HR Community of Practice

October 4, 2023
2:00pm – 3:00pm
New Employee Orientation Programs: Mission, Shared Responsibilities, & Engagement Opportunities
Thursday, October 5, 2:00pm – 4:30pm

September Monthly Learning Challenge: Building Your Professional Network - Facilitated Discussion
Friday, October 6, 12:00pm – 12:50pm

Using LinkedIn Learning for Employee Training & Development
Wednesday, October 11, 9:30am to 11:00am

HR Partners Orientation
Tuesday, October 24, 2:30 pm

Getting Things Done
Thursday, October 26, 9:00am – 5:00pm

Excel Formulas: Basics
Monday, October 30, 9:00am to 12:00pm

Active Recruitment for Everyone
Monday, November 6th

Virtual Trainings

SHRM Upcoming Webcasts (membership required)

October Monthly Learning Challenge – Self-Leadership

HR Community of Practice: Training and Resources

HRCP Professional Development Workshop Series
Half-day sessions including lunch. Dates and registration by the end of the month.

- Fall: Mentorship Reimagined: Nov 29, 9am to 1pm
- End of fall: December 6 at 2pm, In person social
- Winter: Influence: Feb 21, 9am to 1pm
- Spring: Change Management: May 21, 9am to 1pm

To be scheduled: Employee Engagement Resources
Agenda

• UHR Updates and Reminders
  o Faculty UA Exclusion Reminders & Quarterly Roster Review and Update
  o Faculty Reference Letter Requests system update

• Open Enrollment
Faculty UA Exclusion Reminders & Quarterly Roster Review & Update

Catherine Bonomini-Smith
Senior Associate Director, HR Operations
Faculty UA Exclusion Reminders & Roster Review & Update

**Timing:** Ongoing, but at minimum every quarter

**What to Do:** Run the Cognos reports, verify information, and submit updates following the instructions posted online.

- Faculty UA Exclusion
- Roster Review and Update

**Fall Roster Audit:** Fall comes with many new hires, including new student employees. Every effort should be made to make sure all employees show a current supervisor of record.
Reference Letter Collection

Maeve Anderson
Associate Director, Talent Acquisition
Before you begin

- Consider best practices
- DO NOT INITIATE collection before the application review date
- Let candidates know that you’ll be reaching out directly to their references to collect letters.
- Ask them to log into their application and confirm their references are correct and the spelling of the email address is accurate.
• Via the applications “tile” of your MyTrack Dashboard, access your applicant list for the appropriate search.

• Move selected candidates to status “Reference letter requested (online form).” Do not use “reference letter requested (offline)” - this will not initiate any action.

• Don’t forget to scroll up and press “Submit”

• This will send out requests to referees and give them 30 days to upload their letters. The 30-day period is fixed and can’t be changed. Referees receive a reminder after 10 days.
Reference Letter Collection – Option 2

• Go to list of applicants from the requisition
• Click view applications
• Select the candidates you want to collect letters for.
  • **You can only collect for up to 60 candidates** at one time – so you’ll need to do it in batches if you’re checking large lists of candidates.
• Navigate to the dropdown at the top, “select a bulk action,” and choose “bulk reference check”.

• Enter an expiration date that is AT LEAST 14 days from today.
  • Look at a calendar to be extra sure you’re selecting a date that is at least 2 full weeks from today.
  • Each candidate’s referees should be given the same amount of time to complete references. If working in batches on the same day, be sure to pick the same date each time. If requesting letters over multiple days (not recommended) make sure to give the SAME NUMBER OF DAYS.
  • Errors here have strong potential to confuse applicants and their referees and are labor-intensive to correct; we advise caution.
  • When ready, click Next button.
• MyTrack will populate the auto generated email template.

• Change the ‘from’ field from to your email address (the person managing reference collection) so that you can be looped in on questions or troubleshooting that may need the attention of the search committee.

• Edit the body of the email to include YOUR signature and contact information.

• DON’T EDIT THE REST OF THE EMAIL – especially anything in {}. When ready, click “Finish.”
You can find more information including a detailed guide here:
https://hr.uoregon.edu/faculty-reference-letter-collection
Open Enrollment

Anne Willis
Assistant Director, Benefits
Open Enrollment October 1-31

All benefit eligible employees are required to take action to complete Open Enrollment

Benefit changes are effective Jan. 1–Dec. 31 of 2024

Complete Health Assessment (HEM) → Enroll at pebbenroll.com

For more information visit: https://hr.uoregon.edu/benefits-annual-open-enrollment
Health Engagement Model

• Employees who complete the health assessment and enroll in HEM will receive a monthly incentive of $17.50
• Complete assessment on current provider website
• HEM assessments must be completed under the employee profile between Sept. 1 and Oct. 31
• Save a copy of the report for your records

The UO Benefits Office cannot confirm completion of HEM

https://www.oregon.gov/oha/PEBB/Pages/HEM.aspx
Enroll in Plans

Core Benefits

• Medical
• Dental
• Vision
• Basic Life

Optional Benefits

• Short Term Disability
• Long Term Disability
• Optional Life Insurance
• Accidental Death and Dismemberment
• Long Term Care
• Flexible Spending Accounts
Forget to Enroll?

Continue Medical Dental Vision → No HEM Participation → Higher Plan Deductible → Assessed Surcharges → No FSA
Plan Changes 2024

**All Medical Plans**
- New reimbursements for travel and lodging expenses
- No longer cover over-the-counter (OTC) COVID-19 tests

**All Providence Plans**
- Physical therapy - prior authorization will be required for more than 12 visits in a calendar year
- Fertility drugs covered with no annual maximum
- Sexual dysfunction medications will be covered
- Expanded coverage for Facial Electrolysis for members diagnosed with PCOS

**Providence Choice**
- Referral requirement for specialists is no longer required

**Providence Statewide**
- Massage therapy benefits have been added

**Moda**
- New type 2 diabetes care program
- Access to mental health care may now be accessed through Spring Health
- Fertility drugs covered with no annual maximum
- Sexual dysfunction medications will be covered
- Expanded coverage for Facial Electrolysis for members diagnosed with PCOS

**Kaiser**
- Fertility drugs covered with no annual maximum
- Emergency room co-pay increased
- Expanded digital treatment options
Open Enrollment Resources

2024 Enrollment Guide  *English*  2024 Enrollment Guide  *Spanish (coming soon)*

2024 Plan Comparison  *English*  2024 Plan Comparison  *Spanish*

Plan Comparison Tool

Welcome to the PEBB Plan Comparison Tool

Use this online tool to:
- View your PEBB medical, dental, and vision plan options
- Compare important plan features for all health care plans, including coverage for office visits, hospital care, mental health services, prescription drugs, and more
- Understand how specific services are covered

Get started:
- Click on the plan features you want to compare and click “Next Step”
- On the comparison screen, select the plans you want to compare by “selecting” the plans and services you do not want to see
- Be sure to click on the “Print” button if you want a record of your results — your results will be saved once you exit the tool

Premium Estimator
PEBB open enrollment information is available online and in a variety of languages at https://www.oregon.gov/oha/PEBB/Pages/Enrollment-2024.aspx
Scroll to the top of the webpage to select your preferred language.
With Oregon Paid Family and Medical Leave (PFML) now available, it is important to understand how short-term disability benefits coordinate with PFML and the additional income replacement available through the disability insurance program.

- In most cases, a short-term disability claim would also be covered by PFML.
- While using PFML, an employee may still receive income replacement through their short-term disability policy.
- Short-term disability provides protection should an employee experience more than one disability event in a 52-week period.
- Short-term disability rates are significantly lower than ever before.
Reminders

- Employees and retirees leaving the University in December should complete Open Enrollment – in some cases you may have coverage through January 31, 2024.
- Dependent children who turn 26 in 2023 will automatically be terminated at the end of their birth month and receive COBRA continuation information - no action required.
- Status changes (divorce, termination of domestic partnership, marriage, birth, etc.) occurring in 2023 requires submission of a Midyear Change Form within 30 days of the change.
Benefits Fair

October 5, 2023
10:00 a.m. to 2:00 p.m.
EMU Crater Lake Room

Providence Health Plan
Kaiser Permanente
ASI Flex
VSP Vision
Willamette Dental Group
Oregon Public Universities Retirement Plans
Oregon PERS
Fidelity
TIAA
UNIVERSITY OF OREGON
OREGON COLLEGE SAVINGS PLAN
moda
canopy
PEBB Virtual Benefits Fair

- Available 24/7
- Learn about benefit options
- Explore resources available to PEBB members
- Connect with vendor partners during scheduled times

Register and Learn More!
Contact the Benefits Team

E-Mail: hrbenefits@uoregon.edu

Website: https://hr.uoregon.edu/benefits
Thank you for attending today's HR Community of Practice Meeting

The next meeting will be Wednesday, November 1st, from 2:00pm – 3:00pm