

HR Community of Practice

March 5, 2025

2:00pm – 3:00pm

Add to the chat (or not) for today's prompt:

What song, podcast, movie, book,
streaming/TV series, are you enjoying?



Agenda

- Review of agenda, training, dates and deadlines
- **Updates**
 - **HR Operations Updates** - Katie Bonomini-Smith, Senior Associate Director of HR Operations
 - Anita Gurule, Director Payroll Services
- **Presentation**
 - Knowledge Tune-Ups
 - Student Employment, Sarah Blanchard, Student Employee Coordinator
 - Temp Employee process and Position Description (PD) formatting, Maeve Anderson, Associate Director, University Talent Acquisition
 - Getting Started in UO Human Resources – SharePoint resource review, Sue Russell, Director, HR Community of Practice
- Meeting Wrap-up – Sue Russell, Director, HR Community of Practice

Learning and Professional Development

Opportunities for HR Partners and Employees

Supervisor Trainings

- [Student Worker Unionization and Weingarten Rights: What Supervisors Need to Know](#) Equip supervisors of student employees with comprehensive information on student worker unionization. March 12 at 2:00 – 3:00 pm Via Zoom sign-up in MyTrack.
- [Supervisor Development Series](#) via Zoom. Signup in MyTrack.
 - Performance Management – April 9, 2025, at 10:00 am - Noon
- [Five Paths to Leadership](#), Supervisor Workshop, May 8th 9:00 –10:30 am. Sign-up in MyTrack.
- [Emerging Supervisors Series: April 2025](#) (currently waitlisted)
- [Creating an Engaging Workplace](#) – Workshop for Supervisors. Sign-up in MyTrack on March 4 1:00 –4:00 and May 15th at 9:00 - Noon

All Employees

- **FYI Fridays:** Lots of great opportunities to connect with others and learn about UO structure and process in these brief Friday presentations [see the schedule](#) and sign up in MyTrack and or [submit a proposal!](#)
- [New Employee Orientation](#) in MyTrack. Mission, Shared Responsibilities, and Engagement Opportunities is one of the sessions offered by New Employee Orientation Programs. March 6 at 2:00 and April 1 at 9:30 am pm.
- **Learn about UO Benefits:** Highlights of trainings, help sessions, web pages, and other resources designed to help you better understand and make the most of the benefits available to you as a UO employee. <https://hr.uoregon.edu/learn-about-your-benefits>

Community Connection & Resource Fair at the EMU

April 8th 9:00 –11:00 am

All Welcome! [RSVP in MyTrack](#)

Learning and Professional Development

HR Community Walking Group! Meet at the 13th Ave. entrance to Lillis Hall on Wednesdays at noon, rain, or shine!

Opportunities for HR Community of Practice (HRCP)

HR Round Table Discussions: Opportunities to discuss topics that **cross teams** and HR content areas. All are welcome to share ideas, successes, struggles, or to listen. An opportunity to connect with colleagues and spark new ideas. Register in MyTrack at the links below. Zoom meetings in winter term.

- [Providing Justifications](#): March 19, 2:00–2:45 p.m. on Zoom.
- [Responsiveness](#): April 23, 2:00 – 2:45 pm on Zoom.
- [Impact](#): May 21, 2:00 – 2:45 pm on Zoom.
- [Recognition](#): June 24, 2:00 – 2:45 pm on Zoom.

HR Community of Practice Professional Development Series: Join your **campus HR colleagues** to create stronger **collaboration and community**. Register in MyTrack at the links below. In-person meetings.

- [Creating an Engaging Workplace](#): March 18, 9:00 a.m.–noon, HR Training Room.
- [Bringing Your Expertise to the Collaboration](#): April 22, 9:00 a.m.–noon, HR Training Room.

CHRO Chats - Informal drop-in sessions to spend some time with the Chief Human Resources Office and the Director, HR Community of Practice. Share your professional experiences, ideas for change, and opportunities for stronger collaboration. Meet us in the EMU Fishbowl.

- Thursday, March 20th at 9:00-10:00am
- Wednesday, April 30 at 9:00 am-10:00am
- Wednesday, May 7th at 9:00 am-10:00am

Oregon CUPA Spring Conference – April 17-18, 2025, Gleneden Beach, OR <https://chapters.cupahr.org/or/events/>

Dates and Deadlines

Hire and Pay Action Deadlines

Deadlines for New MyTrack Offers, Renewal Appointments and PRFs: <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

April 2025 Changes

- RTOs
 - For 12-month RTOs the deadline is **6 weeks** before the effective date.
Friday, March 14 is the deadline for HR Operations to receive:
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect April 2025.

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 Updates

Katie Bonomini-Smith

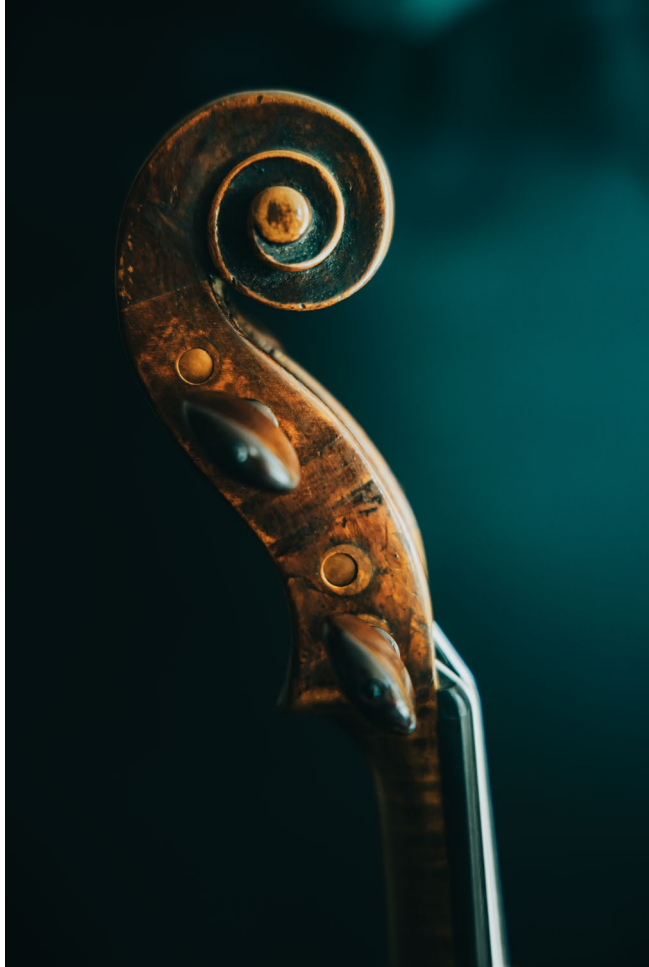
Sr Associate Director HR Operations

Roster Audit and Update Reminder

- Review your rosters and verify supervisors and job locations are up to date
- Submit changes following the roster review instructions:
<https://hr.uoregon.edu/employee-record-maintenance-guide-and-audit-process>
- Changes are sent directly to payroll for processing.

NEW Summer Appointment form and process coming for 2025!

- Starting in summer 2024 Human Resources, Information Services Business Automation Team, Payroll, and campus representatives collaborated on creating a new summer submission form and process.
- More information coming later this month.
- Invite anyone processing summer appointments to the April HRCP meeting!



Human Resources Knowledge Tune-Ups



Reminders and clarifications
about specific policy or procedures
related to Human Resources.

Student Employment Reminders

Sarah Blanchard, Student Employee Coordinator

General Student Employment Updates

- Departmental HR should be first point of contact for student worker concerns
- Be familiar with student worker policies and eligibility requirements
 - hr.uoregon.edu/policies-and-procedures-student-workers
 - Student exception form – submit as needed
- Advertise student positions on Handshake
- Student working outside of Oregon?
 - Submit payroll form
 - Students should not be working outside of the country

Student Worker Union (UOSW) Reminders

- Union formed in November 2023
- Currently in negotiations for first contract
- Departments should NOT give lists of student workers to union reps
 - Instead, contact Employee and Labor Relations
- Policy/Procedures Changes: *(register for my MyTrack training!)*
 - **Weingarten meetings** for discipline and investigations
 - Schedule UOSW presentations for all new hires: hr.uoregon.edu/uosw
 - More changes to come after ratification of contract

TACC Knowledge Tune-up

Temp Process and PD formatting

Maeve Anderson, Associate Director Talent Acquisition

Mollie Peterson, Recruitment Specialist

PD Formatting

Why does it matter?

- Formatting inconsistencies can make PDs hard to read and understand
- Consistent formatting presents a unified look to candidates
- It helps candidates easily navigate PDs and find important information (e.g. minimum qualifications)
- Your PD will move through the system faster and get more valuable feedback if we don't need to spend time on minor details like formatting, punctuation or clarity.

How can I help?

- Use bullet points for MQs, PQs, and PCs (not numbers, dashes or narrative prose).
- When copying from a document into MyTrack, please review to ensure formatting errors were not introduced. PDFs copy very oddly and need to be fixed
- Format FTE as 1.0 (not 1, not 1.00, not 100%) or .5 (not 0.5 or 0.50)





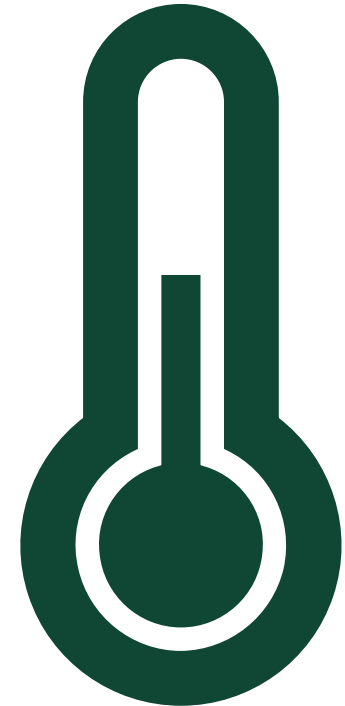
Temporary Employee Hiring

Types of Temps

- Temp classified – duties align, roughly, to one of the SEIU classifications. This is our default.
- Temp non-regular – duties do not fall into one of the classifications.
- Both temp types are intended to be short term positions.

Why does this matter?

- We are obligated by our CBA with SEIU to hire temps into an appropriate classification.





Temporary Employee Hiring - RTH

Request to Hire Tips

- Tell us a story – more information helps us correctly classify and approve your request.
- Focus on clearly describing the duties the temp will perform—this might include what the project is, but we need to know what the temp role will do, moreso than why the project matters.
- Anticipate questions and answer them in your request.
- Submit in advance of starting someone in the position.

Why does this matter?

- Volume is high and we want to meet your timeline needs. Having information upfront allows us to process and move on.





Temporary Employee Hiring - PRF

Temp PRF Tips

- Make sure the information on the PRF aligns with your request/approval
- Fill in the [range and step](#) and [position number](#)
- Include the FTE. While FTE might vary, it's important to include your best guess.

Temporary		Temporary	
Type	Service/Mainten	Type	
Range	12	Range	H
Step	9	Step	0
<input type="checkbox"/> Temp Non-Regular		<input checked="" type="checkbox"/> Temp Non-Regular	

Why Does this Matter?

- Similar to the RTH, this helps us process requests more quickly.
- When we don't receive this information, we need to correct it – which may involve reaching out to you for the answers.

Appt % (Actual FTE)	
Job Location: (Outside Oregon)	

Getting Started in UO Human Resources

Sue Russell, Director, HR Community of
Practice

- Connect to the HR Community
- Understand the Landscape
 - Human Resources at UO – Structure
 - Human Resources at UO - Help with Questions
- Get Started with Training & Development

[HR SharePoint Highlights](#)



Getting Started in UO Human Resources

Last updated: February 28, 2025

Connect to the HR Community

- What is the [HR Community of Practice](#)?
- Join the [HR Community List](#) - receive meeting reminders, updates on university-wide Human Resources matters and training opportunities.
- Visit resources for all [new employee onboarding](#)
- HR Community of Practice contact: hrcp@uoregon.edu
- [Opportunities for HR Connection](#) - Professional development and HR Connection opportunities for [winter term](#) and [spring term](#) 2025.
- Connect with your supervisor and your unit or shared services team for local orientation and onboarding. Consider your specific role and your unit or department as you plan your professional development. Ask questions!

Understand the Landscape

Human Resources at UO - Structure

Human Resources at the University of Oregon consists of a central HR office (University HR) and a combination of shared service hubs and unit-based HR professionals (Campus HR).

- [University Human Resources Structure](#) (Also available in PDF [University HR Structure](#) (pdf))
 - Building your HR Practice: UO Structure - Presentation available on request contact hrcp@uoregon.edu
- **Campus HR Structure**
 - [Campus HR groups](#) - This MS Excel spread sheet includes the Human Resources areas on campus along with contacts; a tab with a list of which areas assist which groups (who helps who); and a list of HR professionals across campus. Designed for Human Resources folks to reach out, connect, and make referrals. Access is granted via request to hrcp@uoregon.edu. Help us stay up-to-date by letting us know if you see an area where we are missing information or need to make a change (hrcp@uoregon.edu)
 - [Campus HR Structure](#) - Overall map of HR structure across campus (pdf)
 - [Collaboration In Action](#) - An example of how UHR and unit HR partners work together. An article in our HR newsletter highlighting one of our partnerships.
- **Acronyms** - [General University](#), [Human Resources Specific](#), [Budget](#), and [Research Specific](#)
- **University Systems and Software**
 - [System and software descriptions](#) - A list of software and systems used in UO HR work with brief descriptions and links to get started.

Human Resources at UO - Help with Questions

- Use University Human Resources [role accounts and individual contacts](#). Learn more about [HR role accounts and uses](#) to help find the correct role account for your question.
- [University Talent Acquisition Assigned Recruitment Consultant List](#) - Who is your assigned recruitment consultant?
- [Directory of Human Resources related campus departments](#) - Human Resources is always happy to help and refer. However, there are other campus units that Human Resources works with frequently and they may be better positioned to help answer your questions.
- The [HR Resource Index](#) will help you find the resource you need. Search by topic to or scan the list to link to more information.

Get Started with Training and Professional Development

As you plan your training, you will want to consider your particular HR role (HR Specialist? Payroll and Operations Coordinator? Associate Director?) and the particular focus of your unit (Academic, Administrative, Research.)

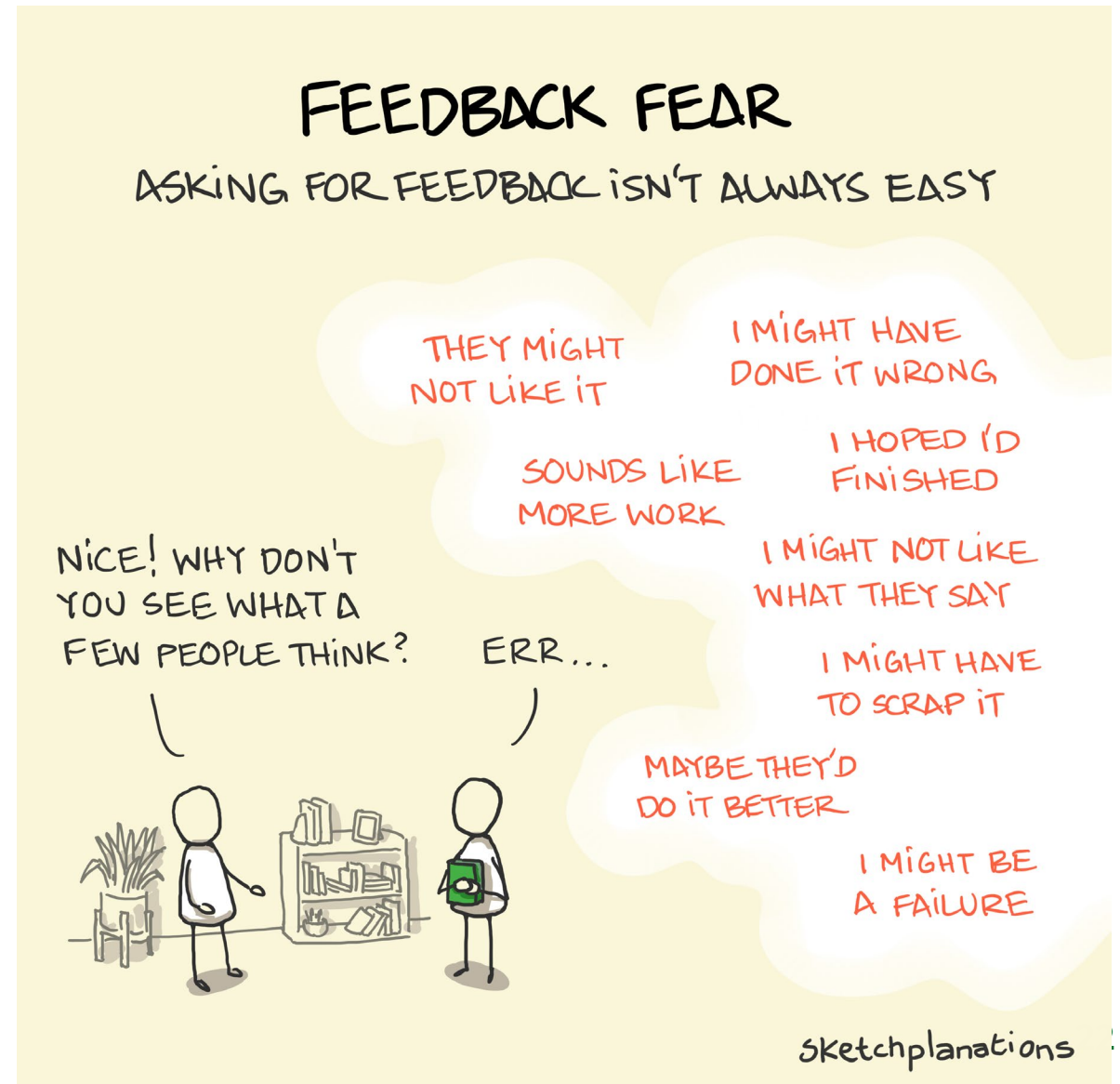
- **UO Human Resources [Competencies](#)** - consider the human resources strengths and skills you are looking to build.
- **Foundational Training: UO Specific Human Resources**
 - [UO Human Resources Training Directory](#) - This directory is a great place to find the training and professional development opportunities available to you for your work HR work at the UO. This directory includes instructor-led and on-demand trainings. Access to UO specific trainings typically available through MyTrack, the index also includes options for LinkedIn Learning and Academic Impressions training.
 - [HR Training and Development](#) - Quick links to current HR Community professional Development offerings and connections to professional associations.
 - **Specific UO Topical HR Training Highlights** (Sign-up in MyTrack)
 - **UO Recruitment**
 - [My Track Orientation](#) - An overview for Recruitment and Learning Management.
 - [Recruiting and Hiring](#) - 4 Part Series
 - [Employee Labor Relations](#) - In this course, you will learn about Employee and Labor Relations (ELR) at the University of Oregon and will find information about additional training and resources.
 - [The ADA Accommodation Process at the University of Oregon - E-Learning](#)
 - [Employee Benefits Overview](#) - Instructor lead, overview of UO employee benefits, open to all employees.
- **Foundational Training: Higher Education Human Resources**
 - College and University Professional Association (CUPA) Training
 - CUPA - HR [Understanding Higher Education](#)

Wrap-up

Meeting Wrap-up

Sue Russell, Director HR Community of Practice

- Thanks to all! We [appreciate your feedback](#) and thank you for helping us fight our fear!
- April meeting...



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

The next meeting will be
Wednesday, April 2, at 2:00pm
via Zoom

