Roles & Responsibilities in Hiring a Current Employee into a New Job

All Employee Categories

NOTE: It's important for both the current and new departments to fill out and submit all the required forms (like the Appointment Percent Change and Separation Request) quickly. This helps make sure there are no delays in getting paid and avoids mistakes like getting paid too much or too little.

Key:

- Employee
- Unit HR
- Employee & Unit HR
- Central HR
- Payroll

Contingent Offer

- New unit confirms current employment status (see resume/cv) and future employment plans *
- New unit issues contingent offer
- Employee accepts contingent offer

Official Offer

- New unit completes MyTrack Offer Card
- HR Reviews the Offer Card and issues offer letter
- Employee accepts official offer

Is the job...

A replacement for current job

- Employee informs current unit and provides written notice of resignation
- Current unit submits a separation form to end the current job (attach resignation notification) – include note indicating the employee is taking another UO job
- HR reviews the submission
- Payroll enters the new job record and termination

In addition to current job

Are the combined jobs...

≤ 1.0 FTE

- Employee notifies current unit of new job
- Payroll enters the new job record
- New unit and current unit coordinate work schedule *(HR recommends documenting agreement through a written workload plan, signed by the employee)*

> 1.0 FTE

Is the employee...

Primarily Nonexempt **

→ FTE reduction

Primarily Exempt

Will there be...

→ FTE reduction, or Overload

FTE reduction

- Employee notifies current unit of 2nd job
- Employee, new unit, and current unit determine in which job(s) FTE will be reduced
- Employee notifies departments of FTE changes in writing
- The unit(s) with an FTE reduction submits Appointment Percent Change form (attach employee notification)
- HR reviews the submissions
- Payroll enters the new job record and FTE reduction(s)
- New unit and current unit coordinate work schedule *(HR recommends documenting agreement through a written workload plan, signed by the employee)*

Overload

- Employee notifies current unit of 2nd job
- Employee, new unit, and current unit agree to overload
- New unit completes the overload (see https://hr.uoregon.edu/overload-compensation)
- Current and New unit Dean/Directors approve overload form
- HR reviews overload form
- Provost's Office approves overload form
- Payroll enters the new job record
- New unit and current unit coordinate work schedule *(HR recommends documenting agreement through a written workload plan, signed by the employee)*

* If will have more than one UO job, see Special Circumstances #1

** See Special Circumstances #2

Special Circumstances

From time to time, unique situations may need extra attention or steps when an employee starts a new job. We've listed some examples of these scenarios for you. If you encounter situations not discussed here or detailed in the process map above, don't hesitate to contact University Human Resources at hrops@uoregon.edu for further assistance.

1. Scenario: An exempt employee takes on an additional nonexempt role, or a nonexempt employee accepts an extra exempt job. In such cases, follow these steps:

   How to Decide if an Employee is Mainly Exempt or Nonexempt

   - **Before making a contingent job offer**, the hiring department should get in touch with UO Talent HR to discuss the specifics of the situation. You can reach them at (talent@uoregon.edu).
   - UO Talent HR will review the job descriptions and planned work hours for each position, noting whether they are hourly or salaried. This evaluation helps determine, based on the primary duties of the job, whether the employee is exempt or nonexempt.

2. Scenario: Sometimes, instead of cutting back on the Full-Time Equivalent (FTE) in one job, especially those for nonexempt employees, departments might decide to let the total work time go over 1.0 FTE. When this happens, overtime will be counted and paid.

   Overtime Guidelines for Nonexempt Employees with Over 1.0 Combined FTE

   - First, adhere to the steps outlined in the "<= 1.0 FTE" section of the process map.
   - Departments must monitor and record work hours as per the established protocols for nonexempt employees. For detailed guidance on time and attendance records, visit https://hr.uoregon.edu/time-and-attendance-records. In these special cases, if the total workload exceeds 1.0 FTE, the employee will be eligible for overtime pay as applicable.

3. Scenario: When an employee takes a new job but plans to help out in their old job for a little while during the changeover, here's what to do:

   Temporary Workload Split

   - Starting the Transition
     - Use the steps in the "FTE reduction" part of our process guide
   - Moving the Employee Completely to the New Job
     - Current unit should fill out a Separation Request form to end the old job
     - New unit needs to submit an Appointment Percent Change form to increase the FTE for the new job
     - HR will check over these forms
     - Payroll will update the Banner records

   Example:
   Imagine an employee who's working full-time and agrees to start a new full-time job in a different department on campus. To make the switch smoother, the employee and both departments agree on a plan. For 2 months, the employee will work 1 day a week (20%) for their current department. During this time, the employee's job in the current department is adjusted to 20% FTE. After 2 months, this job ends. At the same time, the new job will start at 80% FTE for the same 2 months, and then it will increase to a full-time position (100% FTE).

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