



One Community. Big Ideas.

HR Partners Meeting

February 7, 2018

MyTrack Trainings

Offers Refresher

Monday, February 12th

11AM-12PM, HR Training Rm

Advanced Applicant Management

Thursday, Feb 15th

3PM – 5PM, HR Training Rm

Recruitment Module Training

Wednesday, Feb 21st 2PM-5PM,

HR Training Rm

Recruitment & Hiring

Position and Pay Actions

Wednesday, Feb 22nd, 9AM-Noon

HR Training Room

MyTrack Learning: Webinar -

Everything You Wanted To Know About

The Learning Module

Work-Life & Wellness Events

- ***New Weight Watchers Session begins February 8th***

Visit the Weight Watchers webpage on the HR website

- ***Your Relationship with Money***
Thursday, February 15th, 12pm-1pm
- ***How Optimism Can Improve Your Quality of Life***
Thursday, March 22nd, 12pm-1pm

Register on the MyTrack Learning Module.



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AGENDA

- ***2018 Year of Collaboration*** – Nancy Resnick, CHRO and Associate Vice President
- ***December 2017 HR Partner Meeting Report***
Kaia Rogers, Director HR Programs & Services
- ***HR Operations Updates*** – Sonia Potter, Director
- ***Talent Acquisition Updates*** – Nancy Nieraeth, Director
- ***Student Employment Resources*** – Jenna Rakes, Sr. Recruiter



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2018 Year of Collaboration



HR Programs & Services

2017 December HR Partner Meeting Feedback

- Questions
- Ideas
- Training Suggestions

Thank you for your feedback!



HR Programs & Services

HR Partner Questions:

1. HR Advisory Team
2. How can we go paperless in the HR area?
3. How might we incorporate payroll functions into MyTrack, PRFs, payroll set-up, etc.?



HR Programs & Services

HR Partner Ideas:

- Provide lists of Classified employees and OAs who have been laid off for use in search process
- Provide hot item links on the HR website
- Work closely with Student Employee Enhancement (SEE) for guidance on student employment best practices.



HR Programs & Services

Training Suggestions:

- Student employment
- Search committees
- Recruitment
- Onboarding
- General training for HR Managers and supervisors
- Classified staff



HR Operations

- New Employee-Melissa Koval
- Collecting and Reporting Sexual Orientation and Gender Identity Information at Oregon's Public Universities-SB 473



Talent Acquisition

- Training needs?
- Staff introductions
- Background check vendor is live
- Register Guard advertising plan / advertising workshop update



Talent Acquisition

- Tenure Track Faculty hiring update
- New position description guidance
- Search reporting update



Talent Acquisition

Student Employment Resources

Hiring Students: <https://hr.uoregon.edu/recruit/student-employment>

- Policies and Procedures
- Student Wage Rate
- Reference Release

Payroll Resources: <https://bg.uoregon.edu/content/student>
(requires log in)

- Student Hires – process and paperwork
- Credit Hour Roster Reports
- Time and Attendance



Talent Acquisition

Student Employment Resources

Graduate Employees:

<https://gradschool.uoregon.edu/staff/gtf-appointments>

- DuckDocs
- Hiring a GE vs. Student Hourly Employee
- Collective Bargaining Agreement



Talent Acquisition

Student Employment Contacts

Human Resources

Jenna Rakes (jrakes@uoregon.edu or 6-2963)

- Student Exception Approvals
- Questions on student employment policies and procedures

Peter Fehrs (pfehrrs@uoregon.edu or 6-2998)

- Questions regarding GTFF CBA



Talent Acquisition

Student Employment Contacts

Payroll

Holly Cook (hcook@uoregon.edu or 6-1107)

- Student Hire Packets
- Terms after Graduation/Free Terms
- Time Entry Questions

Graduate School

Lisa Howard (lhoward2@uoregon.edu or 6-7632)

HR Partners

Questions and Answers



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Next HR Partner Meeting

**Wednesday, March 7, 2018,
2:00 PM**

**Location: Crater Lake Room South
Erb Memorial Union**