



One Community. Big Ideas.

# HR Partners Meeting

## April 3, 2019

**Register on the MyTrack Learning Module**

**Risk and Resilience Summit**

Monday, April 1<sup>st</sup> – Friday, April 5<sup>th</sup>

**Crucial Accountability Series**

April 23<sup>rd</sup>, 24<sup>th</sup> and 26<sup>th</sup>

HR Training Room

**Lunch Hour Conversations**

**Partial Day Absence Guidelines for OAs**

Tuesday, April 9<sup>th</sup>

12:00 Noon – 1:00 PM

Room 119 –EMU

**Bureau of Labor and Industries workshops**

**Pay Equity**, Monday, April 29<sup>th</sup>

**Legal Hiring Practices**, Tuesday, April 30<sup>th</sup>

HR Training Room

**Wellness Seminars for Faculty & Staff**  
**Exploring Ways to Move Past Implicit Bias**

Thursday, April 11<sup>th</sup>

Lawrence Hall Rm 115, 12:00 Noon – 1:00 PM

**New Employee Orientation**

Tuesday, April 9<sup>th</sup>

8:15AM – 12:00PM, Ford Alumni Ballroom

**HR Orientation for New HR Partners**

Monday, April 22<sup>nd</sup>

1:00PM -3:00PM, Ford Alumni Ballroom

**Take Our Children to Work Day**

Thursday, April 25<sup>th</sup>

8:30AM—12:00Noon, Ford Alumni Ballroom

**Getting Things Done**

Thursday, May 2<sup>nd</sup>

8:30AM – 12:30PM, HR Training Room



One Community. Big Ideas.

## AGENDA

- **UO budget challenges and process**

*Missy Matella, Senior Director, Employee and Labor Relations*

- **Cyber Security Awareness Training**

*Leo Howell, Chief Information Security Officer*

- **OA Job Family Framework**

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

- **Talent Acquisition Updates**

*Nancy Nieraeth, Director, Talent Acquisition*

*Jenna Rakes, Associate Director, Talent Acquisition*

- **New hire, renewal, and summer appointment deadlines**

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

- **Courtesy renewal process**

*Jen Mirabile, Sr. HR Programs Coordinator*

# UO budget challenges and process

## **Timelines:**

Submit information by May 1. Receive approval by the end of May.

Follow up with impacted Employees by mid June

## **Process:**

Submit reassignment and layoff memorandums to HR with your list of names by May 1<sup>st</sup>.



# OA Job Family Framework

## Important Milestones

- Advisory Committee Kick Off Apr 9
- Stakeholder Meetings Apr 30-May 2

## Stakeholder Meetings

- University Leadership
- HR Partners: May 1<sup>st</sup> at 2:00pm
- OA Council
- Open OA Forum


Questions/Comments: [oajobfamilyproject@uoregon.edu](mailto:oajobfamilyproject@uoregon.edu)


# Talent Acquisition updates

- Position description processing timelines and priorities
- FLSA update
- NTTF approval process changes
- Summer background checks for new hires
- Student employment change
- MyTrack applicant name feature

# MyTrack applicant name feature

## View applicants

 You are an additional viewer for this job with the following privileges: Can select outcome

 PD test for GoLive Run Through

Select	First name	Last name ▲	Date submitted	Current application status	Selection Outcome	Reviewed			
<input type="checkbox"/>	Candidate	Twenty	26 May 2017	New	<input type="text" value="Select a selection outcome"/>	<span style="color: red;">x</span>	<a href="#">View</a>	<a href="#">Notes</a>	<a href="#">Status history</a>
<input type="checkbox"/>	Amelia	Thermopolis	26 Oct 2016	Interview (Additional, As Needed)	<input type="text" value="Select a selection outcome"/>	<span style="color: red;">x</span>	<a href="#">View</a>	<a href="#">Notes</a>	<a href="#">Status history</a>
<input type="checkbox"/>	Amelia	Thermopolis	11 Jan 2017	Background Check Pending		<span style="color: red;">x</span>	<a href="#">View</a>	<a href="#">Notes</a>	<a href="#">Status history</a>
<input type="checkbox"/>	Test		6 Mar 2018	Reviewed, Did Not Progress	Reviewed, Did Not Progress	<span style="color: red;">x</span>	<a href="#">View</a>	<a href="#">Notes</a>	<a href="#">Status history</a>



# New Hire and Renewal and Summer appointment deadlines

## **Website:**

<https://hr.uoregon.edu/hr-operations/deadlines>

## **Appointment Deadlines:**

- *May 1<sup>st</sup> for July starts*
- *July 1<sup>st</sup> for Fall Term starts*

## **Summer PRF Deadlines**

- *May 15<sup>th</sup> or the 15<sup>th</sup> of the month prior to effective date.*
- *New process for summer teaching appointment new hires*



# Courtesy renewal process

- May 2019 -those departments with active courtesy appointments will receive a list of courtesy appointments via a Cognos.
- Review your report for renewals and terminations.
- Submit your renewal list to your Vice President or Dean's Office.
- Vice President or Dean's Office will approve department lists.
- Once renewal list is approved, departments can email or mail renewal notifications.



# Courtesy renewal process

## Approved Courtesy Appointment Renewals:

- No action is required for courtesy appointments with no end date.
- Submit an [Unpaid Appointment Form](#) for those courtesy appointments with an end date. Many postdoctoral and research appointments must be renewed this way.

## Courtesy Terminations:

- To terminate a courtesy appointment use the [Unpaid Appointment Termination Form](#)



One Community. Big Ideas.

## **Next HR Partner Meeting**

**Wednesday, May 1, 2019**

**2:00 PM**

**Location: Crater Lake Room North**