

# PASSHE HR & Social Equity Conference

June 14-16, 2023

(updated 6.12.23)


## JUNE 14th

Time	HR Topics		Professional Development
11 am – 1 pm	<b>Registration &amp; Boxed Lunches</b> <i>Café Area, 131, 1<sup>st</sup> Floor</i>		
1 – 2 pm	<b>Welcome</b> President Kenneth Long  <b>Keynote Speaker</b> <i>Dr. Lori Tark</i>  <i>Niedbala Auditorium, 117</i>		
2 - 330 pm	<b>2023 SAP HCM Update and Q&amp;A</b> This session will review the current central support structure for HR and Payroll and explain “who does what”; review the latest SAP HCM System changes and enhancements (2022-2023); planned upgrades. If time allows – Review the process of integrating student award amounts with eTime.  <i>Presenters: Jeff Wible, Phil Amarante, Ed Wolszczenski</i> <i>Location: Niedbala Auditorium</i>		<b>Working with Hearing Disabled Employees</b> Time – 2 – 3 pm This session addresses best practices when interacting with someone who has hearing loss. These practices include how to communicate, options that can help smooth communication, and the importance of captioning. This is an interactive and engaging session.  <i>Presenter: Sandy Shaika</i> <i>Location: Sci Tech 148</i>
330 – 430 pm	<b>Successful Employment of Foreign Nationals</b> This session will explain temporary and permanent sponsorship processes and compliance issues related to employment of foreign nationals. The session will include an	<b>BI Reporting</b> Open lab session for users to continue to familiarize themselves with Business Intelligence reporting, following the spring training sessions,	<b>Working with Vision-Impaired Employees</b> Time – 3 – 4 pm This session addresses best practices when interacting with someone who has vision loss. These might include practices on what needs to

	<p>opportunity to have a question and answer session with the System's outside counsel (Kristen Dennis) relating to general immigration matters faced by the University.</p> <p><i>Presenter: Kristen Dennis, JD</i> <i>Location: Sci Tech 135</i></p>	<p>and to ask questions on specific university reporting needs.</p> <p><i>Presenter: Chrissy Eggert, Phil Amarante</i> <i>Location: Computer Lab, Sci Tech 145</i></p>	<p>be communicated, how to present while explaining graphics, and the importance of making material accessible.</p> <p><i>Presenter: Sandy Shaika</i> <i>Location: Sci Tech 148</i></p>
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## JUNE 15<sup>th</sup>

Time	HR Topics		Professional Development
730 – 9 am	<p><b>Breakfast Buffet</b></p> <p><i>University Center, 104-105</i></p>		
9 – 1030 am	<p><b>Union Time Management</b></p> <p>This session will provide an overview of the time management rules for bargaining unit employees—overtime, shift differential, holidays, comp time, overlap time and more. We will go through several examples of employees who had questions about something on their paycheck and walk through how to research their question. We will show you how to use the various transactions in SAP and where to find the help documents that are available. This session will be useful for anyone in payroll or HR who receives questions from employees about their pay.</p> <p><i>Presenter: Lynn Gray, Kim Holland</i> <i>Location: Computer Lab, Sci Tech 138</i></p>		<p><b>Using Lean 6 Sigma (L6s) in Higher Education</b></p> <p>This session is an overview of the foundational concepts of Lean Six Sigma, a process improvement method. All can benefit from the Lean Transformational Model because it can be applied to any problematic process, thereby reducing waste or variation and increasing efficiency. Dr. Catino is a certified Lean Specialist.</p> <p><i>Presenter: Dr. Yvonne Catino</i> <i>Location: Niedbala Auditorium</i></p>
1045 – 1145 am	<p><b>ADA and FMLA – Navigating the Complexities</b></p> <p>This session will provide a general overview of the Americans with Disability Act and the Family Medical Leave Act. The presentation will focus on the legal requirements and practical implications of working with employees who are seeking an</p>	<p><b>BI Reporting</b></p> <p>Open lab session for users to continue to familiarize themselves with Business Intelligence reporting, following the spring training sessions, and to ask questions on specific university reporting needs.</p>	<p><b>Belonging: Steps to Creating Psychological Safety</b></p> <p>Belonging is a key component of inclusion; psychological safety is necessary to establish that feeling of belonging. It is also a precursor to adaptive, innovative performance—which is</p>

	<p>accommodation or leave under these two federal laws. Additional discussion will address the interactive process and what that means for the employee and the University.</p> <p><i>Presenter: Mike Ferguson</i> <i>Location: Sci Tech 135</i></p>	<p><i>Presenter: Chrissy Eggert, Phil Amarante</i> <i>Location: Computer Lab, Sci Tech 145</i></p>	<p>needed in today's rapidly changing environment—at all levels. This session, based on McKinsey's latest research, offers steps to create a sense of psychological safety.</p> <p><i>Presenter: Dr. Yvonne Catino</i> <i>Location: Sci Tech 148</i></p>
Noon – 1 pm	<p style="text-align: center;"><b>Lunch Buffet</b> Sponsored by  <b>TIAA</b> <i>University Center, 104-105</i></p>		
1 - 230 pm	<p><b>Medical, Sick Family and Parental Leaves (FMLA and Non-FMLA)</b></p> <p>Reviewing the processes for Medical, Sick Family, and Parental Leave. The new Secure Benefit Site has been reworked to assist with processing these types of absences.</p> <p><i>Presenters: Aggie Peiffer, Amber Heintzelman and Linda Harrison</i> <i>Location: Sci Tech 148</i></p>	<p><b>Live with confidence in retirement- “5 steps to creating your retirement income plan”</b></p> <p>Making the switch from saving to spending retirement money is a big transition, especially when you consider longevity and inflation. Learn how your employees can make smart choices to live comfortably in retirement and not outlive their savings. As you know the method of funding and determining benefits is different between SERS and the ARP however they share a common goal of in providing lifetime income. This session will review how your employees can maximize their income while at the same time eliminate the risk of outliving it.</p> <p><i>Presenter: Viet Ngyen, TIAA Financial Consultant</i> <i>Location: Sci Tech 144</i></p>	<p><b>Engaging Social Style to Maximize Productivity &amp; Reduce Conflict</b></p> <p>Want to reduce conflict? Become more effective? Learn about social style (SSP) and how different communication and behavior styles can adversely impact the work environment. We'll show you how to work with others to improve your productivity and effectiveness. A shortened assessment will be provided. Dr. Catino is a certified SSP Trainer.</p> <p><i>Presenter: Dr. Yvonne Catino</i> <i>Location: Sci Tech 135</i></p>
245 – 345 pm	<p><b>Compliance Training with Get Inclusive</b></p> <p>This session will provide a demonstration of the State System's new online compliance training vendor platform, Get Inclusive. The demo will provide university administrators with the tools to navigate the platform, an understanding of how the platform works with automatic</p>	<p><b>New Benefits Website &amp; Military Leave</b></p> <p>The new benefits website now contains all leave types for payroll and benefits to review and understand. We also would like to cover how military leave is processed and the special processing with APSCUF.</p>	<p><b>Signals: Challenging Assumptions</b></p> <p>Much like navigating whitewater, distinguishing facts from emotions can be challenging in today's environment. This session makes you aware of how sticking to our assumptions keeps us in the past, takes you through relearning the art of asking questions, and shows you how to</p>

	<p>assignment rules, and how administrators can run progress reports in the system. We will discuss the mandatory training requirements for both students and employees, how those assignments are made in the system, and what other training courses are available for campuses to assign.</p> <p><i>Presenter: Kim Holland, Dr. Emily Howe</i> <i>Location: Sci Tech 136</i></p>	<p><i>Presenters: Linda Harrison, Amber Heintzelman, Aggie Peiffer</i> <i>Location: Sci Tech 148</i></p>	<p>make better decisions by questioning assumptions.</p> <p><i>Presenter: Dr. Yvonne Catino</i> <i>Location: Sci Tech 135</i></p>
400 – 500 pm	<p><b>Classifying SCUPA Positions</b></p> <p>This session will provide an overview of the point factor job evaluation method used in PASSHE to classify SCUPA positions as well as practical hand-on experience in using the methodology. Experienced classifiers and those who are new to classification will both find this session useful. The presentation will also include a discussion of the SCUPA classification grievance process and information on how to successfully present cases in arbitration.</p> <p><i>Presenter: Kim Holland</i> <i>Location: Sci Tech 136</i></p>		<p><b>Unconscious Bias</b></p> <p>We all have “it”, unconscious bias. The key is becoming aware of the bias. This session discusses unconscious bias in recruiting and other employment areas, how it can adversely impact the organization, and how to raise self-awareness.</p> <p><i>Presenter: Dr. Yvonne Catino</i> <i>Location: Sci Tech 135</i></p>
5 - 700 pm	<p><b>Reception &amp; Dinner</b> <i>University Center, 104-105</i></p>		

**JUNE 16<sup>th</sup>**

Time	HR Topics	Professional Development
730 – 9 am	<p><b>Breakfast Buffet</b> <i>University Center, 104-105</i></p>	
9-Noon	<b>Breakout Sessions</b>	

	Recruiting & Employment, <i>Sci Tech 146</i> Legal & Labor, <i>Sci Tech 147</i> Payroll, <i>Sci Tech 148</i> Benefits, <i>Sci Tech 145</i> Social Equity, <i>Sci Tech 135</i> Organizational Capability & Development, <i>Sci Tech 136</i>	
Noon	<b>Grab-n-Go Lunch Boxes</b> <i>Café Area, 131, 1<sup>st</sup> Floor</i>	