

# Anschutz CSA / ASA HR Community Meeting

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- ▶ **Tuesday, June 3, 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**

William Dewese, Director, Office of Adaptable Resolutions

- **Adaptable Resolutions Services**

Lindsey Paterson, Project Manager

- **Time & Labor Project Update**

Learning & Development, Human Resources

- **New Employee Orientation**
- **Move to Percipio**

Megan Bohn, Operations Director, Human Resources

- **HR Ops Updates & Reminders**

Wrap Up

# Adaptable Resolutions

William Dewese, Director

Office of Adaptable Resolutions



# **The Office of Adaptable Resolutions**



# Agenda

- Welcome and Introduction
- Overview of Adaptable Resolutions
- Why Manage Conflict?
- Our Approach



# Who Are We?

The Office of Adaptable Resolutions offers flexible, private, and personalized services to help CU Anschutz faculty, staff, and students address conflicts and concerns effectively.

**Coaching**

**Mediation**

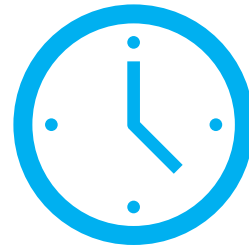
**Restorative  
Practices**



# Why Manage Conflict?



- **Strengthen Trust**
- **Boost Morale**
- **Reduce Stress**
- **Enhance Collaboration**
- **Improve Engagement and Satisfaction**



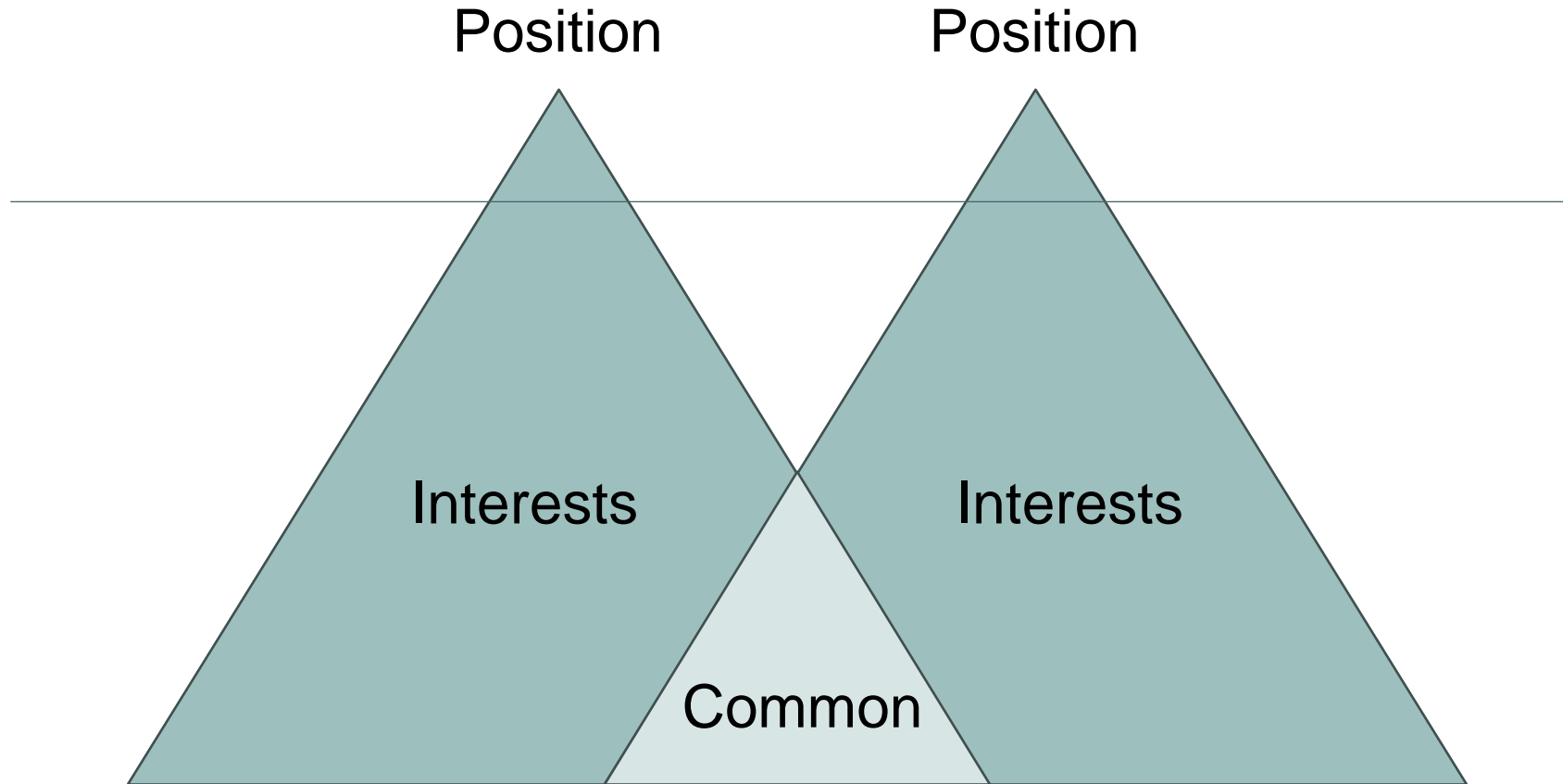
- **Improve Productivity**
- **Save Time**



- **Retain Staff**
- **Reduce Legal Expenses and Financial Losses**

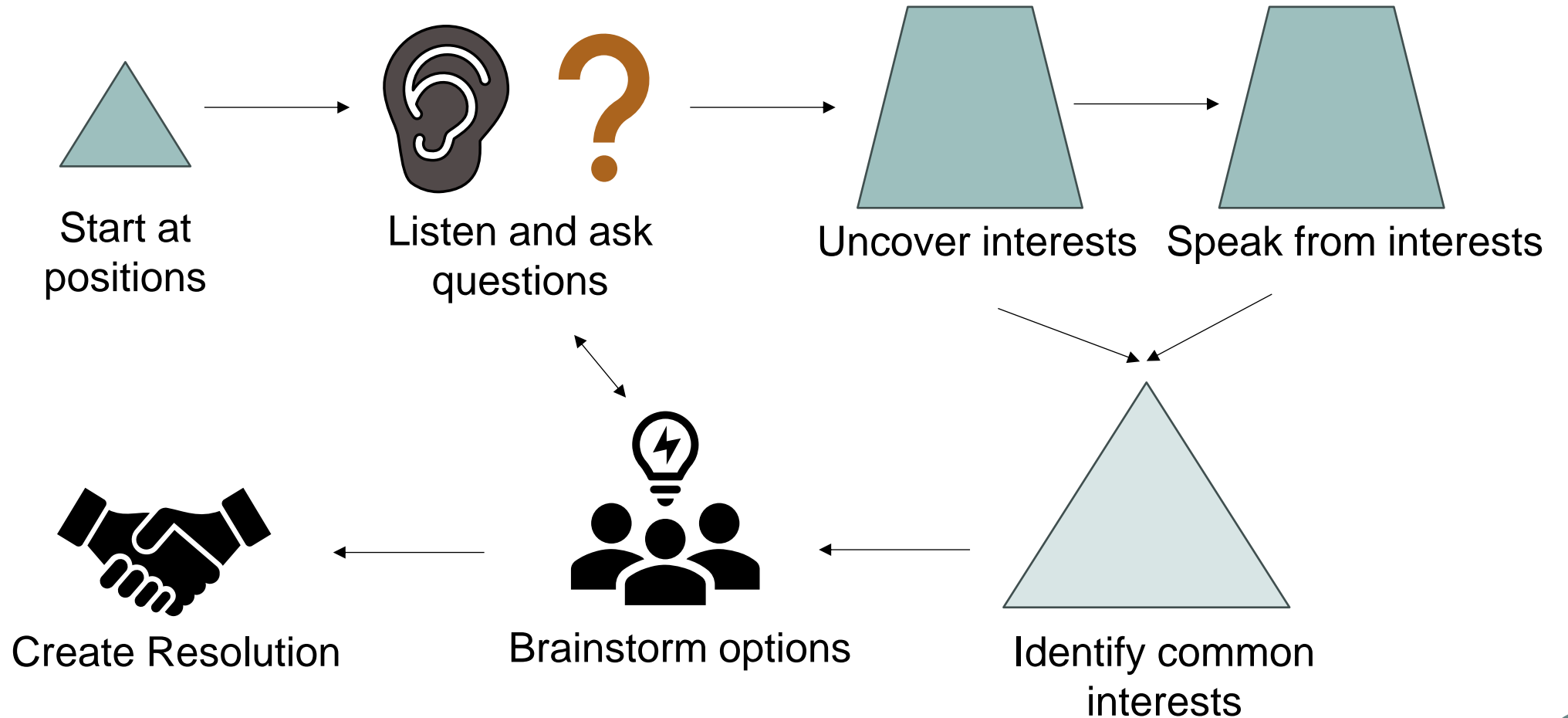


# Positions and Interests





# Creating Resolution



# Questions?



# Contact Us



(303) 724-0387



[adaptable resolutions@cuanschutz.edu](mailto:adaptable resolutions@cuanschutz.edu)



Office of Adaptable Resolutions

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**



# Contact Us

**Will Dewese, Director**

William.Dewese@cuanschutz.edu

**Celina Germanos, Assistant Director**

Celina.Hausman@cuanschutz.edu

**Colin Johnson, Assistant Director**

Colin.Johnson@cuanschutz.edu



# Visit Our Website



# Schedule an Intake



# PeopleSoft Time & Labor Project Update

Lindsey Paterson, Project Manager

Office of Information Technology



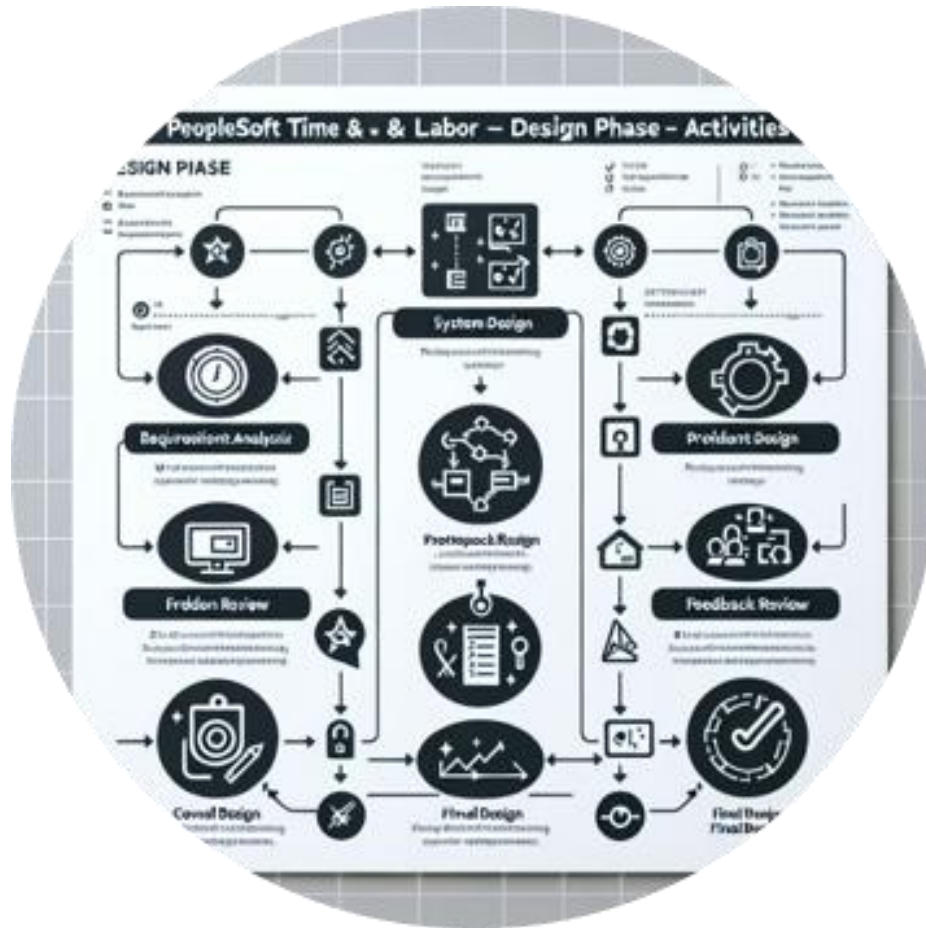
# PeopleSoft Time & Labor

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## PROJECT UPDATE



# Design Phase (March – June 2025)



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

 Current Activities

# Current Activities

- **Gathering Detailed Information on Off-Book Leave Practices**  
Collecting data and insights on populations such as graduate students, residents, postdocs, and instructor/fellows to support informed decisions on system configuration and policy alignment.
- **Engaging with Third-Party System Stakeholders**  
Conducting meetings to clarify system capabilities, integration needs, and alignment with timekeeping requirements
- **Documenting Findings**  
Capturing insights in Solution Design Document and Integration Specifications to guide technical development and ensure seamless integration.



# Payday Schedule Change

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- Met with Colorado Department of Transportation to learn from their transition to a biweekly pay schedule
- Employee Services and Systems teams are actively assessing how biweekly will affect benefits
- Cross-campus executive leadership evaluating implementation methods for pay schedule updates.
- *Communications to employees will not begin until 6-12 months prior to go-live. We will inform you before this happens.*

# Thank you!

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# New Employee Orientation Move to Percipio

Learning & Development

Human Resources





# NEO Update

## NEO Highlights

Gone from tactical to a community-based program  
Updated Chancellor video  
Voice over presentations and campus videos/pictures  
More interaction in the modules  
Moved to Percipio

## Resources

Update Resource Guide  
Video Transcript



## When does it go live?

June 2, 2025 – all new hires registered to begin as of June 2 will be registered for the new program

## Has enrollment changed?

No – continue to enrol new hires through Cvent link on the Learning and Development web page

## Take the New Version

We are recommending that ALL HR professional take the new version. Contact [HR.TrainingRegistration@cuanschutz.edu](mailto:HR.TrainingRegistration@cuanschutz.edu) for more details.

# HR Operations Update & Reminders

Megan Bohn, Operations Director

Human Resources



# HR Operations Updates

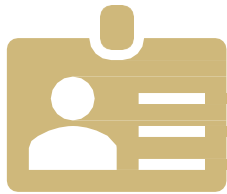
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# Internal I-9 Assessment



# The Immigration Reform and Control Act (IRCA) requires CU to:



Verify the identity and employment authorization of each person they hire;



Complete and retain a Form I-9, Employment Eligibility Verification, for each employee;



Refrain from discriminating against individuals based on national origin or citizenship.

## Employment Eligibility What is IRCA?

The law legalized most illegal immigrants who had arrived in the country before January 1, 1984. It also:

Made it illegal for employers to hire, recruit, or refer unauthorized aliens for work Required employers to verify the identity and employment eligibility of all employees

Increased enforcement by the Border Patrol, Immigration and Naturalization Service (INS), and other federal agencies Expanded guestworker visa programs

EVerify

Does anyone know why we do EVerify?

STEM OPT - F-1 visa status an additional 24 months of optional practical training. It also allows a company to employ certain

STEM students for up to 36 months without petitioning for an H-1B. Federal Contracts and some state contracts/programs require it



In the first **3** days from start date.

# I-9 Self-Initiated Assessment

Federal law mandates employers verify the employment eligibility of their workforce by completing the Form I-9 **within the first three (3) days of employment.**

**Presenter Notes**  
2025-06-03 15:36:09

Legal and HR experts are recommending internal I-9 audits. I-9's began in 1986. It is not new.

It is crucial to understand the seriousness of not having an I-9 on file.

We are required to retain I-9s for three years after date of hire or 1-year post-termination so a missing I-9 may still result in a penalty. If an employee terminated, then we are just out of compliance.

# I-9 Self-Initiated Assessment

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Technical and Substantial

It is important to understand the seriousness of not having an I-9 on file.

## Penalties

- Fines range from \$281 to \$2,789 per Form I-9, depending on the nature and extent of the paperwork error.
- Knowingly hiring or continuing to hire undocumented workers ranges from \$698 to \$27,894 per penalty
- Fines and/or imprisonment for up to five years for knowingly making false statements, using fraudulent documents, or misusing documents.
- May include debarment from government contracts, court orders for back pay or hiring, and potential suspension of business licenses or permits.



U.S. Immigration  
and Customs  
Enforcement

Call 1-866-DHS-2-ICE to r

About Us

Immigration Enforcement

Combating Transnational Crime

ICE > NEWSROOM

APRIL 28, 2025 • DENVER, CO • WORKSITE ENFORCEMENT

ICE Denver levies over \$8 million in fines on local businesses for employment violations

DENVER — U.S. Immigration and Customs Enforcement issued a notice of intent to fine three local businesses over \$8 million following worksite audits that uncovered widespread employment eligibility violations.

# I-9 Self-Initiated Assessment

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If an individual on this list has ended employment, or if you believe the I-9 has already been completed, please let us know. We are required to retain I-9s for three years after date of hire or 1-year post-termination so a missing I-9 may still result in a penalty. If an employee terminated, then we are just out of compliance.

Missing I-9's	318
Completed	244
No Longer Active	17
Total Remaining	57

- Individuals that you have been contacted about but have **failed to complete the I-9 need to be placed on Leave Without Pay after Friday, June 6<sup>th</sup>\* and given a two-week grace period to complete it.**
  - If the I-9 is not completed by the end of the two weeks, they must be separated from CU.
- \* Contact us if you believe there is an exception (e.g., parental leave, not working in US).

# I-9 Self-Initiated Assessment Learnings

- HR Ops will perform more routine I-9 assessments.
- As the HR Business Partner, you are responsible for ensuring I-9's are completed within the first 3 days even if you delegate out to program coordinators/admins.
- If a new hire does not complete the I-9 within the first three days from the start date, they must be separated and paid for any time worked.
- If you believe an I-9 is not needed, or are unsure, please contact [hr.i-9@cuanschutz.edu](mailto:hr.i-9@cuanschutz.edu) so we can check for you.

# Three Days!

## SECTION

1

### Employee Information and Attestation

- Employees may complete Section 1 before the time of hire, but not before the employer extends the job offer and the employee accepts.

## SECTION

2

### Employer Review and Verification

- Review the employee's document(s) and fully complete Section 2 within **three business days of the hire**.

## SECTION

3

### Reverification and Rehires

- Do not correct the Form I-9 for name changes, international renewals, or rehires. Instead, complete section 3.

# I-9 Self-Initiated Assessment Learnings: Common Errors

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2025-06-03 15:36:09

Do not address the Form I-9 for name changes, international renewals, or rehires. Instead, complete section 3.

Not completing by the third business day.

Initiating an E-Verify check.

Duplicates

Not notified of legal name changes.

No expiration date after selecting “A non-citizen authorized to work until.”

International documents dates are entered incorrectly.

Correcting the I-9 for name changes, international renewals or rehires.



# HR Ops Portfolio Work

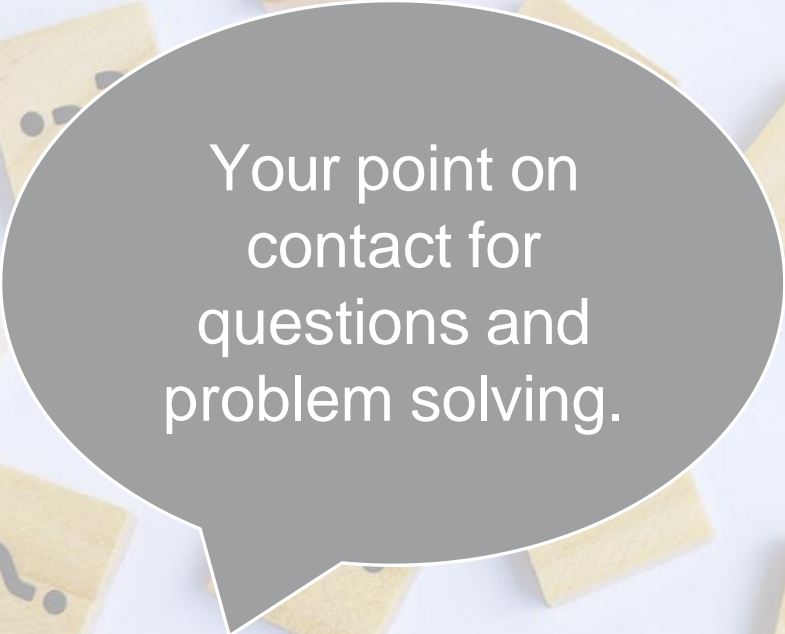


# HR Operations Portfolio Work

Background check ordering  
Background check assessment/pre-adverse  
Background check pass notifications

Faculty- NPP Approval  
Faculty - Appt Type 1  
Faculty - New Reqs  
Faculty - Req Updates/Refresh/Cancel  
Faculty Crosschq Reference Checks

New Temporary Employee Appointments  
New Faculty and Staff Retiree Appointments  
Positions Changes for Temps or Retirees



Your point on  
contact for  
questions and  
problem solving.

# HR Operations Portfolio Work

## Betsy Ressler

- Skaggs School of Pharmacy
- SOM
  - Allergy and Clinical Immunology
  - Cardiology
  - Cell & Developmental Biology
  - Endocrinology, Metabolism, and Diabetes
  - Gastroenterology and Hepatology
  - Hospital Medicine
  - General Internal Medicine
  - Geriatric Medicine
  - Health Care Policy and Research
  - Hematology
  - Infectious Diseases
  - Immunology/Microbiology
  - Medical Oncology
  - Ophthalmology
  - Orthopedics
  - Otolaryngology
  - Pharmacology
  - Psychiatry
  - Pulmonary Sciences
  - Radiology
  - Renal Diseases and Hypertension
  - Barbara Davis Center
  - Rheumatology

## Natalie Riepe

- Colorado School of Public Health
- Admin Facilities
- VCR
- SOM
  - ARTS
  - Emergency Medicine
  - Family Medicine
  - Neurology
  - Pathology

## Lynn Sullivan

- Graduate School
- SOM
  - Surgery
  - Pediatrics
  - VCHA/ SOM Dean Departments

## Valerie Vickers

- Denver Campus

## Molly Spooner

- School of Dental Medicine
- College of Nursing
- SOM
  - Anesthesiology
  - Dermatology
  - OBGYN
  - Linda Crnic Institute for Down Syndrome
  - Physical Medicine and Rehabilitation

## Franny Spademan

- Chancellor
- Admin
  - OIT
  - HR
  - Budget & Finance
  - Police
  - OCG
  - Business Strategy
  - Diversity & Community Engagement
  - Communications

# Contacting HR Operations

*If you have questions or need assistance for the following, please contact:*

Topic	Who to Contact
Faculty Postings & Approvals	<a href="#">HR Ops Consultant*</a>
Temporary Employees	<a href="#">HR Ops Consultant*</a>
Faculty/Staff Working Retirees	<a href="#">HR Ops Consultant*</a>
Background Checks	<a href="#">HR Ops Consultant*</a>
General HR Business Partners Questions	<a href="#">HR Ops Consultant*</a>
I-9/ E-Verify	<a href="mailto:Hr.I-9@cuanschutz.edu">Hr.I-9@cuanschutz.edu</a>
Verifications of Employment/ Records Requests	<a href="mailto:HR.VOE@cuanschutz.edu">HR.VOE@cuanschutz.edu</a>
Send DocuSign Offer Letter	<a href="mailto:HR.Records@cuanschutz.edu">HR.Records@cuanschutz.edu</a>
Send Honorariums	<a href="mailto:HR.Honorarium@cuanschutz.edu">HR.Honorarium@cuanschutz.edu</a>
Refer Employees for Questions	<a href="mailto:Human.Resources@cuanschutz.edu">Human.Resources@cuanschutz.edu</a>

\*When your HR Ops Consultant Is OOO, they will leave a backup email for who to contact.

# Internal Background Check Assessment

# Background Check Self-Initiated Assessment

*Review of existing procedures and active employee's background completion dates.*

## Key Observations:

- Cumbersome Internal Processes
- Opportunities for Process Breakdown
- Excessive Review and Approval

## Strategies to be launched:

- Remediation of assessment results.
- Revised discrepancy review process.
- Redistribution of HR Operations background check work.

Presenter Notes  
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June 2, 2025 - Central HR  
Operations conducted an internal review of our background check processes to identify any potential gaps. This review also

allowed us to ensure that every employee has undergone a background check prior to their start date with CU. 424 post-HireRight

Reasons no background check: A background check was not requested.

A background check was initiated, but the candidate did not complete the process. The

individual was either an international employee or a minor at the time of hire. A background check was completed under a previous name.

**424 individuals  
across campus do  
not have a  
documented  
background check  
complete date in  
HCM.**

# Additional Updates



# Additional Updates

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- Mission Critical Approvals – Be sure approval is attached to the NPP before submitting.
- Job Postings must use the revised Equal Opportunity Statement in place of the Diversity Statement. Make sure you are using the most up-to-date templates.





# Additional Updates

- Unposted/Expired Faculty Postings – If you hire someone into to any active, unposted or expired posting, please notify us of the hire.
- There is no such thing as an indefinite posting. The Colorado Equal Pay for Equal Work Act states that an employer must make a good-faith estimate of the date an application window is anticipated to close.
- Candidates must apply to the posting they are being hired into and must meet the minimum Qualifications.

Thank You!



Questions  
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# Thank You for Joining Us

## Next HR Community Meeting

August 5, 2025  
10:00 to 11:30 am