HR Community of Practice Meeting Highlights
January 10, 2024

If you have a new HR employee or are a new employee, please email HRCP@uoregon.edu so we can recognize and introduce you!

Learning and Development Opportunities

**New Employee Orientation: Mission, Shared Responsibilities, and Engagement Opportunities**, February 8th

**Mentorship Reimagined – UO Staff Workshop**, January 25th and February 20th

**Crucial Conversations for Accountability**, January 29th – February 6th

**Active Recruitment at UO**, January 30th

**Supervisor Training: Grievance, Discipline and Unions**, February 21st

Virtual Trainings

- SHRM Upcoming Webcasts (membership required)
  - [Emotional Intelligence Skills for the Modern Workplace](#) Oregon CUPAHR Free/Virtual, Tuesday, January 30th, 11:30 a.m.-12:30 p.m.
  - [Employee and Labor Relations at the University of Oregon](#) (MyTrack)
  - [Officers of Administration at the University of Oregon](#) (MyTrack)
  - [Classified Staff at the University of Oregon](#) (MyTrack)

HR Community of Practice: Training and Resources

**HRCP Professional Development Workshop Series**
- Mentorship Reimagined: January 26, 10 - 11:30am
- Influence: Feb 21, 9am to 1pm
- Change Management: May 21, 9am to 1pm

Meeting Agenda

- Introduction of HR Community of Practice Director
- Defining Community
- UHR Updates and Reminders
  - HR Operations
  - MyTrack
  - Paid Family and Medical Leave
  - Mandatory Training: UO Non-Discrimination
- UO Maps
- HR Community of Practice Feedback Poll

UHR Updates

**Introduction of HR Community of Practice Director, Sue Russell**

*Mark Schmelz, Chief Human Resources Officer and Vice President*
Defining Community

Sue Russell, Director of HR Community of Practice

- **Human Resources Community of Practice: Together**
  - Common focus – shared interest, topical knowledge and competencies, meaningful HR work
  - Community – shared sense of responsibility, inclusive, collaborative, engaged in supportive problem solving
  - Practice – consistent and equitable, shared resources and expertise, development of professional knowledge and competencies

- **Initial priorities**
  - Listening, communicating, relationship building
  - Identifying available resources and needs
  - Building HR Community of Practice unit

- **In support of priorities...**
  - Welcome to contact - virtual or in person
  - Open meeting time
  - Outreach

HR Operations

Catherine Bonomini-Smith, Senior Associate Director of HR Operations

- Salary increases update – Salary increases will be in the HR/Payroll Banner system by January time entry
- MyTrack backend HR Operations process change for EODs and Reclassifications
  - Streamlining the process by removing submission of the PRF through the MyTrack notes and using a direct upload to payroll through forms.uoregon.
  - In order to maintain some department visibility, we will send a forms copy to the HR Administrator listed on the PD. This will allow for tracking EOD and Reclass PRFs through the forms system.
- Employee Separation Request Form soft launch planned for January
- February and spring term deadlines (added by Kaia for Catherine to talk about)

Please contact hrops@uoregon.edu with questions.

MyTrack

Jenna Schuttpelz, Director, Talent Acquisition, Classification, and Compensation

- A recent update to the MyTrack system allows for branding elements to be added to some template emails (we will be using a header with the O logo and footer).
• Initial focus is candidate-facing emails, to provide professional, themed communications during the search process.
• The Talent team worked with University Communications on appropriate branding elements, did a comprehensive review of communications templates, and worked with Information Services to implement the changes.
• Changes will begin rolling out the week of January 8th and continue until the initial list of updates is complete.

Please contact talent@uoregon.edu with questions.

**Paid Family & Medical Leave**

*Tracy Lilley, Leaves Coordinator*

• How did the first term go?
  ▪ 222 PFML claims filed.

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Number of Employees</th>
<th>% of Total Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified</td>
<td>88</td>
<td>39%</td>
</tr>
<tr>
<td>Faculty</td>
<td>64</td>
<td>29%</td>
</tr>
<tr>
<td>Graduate Employee</td>
<td>19</td>
<td>9%</td>
</tr>
<tr>
<td>Officers of Administration</td>
<td>51</td>
<td>23%</td>
</tr>
<tr>
<td>Student</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Temporary</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

• PFML Updates & Reminders
  • Updates:
    ▪ The Standard has created a [Benefits Estimator Calculator](#) for UO employees.
    ▪ This calculator provides estimates only and is not a guarantee of PFML Benefit amounts.
    ▪ Upcoming PFML training for Department Payroll Admins – be on the lookout for email communications for this training coming soon!
  • Reminders:
    ▪ Department Payroll Admins should not change an employee’s FTE while they are on PFML leave - HR Benefits and Payroll coordinate this action.
    ▪ Ensure the employee’s election for top-off is correctly entered during time entry.
    ▪ The Standard pays PFML benefits on holidays – this means that only the specified top-off amount should be recorded on the holiday.
    ▪ If you have questions, please contact us at uopaidleave@uoregon.edu.

• PFML Process – High Level
• Leave claim is **Approved**:
  • Employee’s PFML benefit amount information is collected from The Standard when available
  • UO sends employee top-off election form to return with their decision.
  • Notify Employee, Payroll, and Dept. Payroll/HR Admin of top-off election.

• Leave claim is **Denied**:
  • Notify Employee, Payroll, and Dept. Payroll/HR Admin.

Please contact benefits@uoregon.edu with questions.

**Mandatory Discrimination Training Update – HB 3456**
*Sheena Kindred, Learning & Development Manager*

- **Training Title:** Understanding Sexual Misconduct, Resources, and Employee Responsibilities
- **Who:** Under House Bill 3456, all UO employees and students must complete annually
  - Student requirement is being handled by Student Life
- **When:** Anticipated launch date: Week of Feb 19th
  - All current employees will be added to the module before the launch date
  - Employees will have 90 days to complete the module
  - HR Partners will receive a preview prior to launch
- **How:** 30-minute eLearning module in MyTrack
  - Alternative instructor-led sessions will be offered for employees who do not have access to workstations
    - Departments identified as having multiple employees in this position will be contacted prior to the launch to coordinate group training sessions
- **Tracking & Reporting:** Tracking will be done through MyTrack
  - Unit leadership will receive regular completion reports during initial 90-days
    - Monthly reports will be sent on an ongoing basis

Please contact MandatoryTraining@uoregon.edu with questions.

**Location Innovation Lab – UO Maps**
*Ken Kato, Director & Amy Shadell, Innovation Program Coordinator*

- UO Maps has both public and UO-user specific features
  - Access at [https://map.uoregon.edu](https://map.uoregon.edu)
  - Login with DuckID to unlock additional features and to save custom maps.
- Additional features are viewed using the cube icon.
  - Maps are available for all UO campuses, and UO users can set a default campus view.
- “How To” sections are embedded in the map when you click on options within the cube icon, or as pop ups when you take certain actions.
  - Map Help links are available in the lower left portion of the cube icon menu.
- Use the search feature to look for specific buildings, rooms, units, or departments on campus.
  - Keyword searches bring up results relating to the keyword, for example “Human Resources”
- Buildings on UO maps typically show exterior and interior views. Views can be narrowed down as far as specific rooms or parking spaces.
  - To see a building interior, select the ‘go indoors’ icon from the lower left corner of the informational pop-up. This icon is a figure running toward an open door (box).
  - Informational pop-ups for locations include details about the location and may even link to department or program websites.
  - Navigate the floors of multi-level buildings using the stairs icons on the right-side vertical menu bar.
- The drop a pin feature is available by clicking on the building or location and selecting the pin icon from the bottom right corner of the info pop-up about that building.
- Custom maps can be created and shared by the public and UO users but can only be saved by logged in UO users.
  - Custom maps can be edited at any time by logging in and choosing the My Map Links option under the Cube icon.
    - Maps or specific pins within maps can be edited using this feature.
  - You can create custom maps by dropping pins in locations on campus.
    - Pin drop information can be edited in the Add Map Point pop-up that appears when you drop a pin.
      - You can edit the pin pop-up title, offer pop-up text, and choose the pin color/theme.
  - You can add as many pins as you like. When complete, click “I’m Done” to generate a link and/or QR code for your custom map.
    - If you’re logged in with your DuckID, you can view or modify your map any time by going to My Map Links in the Cube icon and choosing your map and/or subsequent pins in the menu on the left side of the screen.

Please contact gis@uoregon.edu with questions.

**HR Community of Practice Feedback Poll - Quiet week**

- Intention to create opportunity to take time off, or, if working, focus, catch-up, organize/plan
- Overall impressions of the week
- Notes on what worked well, issue spotting, suggestions for improvement