

Agricultural Business Center (ABC)

Jon Stocking

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Colorado State University
COLLEGE OF AGRICULTURAL SCIENCES

CAS/AES Audit

- AES will be undergoing an Internal Audit this year
- Please have your P-Card and HR documentation in order and available for review

Travel TEM

- CSU Moving to online Quali/Coeus system “mid-May”
- Traveler will be required to login and electronically sign both Pre-Trip and Post-Trip Travel Voucher
- Jon will share information as it becomes available

Conflict of Interest (COI)

Annual Role & Responsibility Survey

- Faculty and Administrative Professionals Complete (State Classified at head/director's request)
- Moving to a Quali online system this month, completion due date same (May 15)
- Challenges identifying correct electronic routing
- Reporter (individual) to Approver (supervisor/head/director) to Reviewer if needed
- If COI identified, Management Plan will need to be uploaded to the system
- Jon & Joanna will share information as roles are determined

ABC Fiscal Duties

- Perry Todd—Fiscal Officer—AVRC, PRC, SWCRC
- Linda Moller—Fiscal Officer—ECRC
- Sharon Yust—Fiscal Officer--SLVRC
- Donna Iovanni—Fiscal Officer—WCRC
- Jennifer Bornhoft—Fiscal Officer—ARDEC
- Paul Cudmore—KFS doc processing--AVRC, PRC, SWCRC. ECRC
- Jan Lee – P-Card & Imprest Accounts
- Sarah Solano—Backup Resource--all R.C.'s

ABC Human Resources

Joanna Holliday & Shelly Lynch

- Salaried HR –Faculty, Administrative Professionals (Research Associates/Research Scientists), Postdoctoral Fellows, Grad Assistants and Fellowship Grant Trainees

Sarah Solano – Supervises Hourly HR/P-Card

- Paul Cudmore – Research Centers, HLA, AS
- Jennifer Garwood – SCS, BSPM, DARE, Dean

Sharon Yust, Donna Iovanni & Brenda Williams –
SLVRC, WCRC, & ARDEC

Background Checks

- University updated policy fall 2014 – checks mandatory on all new hires including CSU students
- Possible check sources increased = increased clearance time
 - Employee must not begin work until background check is completed.
- Please work with us ASAP so we may help facilitate checks/interpret needs for checks
- Centers may still claim exemption for seasonal/temporary/off-campus situations

Hourly Automatic Termination

- Change in former 18-month termination policy
 - Effective 1/1/2015, hourly assignments which have had no ***payroll activity*** will be automatically suspended after 8 pay periods (approx. 4 months) and automatically terminated after 24 pay periods (approx. 12 months)
 - A “suspended” assignment can be “reactivated” in Oracle. The only new paperwork needed is a Direct Deposit Form & W4 (Tax-Withholding).
 - An Assignment in terminated status will require all new-hire paperwork and background check if one had not been completed and/or more than 12-month break in service.

Some APs now Eligible for Overtime or “Non-Exempt”


- Last year, CSU central HR started reviewing AP positions not only for exemption from State Classified classification but also under Federal law Fair Standards Labor Act (FSLA) = eligible for overtime or non-exempt
- A few AP positions in the college have received this designation – need to track hours at 40+ for 1 to 1.5 compensation
- Waiting for central HR final ruling on Ag exemptions possibly applying – they meet Thurs.

AP Job Framework

- As central HR reviews positions, also placing them into a new framework with title and level
- Currently Research Associate/Research Scientist Ladder intact (I, II, III, IV, Senior)
- Goal is to have all positions, including current employees, in Talent Management system within year
- The framework will have a salary compensation scale in the future

Talent Management (online)

- www.jobs.colostate.edu
- Open, competitive searches
- Pools (Instructors, Postdoctoral Fellows, Research Associate I, II or III)
- Training to start Mid-Feb for our college
- Work to include staff in training at satellite locations



Any Questions or Concerns?

THANKS!