DGA Roundtable Minutes – August 5, 2019

**1:30 – 2:30 pm, IRIC 305 (above the Atrium)**

**Resources:**

DGA Mentor List: <https://www.uidaho.edu/research/faculty/dga#accordion-row-179357d9-8e0e-4cd4-94a5-1d3017d84286->

DGA Minutes and past handouts: <https://www.uidaho.edu/research/faculty/dga#accordion-row-4a8789b0-2d5b-426d-9175-eb516e227425->

DGA resource page on OSP site (helpful for PIs too): <https://www.uidaho.edu/research/faculty/dga>

1. **Greetings and Introductions**
   1. **Reminder**: Please utilize sticky notes for questions/comments that are not relevant to the whole group, or for additional questions when we are running short on time. Please write your email and the topic that you are referencing (or speaker name) so that we can get the question to the correct presenter. For zoom- please send a chat message or email (to Ann-Marie or Sarah).
2. **Off-site I-9 Process – Mindi Wood, HR**

Mindi provided a handout

* 1. The first step in the process if to complete a background check
  2. HR will check to see if there is an existing I-9 – if the person has never been employed by UI or if it is out of date, send them to HR
  3. Before visiting HR the new hire will need to know
     1. Status of background check
     2. Start date
     3. Position type
     4. Acceptable documentation – a list is available on the UI Managers website
  4. Off-site 1-9s
     1. The UI Managers website has a list of authorized I-9 reps
     2. It may involve travel for the employee
     3. Out of State – can do remote I-9 with authorized I-9 at another institution
  5. Pre-employment work caveat
     1. Access to workspace – need to be careful not to give person access to workspace prior to first day of work
     2. Very short orientation meetings are allowable – follow up with email to clarify meeting was per employment.
  6. Supervisor must ensure work authorization granted prior to start of work
     1. Supervisor will be email in all notification from HR
  7. Create EPAF
     1. Can create EPAF 1 to 3 days after I-9 is processed

1. **PERSI – Ryan Edinborough, HR** 
   1. Ryan watches T1 employees to verify when someone is eligible or not
      1. PERSI eligibility begins after 5 months (22 weeks) at 20 hours or more
         1. Below 13.50 hours per week, person will remain T1 (can only do this for one year and then must have 30 day complete break in service)
      2. This applies to any snapshot of time
      3. Eligibility can be reset with 30 day complete break in service
      4. If employee is not eligible when they should be they don’t accumulate annual leave and sick leave
   2. Second job (UI)
      1. If employed at more than one job at UI – time is accrued – make sure to ask if person has second job (at UI)
   3. Back contributions owed by UI, employee
      1. Going back to the first week employee worked 20 hours, UI has to pay back contributions
      2. Employee can also pay, or have the number of retirements periods reduced

1. **Early setup and advance funding refresher – Vicki Russell**
   1. Budget/Index number
      1. Providing an index number is just a placeholder – funds will not be withdrawn from this budget/index.
   2. Reminder, GRT’s that affect a grant please bring to OSP for review and approval. OSP will take them down to Student Accounts. (program income or cost reimbursements)
2. **Other:**

30-60-90 day reports - OSP will check on 30/60/90 day report reminders. Currently they only have people’s names – not grant codes.

Chrome River – Ann-Marie requested examples and screen shots of problems with the system be sent to [osp@uidaho.edu](mailto:osp@uidaho.edu) to be included in an upcoming meeting between Linda Keeney and OSP.

DGAs responded that they have been working on this as a group, sending their issues to Jana Joyce. Jana has compiled these issues into one 11 page document. College deans are preparing to represent the DGAs on this issue.