HR Community of Practice Meeting – October 2, 2024

HR Operations – Notes and Updates
Katie Bonomini-Smith
Questions: hrops@uoregon.edu

- **Forms.uoregon email send error 10/1**

  - If you signed something that goes to the next level October 1st-2nd, you should confirm that they received the request to sign/approve. Let them know about the MyDocuments link in forms so they can check to make sure they've signed everything.

- **Forms Submission correction notifications** - HR Operations will be using corrections to form submissions as a training opportunity. If we make any change to a submitted personnel or pay action the form submitter and HR approver will get an email from HR Operations about the correction we made. If you want training on any process or form, reach out to hrops@uoregon.edu to set something up for you and/or your team!

- **TRP Upload Form** - New form to submit signed TRP applications to University Human Resources. This workflow goes through HR and the Provost's Office facilitating final review, TRP appointment setup and final approval.

- **Employee Roster Audit and Update Report modifications** - We've made some updates to help you keep your employee roster up to date. We recommend you run this monthly, or at least quarterly. We will continue to make improvements, so let us know how we can make this tool more useful for you.

  - Active Employees without active jobs process and new report - HR Operations will be reaching out to unit leadership to do a one time audit of active employees without an active job record. Once this process is complete in October you can run the roster audit and update report and use these new reporting tabs to terminate employees who are no longer working at the UO.

  - Updated supervisor notes to provide more granularity- as the report wasn't capturing when the position number was wrong for a supervisor. Go run the report, add correct supervisor information, and submit the report through the forms upload.