

HR Community of Practice Meeting - September 4, 2024
Meeting Updates and Reminders

HR Operations Reminders (hrops@uoregon.edu)

- **Student Employees**

- Job Title and Supervisor added to SEF, will be added to Banner EPAF soon.
- Review your roster and terminate student employees who haven't been paid and won't be returning.
https://cognos.uoregon.edu/ibmcognos/bi/?pathRef=.public_folders%2FHR%2BReports%2FEmployee%2BRoster

- **Department Heads and other faculty newly excluded from United Academics** - Send a list of department heads to HR Operations. <https://hr.uoregon.edu/united-academics-faculty-union-exclusion-list-guidance-hr-business-partners%25C2%25A0>

- **ESR and Employee Changing Jobs on Campus** - If someone is leaving your department for another position on campus, make sure an ESR is processed for their current job.

- **Fall appointment and job action reminders:**

- Faculty appointment and renewal report - Be sure to run this and verify you've submitted all your fall appointments.
- Forms Upload Reminder - Upload files as .PDF, not word

- **During time entry, verify your employee rosters include all fall hires/renewals.**

- If the new hire paperwork (I9, etc.) was completed and sent to payroll, reach out to payroll@uoregon.edu with the start date, 95# and name.
- If you submitted an RTO, check your My Uploads Report and check to make sure they are pending with HR Operations or Payroll.

- Kenny Ly helping HR Operations and payroll post-retirement for the fall as an Interim HR Operations Specialist

Payroll Reminders (payroll@uoregon.edu)

- **Has everything been done for new hires?**

- If you previously did hire paperwork over the last several months for all fall term, have all the hire documents been completed? Employees can complete the hire documents before they start work. New hires can't be processed until payroll has the hire documents. If documents are submitted early, it will help alleviate any delays.
- **Check your rosters.**
 - Is anyone missing? Is there someone showing up that shouldn't be?

- **Be up front with your employees**
 - If paperwork has been submitted late, let the employee know that it may mean a delay in their pay. Communicating this right away will help manage expectations.
- **Stipends will be paid in the month received.**
 - If we receive a late stipend, it will be processed for the next payroll period.
- **Automated terminations for students and temps**
 - The process to automatically terminate students and temps who have not been paid for 6 months or more has been on a temporary hold. This process is starting again this month.
- **PERS Retirement Date vs. Termination Date...What's the Difference, does it matter?**
 - Having an incorrect termination date may delay an employee's retirement with PERS, delay payment of their retirement pension benefits, and/or may impact the calculation of their Average Ending Salary which is used in the calculation of their pension benefits. Employees always retire from PERS effective the first of a month. The employee's last day of work (including leave taken) and termination date in Banner needs to be no later than the last day of the month prior to the effective date of their PERS retirement. *For example: Joe states he is retiring from PERS on January 1, 2025, and will be submitting a resignation letter. Joe's last workday (including leave taken) and termination date in Banner needs to be no later than December 31, 2024. The last day and termination may be sooner than December 31st, it just needs to be **on/or** before December 31st. Example: Joe is a 9-month employee, their last day and termination date could be December 15, 2024.*