December 2017 HR Partner Meeting Feedback

HR Partner Questions:

1) HR Advisory Team – how are appointments made? How long are the terms?
2) How can we go paperless in the HR area? Does HR have a recommendation?
3) What is the HR Advisory Team currently working on? Will they report out to the HR Partners?
4) How might we incorporate payroll functions into MyTrack, PRFs, payroll set-up etc.?

HR Partner Ideas:

1. Departments should have access to a list of Classified and OA employees who have been laid off before they start a search.
2. Electronic tracking system for PRF (Payroll Request Forms).
3. Create one e-form for ERF, overload and PRF with built in calculation functions (PAW).
4. Provide hot item links on the website to be more easily accessible.
5. Work closely with Student Employee Enhancement (SEE) for guidance on student employment best practices.

HR Partner Suggested Trainings:

Veteran's preference
Search committee training needed for Dept. Heads
Best practices for application review and best practices for scoring applicants
Faculty dual career retention agreements
Employee lifecycle training
Career advancement
Ways to increase diversity and inclusion in hiring process
Understanding and processing work study pay
HR and payroll issues
Separations
Onboarding walk through
How to calculate retirement
Mindfulness training for all employees
Employee morale/motivation trainings
General training for new HR managers and supervisors
Managing up – (i.e. supervisor)
Communication and intercultural communication
Guidelines for student employment discipline and termination
Classified staff –Top Ten ELR concerns for this employee group
Recruiting principles/best practices for interviewing candidates
Paying and hiring foreign workers
Student employees hiring
New employee PowerPoint template
TRP program
Professional development for HR staff at UO
Eclass codes –how they impact things like payroll