

# HR Partners Meeting – April 5, 2017

## AGENDA

- New Postdoctoral Research Salary –Effective July 1, 2017
- New Unpaid Appointment Process
- Faculty Renewals & Summer Appointments
- Onboarding Updates
- Talent Acquisition Updates
- Featured Presentation: International Employees at the University of Oregon

**Speakers:** Jennifer Doreen, International Employment Specialist and Kate Comiskey, International Scholar Advisor

# Electronic Unpaid Appointment Form

- New electronic form on <https://forms.uoregon.edu>
- Currently one form – Unpaid Appointment Form
- Soon the form will be split into 3 total:
  - Research/Instructional
  - Emeritus
  - Other Unpaid Appointment
- Upload required supporting documents for type of appt.
- **Important:** Add **ALL** approvers prior to submission.

# Postdoctoral Research Salaries

- Effective July 1, 2017, Postdoctoral Research salaries will be based on the NIH salary schedule.
- The NIH salary schedule sets a minimum floor based on years of service at the institution. This salary schedule now sets the minimum salary requirement for these PD appointments.
- Postdoctoral appointments will not be eligible for any other salary increases.
- HR Operations will generate a list of all the postdocs and will contact departments if updates are required.

# Faculty Renewals/Summer Appointments

- HR Website contains updated deadlines and links to related templates and instructions for faculty renewals and summer appointments.
- Q&A Session for 2017-18 Renewals & Promotions, and Summer 2017 Appointments will be held as follows:

April 11th, 2:30-3:30

Location: 4th Floor PeaceHealth North

Sign-up on [Making Tracks!](#)

# Onboarding Update

- New information was added to the MyTrack Onboarding Portal in March
- You can view a demo of the contents of the Portal on the [HR website](#)

As new information is added to the Portal, the demo will be updated periodically to reflect those changes

# Onboarding Update, Cont'd

- Work is currently underway to update and build out additional onboarding resources
- We want your feedback! Watch for a survey coming out later this month.

# Talent Acquisition Updates

- Information and Feedback sessions  
*Survey and next session*
- Recruitment advertising  
*Chronicle agreement*  
*Survey and advisory group*
- MyTrack Phase II  
*Launching design work this summer*

# Talent Acquisition Updates, cont'd

- Position description submissions
- Offer card updates
- New MyTrack resources



# HR Partners Meeting

## Training Opportunities

### **MyTrack**

*Friday Labs, 11am-12pm*

April 7, 14, 21, 28

*Part 1 Training*

April 13, 1-3pm

*Part 2 Training*

April 19, 10am-12pm

*Information & Feedback Session*

April 21, 2-3:30pm

### **OA Policies**

*Grievances*

April 6, 10-11am

*Policy Overview*

April 27, 2-3:30pm

### **HR Lunch Conversations**

*Topic: Performance Evaluations*

April 25, 12-12:50pm

***Register in Making Tracks.***

*Training card provides registration instructions and more opportunities.*

# Next HR Partner Meeting



**Next HR Partner Meeting:**

**Wednesday, May 3, 2017, 2:00 PM**

**Room: Knight Library, Browsing Room, 106**