

HR Community of Practice

April 2, 2025

2:00pm – 3:00pm

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

Please share a recent success or accomplishment large or small/personal, or professional.



Agenda

- Review of agenda, training, dates and deadlines
- **Updates**
 - Cognos update – Travis Shea, Assistant Director ERP & Data Services
- **Presentations and updates**
 - **New Summer Appointment Request Form** - Katie Bonomini-Smith, Senior Associate Director of HR Operations
 - **Summer New Hires in MyTrack** - Maeve Anderson, Associate Director, University Talent Acquisition
 - **Employee Value Proposition Resources** – Feedback and Updates – Anna Duncan, HR Communications Coordinator
 - **Employee Engagement Session for HR Community**, Sue Russell, Director, HR Community of Practice
 - **United Academics CBA Tentative Agreement** - Chris Meade, Senior Director of ELR
- **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. April 1 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 May 15th at 9:00 – Noon
- [Search Advocate Series](#) – **April 2025** Register in MyTrack

Community Connection & Resource Fair at the EMU
April 8th 9:00 –11:00 am
All Welcome! [RSVP in MyTrack](#)

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!](#)
- **[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.
- [University Day](#) - May 15, 2025
- [UO Kids on Campus](#) – April 24, 2025

[Outstanding Employee Awards](#)

Nominations close on Wednesday, April 16, 2025, Reception: May 21, 2025, from 1:30 PM to 3:30 PM, Ford Alumni Center Ballroom

Learning and Professional Development

HR Community Walking Group! We meander at varying speeds, all welcome including non-HR pals! Meet at the 13th Ave. entrance to Lillis Hall on Wednesdays at noon, rain, or shine!

Opportunities for HR Community of Practice (HRCP) - available at [Opportunities for Spring 2025](#)

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.

- [Responsiveness](#): April 23, 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.

- [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.

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

[Leaves Administration Training](#) on April 10th at 11am. HR and Payroll administrators across campus are invited to attend a Leaves Administration Training session hosted by the Leaves Team.

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>

Summer 2025 Hires and Changes

May 2025 Changes

- RTOs
 - For 12-month RTOs the deadline is **6 weeks** before the effective date.

Tuesday, April 15 is the deadline for HR Operations to receive:

- Law School Summer Term assignments for contract sessions 1 and 1.1
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect May 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](#).

NEW Summer Appointment Request (SAR) Form

Katie Bonomini-Smith

Senior Associate Director HR Operations

The Bigger Picture: Project Overview

- As part of our ongoing commitment to improve business processes and leverage technology and data effectively
- Summer term is high volume with a short processing time – Last year over 1300 pay actions in just 3 months.
 - *Fun Fact: Almost half with a June effective date*
- Big thanks to the team: Information Services and the Business Automation Team, Human Resources, Business Affairs, and especially Department Partners!





Why a NEW Summer Appointment Request Form?

- Simplify the process
- Ensure timely and accurate summer pay
- Improve submitter and approver experience
- Facilitate transparency and reporting
- Secure document storage

What's New for Summer 2025?

New Form and Process in Duckdocs (OnBase)!

- Dynamic fields, automation, data validation, and calculations
- Integrated employee information
- Business rules incorporated into appointment selection (research, teaching, other)
- Accurate pay calculations mirroring Banner



What's New...

Teaching Appointment Improvements

- Automated pay compression
 - NO MORE PAW (for summer) – Form calculates pay using 3 factors:
 - Course FTE, summer base rate, and summer session dates
- Awaiting Teaching Memo Queue
 - The form calculates the pay for you
 - Start the process and finish it later
 - Email notifications when there is a form in the Awaiting Teaching Memo queue!



What's New...

Flexible Approval Workflow to Meet Campus Needs

- Up to 4 Approvers and you pick the order
 - Work with your leadership or shared service to know what approver type and who to assign based on your departmental policies
- Different approval types with varying edit access
- Anyone can send back to the submitter to make revisions
- Any approver can cancel a submission in their queue

*Email notifications sent to submitter when revision or cancellation occurs.





What's New...

Transparency and Notifications

Notifications

- Sent to approvers and submitters whenever:
 - an action is requested
 - when a submission is in an approver queue for 5 days

Reports

- Where is it? To show not only what you submitted but what was submitted for a faculty member by others
- Workflow Activity Reports – See how long a form is in each queue

Training and Resources

- [Summer Appointments Website](#)
 - Training: Overview and User Guide
- Open Office Hours with HR Operations
 - April 8th 10 am
 - April 24th 2 pm
 - May 8th 1 pm
 - May 28th 9:30 am
- [Summer Academic Policies](#)
- Process Support: Email HROPS@uoregon.edu
- Technical Support: [UO Service Portal](#)





Summer New Hires in MyTrack

Maeve Anderson, Associate Director, University Talent Acquisition

*New Summer Appointment Hires – Via MyTrack

- To do a summer appointment for a *new faculty member, you can do this via MyTrack.
- *For the purpose of Summer Term Appointments, "new" refers to anyone who has not held a faculty appointment in the last academic or fiscal year (previous 4 terms).

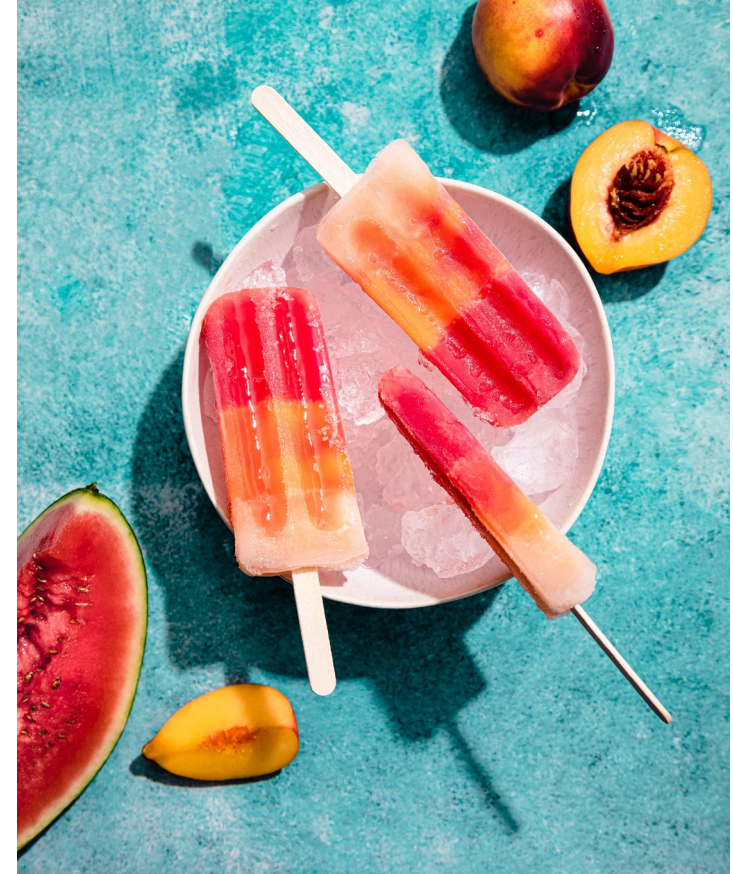


*New Summer Appointment Hires – Via MyTrack

*For the purpose of Summer Term Appointments, "new" refers to anyone who has not had a faculty appointment in the last academic or fiscal year (previous 4 terms).

Process

- Make sure you have an appropriate pro tem pool open – please double check this.
- Review the pool and select a finalist as you normally would.
- [Submit a request for a Summer Term Appointment B#](#) using the same [form](#) you use to request B# for instructional pool hires.

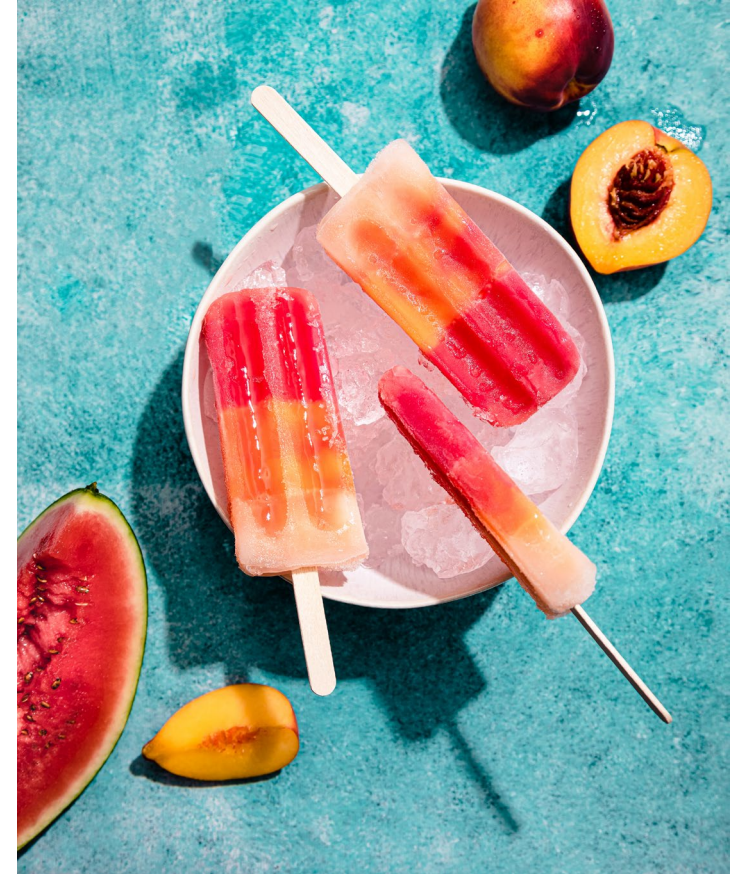


*New Summer Appointment Hires – Via MyTrack

*For the purpose of Summer Term Appointments, "new" refers to anyone who has not had a faculty appointment in the last academic or fiscal year (previous 4 terms).

Process

- Enter an offer card and advance the finalist to contingent offer accepted.
- Use the term FTE and annual pay rate when entering the offer card. HR will calculate actual FTE.
- Be sure to enter the correct summer term start and end dates.



Employee Value Proposition

Feedback and resources

Anna Duncan, HR Communications Coordinator

Employee Value Proposition

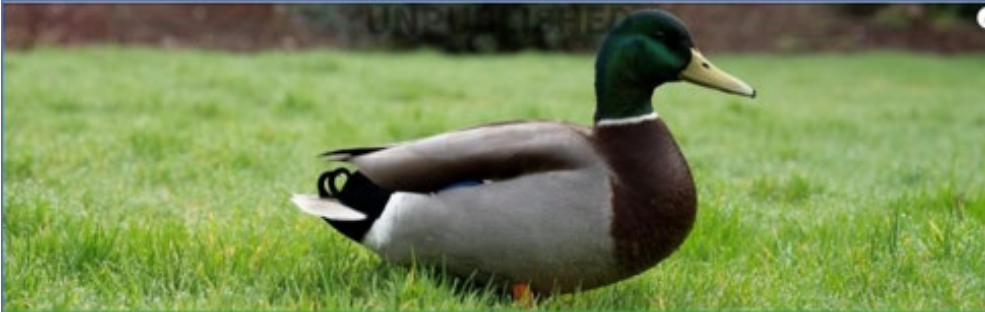
- An organization's **employee value proposition** is a statement of benefits, experiences, and shared positive values that the organization offers its employees.

Benefits and Well-Being for Staff and Faculty

The University of Oregon is proud to offer a wide range of services, essential benefits, and exclusive amenities that enhance your life at work and beyond. From comprehensive health and retirement plans to tuition discounts, emerging wellness programs, campus perks, and more—we've got you covered. Discover how the UO invests in your success and helps you thrive.

 Health and Well-Being Oregon's Public Employees' Benefit Board offers UO faculty and staff comprehensive medical, dental, vision and mental health coverage. Employees also have access to a range of offerings to support all areas of their well-being. Explore health and well-being	 Employee and Workplace Development A university is a great place to work and learn! Our development offerings include workshops, online learning, and career advancement resources designed to support your professional growth. Find development opportunities	 Perks at Work Amenities, transportation options, and services to make your workday easier. Discover perks at work
 Family and Caregiver Support Family and caregiving are critical responsibilities. Find out how the UO will support you and your family. Find caregiver and family resources	 Retirement Whether it's your first day at the UO or your last year here, understand your options so you can flourish in retirement. Prepare for your retirement	 Culture and Community Explore a museum, take in a concert, or cheer on your Ducks at a game! Explore the many experiences available at Oregon's flagship public university. Find your fun




Your Feedback



Applicant Support

We want to ensure you have a positive and well-supported experience throughout your job search at the University of Oregon. To help you navigate the process, we've gathered helpful information to guide you through finding jobs, applying, and interviewing.

If you need more support, email us at uocareers@uoregon.edu.

 <p>Advice From Recruiters</p> <p>People often ask us for our best tips for applying to work at the University of Oregon. Here they are!</p>	 <p>Accessibility</p> <p>Find out how to request accommodations and interpretation services during the application and interview process.</p>	 <p>Frequently Asked Questions</p> <p>Answers to your questions about the types of jobs the UO offers, how to apply, veteran's preference, and the review, interview, and hiring process.</p>
--	---	---

Positive

- Better-looking pages.
- Easier to get around the site.
- Freshened-up content.
- Advice From Recruiters.
- "Find Jobs" more prominent.

Could improve

- Need more info on accessibility.
- Index/site navigation.
- More attractions other than outdoors, sports.
- More multimedia to break up the reading.

Your Feedback



Add or highlight more

- UO and area history.
- Position/employee types.
- What to expect after you've applied.
- Testimonials from employees.
- Information on hybrid/remote work.
- Information in other languages.
- UO's social media accounts.
- Low cost of benefits to employees.

EVP resources

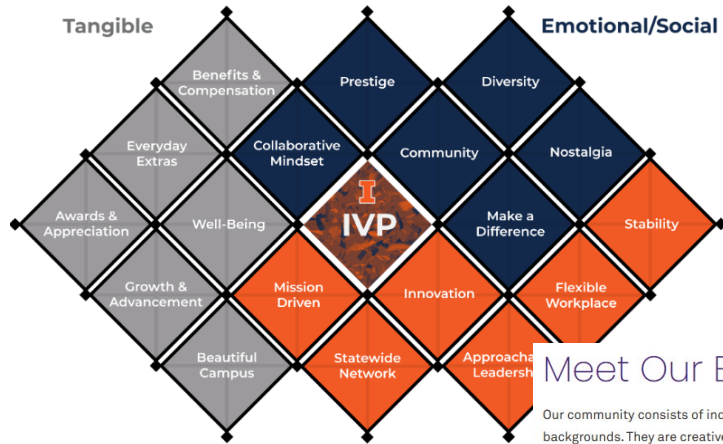
TIAA resources on the employee value proposition for higher ed:

[Why would someone want to work for my college or university?](#) — deep dive

[The Employee Value Proposition in Higher Education](#) — summary



EVP resources



Meet Our Employees

Our community consists of individuals with an entire world of different perspectives, experiences, and backgrounds. They are creative problem-solvers and dedicated professionals who contribute to our University's teaching and research goals. Meet some of these employees, and hear what they have to say about working at Northwestern.

IOWA University Human Resources Employee Self-Service

Benefits Pay Careers Development Well-Being Support Administrative Services Employment Resources

Home

Employee Value Proposition (EVP) too

For dedicated staff in a wide range of professions who seek purpose and stability blended with a great quality of life, Iowa offers a mission you can believe in, support you can count on, and a community where you can thrive.

UI staff employee value proposition (intended for internal use)



Scottie Akines Jr.
Business Administrator, Theatre, School of Communication



Kranthi Akula
Regulatory Operations Manager for Lurie Comprehensive Cancer Center, Feinberg School of Medicine



Brian Drabik
Director of Financial Aid Operations, Department of Financial Aid



Web examples from Big Ten peers

- University of Illinois: [Illinois Value Proposition](#)
- University of Iowa: [EVP toolkit for managers and HR](#)
- University of Wisconsin-Madison: [Work With Bucky](#) (for staff recruiting)
- Rutgers: [Why Work at Rutgers?](#)

Employee Engagement Session for HR Community, Sue Russell, Director HR Community of Practice

Creating an Engaging Workplace: It Takes All of Us

- Employee engagement is everyone's responsibility. This session will introduce participants to the concepts of engagement.
- This session incorporates findings from Gallup's extensive ongoing research and practice partnering with organizations to measure and improve employee engagement.
- Provide information about efforts to continue to enhance employee engagement and the 2026 employee engagement survey, which will once again be administered by Gallup.
- **Tuesday, April 29 at 8:30 am in the EMU**
RSVP: <https://forms.office.com/r/vs5aF5DrKs>

(Will follow-up in post-meeting email!)

United Academics CBA Tentative Agreement

Pending ratification, UA vote is scheduled April 2-4.

Salary

Date	TTF	Career Instructional	Career Research	Pro Tem, Visiting, Retired
April 2025*	One-time payment upon ratification of \$2,000 (FTE prorated) in lieu of retroactive pay.			
April 1, 2025*	4.5% ATB	4.5% ATB	4.5% ATB	4.5% ATB
Sept 1, 2025	3.25% ATB	3.25% ATB 2.0% Equity pool	4.25% ATB	2% ATB
Sept 1, 2026	2.0% ATB** 3.0% Merit pool	3.0% ATB	3.0% ATB	2% ATB

*Pending successful ratification before April 15, 2025.

**2.0% ATB in exchange for agreeing to end new signups for the tenure reduction program December 15, 2025.

Increases and one-time payment will apply to non-represented faculty as well (excluding EC Cares).

Additional Highlights

- July 2025 - 13.5% to 18% increases to salary floors;
- September 2025:
 - Career Instructors and Lecturers will become Teaching Professors;
 - Instructor and Lecturer will be exclusively for Pro Tem, Visting, and Retired appointments;
- Updates to:
 - Article 19 Career Faculty Review & Promotion;
 - Article 20 Tenure Faculty Review & Promotion;
- Tenure Reduction Program:
 - New signups end December 15, 2025;
 - Existing signups unaffected;

Questions

Reach out to uoelr@uoregon.edu

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

The next meeting will be
Wednesday, May 7, at 2:00pm
via Zoom

