UNIVERSITY OF DENVER | Human Resources & Inclusive Community

HRIC Updates & Open Forum

05/04/2023

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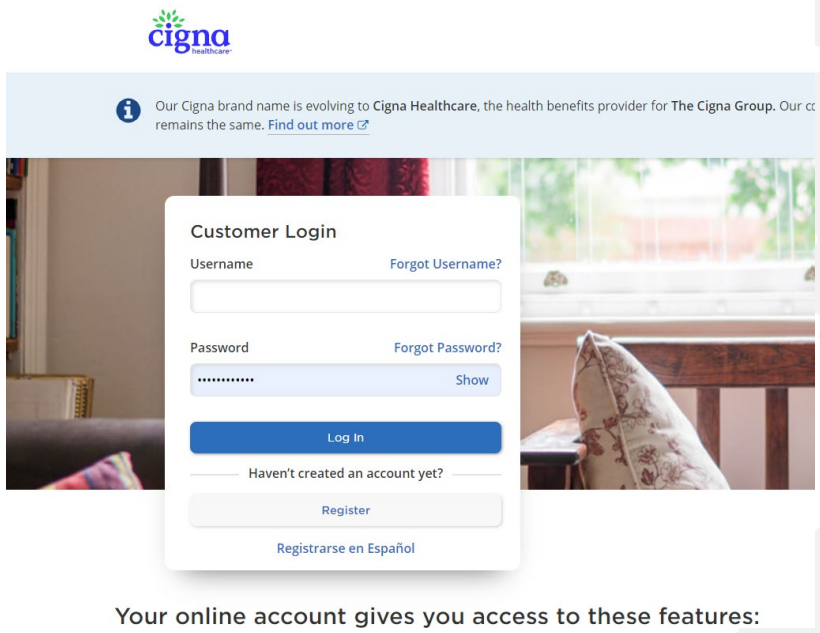
Agenda

- ❑ Cigna Introduction
- ❑ Benefit Updates
- ❑ Benefit Fair
- ❑ Open Enrollment
- ❑ Performance Management
- ❑ Merit Prep
- ❑ Development resources
- ❑ Q&A



happify™ OFFERED THROUGH Cigna.

Cigna Wellbeing™

Cigna.

Welcome Cigna!

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Benefits Update

If you missed the Benefits Fair

Guide can be found at ……

Open Enrollment

- Open Enrollment will start May 1 and will close May 15.

- Changes made during this Open Enrollment will be effective July 1, 2023 through June 30, 2024.

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Performance Management and Merit

Performance Management

- Staff Performance Management
  - Important Dates to Know
- Performance Review Time Period Start: April 1
- Performance Review Time Period End: May 8
- Performance Planning for 2024 Opens: May 17
- Merit Increases Effective for Monthly Employees: July 1
- Merit Increases Effective for Bi-weekly Employees: July 3

So, What Do All Those Dates Mean?

Staff performance evaluations will open for review on April 1. You will receive an email on that day inviting you to fill out your self-review in the performance planner.

You and your manager will have until May 8 to complete these three steps:

- Your self-review
- Your manager's review of you
- Your meeting with your manager to discuss your evaluation

But don't delay! The earlier you complete your performance evaluation review, the better you will feel about having it behind you. You should also be thinking about your goals for the next evaluation cycle, which is April 1, 2023, to March 31, 2024.

Merit Prep

Who Is Eligible for Merit?

Appointed faculty and staff are eligible for merit based on their performance review. For an employee to be eligible for merit, they must have a hire date **prior to or on April 1**. Eligibility does not guarantee a merit award. Merit increases for those individuals hired July 1, 2022, to April 1, 2023, will be prorated for months employed.

Development resources for managers and new employees

Learning Programs available

Please register new supervisors for upcoming Supervisory Core Competency Training.

Please remind all new employees to complete new hire training – if they have not done so. Communications will go out to the employee and their manager regarding completion.

Global Accessibility Awareness Day

The purpose of GAAD is to create a dialogue for learning and discussion on digital access and inclusion.

Student Panel, Guest Speakers, and Free Lunch Provided

MAY 18, 2023
BURWELL CENTER FOR CAREER ACHIEVEMENT - ROOM 340
10:00AM - 3:00PM

Please RSVP to help us order enough delicious empanadas!

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Thank you to our sponsors:
Community + Values, Office of the Provost
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Q&A

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THANK YOU