

Anschutz CSA / ASA HR Community Meeting



- ▶ **Tuesday, April 1, 2025**
- ▶ **from 10:00 to 11:30**
- ▶ **Via Zoom**

AGENDA

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

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

Alexandra Molleck, Employee Outreach & Education Principal Professional, Employee Services

- **Open Enrollment**

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

Justin Loiselle, HCM Program Director

Florie Montoya, Assistant VC, TAC, Classification & HCM

- **Time & Labor Project Update**

Makeedra Hayes, Collective HR Units Program Director, School of Medicine

Gus Sanchez, HR Manager, Anesthesiology

- **Skillbridge Military Fellowship Program**

Liz Bouvette, HR Principal Compensation Consultant

Florie Montoya, Assistant VC, TAC, Classification & HCM

- **Classified Increases – July 1, 2025**

Wrap Up

Open Enrollment

Alexandra Molleck, Employee Outreach & Education Principal
Professional

Employee Services





Open Enrollment 2025

8:00 am Monday, April 21st –
5:00 pm Friday, May 9th (MDT)



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Open Enrollment 2025



- Open Enrollment 2025 begins 8:00 am Monday, April 21st MDT
- Open Enrollment 2025 ends 5:00 pm Friday, May 9th MDT
- Benefit changes made during Open Enrollment are effective July 1, 2025 – June 30, 2026



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Open Enrollment 2025 – Save the Date!

Campus Vendor Fair

Wednesday, April 30th

3:00pm – 6:30pm

Krugman Conference

Room, Research 2

12700 E 19th Ave.



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Passive Enrollment

- **Take no action** if you want the same benefits and do not want a Flexible Spending Account.
- **Take action** if you have a Flexible Spending Account (FSA) and want to re-enroll.
- **Take action** if you want to make a change to medical, dental, vision, FSAs, disability and AD&D.



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Dependent Eligibility Verification (DEV)

- **Note:** If you enroll **new** dependents in your medical, dental, vision or life insurance plans during Open Enrollment, they will need to be verified.
- Dependents include a spouse, common law spouse, civil union partner or domestic partner, children up to age 27, qualifying children with disabilities over the age of 27
- [CU DEV website](#)














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Open Enrollment 2025


← → ↻ cu.edu/employee-services/open-enrollment/whats-new

★ Bookmarks  My Portal  UCDenver Class  Benefits & Wellness...  Team Dynamix  UIS Tutorials  CUOneDrive  OneDrive  Employee Services...  Sharepoint  Hypothesis  Doctor of Educatio...

TRANSLATE 

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Employee Services

 [Employee Services](#) [Collaborative HR Services](#) [Benefits & Wellness](#) [Payroll](#) [International Tax](#) [Professional Growth & Training](#) [HCM Community](#) [Work/Life Blog](#) [CU Advantage](#)

Open Enrollment 2025



[CU Open Enrollment website](#)



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New Plan Year Changes 2025



CU Health Plan – Extended

- CU Health Plan – Extended will be discontinued.
- Current CU Health Plan – Extended enrollees must select a new medical plan in order to maintain medical coverage for plan year 2025-2026.
- Failure to enroll in a new medical plan will result in waived medical coverage for the new plan year.



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Open Enrollment 2025



ID Cards Digital Access

- Always access your ID cards through Digital Access. Learn how on the [CU Digital ID Cards website](#).



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Open Enrollment 2025

Did You Know?



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Did You Know?

Search

Search by keyword

Campus

Filter by campus

Category

Filter by category



CU Advantage

- [CU Advantage website](#)

Did You Know?



Wellness Programs

All CU Medical Plan Participants

- [wellness programs website](#)



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Did You Know?



Mental Health Resources

All CU Health Plans

- [employee mental health resources](#)



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Open Enrollment 2025

Take Action During OE



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Take Action During Open Enrollment



**FLEXIBLE
SPENDING ACCOUNTS**

Flexible Spending Accounts FSAs

- [Health Care Flexible Spending Account](#)
- [Dependent Care Flexible Spending Account](#)



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Take Action During Open Enrollment



Premium Only Plan CU Health Plans

- [before and after tax elections webpage](#)



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Take Action During Open Enrollment



SHORT-TERM DISABILITY
(Faculty and University staff)

Short Term Disability

Faculty and University Staff

- [plan information](#)



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Take Action During Open Enrollment



**VOLUNTARY AD&D
LIFE INSURANCE**

Voluntary Accidental Death & Dismemberment

- [plan information](#)



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Open Enrollment 2025

During OE or Anytime



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During OE or Anytime



OPTIONAL LIFE
WITH AD&D

[Optional Life w/ AD&D website](#)



LONG-TERM DISABILITY
(Classified staff)

[Long Term Disability website \(Classified Staff\)](#)



HEALTH
SAVINGS ACCOUNTS

[Health Savings Account \(HSA\) website](#)

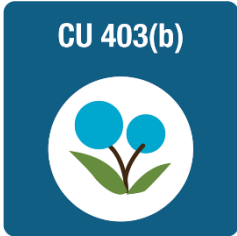


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During OE or Anytime – CU Voluntary Retirement Plans



[Learn and enroll in the 403\(b\)](#)



[Learn and enroll in the 401\(k\)](#)



[Learn and enroll in the 457](#)



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During OE or Anytime – Add / Update Beneficiaries



[TIAA](#)
[401\(a\) & 403\(b\)](#)



[PERA](#)
[401\(k\) & 457](#)



[Life Insurance](#)
[Plans](#)



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Open Enrollment 2025

Resources

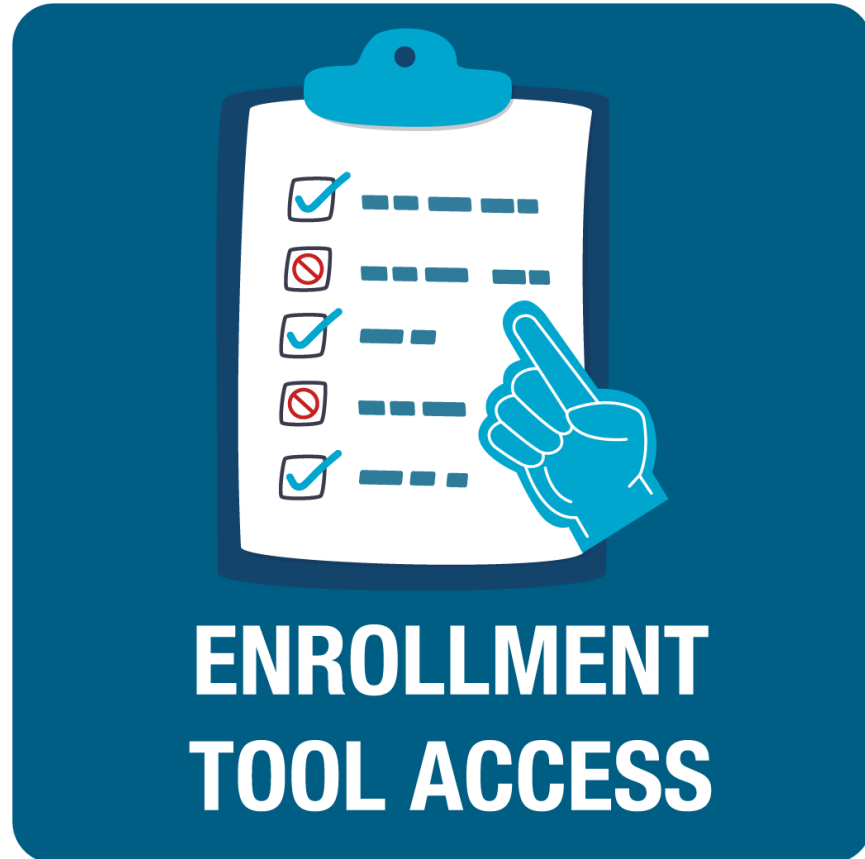


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How to Enroll



- Enroll in the [employee portal](https://my.cu.edu/) (<https://my.cu.edu/>)
- [Access your portal website](#) if you have forgotten your credentials
- [Review your benefits & plans](#)
- [How to enroll instructions website](#)
- [How to verify dependents \(DEV\) website](#)
- [Open enrollment website](http://www.cu.edu/oe) (www.cu.edu/oe)

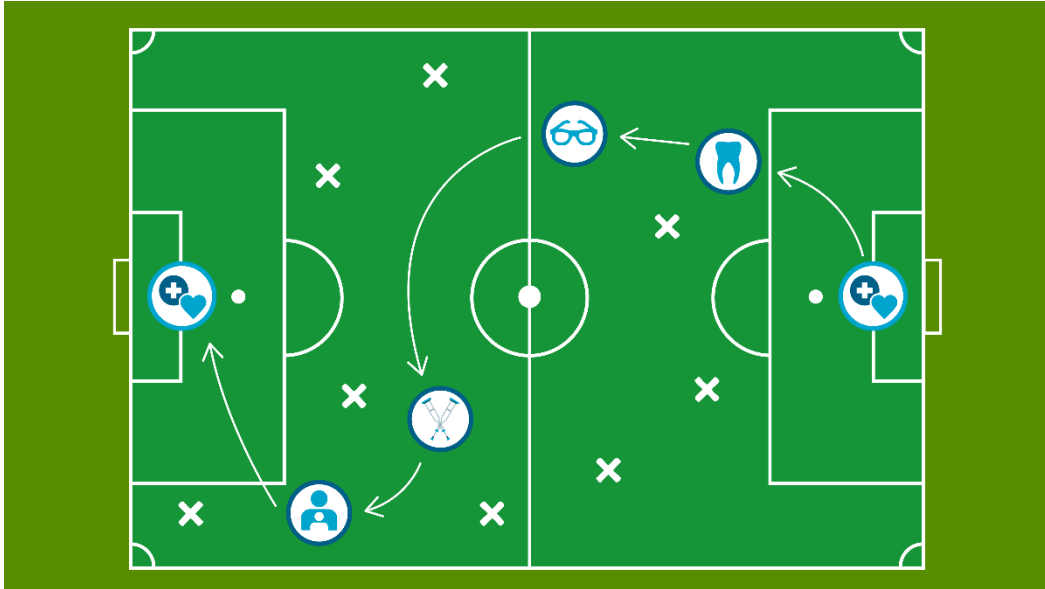


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Resources



- [New Hire Open Enrollment Guidelines \(PDF\)](#)



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Open Enrollment Resource Links



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Open Enrollment Resources

Employee Services – Payroll and Benefits Administration

www.cu.edu/benefits

Email: benefits@cu.edu

Phone: 303-860-4200

Payroll: Option 2

Benefits: Option 3

Employee Services does not provide individual tax advice to employees. Please contact your personal tax advisor, the IRS, Social Security Administration, the State of Colorado or local government directly for professional tax advice.



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Time & Labor Project Update

Justin Loiselle, HCM Program Director

Human Resources



PeopleSoft Time & Labor

PROJECT UPDATE

Overview

The Time & Labor (T&L) Project will replace most legacy systems, including MyLeave, with PeopleSoft Time & Labor (T&L)

Completed Phase:

As-is Assessment

Current Phase:

Initiation/Planning

Go-live Tentative Date:

July or August 2026

Why are we replacing MyLeave?

- Inhibits compatibility and integrations with other software
- Impractical for many departments
- Difficult to update and lacking modern features

Project goals:



Consolidate timekeeping functions



Improve accuracy, compliance and efficiency



Create a scalable, future-proof system



Enhance user interface to improve user experience

Implementation Timeline



| 2024 | | | 2025 | | | | | | | | | | | | 2026 | | | | | | | | | | 2027 | | | |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------|--------|--------|--------|--------|
| Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 | Jan-26 | Feb-26 | Mar-26 | Apr-26 | May-26 | Jun-26 | Jul-26 | Aug-26 | Sep-26 | Oct-26 | Nov-26 | Dec-26 | Jan-27 | Feb-27 |
| INITIATE | | | | | DESIGN | | | | BUILD | | | | | TEST | | | | TRAIN | | | DEPLOY | | | CONTINGENCY | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Third-Party Systems



Leadership Goal: Anschutz aims to reduce dependency on third-party systems, keeping only those essential for unique business needs

Third-Party Solution Categories:



MyLeave and manual timekeeping activities will all move to T&L



Exploring decommissioning existing solution and moving activity and processes to T&L.



Evaluating moving timekeeping processes, where practical, to T&L and existing system remains for unique business needs



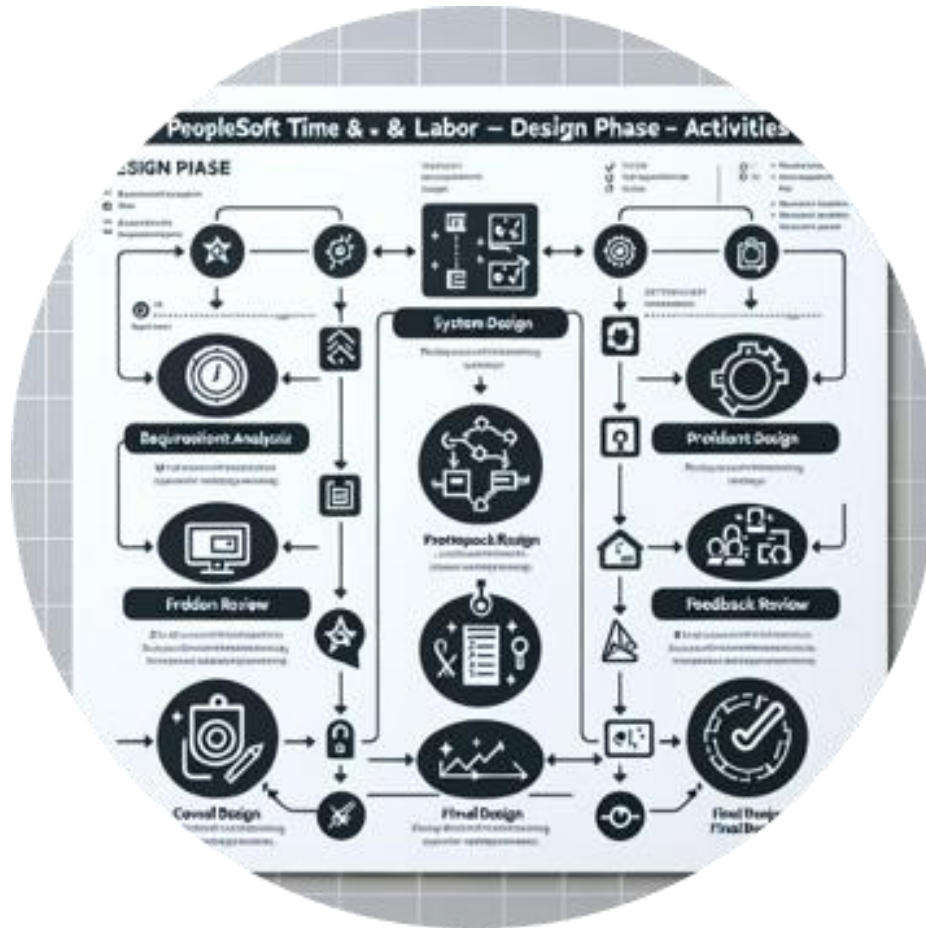
Considering retaining a small number of external solutions to integrate with T&L

Benefits of using T&L:

- ✓ User Experience
- ✓ Functionality
- ✓ Integration & Coordination
- ✓ Management & Reporting

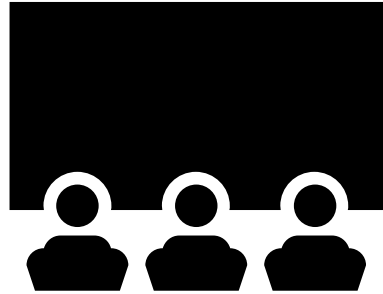
Residents, Graduate Students & Postdocs - Working to transition leave accrual and balance management to HCM and incorporating their leave activities to PeopleSoft T&L as the system of record.

Design Phase



- Design decisions
- Chart timekeeping activities
- Document processes
- Configure and prototype
- Design builds

Upcoming Activities



Watch the June 2024 T&L demo recording. This off-the-shelf version is not yet configured for CU Anschutz. A link will be sent in the post-meeting recap email to all HR T&L SMEs.



Join Our Q&A Sessions

- **Manual & MyLeave Users** – April 15th at 11am
- **Third-Party Session Participants**– April 16th at 11 am

Payroll Schedule Update

Cross Campus Executive Leadership Update: Moving all non-exempt employees to bi-weekly with the T&L go-live (tentative date: July or August 2026). No change impact for existing exempt employees. However, all new employees, including exempt, will start employment the bi-weekly, pay in arrears model.

Payroll Issues Addressed:

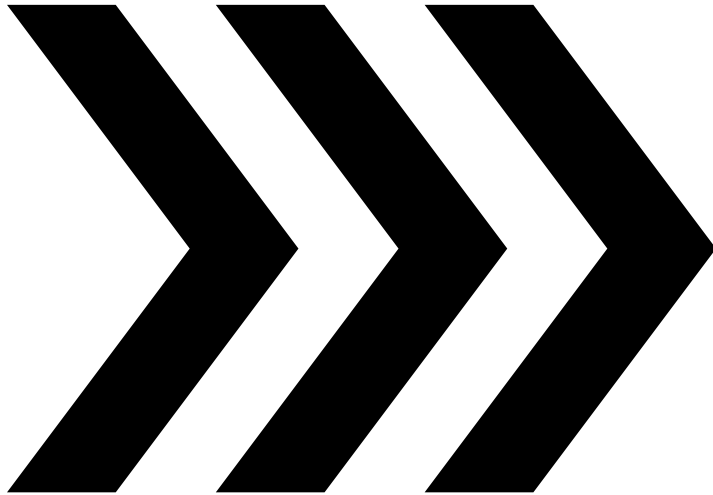
- ✓ Less wait time for non-exempt new hire's first paycheck
- ✓ Reduced lag in leave processing and improved leave balance accuracy
- ✓ Improved compliance with overtime processing and non-exempt multi-state issues
- ✓ Reduced pay corrections and overpayments

Change Impact

- Impacts approx. 10% of our current employee population.
 - Approximately 1,500-1,700 at CUAMC
 - Percentage will increase as more exempt employees are hired
- Changes to pay dates and pay-per-check changes for non-exempts

Multiple implementation methods are being evaluated by cross-campus executive leadership. Updates will be provided once more information is available.

Next Steps



1. T&L HR SMEs encouraged to watch the recorded demo and attend Q&A session
2. Gap Analysis will commence involving third-party transition systems
3. Cross-campus executive leadership evaluating implementation methods for pay schedule updates. *End user employee communications will not begin until 6-12 months prior to go-live*

Thank you!



Skillbridge Military Fellowship Program

Makeedra Hayes, HR Collective Units Program Director, School of Medicine
Gus Sanchez, HR Manager, Department of Anesthesiology



SkillBridge Military Fellowship Program

MAKEEDRA HAYES, SOM HR COLLECTIVE UNITS PROGRAM DIRECTOR

GUSTAVO SANCHEZ, SOM ANESTHESIOLOGY HR MANAGER

What is SkillBridge?

- Program through the Department of Defense (DOD) for active military service members to gain valuable civilian work experience
- The goal is a pathway to employment after leaving the military
- Length of time - can be up to 180 days, but most are 4-5 months
- SkillBridge applies to all branches of service and all ranks
 - Must be approved by their military leadership to participate

What are the Benefits of this Program?

EMPLOYER PERSPECTIVE

- Allows us to develop a pipeline of individuals to fulfill future job openings – if a department is constantly filling the same role, it could be beneficial to do a SkillBridge Fellow
- Military bases will have comparable roles to some of the roles on our campus
- Unique perspective – able to share insights from a larger organization (DOD) that may be beneficial for the unit
- No cost – the fellow is still active-duty military and being paid by the DOD to participate, able to train the fellow on our processes

FELLOW PERSPECTIVE

- Gain valuable civilian work experience
- Ability to learn new skills that will help them find new careers outside of the military
- Potential to find a new employer before their military service ends
 - If there is a job opening within the department sponsoring the fellow, a competitive posting process must occur

About Me



Lieutenant Jr. Grade Hayes
Surface Warfare Officer



I accepted a CU School of Medicine
SkillBridge Fellowship



School of Medicine
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

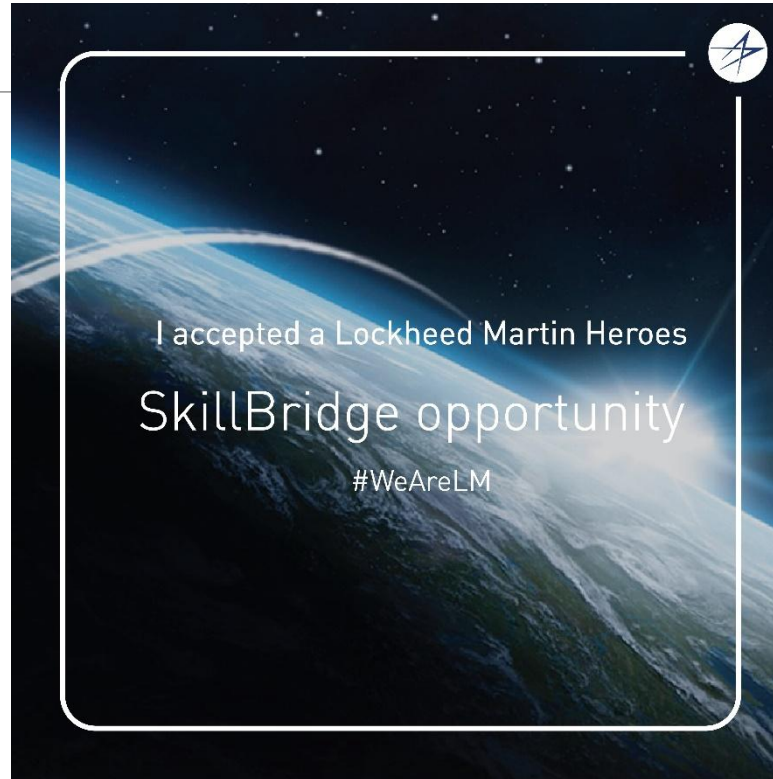


Makeedra Hayes
HR Program Director



School of Medicine
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

About Me



CWO4 Sanchez
Personnel Officer

Gus Sanchez
HR Manager

How to Set Up a SkillBridge Fellowship

- Visit the Central HR SkillBridge page ([LINK](#))
 - Includes the SkillBridge Program Guide – step-by-step on what's needed
 - SkillBridge Intake Form – express interest or once the department is ready to move forward with advertising an opportunity
- Advertise the opportunity on the DOD SkillBridge site and the Central HR SkillBridge page
- Once a finalist for the fellowship is selected, the SkillBridge Program Guide goes over how to set them up

Resources

- Central HR – contact HR.Recruiting@cuanschutz.edu for general inquiries on the program
- SOM – if your department is part of SOM, contact Makeedra Hayes for inquiries on the program
- Veterans Employee Resource Group (Veterans ERG)

Questions?

Classified Increases – July 1, 2025

Liz Bouvette, Principal Compensation Consultant
Florie Montoya, Assistant VC, TAC, Classification, HCM

Human Resources



Classified Staff Increases

July 1, 2025

Agenda

1. Step Pay Plan Refresher
2. Proposed increases
3. Timeline and Order of Operations
4. Communication Timeline
5. Questions?

Step Pay Plan Refresher

| What changed? | Why? | How? |
|---|--|---|
| <p>Classified staff are slotted in salary range based on time in classified job series (TIS).</p> <p>Rounds down to the full year, only counted in full years</p> <ul style="list-style-type: none"> • 11 months of experience = 0 years • 25 months of experience = 2 years <p>Utilizing the Range</p> <ul style="list-style-type: none"> • Year 0 = Minimum • Year 25 = Maximum <p>Step Increases</p> <ul style="list-style-type: none"> • 3 Years 5% • 5 Years 5% • 8 Years 5% • 10 Years 2% • 12 Years 2% • 15 Years 2% • 20 Years 2% • 25 Years 2% | <p>Partnership Agreement Article 31 provided authority to have pay plan based on Time in Job Series effective July 1, 2024</p> <p>Partnership Agreement 2024 2027 24 0923.pdf - Google Drive</p> <p>Funding for salary adjustments must be approved by the Governor and State Legislature in May of each year.</p> | <p>Step Pay is a required minimum for candidate/employee's salary. This applies to entering a new position (new hire, reallocation) or Step Increase on July 1.</p> <p>If an employee's salary is higher than what the Step Pay Plan suggests, employee will receive no step increase. No Employee shall experience a decrease in pay if they are earning more than their next step salary.</p> |

Proposed Salary Increases – July 1, 2025

COLA (Cost of Living Adjustment)

- Previously ATB (across the board) increase
- Same process/eligibility guidelines
- Proposed: Cost of Living Adjustment (COLA) of 2.5%
- COLA increase may be base-building, non-base building or a combination if employee is above range maximum.

Step and Structure

- Employees will be placed on the wage step that reflects their total years in job series as of June 30, 2025
- Pay Plan with steps will increase by two percent
 - In some cases, employee will not see a Step increase, but they will see an increase based on range structures increasing. This is NOT a Step increase, this is a Structure increase.

July 1, 2025: Order of Operations



1 - System Maintenance Studies
(movements to new classifications)

None expected for 7/1

2 – Cost of Living Adjustments (2.5%)

3 - Step Placement (if applicable) and
Structure Increase (if applicable)

Order defined in State Personnel Board Rule 3-8



Navigating Questions

- Refer to the State Website
 - Great resources, tools and information including Rules and Agreements, Step Pay FAQ, and more - [Step Pay Program for State of Colorado Employees | DHR](#)
- Contact hr.compensation@cuanschutz.edu
- Central Compensation will communicate with HRBPs, Classified employees, and their supervisors via email – early/mid June
 - Including letter templates and FAQs
 - Please encourage Classified employees to read emails

Thank you!

Questions?

Please email
hr.compensation@cuanschutz.edu



Thank You for Joining Us

Next HR Community Meeting

June 3, 2025
10:00 to 11:30 am