HR Community of Practice
Virtual Meeting

January 11, 2023
2:00 PM
Excel - Beginner
Monday, February 6, 1 pm - 3 pm

New Employee Orientation: Mission, Structure and Shared Responsibilities
Tuesday, February 7, 9:30 am

Crucial Conversations for Mastering Dialogue
Tuesday, February 7, 1 am - 2:30 pm (multi-sessions)

Overseeing Large Student Staff – Student Supervision Practice
Tuesday, February 7, 2 pm - 3 pm

Using LinkedIn Learning for Employee Training and Development
Tuesday, February 21, 2 pm - 3:30 pm

Grievances, Discipline and Unions – Supervisor Essentials
Wednesday, February 22, 10 am – 12 pm

Supporting a Respectful Work Environment
Supervisor Development
Wednesday, January 18, 10 a.m. – 12 p.m.

Martin Luther King Jr. National Holiday
Monday, January 16, Day of Service opportunity
Monday, January 16, MLK March
Tuesday, January 17, Pizza & Politics Series
Thursday, January 19, DEI MLK event

Online and Self-Guided Learning
HR's Learning and Development team has gathered resources to build your professional skillset. Review this website for professional development opportunities.

Lane County HR Association meeting
Trust in the Workplace
Tues. Jan 17, 7:30 a.m. – 9:00 a.m.

CUPA-HR Webinars and E-Learning Courses
College and University Professional Association for HR offers learning resources for HR professionals.
Welcome New HR Partners

Diana Silva, HR Manager, Central Business Services Office.

Miriam Silver, HR Specialist HR Service Center – University Human Resources
AGENDA

• Unit Roster Review Audit Process
  Catherine Bonomini-Smith, Senior Associate Director, HR Operations
  Ben Kane, Director, Payroll Services

• MyTrack updates
  Jenna Rakes, Director, Talent Acquisition, Classification and Compensation

• New HR Programs
  Kaia Rogers, Chief of Staff and Senior Director, HR Programs and Services
  Jen Mirabile, Assistant Director, HR Programs and Services

• Q & A
Unit Roster Review Audit Process

Catherine Bonomini-Smith, Sr. Associate Director, HR Operations
Ben Kane, Director, Payroll Services
Unit Roster Review Audit Process

HR and Payroll are coordinating an institution-wide effort to improve employee record accuracy in Banner and provide tools and options to make updates.

**Why this is important?**

- University functions and processes rely on the accuracy of employee records
- Ensuring that employee and job information is up to date in Banner is everyone's responsibility, as data stewards of our employee's information
- Inaccurate information could negatively impact an employee or the university:
  - Employee Record Accuracy
  - Costs and Legal Implications
  - Data Risks
  - Reporting
  - Records retention
Unit Roster Review Audit Process

Roster Review Elements: In addition to the typical job changes, these need to be updated right away when a change occurs:

- **Job Location** - establishes where an employee does their work for 51% of their time or more
  - Taxation, Insurance, workers compensation, leaves, FLSA, minimum wage
- **Supervisor Records** - identifies supervisor positions and the positions that report to it
  - Reports, System Permissions, email listserv, Duckweb & org chart access
- **Inactive Employees** - differentiates those with active jobs and those who are no longer actively working.
  - Security Risk, overstates employee counts
Unit Roster Review Audit Process

What Is the Roster Review Audit Process
We want units to make changes as they happen, but that's not easy:
• when it impacts more than a few individuals, or
• to identify when something needs to be updated in complex organizations

We created a new process and report to help both identify and update this information!

When To Update Location and Supervisor
1. Quarterly Review - HR will send an audit reminder to administrative and HR leadership in your area to run the report and make updates
2. Update as changes occur
   • Individual Updates continue with individual change options
   • Mass Changes (5 or more) use the new Unit Roster Review Audit Process - Changes to supervisors and locations will be sent direct to payroll
Unit Roster Review Audit Process

Next Steps

Instructions and guidance will come out in email early out next week:

• A communication will go out to Academic CFOs and Chief of Staffs, and HR Leaders - who will communicate and determine the process in your area.

• Check-in in with these individuals if you have changes and/or aren't sure if you should be taking any action.

Thank you for your part in using this new process to keep employee job locations and supervisors up to date, and taking action on inactive employees!
MyTrack updates

Jenna Rakes, Director, Talent Acquisition, Classification and Compensation
Offer Card Update: Primary Job Location

• Timeframe: Next 3-6 weeks
• Site field on the offer card will be relabeled “Primary Job Location”
• Defined as where the employee spends 51%+ of their time – think about your remote and hybrid hires!
• Updates being made to database that populates this field to have more detailed options
• MyTrack User Guidance (on HR website) is being updated with more information on this change and will link out from offer card
Applicant Status Update: Interview Changes

• Timeframe: This week!
• Updates to candidate statuses to better record interview steps
• Former options will *no longer be available* to select when dispositioning, but you will see them until you update candidates to a new status
• Will monitor and phase out former options during 2023

**Former options:**
- Interview (Phone)
- Interview (Skype/Video)
- Interview (In Person)
- Interview (Additional, As Needed)

**NEW** options:
- First Interview
- Second Interview
- Third Interview
- Fourth Interview
New HR Programs

Kaia Rogers, Chief of Staff and Sr. Director, HR Programs and Services
Jen Mirabile, Assistant Director, HR Programs and Services
Employee Engagement Guide

• Launched December 5, 2022
• Manager’s Toolkit
• Individual Strategies
• Featured Resource
• Familiarize yourself with the content
• Talk to supervisors and employees about engagement
• Look for ways to enhance your own engagement
Care.com Membership

- UO provides employees a Care.com membership
  https://hr.uoregon.edu/carecom-membership
- Access to Care.com network of caregivers and helpers
- Employees can:
  - search the network based on their needs
  - post jobs and invited caregivers can apply
  - review Care.com’s Safety Center information and Articles & Guides offering expert tips and advice for parents
- Employees also have access to LifeMart discounts
Care Talks

- UO employees have access to Care Talks hosted by Care.com
- Care Talks are a series of webinars to provide advice and guidance from expert speakers
- Seven Care Talks will be offered per month on a variety of topics
- Find out more and register here: https://www.care.com/business/care-talks/
Q & A
Thank you for attending today’s HRCP meeting.

The next HRCP meeting is Wednesday, February 1, 2023