

**Upcoming Training:** Register on the MyTrack Learning and Development module

[Two-Step Login Training and Device Registration](#), 30 minutes session, multiple sessions  
[IDR Cognos Report User](#), Thursday, Nov. 14, 9AM-10:30AM, McKenzie Hall Computer Lab, 101A  
[Interpersonal Effectiveness](#), Friday, November 15, 12PM-1PM, Allen Hall, Room 221  
[PERS Retirement Readiness](#), Wednesday, November 20, 9AM-12PM, Lease Crutcher Lewis Rm 023, EMU  
[Onboarding Best Practices for HR Partners](#), Wednesday, November 20, 2PM-3PM, Gumwood Room 245, EMU  
[Introduction to PERS](#), Thursday, November 21, 8:30AM-10:30AM, Lease Crutcher Lewis Room, EMU  
[EAP Webinars: cascadecenters.com/Webinars](http://cascadecenters.com/Webinars)  
[CUPA-HR Webinars: cupahr.org/events/webinars](http://cupahr.org/events/webinars)

## **Meeting Agenda**

### **PERS Changes**

*Cindi Peterson, Associate Director of Benefits, Benefits Office*

### **Banner Two-Step Login Process**

*Leo Howell, Chief Information Security Officer, Information Services*

### **OA Probationary Period and Exit Interview Survey**

*Annie Herz, Associate Director, Employee and Labor Relations*

### **Fair Standards Labor Act (FLSA)**

*Stephanie Neuhart, Director, Classification and Compensation*

### **HR Staffing**

*Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives*

### **Job Change Reason and PRF Project**

*Sonia Potter, Director, HR Operations*

*Catherine Bonomini-Smith, Associate Director, HR Operations*

### **PERS Changes**

*Cindi Peterson, Associate Director of Benefits, Benefits Office*

- **Post-Retirement Work Limitations**
  - If you retire on or after normal retirement age no limits apply
    - Tier normal retirement age is 58
    - Tier 2 normal retirement age is 60
    - OPSRP normal retirement age is 65
  - If you retire prior to normal retirement age – current hour limits apply
    - Tier 1 and 2 – 1039 hour limit applies for the calendar year (Jan 1 – Dec 31)
    - OPSRP – 599 hour limit applies for the calendar year (Jan 1 – Dec 31)

- **Effective for calendar years 2020-2024**
  - Employer contributions are now required on retiree's wages
    - New OPE rate will apply (to be determined)
    - Retiree will not accrue any additional PERS benefits
    - This applies to retirees currently working in post-retirement appointments at the university
    - HR Partners should ensure that units are aware that hiring retirees will have a financial impact for the unit; the decision of whether or not to hire someone into a post-retirement position should be made carefully with this in mind.
- **Final Average Salary Limit – Effective 1/1/20**
  - The Final Average salary limit changes definition of “salary” for PERS purposes
  - It also caps the annual salary at \$195,000 for employer contributions and calculation of employee's final average salary.
- Lynn Petersen is retiring from the Benefits Office this month. I am excited to announce Anne Willis has accepted the Benefits Specialist position and will split some of her time between Benefits and HR Operations during her transition.

## Banner Two-Step Login Process

*Leo Howell, Chief Information Security Officer, Information Services*

- **Two-Step Login: Why are we implementing this new security process?**
  - This process makes it harder to compromise your account!
  - Allows you to login with *something you know* and *something you have*
  - 98% less chance of your account causing a data breach
  - Most effective control against the most likely attack approach (*phishing*)
- **How it works: Easy as 1, 2, 3...**
  - Enter your Duck ID and password, like usual
  - Get a prompt from Duo — for example, a push notification on your phone
  - Approve the request
  - Watch this video to see how easy the process is: <https://www.youtube.com/watch?v=rv12VryxlcE>
- **How to register devices**
  - For cell phones and desk phones: Go to [Duck ID Self-Service](#)
  - For hardware tokens: Go to [Two-Step Login Token Registration](#) in the UO Service Portal
  - Further instructions are available at [Getting Started with Two-Step Login](#) in the UO Service Portal
- **Recommended methods:**
  - We recommend registering at least two devices so you always have a backup.
  - **Recommended primary method:** Duo Push: Receive a notification from the free Duo Mobile app on your smartphone or tablet. Tap "Approve" to authenticate.
  - **Recommended secondary (backup) method:** Phone callback: Receive a call on your desk phone, answer your phone and press 1 to authenticate.
- **Other options — type in the code to authenticate:**
  - Duo Mobile passcodes: Generate a passcode with the free Duo Mobile app on your smartphone or tablet, even when you don't have Wifi or cell service.
  - Hardware token: Generate a passcode by pushing a button on a small USB device. (*Available from the Technology Service Desk in PLC 068.*)
  - SMS passcodes: Receive a batch of passcodes via text message.

- **How often will you need to do 2-step login?**
  - For Banner, which we recommend running in a Chrome Incognito window, you will need to do 2-step login at least once each day you use Banner. (Be sure to close the Incognito window at the end of each day.)
  - For other services, you can select the "Remember me for 7 days" option during login.
- **Timeline for Banner users**
  - Voluntary device registration is now underway
  - Two-step login takes effect on **November 20**
    - After that, Banner users won't be able to log in to Banner or other single sign-on services without two-step login
    - Those services include Banner, Canvas, MyTrack, DuckDocs (OnBase), Concur, UO Forms, the UO Service Portal, and many others.

### **OA Probationary Period and Exit Interview Survey**

*Annie Herz, Associate Director, Employee and Labor Relations*

- **OA Probationary Period**
  - The OA Probationary Period has been around for a number of years and yet a few supervisors and newly hired Officers of Administration are not aware of the 9-month probationary period.
  - University HR needs your help to ensure supervisors are aware of this policy.
    - Positions Require Probation Period include:
      - New Officer of Administration hire
      - Faculty moving to an Officer of Administration position
      - Classified position moving to an Officer of Administration position
    - If performance concerns there is a 30-day period at any time during the probationary period. There is no performance improvement plan.
    - A webpage with this information will be created and communicated to HR Partners
    - Vacation – any accrued vacation time that transfers into an OA position can be used right away
- **Exit Interview Survey**
  - HR plans to have a campus-wide exit interview/survey process
  - Employee and Labor Relations is interested in knowing which departments have an internal process for employee separation data. ELR is developing a survey to identify these departments and to solicit information about the feedback currently gathered.
  - Expect to see this survey in the next couple of weeks.

### **Fair Standards Labor Act (FLSA)**

*Stephanie Neuhart, Director, Classification and Compensation*

- **FLSA overtime rule determines whether employees are exempt or eligible for overtime pay.**
  - Effective January 1, 2020 the minimum exempt salary threshold increases to:
    - From \$23,660 annually to \$35,568 annually
    - From \$455 per week to \$684 per week
  - Any employee not earning this amount is now eligible for overtime and must continue to meet the duties test.

- **FLSA Change**
  - HR has list of impacted employees and has engaged with division and unit leadership to discuss options for achieving compliance.
    - Options include:
      - Possible salary adjustments to meet or exceed the FLSA threshold
      - Employees in positions that are changed, from exempt to non-exempt, under the new ruling will be required to report time worked on an hourly basis and receive overtime pay for each hour worked over 40 in a workweek.
  - Following further discussions and determination by each division and unit leadership, employees and supervisors will be notified on how to proceed.

## **HR Staffing**

*Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives*

- **New Hires in University Human Resources**
  - Maeve Anderson, Recruiter, Talent Acquisition (replaced Ryan McBride)
  - Natalie Clark, Interim Recruitment Specialist
- **New Role within University Human Resources**
  - Corrine Cooley, Recruitment Specialist, Talent Acquisition
  - Brittany Jayne, Employee and Labor Relations Specialist, Employee and Labor Relations
  - Lily Banks, Interim Class & Compensation Analyst, Talent Acquisition
  - Anne Willis, Benefits Coordinator, Programs and Services
- **Current Searches in University Human Resources**
  - Human Resources Specialist (two openings)
  - Learning & Development Manager (replacing Jill O’Dea)
  - Compensation Analyst (2 openings) (replacing Diana Sobczynski and a new position)
- Welcome to our new hires and congratulations to those employees moving to new positions.

## **Job Change Reason and PRF Project**

*Sonia Potter, Director, HR Operations*

*Catherine Bonomini-Smith, Associate Director, HR Operations*

- **New Job Change Reason Guidelines will**
  - Increase the quality of the university’s data
  - Improve the university’s strategic reporting capabilities
  - HR Partners can access guidance for the new codes on the [HR Operations website](#).
    - This information will more clearly identify reason codes and definitions and why one code may be more appropriate than another in certain situations.
  - More online guidance and training will be available in the near future.
- **Process Transformation - PRF Project**
  - The PRF Project goal is to transform the current PRF process. More information and updates on the project can be found on the [Process Transformation – PRF Project website](#).
  - The project committee is currently consulting with different departments about their department PRF process to identify where the process may be streamlined.

- The application service specialists assigned to this project are beginning to develop workflows in OnBase (workflow application).
- HR Partners can access a [short survey](#) on the Process Transformation - PRF Project website. Updates on the project and a place to submit feedback will continue to be available throughout the life of this project.
- **PRF Project Timeline**
  - User Acceptance - Winter term
  - Train the super users – Spring term
  - Electronic PRF forms are expected to be available by summer 2020.

**The next HR Partners meeting is Wednesday, December 4, at 2PM, in Crater Lake Rooms North and South.**