Navigating University Business Processes can be worse than Driving I-70 on a Sunday afternoon during ski season...

The ABC exists to help this make this navigation a little more Enjoyable 😊.

**ABC SERVICES**

- Document Processing
- Financial Processing
- Pcard/Travel Card needs
- Budget Development and Guidance
- Pre-Award Services
- Post-Award Services
- Financial Oversight
- Reporting
- HR
Changes in the ABC & Introductions

- **Jessi Fuentes** – replaced Jon Stocking as Exec. Director of Finance & Manager of the ABC

- **Cliff Schulenberg** – replaced Kim Pendell as Manager of Grant Facilitation
  - **Catherine Douras** – Grant Coordinator

- **Perry Todd** – RC Fiscal Officer (also Fiscal Officer for DARE)

- **Sarah Solano** – RC Fiscal resource (also Fiscal Officer for HLA and the Accounting Manager of the ABC)

- **Paul Cudmore** – RC Document Processing
CAS/CAES

ABC & Introductions (continued)

Other Fiscal Officers
• Linda Moller – Animal Sciences
• Jennifer Scheffing – Soil & Crop Sciences
• Paula White – Bioagricultural Sciences & Pest Management

Document Processing/Hourly HR
• Jennifer Garwood
• Jan Lee Cordova

HR
• Joanna Holliday
• Shelly Lynch

Local Talent
• Donna Iovanni
• Sharon Yust
• Brenda Williams
• Jennifer Bornhoft
AES Budget – Comprised of State, Federal, and Cash

$15 million

$8.4 million State

$3.1 million Federal (Hatch & Hatch MultiState)

$3.0 million Cash
AES Audit

- AES Policies and procedures
- Strategic Plan
- Account Reconciliations
- Pcards
- Travel
- Leave Reporting
- Cash Handling Procedures

* Adoption of Best Business Practices at all centers to improve internal controls
We are here for you – I view the ABC as your link to the campus business world. If you are ever in doubt about a business issue, please don’t hesitate to call or email!

We welcome your comments and suggestions and hope to have a chance to visit each center.
Topics for Today’s Presentation
• ABC Human Resources (HR) Staff
• HR Services ABC Provides
• Talent Management System (TMS)
• Fair Labor Standards Act (FLSA)
• Questions or Concerns?
CAS/CAES Human Resources (HR)

**ABC HR Liaisons**
Joanna Holliday & Shelly Lynch – Specialize in Salaried Employees:
Faculty, State Classified, Administrative Professionals, Research Associates/Research Scientists, Postdoctoral Fellows, Graduate Assistants and Fellowship Grant Trainees

Sarah Solano – Supervises Hourly HR Liaisons/P-Card
Paul Cudmore – Research Centers, HLA, & AS
Jennifer Garwood – SCS, BSPM, DARE, & Dean
Jan Lee Cordova – P-Card/Backup Hourly HR
  Specialize in Hourly Employees

**AES Center HR Liaisons**
Sharon Yust, Donna Iovanni & Brenda Williams – SLVRC, WCRC, & ARDEC
ABC HR Services for Salaried Employees
- Policy Interpretation
- Liaison to central HR and EO
- Referral to Additional Resources
- Staffing Options/Pros & Cons/Costs
- Job Creation
- Job Modification/Update
- Hiring (Offers)
- Promotion
- Equal Opportunity (EO) Open Searches or Alternative Appointment Requests
- Salary Adjustments (with Salary Raise Exercise “SALX” or Outside the Merit Cycle)
- Leave, especially Family Medical Leave (FML)
- Reappointments/End Dates
- Performance/Evaluation
- Layoffs/Termination
CAS/CAES Human Resources (HR)

**Talent Management System (TMS)**
Online system for posting jobs and managing talent from application to hire. See [www.jobs.colostate.edu](http://www.jobs.colostate.edu).

*Search process has not changed, just done online*

All salaried positions are “built” and managed in TMS
• Designed templates for TMS input
• Provide feedback on drafts, also samples of jobs
• Provide administrative support on the job creation/modification side
• Assist as needed for open searches/alternative appointment requests side
• Main Equal Opportunity has online guides, may develop online trainings in the future
Central Human Resources – AP Framework
- HR reviews positions for exemption eligibility from the State Classified System
- Determine FLSA status (exempt vs. non-exempt)
- Place job into the AP Framework
  - Provides job family, job titles, and co-hort groups. In the future, will also have associated salary scales.
  - RA/RS Classification stand alone model
- Classification title and “Working Titles”
  - Director, Director of CAS/CAES HR
Central HR – Fair Labor Standards Act (FLSA)

Applying Federal Law – Two criteria
1) Salary
   • Pending 2016 legislation @$51,000/yr.
2) Duties
   • “Professional”
   • “Ag”
   • Designate as “Exempt” (not eligible for overtime)
   • “Non-Exempt” (eligible for overtime at a 1 to 1.5 rate in a 40 hour+ week)
• Compensation (Time vs. money)
  • Note there are distinct differences between overtime/compensatory time & payment vs. Flexible Work Arrangements and you may not substitute
• Challenges – Fiscal and Staffing
CAS/CAES Human Resources (HR)

- Time is a gift – give generously!
Questions or Concerns?
Please call, email, Skype, or drop-by

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For both of us
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