



To: Members of the System Human Resources Council
From: Jim McGrail, Chief Human Resources Officer, USNH
Subject: February 13, 2019 meeting

**Meeting is scheduled for February 13, 2019
9:30 a.m. – 11:30 a.m. at 5 Chenell Drive, Concord**

AGENDA

1. Approval of 11/15/18 Meeting Minutes Attachment One
2. Biometric Screening Update
3. UTime Presentation
 - Outstanding Decisions
 - FAQs

SYSTEM HUMAN RESOURCES COUNCIL

2018 - 2019 Membership

Karen Crawford	KSC	karen.crawford@keene.edu
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Executive Secretary (non-voting)		

In the event of inclement weather, please check for an email from Lauren prior to two hours before the meeting.

Non-Member Distribution:

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SYSTEM HUMAN RESOURCES COUNCIL

November 15, 2018

System Office Board Room

5 Chenell Drive, Concord, NH

Attendance

V. LeBrun ~ UNH (Chair)

P. Eckard ~ UNH

S. Bennett ~ UNH

C. Grimm ~ UNH

V. Wijeyesinghe ~ UNH

M. Hyndman ~ GSC

B. Dumond ~ KSC

K. Crawford ~ KSC

J. Maher ~ KSC

C. Ines ~ PSU

N. Domina ~ PSU

D. Carpentiere ~ PSU

J. McGrail ~ SYS

L. Dews ~ SYS

M. Fournier ~ SYS

K. Boyajian ~ SYS

1. **SHRC Convenes**

The meeting was called to order at 9:30 a.m. by Chair LeBrun, and the minutes of the September 6, 2018 meeting were approved as written.

2. **HR Initiatives, Milestones and Timelines**

Historically speaking, USNH is not sustainable by state funding, so there continues to be a need for focus on shared services and efficiencies. While the prior few years have had a major focus on maintaining quality health and wellness benefits, the primary focus for 2019 will be on time and leave management. Implementing new policy and a time management system will facilitate individual accountability and decision-making, provide approaches that are fair and equitable to employees, be fiscally responsible (emphasizing greater cost predictability for USNH and the employee), and offer solutions that are administratively simple and efficient.

Work to design the new program involved significant benchmarking by peer institutions and market data, with development by a system-wide group including HR and payroll employees. To ensure an ample, open flow of information a communication strategy was created that would reach a maximum amount of employees through Presidential messaging, HR bulletins, targeted emails, Council Meetings, FAQs and other information posted online.

3. **Payroll Change Review**

The payroll initiative to consolidate two payroll runs into one will begin in January, 2019. The Council broke out into working groups to clarify FAQs around the payroll change, in an effort to allay exempt employee confusion about the topic. Employees are encouraged to log into the UNSH Intranet site to review the updated FAQs and details about this efficiency change: <https://wildcatsunh.sharepoint.com/sites/USNH/>

4. **Time and Attendance System Update**

Final determination of the new time management system is nearly complete. All finalists have experience with higher ed clients, and successfully interact with Banner. It is anticipated that after implementation, the system will pay for itself in savings within 5 – 15 months (with straight savings through efficiencies after that). Self-service options for employees will be a welcome improvement over the current archaic use of time collection. More information will be sent out in January, with anticipated training sessions held in the spring. It is hoped go-live will occur at the start of the new fiscal year (July 1, 2019), in coordination with new policy.

5. **FY18 Annual Benefits Report**

The FY18 Annual Benefits report is nearly finalized. When completed, the report will be posted online at the USNH HR website.

6. **Open Enrollment Update**

Open Enrollment ended November 9th. Employee feedback included: password information confusing and needs to be more prominent when signing into the new system; there were issues for those trying to sign in via Internet Explorer; disappointment in that there was no final confirmation page indicating success of enrollment at the end of the session.

The Council adjourned at 11:20 a.m.