# HR Community of Practice

## June 5, 2024

2:00pm – 3:00pm

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## Opportunities for HR Partners and Employees

- **New Employee Orientation Programs: Mission, Shared Responsibilities, & Engagement Opportunities** on June 6th at 2:00 pm. Sign-up in MyTrack.

- **Creating an Engaging Workplace- Workshop for Supervisors** on August 21 9:00 am –Noon. Sign-up in MyTrack.

- **How to Read and Understand Your Earnings Statement** is a new, self-guided module available in MyTrack. It explains each field on your earnings statement (pay stub) in simple terms. You can choose which fields you learn about.

- **Work-Life Resources for University of Oregon Employees** is another new, self-guided module available in MyTrack.

- **Search Best Practices Workshop,** Troy Elias, Associate Vice Provost for Diversity & Inclusion, will host a workshop to provide clarity and address questions about the Tenure Track Hiring process, active recruitment best practices and UO's commitment to diversity, inclusion and belonging. On Thursday, June 6th 10:00 am –11:30 am Register in MyTrack

- **Getting Things Done** In the training you will learn the CORE System: Capture, Clarify, Organize, Reflect & Engage.  On Wednesday, June 26th at 9:00 –12:30 . Register in MyTrack  currently add to waitlist.

- **Employee Benefits Overview Sessions -  Virtual**  June 17th, July 8, August 14, September 16. https://uomytrack.pageuppeople.com/learning/3786

## Opportunities for HR Community of Practice (HRCP)

- **FYI Fridays fall presentation proposals:** Do you have an HR-related project or resource you'd like to share with UO colleagues? The Learning and Development team is seeking proposals for fall term FYI Fridays presentations. This could be a great opportunity to share the value of HR and demystify what we do. Presentations can be in person or virtual. For more information, see the FYI Fridays Sharepoint site.

- **New employee separation form:** We have launched a new Employee Separation Request form. Training is available in MyTrack. Start using this form for employee/job separations, instead of a PRF or the forms.uoregon.edu separation form.

- **Oregon CUPA-HR invites officers!** Self nominations for several Oregon CUPA-HR positions close on June 7. If you have a passion for higher ed HR, CUPA has opportunities to build leadership skills, grow professional networks, and have a positive impact. HR professionals at any stage of their career may self-nominate. Available positions include president-elect, treasurer-elect, and secretary.

- **Payroll and other UO business trainings** on a variety of topics are also available in MyTrack. Please search by topic or check the MyTrack calendar or library.

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# Dates and Deadlines

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

## Summer 2024 Hires and Changes

**Monday, April 15** was the deadline for HR Operations to receive:

- **Law School** Summer Term appointment renewals:
    - RTOs
    - Fixed-term OA renewals
    - Post-retirement renewals
- Other pay actions taking effect May 2024.

**Wednesday, May 15** was the deadline for HR Operations to receive:

- Contract **Session 1 and Session 1.1** Summer Term appointments. Please see Summer Term Instructional Assignment Guidelines
- RTOs
    - For 12-month RTOs, the majority renew on July 1 so the deadline was **Wednesday, May 15**.
    - For 12-month RTOs that renew at other times, the deadline is **6 weeks** before the effective date.
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect June 2024.

## Fall 2024 RTO Renewal Deadline is August 1

## Fall 2024 MyTrack Offers Deadline is August 26

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.

**Do not submit anything more than 6 months in advance.** Any renewal effective more than 6 months out is an over-commitment for the University. If renewal is for visa purposes, please indicate on the RTO and they will be processed with Provost approval.

## July 2024 Changes

**Friday, June 14** is the deadline for HR Operations to receive:

- Contract **Session 1.2** Summer Term appointments. Please see Summer Term Instructional Assignment Guidelines

RTOs
- For 12-month RTOs that renew August 1, otherwise the deadline is **6 weeks** before the effective date.

Fixed-term OA renewals

Post-retirement renewals

- Other pay actions taking effect July 2024.

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# Agenda

- **Review of training, dates and deadlines, agenda review** – Sheena Kindred, Learning & Development Manager

- **Updates**
  - **HR Operations Updates,** Catherine Bonomini-Smith, Sr Associate Director HR Operations
    - OA Performance Tracking in Banner

  - **HR Benefits – Updates**, Anne Willis, Associate Director of Benefits
    - OFLA to PFML

  - **HR Talent** – Reminder about Fall offers, Maeve Anderson, Associate Director University Talent Acquisition

  - **HR by the Numbers and Narrative – Setting the Frame,** Sue Russell, Director, HR Community of Practice
  - **Data Considerations at Work -** Megan Flanigan, HR DEI Analyst and Jenna Schuttpelz, Director Talent Acquisition, Classification, and Compensation

- **Meeting wrap-up,** Sue Russell, Director, HR Community of Practice

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# OA Performance Tracking
## Catherine Bonomini-Smith
## Sr Associate Director HR Operations

- Why we made a change

- How to record the completion of an OA Performance Evaluation
  - How to get access
    - https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=33086
  - How to use UO Employee Review in Banner PWAREVW
    - https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=140768

- How to report and track completion
  - Banner OA Review Tracking User Guide

Thank you for those who participated and provided feedback on this important improvement!

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OFLA to PFML Update
Anne Willis
Associate Director of Benefits

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Earlier this year, the Oregon Legislature amended the Oregon Family Leave Act (OFLA) which provides job protection for certain qualifying leave reasons.

There have been significant updates to the Oregon Family Leave Act (OFLA) and its interactions with the [Oregon Paid Family and Medical Leave (PFML) program](). These legislative updates have implications for how leave requests are managed at the UO.

Effective July 1, 2024, the following leave reasons will no longer be covered under OFLA and must be transitioned to PFML.

• Family Leave to care for an infant or newly adopted child or newly placed foster child

• Family Leave to care for a family member with a serious health condition

• Medical Leave for an employee's own serious health condition

The UO Benefits Office sent notices last week to employees affected by these changes. If an employee is on an approved OFLA leave and they do not have an active PFML claim, they will need to follow the steps below to maintain protected leave.

1.  Contact The Standard at 1-800-242-1888 to initiate their PFML claim
    a.   Reference Group Policy Number: 762384-Z.
2.  Employees will receive a packet by mail to complete and return to The Standard within 30 days. Employees may submit their current medical certification to The Standard.
3.  The Leaves Coordinators in our office will request additional information via email. Employees will need to supply this information in a timely manner so the claim can be processed efficiently.

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**Return to Work Reminder**

Employees are required to submit an Employee Status Report (ESR) within 5 days of their return-to-work date for leaves related to their own serious health condition or a pregnancy related disability.

The employee's physician confirms if they can perform the essential functions of their job when the leave period ends. Employees cannot return to work without confirmation from the Leaves Coordinator the ESR has been received. Supervisors must also confirm early return to work status with our office.

If you have specific questions regarding an employee's leave, please contact [hrleaves@uoregon.edu](mailto:hrleaves@uoregon.edu)

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# Human Resources
# by the Numbers and the Narrative

- Setting the Frame – Sue Russell, Director HR Community of Practice
- Data Considerations at Work - Megan Flanigan, HR DEI Analyst and Jenna Schuttpelz, Director Talent Acquisition, Classification, and Compensation

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**Common Definitions and Framing**

- Data – a collection of values, gathered by question or measurement
  - Quantitative Data - countable, or measurable, how much, how many, how often, numbers
  - Qualitative Data – description of characteristics, sensory, observations
- Metrics are made up of data, pieces of data measured against a goal

Mixed method approach combines and integrates both types of data.

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**What are the Human Resources data considerations?**

- Data Privacy – particular responsibility for confidentiality and privacy of data both numeric and qualitative. Basic security and access, methods of communication,  determine when sharing information is appropriate.

- Data Precision – data entry, accuracy,  consistency, proper coding and clean-up is an important responsibility. Accurate input provides better overall reporting results and subsequent understanding and decision making. Builds potential for equity.

- Data Signals and Patterns - something looks off, too many questions, the numbers or narratives don't fit with the typical expectation, disproportionate impact, correlation does not imply causation.

- Data Communication – Sharing what we know, important information for employees about changes.  Leveraging understanding  – the nuance of timelines,  how much and how many, the why behind the action.

**Where is the HR community impact?**

- Privacy: Consider business purpose for data and information access, confidentiality.

- Precision: Remember the value of accurate data. Influence on the larger picture and opportunities for equity.

- Signals: Stay curious, observe, ask questions, get to know your data. Spot error messages, confusion, gaps, work to understand patterns and spot changes.

- Communication: Share accurate information. Support understanding – the nuance, the what, how, and why.  Identify and communicate barriers and highlight opportunities to continuously improve. Consider what you want to say.
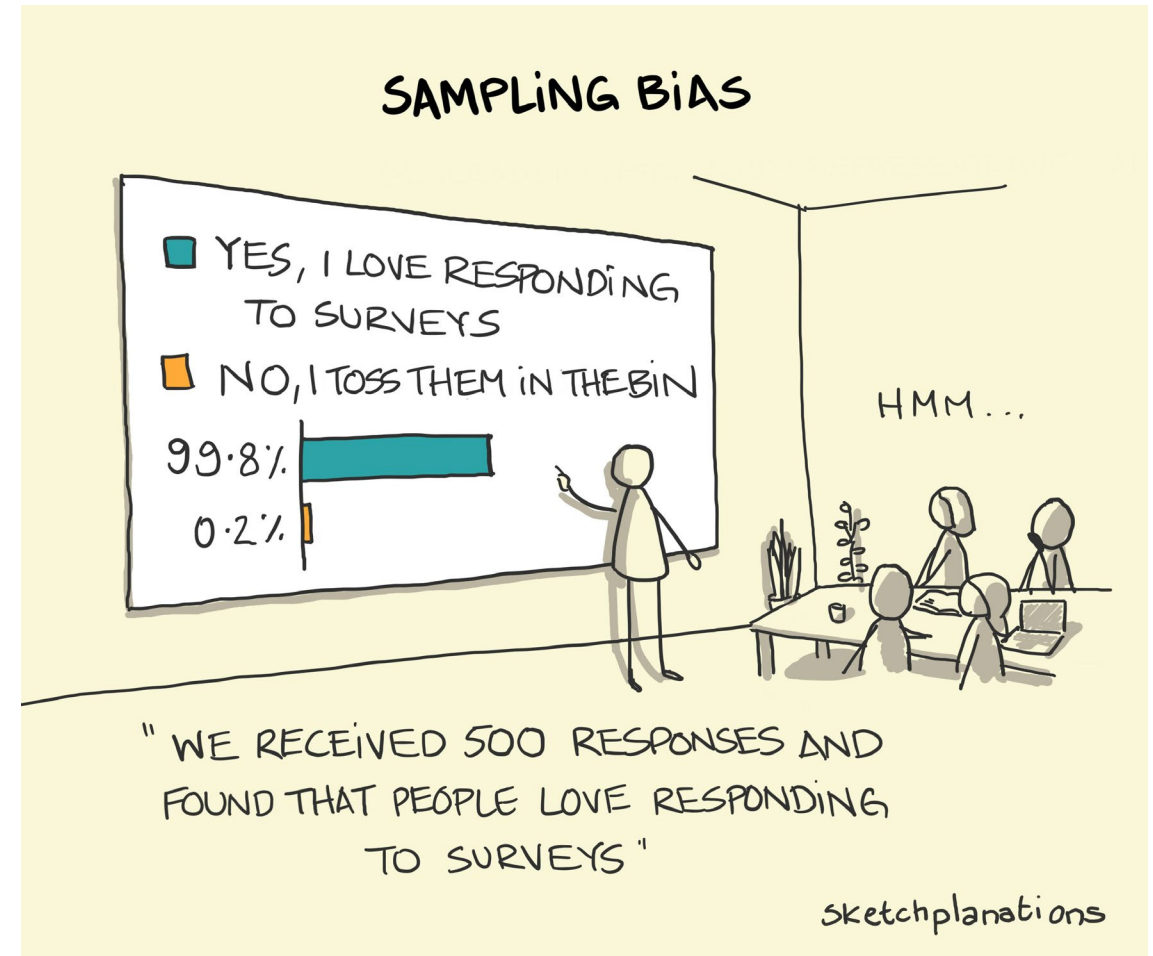
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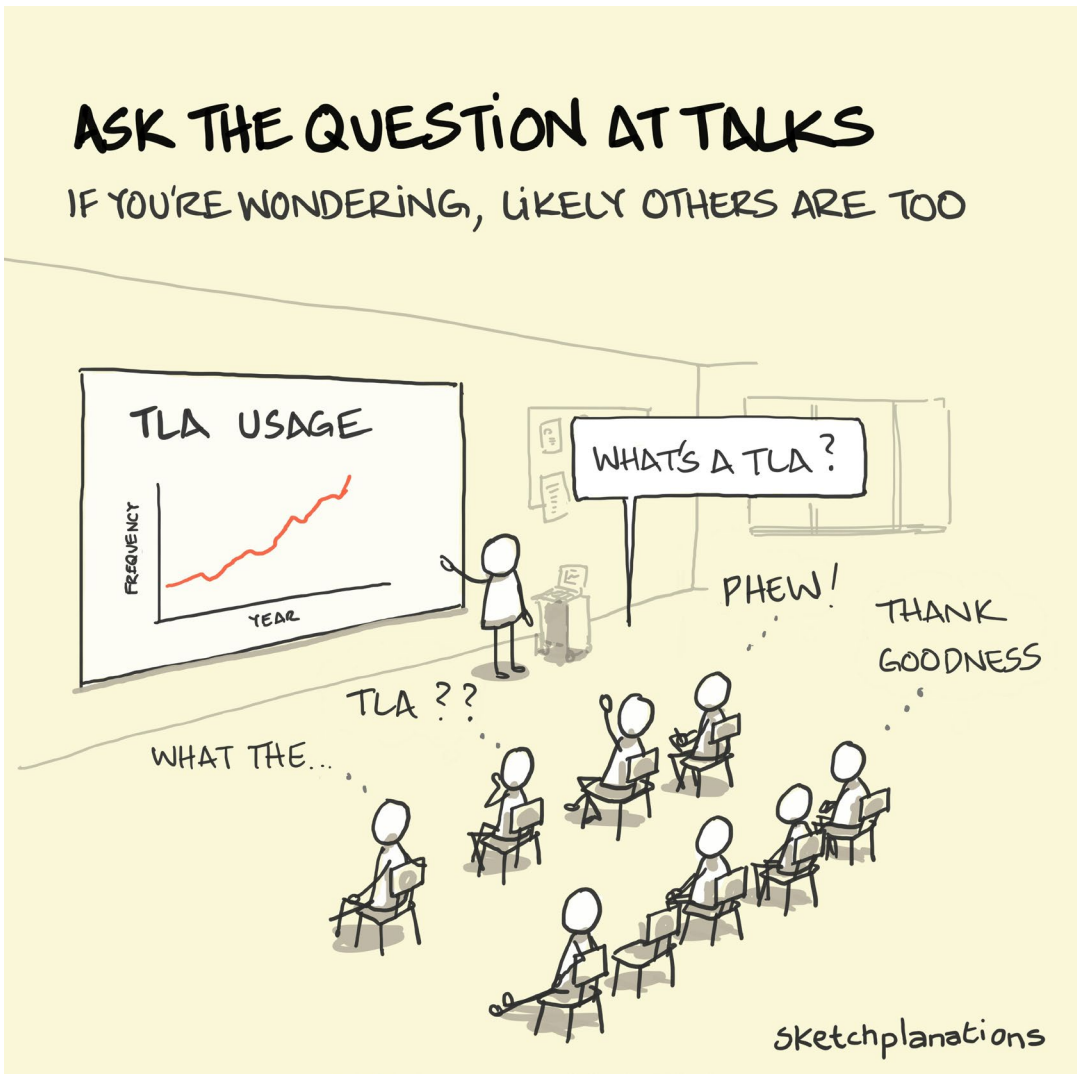
# Data Considerations at Work

How the TACC team embraced data, tracking, and metrics, including what we learned along the way

## Data Privacy

- Data privacy does not mean data that is hidden

- If you're unsure if you can/should access data, just ask!

- Consider appropriate use – not all uses are equal

- For qualitative data, consider how survey respondents will engage with your questions and possible bias implications



SAMPLING BIAS

☐ YES, I LOVE RESPONDING TO SURVEYS
☐ NO, I TOSS THEM IN THE BIN

99.8%
0.2%

HMM...

"WE RECEIVED 500 RESPONSES AND FOUND THAT PEOPLE LOVE RESPONDING TO SURVEYS"

sketchplanations

# Data Privacy in Action: Applicant Demographic Report

- Aggregate not individual

- No results if <10

- Aware of system reporting to ensure individual data is not accessible

- Report can be run on job requisitions in MyTrack as needed

## Data Precision

- Set yourself up for success from the very start with your tracking systems

- Consider how you monitor and ensure accuracy

- Consider your data inputs and any known limitations or issues

- Be prepared to be precise for several years to see true longitudinal trends



CHIHUAHUA SYNDROME
MESSY, UNVALIDATED HAND-ENTERED DATA

DOG DATABASE

Breeds ↑

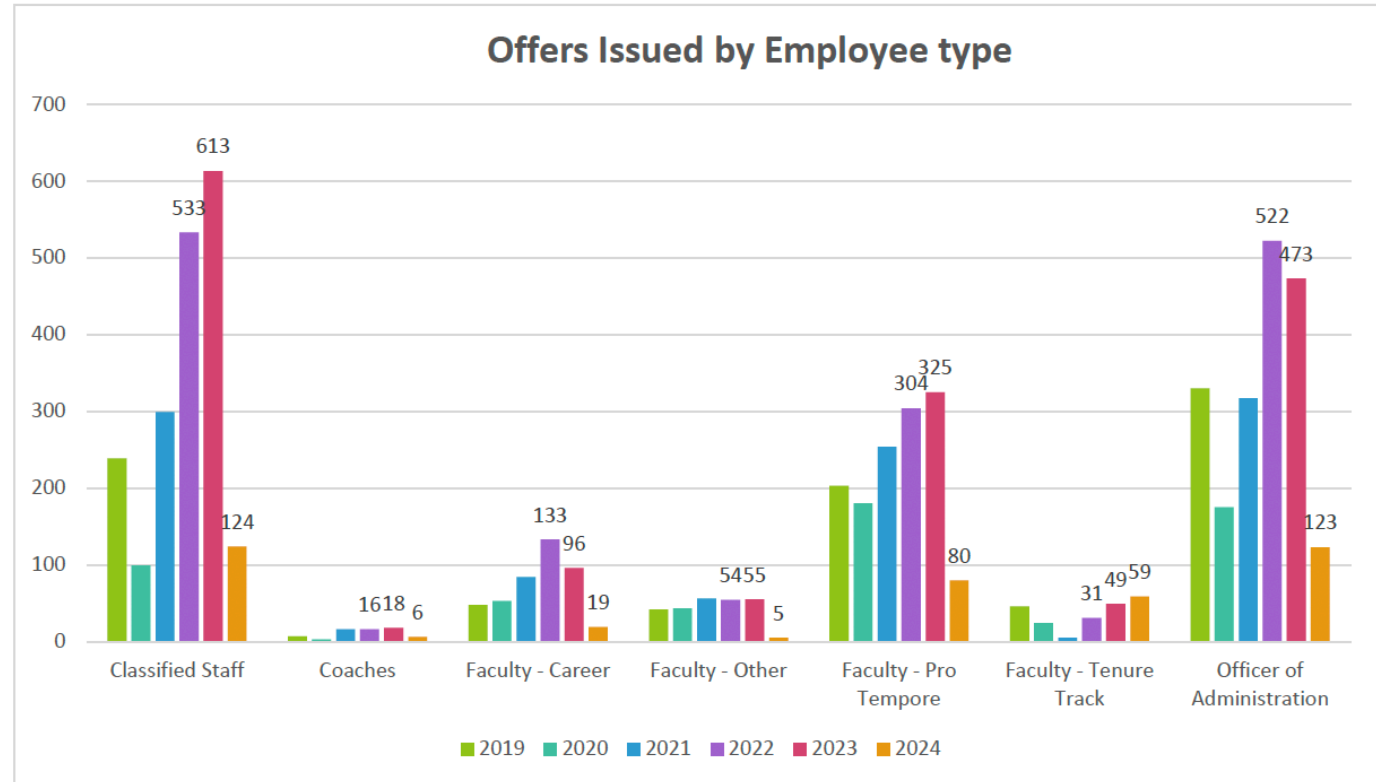| BOXER | 118,726 |
| BULLDOG | 109,215 |
| CHE HUA HUA | 2 |
| CHE-HUA-HUA | 16 |
| CHE-WAWA | 3 |
| CHEE-HUA-HUA | 14 |
| CHEEHUAHUA | 25 |
| CHEHUAHUA | 1082 |
| CHEHAHA | 458 |
| CHEHAWA | 1 |
| CHIHAHA | 67 |
| CHIHUAHUA | 65,421 |
| CHIHUAWA | 17 |
| CHIWAWA | 13,098 |
| CHIEHUAVA | 362 |

GOSH! SO MANY

sketchplanations

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# Data Precision in Action: TACC Team Metrics

- Data pulled from MyTrack via reporting module into MS Excel – avoid hand entry or hand counts

- MyTrack structured to capture needed data elements

- Elements outside of MyTrack are tracked in similar ways for consistency



**Offers Issued by Employee type**

Legend: 2019, 2020, 2021, 2022, 2023, 2024

Values shown: Classified Staff (533, 613, 124); Coaches (16, 18, 6); Faculty - Career (133, 96, 19); Faculty - Other (54, 55, 5); Faculty - Pro Tempore (304, 325, 80); Faculty - Tenure Track (31, 49, 59); Officer of Administration (522, 473, 123)
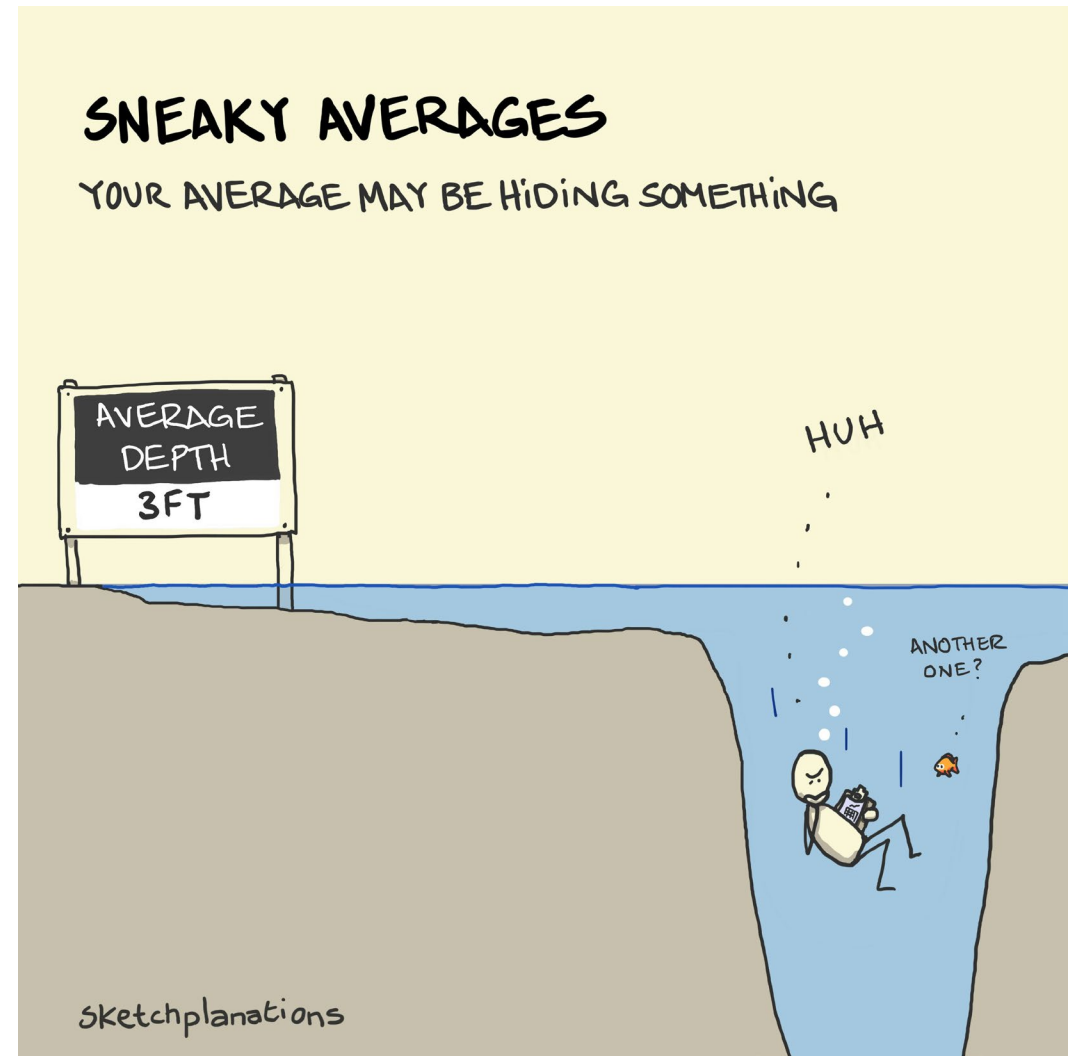
**Note:** The data in each table reflects calendar year information, the current year is a partial year through the month of the report. All other years are reported in their entirety.
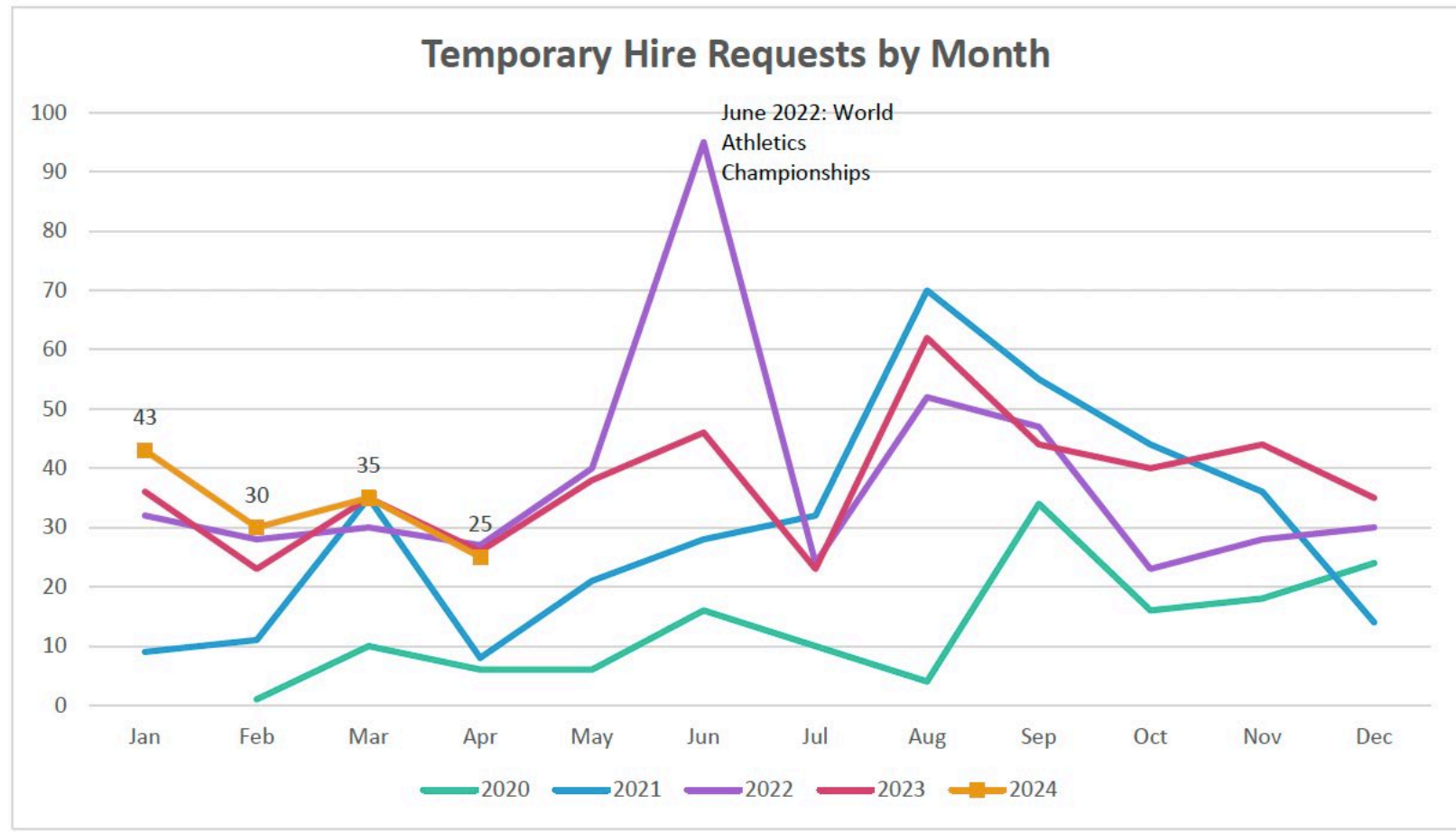
## Data Signals

- What is your data telling you?

- What questions do *you* have as someone with close knowledge to the data?

- How can you help your readers understand what you are presenting (and what you're not)



SNEAKY AVERAGES
YOUR AVERAGE MAY BE HIDING SOMETHING

AVERAGE DEPTH 3FT

HUH

ANOTHER ONE?

sketchplanations

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# Data Signals in Action: Temporary Hire Request Metrics

- Noticeable spike in June 2022

- To avoid common questions, noted the outlier in the visual

- Readers don't need to know or recall history to see reason for the spike



Temporary Hire Requests by Month

June 2022: World Athletics Championships

# Data Signals in Action: Job Approval Metrics

- Spike in April 2024 job postings noticed by leadership

- Questions about hiring activity vs headcount

- Digging in, related to process change for academic pools



Jobs Approved by Month

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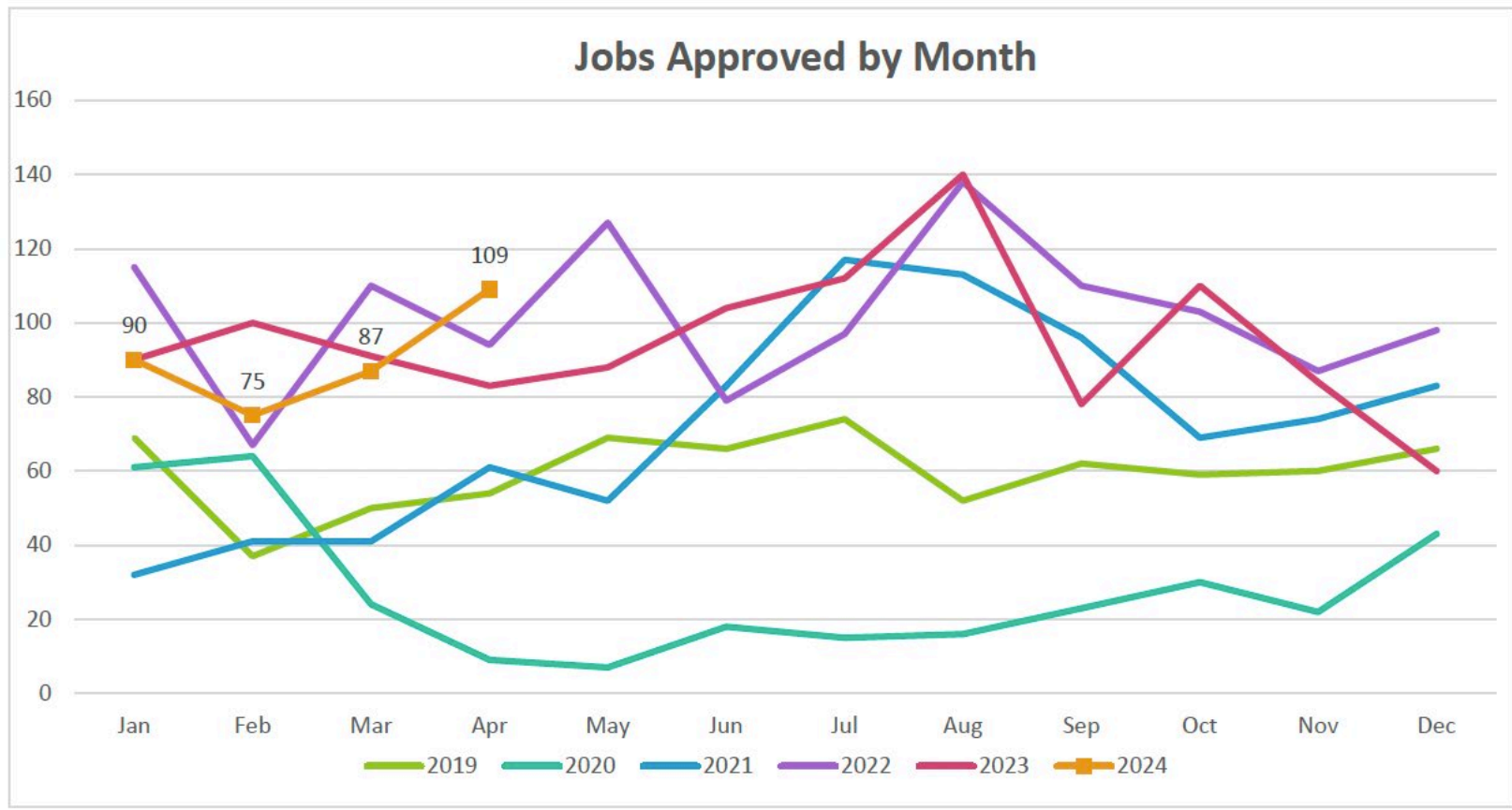
## Data Communication

- Consider what story you're trying to tell your readers and why it's important to them

- Pay close attention to labels, titles, and averages vs. edge cases

- Results of data shared without knowledge or context can range from simply not useful up to actively misleading or confusing

- Don't let concerns stop you from sharing your stories!
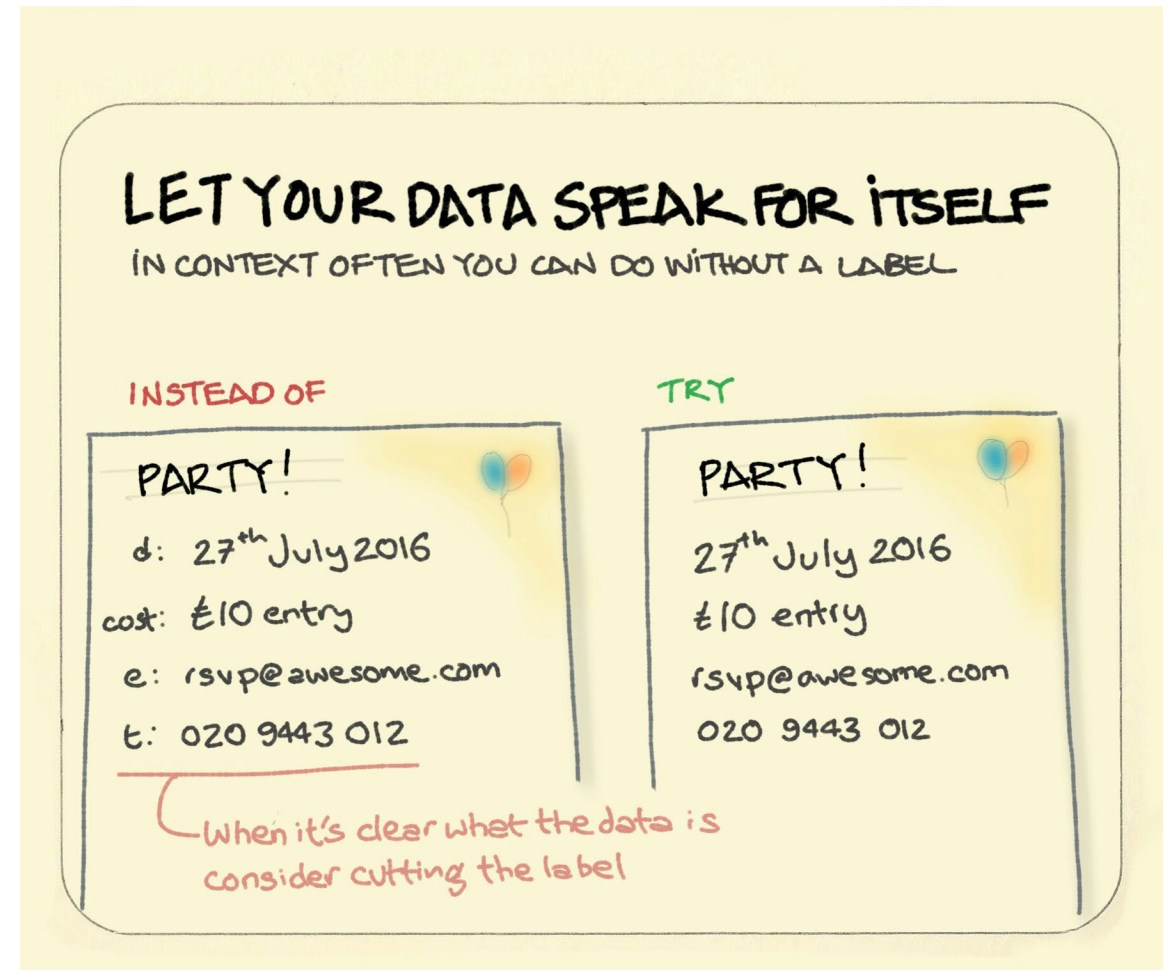
# Data Communication in Action: In YOUR areas!

| Reports Available | What it Covers | Delivery Options |
|---|---|---|
| Requisitions Posted | Provides a report of requisitions posted in your area in a certain period of time; most select a 12 month look back period | Scheduled to email to appropriate staff or role accounts on a regular basis |
| Offers Accepted | Provides a report of offers accepted in your area in a certain period of time; most select a 1 week up to 6 month look back period | Scheduled to email to appropriate staff or role accounts on a regular basis |

To begin the discussion on delivered reports for your area, please email talent@uoregon.edu to get started!

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# Meeting wrap-up

Sue Russell, Director HR Community of Practice

- **Professional Development and Resources**
  Linked in Learning Courses
  - [Excel Data Visualization: Mastering 20+ Charts and Graphs](#)
  - [Data Visualization for Data Analysis and Analytics](#)
  - Sketchplanations - https://sketchplanations.com/

- **I thought I saw it somewhere**...  if you enjoy numbers that describe the UO
  - UO  Institutional Research at  https://ir.uoregon.edu/ includes profiles, employee data, student data and more
  - Data Dashboards on the Office of the Provost web site
    https://provost.uoregon.edu/analytics/dashboards Interactive information on student and employee demographics and trends.

- Next month – July 10th  meeting will focus on preparing for  Fall term. Thank you all for your participation and contributions!

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

The next meeting will be
Wednesday, July 10 at 2:00pm

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