

HR Community of Practice

October 2, 2024

2:00pm – 3:00pm



Opportunities for HR Partners and Employees

FYI Fridays

- **Making Handshake Work – Common Issues and How to Fix**
Them: October 4, 11:00 a.m. [Register in MyTrack](#).
- **Raise Your Research Profile with ORCID and Elements:** October 4, 1:00 via Zoom. **Researchers** will learn the advantages of an Open Researcher and Contributor ID (ORCID) profile and will be introduced to Elements, UO's **new faculty personnel tool**. [Register in MyTrack](#).
- **You're an Expert, and You Want to Get Paid:** October 11, 11:00 am What rules and regulations do faculty and other UO employees need to consider before accepting **outside compensation**? You'll have time to ask questions and will receive reference materials. [Register in MyTrack](#).
- **Transportation Options at UO:** October 18, noon - 1:00 p.m. Learn about options for **getting to and around** the Eugene campus! If weather permits, we will take an **interactive tour** of bike amenities and bus options. [Register in MyTrack](#).

Benefits Fair: *October 10, 10:00 a.m. to 2:00 p.m., EMU Crater Lake Rooms. No registration required.* Meet UO benefits and PEBB representatives and many other benefit providers. Learn about your core benefits as well as others you might not know about!

See also the [Benefits Open Enrollment](#) web page for additional resources and helpful sessions.

Opportunities for HR Community of Practice (HRCP)

- **Building your HR Practice – HR Structure at UO** October 9th at 1:00 pm and October 15th at 3:00 pm [Register in MyTrack](#)
- **Creating an Engaging Workplace - HRCP Professional Development Workshop Series** Join us for an informative and interactive workshop designed to provides tactics and techniques for understanding and creating engagement. Part of professional development series for campus HR practitioners. November 7 from 9:00 am – Noon [Register in MyTrack](#)
- **I-9 Employment Eligibility Workshop with optional International Hire Documents Training:** *Next session is October 2 at 10:00 a.m.; offered monthly via Microsoft Teams.* [Sign up in MyTrack](#).
- **Payroll and other UO business trainings** on a variety of topics are available in MyTrack. Please search by topic or check the [MyTrack](#) calendar or library.

Save the Date - Oregon Chapter CUPA-HR Fall Conference, November 1st, 2024, Chemeketa Eola Campus, Salem

<https://chapters.cupahr.org/or/>

Dates and Deadlines

Hire and Pay Action Deadlines

Please see the link to web page for a full list of deadlines for New MyTrack Offers, Renewal Appointments and PRFs:

<https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

- **September and October** hire and pay documents are past due.
- The deadline for HR Ops to receive **November** documents is **Tuesday, October 15**.

Make sure you allow plenty of time to generate the documents and obtain all required approvals. These deadlines help University HR get documents to the Payroll office for timely pay.

Related deadlines:

- [Pay document deadlines \(Payroll\)](#)
- [GE ePRF deadlines \(DGS\)](#)

Please build in time for your business office to generate the renewal, offer, or pay documents and obtain all required approvals, with time to meet the monthly deadlines. These deadlines will help us send documents to the Payroll office by their [payroll document deadline](#).

HR Operations and Payroll reminders: Please [take another look at the reminders](#) from our September HRCP meeting. Especially important for September: If hire or job change paperwork was submitted late, **please be up front with your employees to let them know their pay may be delayed**. Communicating this now will help manage expectations on payday.

Agenda

- **Review of training, dates and deadlines, agenda review** – Sue Russell, Director HR Community of Practice
 - **Upcoming Opportunity: HRCP SharePoint** – Sue Russell, Director HR Community of Practice
- **Updates:**
 - **MyTrack Change: User Interface for Position Descriptions and Requisitions** – Jenna Schuttpelz, Director Talent Acquisition, Class & Comp (TACC)
 - **Benefits Open Enrollment** – Cindy Huie, Benefits Coordinator
 - **Operations Updates** – Katie Bonomini-Smith, Senior Associate Director HR Operations
 - Forms Submission correction notifications
 - TRP Upload Form
 - Employee Roster Audit and Update Report modifications
 - Forms "My Documents" reminder
 - **Workplace Harassment and Discrimination Prevention (WHDP)** - Tiffany Lundy, Learning & Development
 - **Communications updates** – Anna Duncan, HR Communications Coordinator
- **Presentation: Microsoft Copilot (Opportunities and Risks)** - Jeff Jones, Director of Digital Work Experience
- **Meeting wrap-up** - Sue Russell, Director, HR Community of Practice

MyTrack Change: User Interface for Position Descriptions and Requisitions

Jenna Schuttpelz, Director Talent Acquisition, Class & Comp (TACC)

NEW! Navigation menu for Position Descriptions and Requisitions in MyTrack

- Replaces former "tab" model across top of PD or requisition
- New side menu navigation to access Notes and Documents
- Added "jump to" navigation based on main headers
- Note: Following screenshots are from an UHR view as we had advance access and testing and may not perfectly match your view within the system
- Questions? Email us at talent@uoregon.edu

Position Descriptions: Before

 PD TEST for Navigation Demo

Recruit for position



Position info

Notes

Documents

Position description

If you need additional information on completing a position description see our [user guides here](#).

Reason:*

New Position/Line

Is this PD update intended for immediate recruitment?:

Position Description: After

PD TEST for Navigation Demo

Recruit for position



Position info

Position description

General position information

Position budget

Position details

Supervision

Decision making & fiscal responsibility

Job duties

Working conditions

Human resources

Position description

If you need additional information on completing a position description see our [user guides here](#).

Reason:* New Position/Line

Is this PD update intended for immediate recruitment?:

Is this PD intended for a direct appointment?:

Proposed Hiring Range:

Approved Hiring Range (HR Only):

General position information

Team: Test Team

Position Title:* PD TEST for Navigation Demo

Position Classification: No position classification selected.

Position Number: No position selected.

VP Area:* VP Finance & Administration

Position Description: After

PD TEST for Navigation Demo **Be sure to scroll!** Recruit for position ...

Position description

If you need additional information on completing a position description see our [user guides here](#).

Reason:* New Position/Line

Is this PD update intended for immediate recruitment?:

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Proposed Hiring Range:

Approved Hiring Range (HR Only):

General position information

Team: Test Team

Position Title:* PD TEST for Navigation Demo

Position Classification: No position classification selected.

Position Number: No position selected.

VP Area:* VP Finance & Administration

Requisition: Before

i PD TEST for Navigation Demo
Raised from: PD-12512 - PD TEST for Navigation Demo

[View applications](#)



[Position info](#)

[Notes](#)

[Sourcing](#)

[Documents](#)

[Reports](#)

Job requisition information

Requisition: After

i PD TEST for Navigation Demo
Raised from: PD-12512 - PD TEST for Navigation Demo

View applications



Position info

- Job requisition information
- Position budget
- Position details
- Background checks
- Search committee
- Advertising details
- Human resources only
- Users & approvers
- Notes

Job requisition information

Recruitment Review:

Job Family Framework Project Submission: Yes No

Recruitment Reason:*

All requests for direct appointment will require a direct appointment form (link below). Please upload the completed form to the documents tab.

[Direct Appointment Form](#)

If you selected "Direct Appointment" above, please select the reason for the direct appointment below.

Direct Appointment Type:

Are you interested in reviewing candidates from the [OA re-employment pool?](#) (for OA positions only)



Open Enrollment

Cindy Huie
Benefits Coordinator



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Open Enrollment October 1-31

Open Enrollment is not mandatory this year.

Ask employees to review their 2024 benefits to determine whether they need to make changes for 2025.

Benefit changes are effective Jan. 1–Dec. 31 of 2025

Enroll or make
changes at
pebbenroll.com

Enroll in Health
Assessment
(HEM)

Enroll in FSA

For more information visit: <https://hr.uoregon.edu/benefits-annual-open-enrollment>



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Office of Human Resources

Health Engagement Model

- Employees who enroll in HEM will receive a monthly incentive of \$17.50
- Employees are not required to complete the health assessment **IF** they are enrolled in the HEM this year AND want to enroll next year.
- HEM assessments for new HEM enrollees must be completed under the employee profile between Sept. 1 and Oct. 31
- Save a copy of the report for your records

The UO Benefits Office cannot confirm completion of HEM

<https://www.oregon.gov/oha/PEBB/Pages/HEM.aspx>

 Go to Kaiser Permanente Health Assessment

Healthy Extras

Total Health Assessment


Phone: 1-866-300-9867 (If you leave a message, please allow 2 business days for a response.)

Hours: M-F, 8:00 a.m.-5:00 p.m.

[Q&A on Total Health Assessment](#)

RewardsCustomerService@kp.org

[Printable Instructions](#)

 Go to Moda Health Health Assessment

Health Risk Assessment


Phone: 1-844-776-1593

Email: pebbcustomerservice@modahealth.com

Talk to Health Navigators:

M-F, 7:30 AM – 5:30 PM

[Printable Instructions](#)

 Go to Providence Health Assessment

Enroll in Plans

Core Benefits

- Medical
- Dental
- Vision
- Basic Life

Optional Benefits

- Short Term Disability
- Long Term Disability
- Optional Life Insurance
- Accidental Death and Dismemberment
- Long Term Care
- Flexible Spending Accounts

The screenshot shows the PEBB Benefit Management System login page. At the top left is the State of Oregon seal. The page title is "PEBB Benefit Management System" with the URL "www.PEBBenroll.com". The date is "Thursday September 21, 2023". The PEBB logo is in the top right. A "Welcome" banner is followed by a message: "Welcome to pebb.benefits, your tool for managing your benefits through the Public Employees Benefit Board (PEBB)." Below this is a login form with fields for "Username:" (containing "annemwillis") and "Password:". There are buttons for "Log In", "Forgot your Username/Password?" (with a "Get It Now" sub-button), and "New to PEBB?" (with a "Register Here" sub-button). A "RESOURCE TOOLS" menu is on the left with links for "Compare Plans", "PEBB Web Site", "Contact Us", "Summary Plan Description", and "Forms".

Forget to enroll?

Continue Medical,
Dental and Vision

No HEM Participation

No FSA

Forget to update elections?

Continue Medical,
Dental and Vision

HEM Participation
Continues

No FSA

Plan Changes 2025

*Review PEBB Summary of
Benefits for further details*

All Medical Plans

- **Doula services:** Eight prenatal and/or postnatal visits, plus delivery.
- All medical plans offer telehealth and virtual visits.

All Providence Plans

- **Mighty:** Alternative weight management program.
- **Generic medications:** Requirement to use generic medications when available.
- **Alopecia:** A medication exception available for severe alopecia areata diagnoses.
- **Rx Savings Solutions:** Program to identify cost-saving opportunities.
- **Covered drugs:** Updated list of “value tier” drugs and some over-the-counter drugs no longer covered.
- **Progyny:** Access fertility and family-building benefits through Progyny. Receive support and advocacy from a dedicated care team, expert providers, and exclusive Progyny resources. Includes expanded in-network facility options.
- **Fertility and family-building benefits:** Cryopreservation (egg or sperm freezing), when medically necessary, if you’re undergoing gender-affirming care. Coverage if you’ve undergone voluntary sterilization. A new model for fertility benefits. Receive up to two advanced reproductive technology cycles per year if the first cycle doesn’t work. Includes all necessary tests and accommodations.

Moda

- **Teladoc:** Virtual primary care visits.
- **Mighty:** Alternative weight management program.
- **Nutritional therapy:** No diagnosis required.
- **Kindbody:** Access fertility and family-building benefits, comprehensive care services, and concierge patient advocacy through Kindbody. Kindbody clinics will be added to expand in-network facility options.
- **Fertility and family-building benefits:** Creating embryos using the intended parent’s sperm if you’re part of a same-sex male couple. Coverage if you have undergone voluntary sterilization. Cryopreservation (egg or sperm freezing), when medically necessary, if you’re undergoing gender-affirming care.
- **Costco:** Receive no-cost six-month supply value-tier prescriptions.
- **Covered drugs:** Some over-the-counter drugs no longer covered.

Kaiser

- **Fertility services and benefits:** Cryopreservation (egg or sperm freezing), when medically necessary, if you’re undergoing gender-affirming care. Storage of cryopreserved tissue when medically necessary.
- **Omada:** Alternative weight management program.
- **Prescription drug costs:** Costs will increase for the full-time Traditional and Deductible plans:
 - Generic drugs: increase from \$1 to \$5
 - Preferred brand drugs: increase from \$15 to \$25
 - Non-preferred brand drugs: 50% of the cost, up to \$100

Open Enrollment Resources

[2025 Enrollment Guide](#) *English*

[2025 Plan Comparison](#) *English*

[2025 Plan Comparison](#) *Spanish*

[Plan Comparison Tool](#) *English and Spanish*

[Premium Estimator](#)



Compare Your PEBB Plan Options
Compare sus opciones de planes PEBB

English Version:

Current Plan Year

View the medical, dental, and vision plan options for the remainder of the 2024 plan year:

Visit the 2024 plan comparison tool



2025 Plan Year

View the medical, dental, and vision plan options for the upcoming 2025 plan year:

Visit the 2025 plan comparison tool



Versión en español:

Año del plan actual

Observa las opciones de planes médicos, dentales y de visión para el resto del año del plan 2024:

Visite la herramienta del plan de comparación 2024



Plan para el año 2025

Observa las opciones de planes médicos, dentales y de visión para el próximo año del plan 2025:

Visite la herramienta del plan de comparación 2025



More resources, including help sessions and webinars: <https://hr.uoregon.edu/benefits-annual-open-enrollment>



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PEBB Wellbeing Programs

Physical fitness, emotional health, and financial stability make up your total wellbeing.

Find the support you need to achieve your health and wellbeing goals.

Health coaches, online and self-guided programs, webinars, and more — there's something for everyone!

Visit www.PEBBWellness.com to learn more



Physical Wellbeing
Take care of your body with resources to support good nutrition and physical activity.



Emotional Wellbeing
Maintain peace and balance in your life with support for your mental, emotional and social wellbeing.



Financial Wellbeing
Get help with budgeting, reducing debt, improving your credit score and preparing for your future.

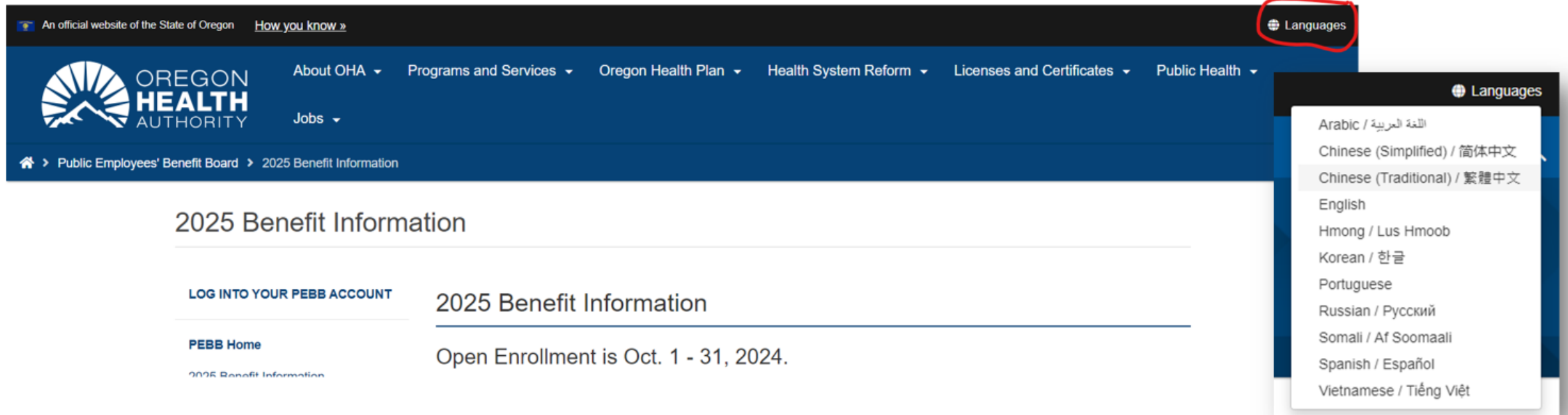


Ongoing Health Conditions
Live your best life while managing an ongoing condition like diabetes, sleep apnea, arthritis, depression and more.



PEBB open enrollment information is available online and in a variety of languages at <https://www.oregon.gov/oha/PEBB/Pages/Enrollment-2025.aspx>

Scroll to the top of the webpage to select your preferred language.



The screenshot shows the Oregon Health Authority website. At the top right, a "Languages" button is circled in red. A dropdown menu is open, listing various languages: Arabic / اللغة العربية, Chinese (Simplified) / 简体中文, Chinese (Traditional) / 繁體中文, English, Hmong / Lus Hmoob, Korean / 한글, Portuguese, Russian / Русский, Somali / Af Soomaali, Spanish / Español, and Vietnamese / Tiếng Việt. The main content area displays "2025 Benefit Information" and "Open Enrollment is Oct. 1 - 31, 2024."

Reminders

- Employees and retirees leaving the University in December should complete Open Enrollment – in some cases they may have coverage through January 31, 2025.
- Dependent children who turn 26 in 2024 will automatically be terminated at the end of their birth month and receive COBRA continuation information - no action required.
- Status changes (divorce, termination of domestic partnership, marriage, birth, etc.) occurring in 2024 requires submission of a Midyear Change Form within 30 days of the change.

Benefits Fair

October 10, 2024
10:00 a.m. to 2:00 p.m.
EMU Crater Lake Room



Contact the Benefits Team

E-Mail: hrbenefits@uoregon.edu

Website: <https://hr.uoregon.edu/benefits>



Operations Updates

Katie Bonomini-Smith, Senior Associate Director HR Operations

- Forms Submission correction notifications
- TRP Upload Form
- Employee Roster Audit and Update Report modifications
- Forms "My Documents" reminder

UO Forms

My Documents

Home » My Documents

My Documents

Pending

Completed

Find documents I have not yet opened from my email account

No pending signature requests were found.

Processing tasks I have opened but not yet completed (account: cbonomin)

	Document	Position / Authorization	P
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Workplace Harassment and Discrimination Prevention- Training Update

Tiffany Lundy
Learning and Development

- New annual training requirement:
Workplace Harassment & Discrimination
Prevention (WHDP) training.
 - WHDP and Understanding Sexual Misconduct
training will be combined into one training
- Updates to Title IX specific to reporting
obligation changes
 - Direct messaging to employees

Launch- last week of October

- All employees are required to complete
 - 90-day completion window
- E-Learning module in MyTrack
 - Alternate or in-person options will be available for
those without access to workstations
- Monthly leadership reporting process
 - Additional reporting around completion due date
- System reminders that will go out to employees as
the date approaches

Email MandatoryTraining@uoregon.edu with any questions.

HR Communications Updates

Anna Duncan

HR Communications Coordinator

Newsletters: HR Partner role

- Around the O Workplace is now just **Workplace**.
- **Tuesdays at 2 pm** to all employees.
- Community news, employee updates, learning opportunities.
- Your role: use articles to **share and reinforce information** with employees.



Strategic plan and capital projects lead UO board of trustees meeting

President Karl Scholz and university leaders gave an in-depth look at their strategic plan



New Ducks faculty and staff flock to community resource fair

UO programs collaborate to welcome new employees and share community supports and values

Media Mentions

'What Schools Can Do So They Don't Exclude English Learners From Core Courses,' Education Week, Ilana Umansky, associate professor of education

'Mark Farrell, Daniel Lurie stress family in SF mayoral race,' San Francisco Examiner, Regina Lawrence, professor of journalism



Classroom tech trainings offered in September and October

Instructors can learn how to use audiovisual equipment and other technology



A Workplace special edition connects employees with resources

The back to class themed newsletter provides links to support, resources and opportunities

'Space like never before: James Webb Telescope brings the stars to Eugene,' The Register-Guard, Scott Fisher, astronomy lecturer

'WATCH: UO Professor of Political Science breaks down ranked choice voting,' KVAL-TV, Chandler James, assistant professor of political science

Events

Newsletters: HR Partner role

HR Community of Practice

September 2024 Newsletter

- **On or about the 20th** of the month
- HR deadlines, events, policies, trivia, jobs, and reminders.
- Your role:
 - **Share** the News for Your Unit.
 - **Be familiar with** the News for the HRCP.

News for the HRCP

Hire and Pay Action Deadlines
Data Point Trivia
Updates, News, Requests, and Reminders
Tip of the Month
HRCP Events
HR Jobs at UO
HRCP Meetings

News for Your Unit -- please share!

Policy and Process News
Employee Events



UO Alerts expansion



safety.uoregon.edu/alerts/about

- **UO Alerts:** notifications of **imminent threats** to health or safety. Webpage, emails, and texts.
- **New audiences** can now sign up for UO Alerts **texts**.
 - Campus visitors, parents, neighbors, etc.
- **Sign up** via text to 333111.
 - UOEUG (Eugene campus alerts).
 - UOPDX (Portland campus alerts).
 - UOOIMB (Oregon Institute of Marine Biology).
 - UOSummer (Eugene campus, summer only).
- If you already receive alerts for a campus, don't sign up again—you'll receive two messages.



Microsoft Copilot (Opportunities and Risks)

Jeff Jones, Director of Digital Work Experience

Meeting wrap-up

Sue Russell, Director HR Community of Practice

- **Professional Development and Resources** -
 - **CUPA AI Toolkit** at <https://www.cupahr.org/knowledge-center/toolkits/ai-in-hr>
 - **Higher Ed HR in the Age of Artificial Intelligence: A Human-Centered Approach**
<https://www.cupahr.org/issue/feature/higher-ed-hr-in-the-age-of-artificial-intelligence-a-human-centered-approach/>
- **I thought I saw it somewhere...** "How to Read and Understand Your Earnings Statement" in MyTrack <https://uomytrack.pageuppeople.com/learning/3845>
- **Next meeting: November 6, at 2:00 pm**

Thank you for attending today's HR Community of Practice Meeting

The next meeting will be
Wednesday, November 6 at 2:00pm

