

## HR Partner Meeting Highlights April 4, 2017

### Meeting 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

### New Postdoctoral Research Salary – Effective July 1, 2017 **Bill Brady, AVP & Director Employee and Labor Relations**

- Effective July 1, 2017, postdoctoral research appointments will follow the NIH salary schedule. This schedule outlines the minimum floors for postdoctoral appointments based on years of employment in the postdoctoral position.
- Postdoctoral appointments are not eligible for any other salary increases.
- HR Operations will generate a list of Postdoctoral appointments and contact departments with updates. This review will take place each spring and be effective July 1<sup>st</sup>.
- If you have questions, contact Bill Brady or Sonia Potter.

### New Unpaid Appointment Process -Catherine Bonomini, Sr. Data Analyst, HR Operations

- 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 the courtesy appointment you are requesting.
- All approvers must be added to the electronic form prior to submission.
- Kate Comisky, International Scholar Services Specialist, will receive a copy of the approval if the appointee requires a VISA.
- Call Catherine if you have questions about the form

## **Faculty Renewals and 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 Updates - Kaia Rogers, Director, HR Programs and Services**

- 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.
- 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 – Nancy Niereath, Director, Talent Acquisition**

- Generalist Hire: Marie Opsahl -will be starting in her new position in May. She has experience working for a utility in Washington State, EWEB, and health care.
- MyTrack Information & Feedback Sessions

Thank you to all of you who attended a MyTrack Information & Feedback session over the last couple of months. If you weren't able to attend, we're still interested in your feedback. To share your experience with MyTrack please click on the link below to complete a 3-question survey:

[https://oregon.qualtrics.com/jfe/form/SV\\_eKDZqeunUeE9pWt](https://oregon.qualtrics.com/jfe/form/SV_eKDZqeunUeE9pWt)

We will then share the combined feedback from our information sessions and the survey.

## Talent Acquisition Updates – Nancy Niereath, Director, Talent Acquisition

We heard from many of you that these information sessions were helpful, so we will hold monthly Information & Feedback Sessions through June. These sessions are a great way to get updates and information related to MyTrack and recruitment, have your questions answered by MyTrack experts, and continue to provide feedback to the Talent Acquisition team. Each session will be a little bit different, so you are encouraged and welcomed to attend as often as you'd like. *The next session will be held on April 21<sup>st</sup> from 2:00 to 3:30 –join us to see what's new and stay for a special surprise.* View the schedule and register to attend a session in Making Tracks: [Information and Feedback Session Schedule](#).

- Recruitment advertising
  - ✓ Chronicle agreement –the university has negotiated unlimited advertising in the Chronicle of Higher Education. If you anticipate placing a Chronicle ad in the next two months, please send an email to [talent@uoregon.edu](mailto:talent@uoregon.edu), and we will provide information about placing ads under this agreement.
  - ✓ Working on identifying a recruitment aggregator to integrate with MyTrack.
  - ✓ We will be asking for your input via a survey in April to determine how departments advertise. Following the survey, we will organize a workgroup to discuss recruitment advertising at the UO.
- MyTrack Phase II
  - ✓ Launching design work this summer
- Position Description Updates
  - ✓ **Need to update a PD with minor changes?**

If your department needs to perform routine updates of PDs that are not expected to be used for recruitment or reclassification in the next several months (for example, as part of an annual performance review), you can mark the PD as “department initial entry of PD” but do not fill in a recruitment date on the PD. Please add a note on the notes tab that the submission is a routine PD update. This will ensure that time-sensitive PD entries and updates are given priority for review.

- Other MyTrack Information

- ✓ We do not have an “Undo” option or the ability to revert back to previous versions of PDs, but there is a comprehensive revision history to compare versions, or a full history with links to past versions. We continue to let PageUp know of features that would be beneficial to our users and this has been highlighted as a need. Please send any potential feature requests to [MyTrackHelp@uoregon.edu](mailto:MyTrackHelp@uoregon.edu).
- ✓ Faculty Pool instructions are available on our website: <https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/hiring-faculty/faculty-search-process/faculty-pools>.
- ✓ Direct Appointment information has also been updated on the website. Go to the Hiring Faculty and Staff page, click on the employee category, and see the “Direct Appointments” link in the navigation bar.
- ✓ We are working to finalize the demographics reports for OA searches. If you need a demographic report, please email [mytrackhelp@uoregon.edu](mailto:mytrackhelp@uoregon.edu) with the job number and title for your search.

- Offer card updates

- ✓ We no longer have contracts for Officers of Administration. All OA offers should leave the “Contract Position” field in the default of “No.”
- ✓ If it is a faculty Offer, please select “Yes” for the contract position field.
- ✓ It’s important to update the contract position field at the beginning of the offer card because it changes the options on the offer card.
- ✓ Please do not select the “Renew” button -this feature is not fully implemented.
- ✓ For the “Current UO Employee?” select YES if the applicant is a current classified, OA, or faculty member. Please enter the 95# of your finalist; this is critical for the export to Banner.
- ✓ If your finalist was a student and is not a current employee, do not add the 95#.
- ✓ When you add a document to an offer card, please select the correct category. Do not use the “Offer” category—this is reserved for the formal offer that is delivered through the MyTrack applicant portal. If you would like to upload your informal offer or offer confirmation, instead use the “Informal Offer” documents category.

- ✓ Background check invitation email goes out to the candidate when the finalist is dispositioned to “contingent offer accepted.”
  - ✓ The offer card shows as “Incomplete” even if you have completed all items on the offer card until Central HR approves and releases the formal offer to the candidate via the MyTrack portal. Once the candidate has accepted the formal offer, the status will change to “Offer Accepted.”
  - ✓ Revision History – Position Description, Requisition, and Offer all have a line-by-line revision history function. You can click on this and see the what fields were changed, what their previous value was, what the current value is, and who made the change when. For the Position Description and Requisition there is also a comprehensive history view that shows the previous version(s). There is no system function to restore a previous version, but you can use this history to access a previous version to copy and paste from if necessary. There is revision history available in MyTrack; but it is fairly clunky to work with. If you must make major changes from the history, it must be done one section at a time.
- New MyTrack resources
    - ✓ Please review the MyTrack Admin [website](#) for all the recent updates.

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**Next HR Partner Meeting:  
Wednesday May 3, 2017, 2:00 PM  
Location: Knight Library Browsing Room 106**