader institutional impact
- By ensuring the right campus partners and experts are involved in each discussion
- With transparency and clear communication about what the law requires of us

Work Authorization

- Beginning December 5, 2025, new and renewed Employment Authorization Documents (EADs) are **issued for a maximum of 18 months**, down from the previous 5-year validity for some categories.
- As of late October 2025, most categories no longer get an automatic extension after their work permit expires while waiting for renewal. This creates **a higher risk of employment gaps** if a renewal is not approved in time.
- Work authorization delays are increasing for certain nationalities. **Adjudication pauses for individuals from designated “high-risk countries”** may delay work authorization issuance or renewal.
- **Fee increases took effect** on January 1, 2026. USCIS raised multiple fees, including those for work authorization applications, under inflation-linked adjustments.

Work Authorization

Are Renewals Happening?

Yes. USCIS continues to process and approve EAD renewals, but under these new constraints. Our recommendation is:

- Renew early (up to 180 days ahead) to reduce the risk of losing work authorization.
- Be aware that no automatic “grace period” exists for most categories.
- Expect shorter validity periods and potentially longer processing times.

Work Authorization

What is Central HR Doing?

To help mitigate potential disruptions, we are implementing a proactive notification schedule for impacted employees.

- An 180-day courtesy notice to express the importance of renewal planning
- Follow-up reminders at 90, 60, and 30 days prior to expiration
- 30-day prior planning guidance to HRBP and Supervisor

I-9 Review

- We will be performing another round of review/audit to ensure I-9's are being completed within 3 Business Days with the correct documents.
- I-9 Training in Development



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Professional Development Updates

Debbie Lammers, Assistant VC of L&D
Human Resources



Learning and Development

Professional Development Updates

New for 2026

Earn a participation badge!

- Attend 5 or more Lunch and Learn sessions between January and November
- Must complete attendance record when you attend the session
- Badges will be awarded late December

2026 Program Highlights

- February – Flexible Work
- March – Branding Update
- April – Benefits
- Other topics – TIAA Retirement, Legislative Updates, Fiscal Foundations, AI, Professional Development



New Program Coming in March



Administrative/Executive Assistant Certification Program

Three-Tiered Self-Paced Program

- **Entry Level** – designed for early career or new to administrative, office or business support roles
- **Intermediate Level** – designed for existing administrative, office and/or business support experience
- **Senior Level** – intended for seasoned administrative, office and/or business support professionals



Choose Your Path

- Each level has the following:
 - Core Curriculum
 - All courses in the Core must be completed
 - Courses include Instructor Led (Zoom or In-Person) and E-Learning through Percipio or LinkedIn Learning
 - Supplemental Course Options
 - Includes CU specific topics based on role-specific needs
 - Other competency-based topics for each level
 - Resource Links
 - Links to supplemental university digital resources and other curriculum information



Administrative/Executive Assistant Journey - Senior Level

Join appropriate path by selecting your Percipio Journey – Entry, Intermediate, or Senior Level



General Program Information

- Program completion will take approximately 12-14 months
- If you have already taken any of the courses in the Core or Supplemental courses, you do not need to retake
- You can take any level you feel is appropriate
- Once you complete all necessary requirements in the level, you qualify to receive a Credly badge (each level has its own badge)
- Information will be available on our website by the first week of March

Program Website Page:

[Administrative / Executive Assistant Program](#)



What questions do you have for me?

Proposed Policy Changes to APS 5015: Consensual Amorous Relationships Policy

Elizabeth Schrock, Associate VC & Title IX Coord.
Office of Equity

A photograph of a modern architectural building with a large glass facade and a curved overhang. The sun is low in the sky, creating a bright sunburst effect through the trees in the foreground. The building is surrounded by green trees and a paved walkway.

Updates to APS 5015: Consensual Amorous Relationships Policy

February 2, 2026

Elizabeth Schrock, Ed.D.
Associate Vice Chancellor & Title IX Coordinator
CU Denver | CU Anschutz

What is the Consensual Amorous Relationships Policy?

- Originally written in 2015
- Intended to prevent abuses of power, protect academic and employment decision-making, and avoid favoritism and exploitation
- States that an amorous relationship between two individuals at the CU becomes a conflict of interest when one person has evaluative authority over the other

What is the Consensual Amorous Relationships Policy?

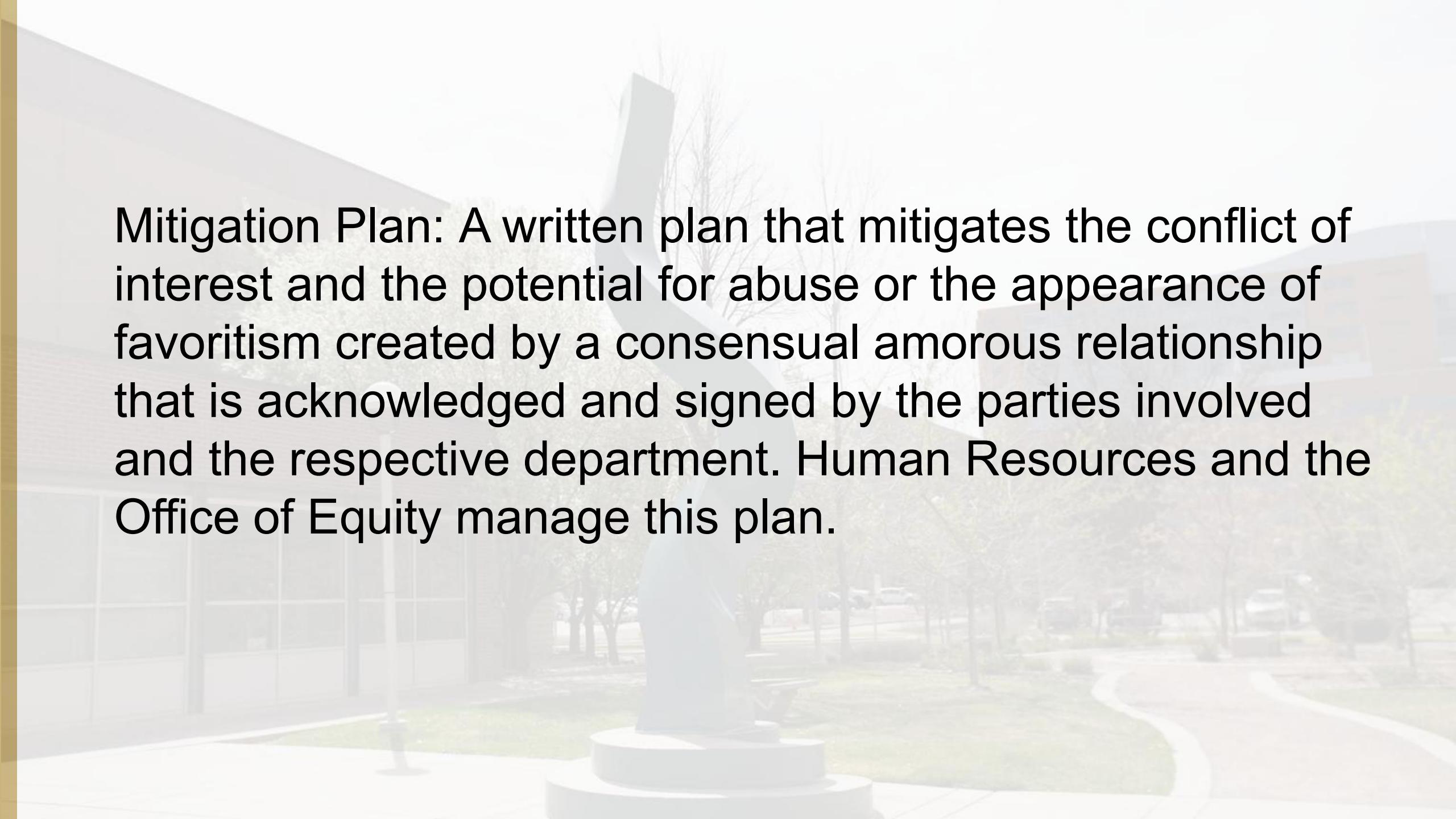
- Prohibits a CU employee from maintaining evaluative authority in situations when an amorous relationship exists or has existed within the past 7 years
- When these relationships occur, requires reporting by the employee with evaluative authority to their supervisor and to the Office of Equity, who then work with the supervisor and Human Resources to mitigate the conflict of interest (typically removing or reassigning evaluative responsibilities)

What are the goals of updating the policy?

- Clarify the prohibition of consensual amorous relationships where one person has evaluative authority over another
- Explain the protocol for how and when to disclose a consensual amorous relationship and what a mitigation plan intends to accomplish
- Expand definition of “evaluative authority” to remove any concerns about favoritism, abuses of power or perceived or real conflicts of interest when the power dynamic between two individuals is in question
- Explain differences between relationships between the Consensual Amorous Relationships Policy and the conduct addressed under the Sexual Misconduct, Intimate Partner Violence, and Stalking Policy

Evaluative Authority: Direct or indirect supervisory or other evaluative authority or influence over another in the context of their educational or employment activities.

Examples: Teaching and grading, managing, supervising, advising or evaluating and the ability to effectuate personnel actions including appointments/hiring, firing/layoffs, promotions/demotions, tenure decisions, salary setting, performance appraisals, grievance and disciplinary procedures or to determine an employee's or student's participation in any university program or activity.

A faint, grayscale photograph of a modern building with large glass windows and a circular driveway. The building has a geometric, angular design. Bare trees are visible in the background.

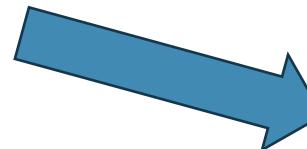
Mitigation Plan: A written plan that mitigates the conflict of interest and the potential for abuse or the appearance of favoritism created by a consensual amorous relationship that is acknowledged and signed by the parties involved and the respective department. Human Resources and the Office of Equity manage this plan.

Feedback Requested

- The CU Equity Offices and CU OPE are requesting feedback on the policy by March 13, 2026
- Go to <https://www.cu.edu/ope/aps/5015>, click on “DRAFT PDF” and click on “FEEDBACK” in the top lefthand corner



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[FEEDBACK](#)

FAQs

This provides a list of FAQs for APS 5015-Consensual Amorous Relationships

ADMINISTRATIVE POLICY STATEMENT

Policy Title: [Conflict of Interest in Cases of Consensual](#) Amorous Relationships

Thank you!

elizabeth.schrock@cuanschutz.edu

<https://www.ucdenver.edu/offices/equity>





PeopleSoft Time & Labor Project Update

Justin Loiselle, HCM Program Director
Human Resources



PeopleSoft Time & Labor

Project Updates

Payday Schedule Change (PDSC) Communication Timeline

January 6

- Adrienne provided an update on T&L and Payday Schedule Change to the Cabinet (*Campus Task*)

January 14

- Awareness Email to HR & DFA Community on Upcoming Payday Schedule Change Comms (*Campus Task*)

January 15

- Email to **ALL** managers/supervisors (*Campus task*)
- System to Notify COWINs (*System task*)
- Shared Governance Communication (*System & CHROs task*)
- HCM Community Communication (*System task*)
- Campus T&L Website Updated (*Campus task*)

January 20

- Adrienne gave an update on PDSC to Staff Council (*Campus Task*)

January 22

- Email to Affected Non-Exempt Employees (*Campus task*)

January 28th

- Educational Toolbox presentation on T&L (including PDSC slides) (*Campus Task*)

January 29th

- Story in CU Connections & Campus publications (*System task*)

February 24

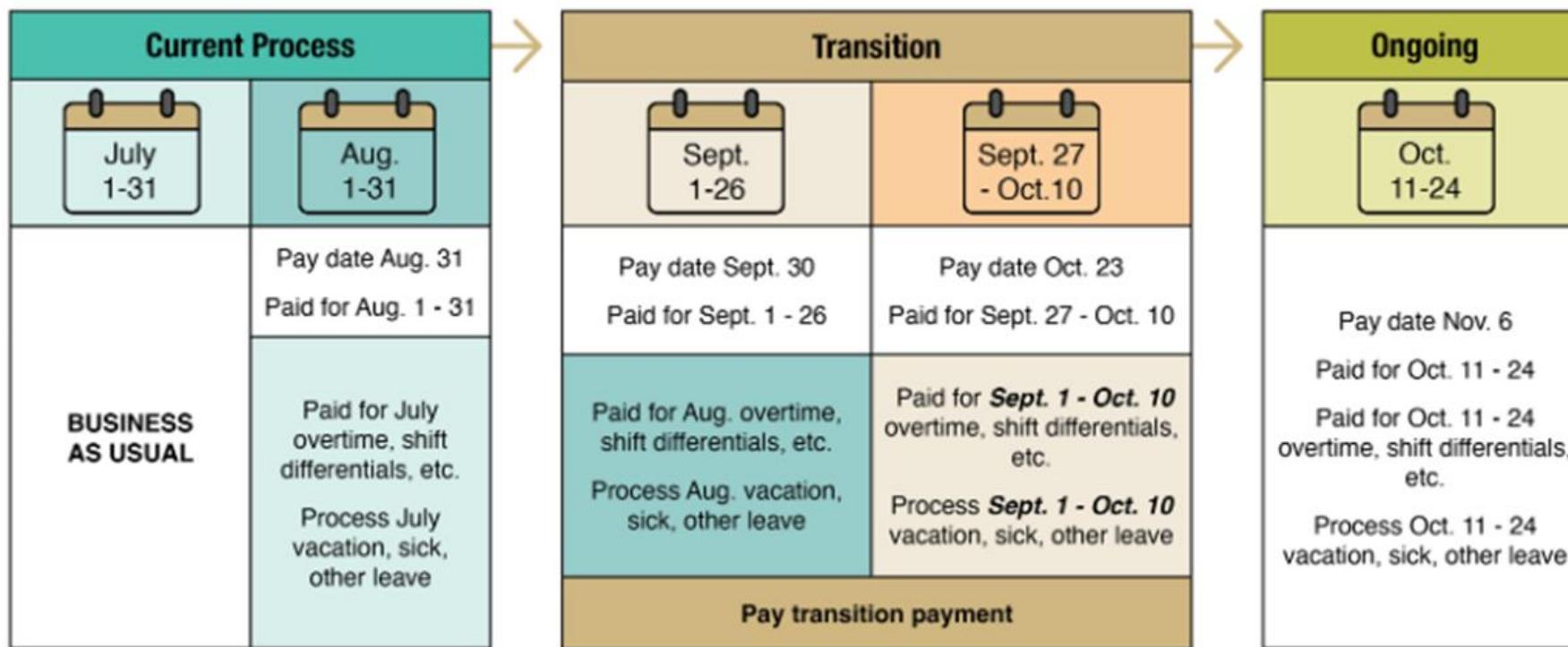
- Adrienne will give an update on PDSC to Faculty Assembly

TBD

- PDSC Webinars for Supervisors, CCN, HR Leaders, and Designated Others (*System task*)

PDSC Transition

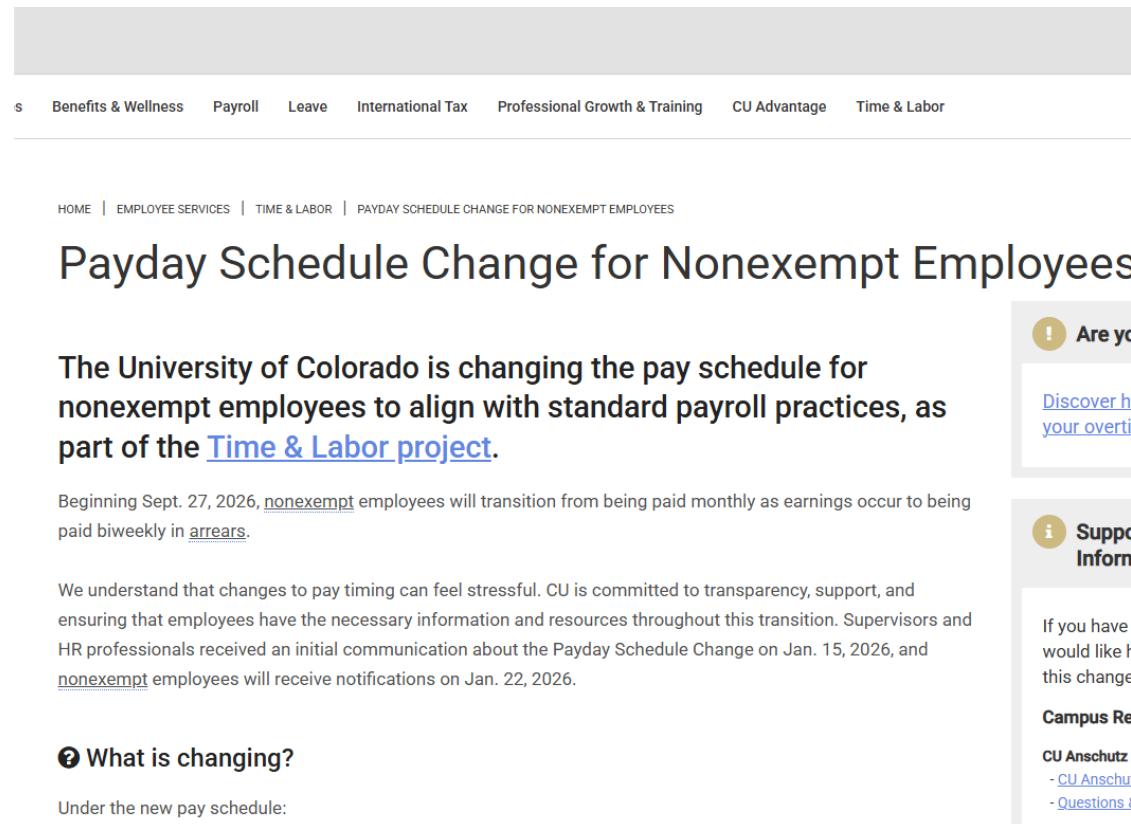
Monthly to Biweekly Transition for Nonexempt Employees



PDSC Resources

Visit the [Employee Services Payday Schedule Change website](#) for the latest information.

This site is updated regularly and includes employee, supervisor, and leadership toolkits, along with FAQs and other helpful resources.



The screenshot shows a website header with a search bar and navigation links for Benefits & Wellness, Payroll, Leave, International Tax, Professional Growth & Training, CU Advantage, and Time & Labor. Below the header is a breadcrumb navigation with links to HOME, EMPLOYEE SERVICES, TIME & LABOR, and PAYDAY SCHEDULE CHANGE FOR NONEXEMPT EMPLOYEES. The main content title is "Payday Schedule Change for Nonexempt Employees". A sub-section title states: "The University of Colorado is changing the pay schedule for nonexempt employees to align with standard payroll practices, as part of the [Time & Labor project](#)." A note explains: "Beginning Sept. 27, 2026, nonexempt employees will transition from being paid monthly as earnings occur to being paid biweekly in arrears." A paragraph about understanding the change follows, along with a section titled "What is changing?" and a note about the new pay schedule.

Benefits & Wellness Payroll Leave International Tax Professional Growth & Training CU Advantage Time & Labor

HOME | EMPLOYEE SERVICES | TIME & LABOR | PAYDAY SCHEDULE CHANGE FOR NONEXEMPT EMPLOYEES

Payday Schedule Change for Nonexempt Employees

The University of Colorado is changing the pay schedule for nonexempt employees to align with standard payroll practices, as part of the [Time & Labor project](#).

Beginning Sept. 27, 2026, nonexempt employees will transition from being paid monthly as earnings occur to being paid biweekly in arrears.

We understand that changes to pay timing can feel stressful. CU is committed to transparency, support, and ensuring that employees have the necessary information and resources throughout this transition. Supervisors and HR professionals received an initial communication about the Payday Schedule Change on Jan. 15, 2026, and nonexempt employees will receive notifications on Jan. 22, 2026.

What is changing?

Under the new pay schedule:



Project Resources

Visit our T&L Project Website



Connect with your Change Champion



Have a question or want to give feedback? Use our T&L Form.

Thank you!



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Thank you for joining us

Next HR Community Meeting

April 7, 2026

10:00-11:30am

