

HR Partners Meeting
February 7, 2018 Highlights

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

2018 Year of Collaboration – Nancy Resnick, CHRO and Associate Vice President

HR's theme this year will be the "Year of Collaboration" and we will continue to focus on the following strategic initiatives:

1. Build on systems and processes implemented by central HR to maximize efficiencies and deliver thoughtful strategic outcomes.
2. Develop and provide support and training for employment processes and practices.
3. Engage HR Partners to strengthen and support HR functions within UO's distributed HR model.
4. Reinforce and augment HR's partnership with UO leadership in the implementation of strategic initiatives.

We will be updating the website with more information and will continue to build on the work we accomplished with you during our 2017 Year of Connection. We are looking forward to collaborating with our HR Partners this year and we thank you for your partnership and support.

December 2017 HR Partner Meeting Report – Kaia Rogers, Director HR Programs & Services

At our December HR Partners meeting, you gave us some great feedback, questions, ideas, and training suggestions. HR Leadership wanted to share some of that feedback with you today.

1. Many of the questions asked how HR might go paperless by automating and streamlining their processes. We know that some of our processes are clunky and department and HR feel the manual work that is involved with those processes. HR Leadership agrees that automating and streamlining our processes is a very important priority for 2018. We will continue to develop more electronic forms (EPAFs) and further integrate Banner and MyTrack in 2018.
2. Many of you had questions about the HR Advisory Team. There is information about the HR Advisory Team to the [HR Partner Network website](#) outlining how the team was chosen and their charge.

The HR Advisory Team was not designed to report out on their work, but many of the topics we talk about at HR Partner meetings are topics we discuss with the HR Advisory Team. For example, the HR Advisory team gave us great feedback regarding the onboarding resources we created, which we incorporated before rolling it out at the HR Partner's meeting in January. HR Operations also worked with the HR Advisory Team to discuss the new employee setup process, including the Employee Information Form and Student Employment Form.

If you use a particular form regularly and believe it should be at the top of the list in developing an electronic form, please let Sonia Potter know.

We also received a number of good ideas during our December HR Partner meeting

1. One idea was to share a lay off list of employees for possible rehire in other departments. Due to the sensitive nature of this data, we are not able to publish a list. We do have other mechanisms in place for those interested in hiring colleagues at UO who are experiencing job loss.

An OA re-employment pool was created in 2017 and allows eligible employees to elect to be a part this pool. Managers who are searching to fill a position can check a box on their job requisition to review the applicants within the OA reemployment pool. You can talk with Nancy Nieraeth in Talent Acquisition if you would like more information about the pool.

The SEIU collective bargaining agreement has a very specific process for our classified employees experiencing job loss. You can contact Chris Meade and Caitlin Willard in Employee and Labor Relations if you would like further information.

2. Another idea was to create a "Hot Items" link on the HR website. Currently, we have a "News and Announcements" section. We try to keep this section updated with important initiatives and newsworthy items. Sandee Bybee, HR Engagement and Communications Manager, will review our website analytics for frequently used links to consider ways we can improve access to important information. HR Leadership also believes easy accessibility to information is a very important priority for 2018. Please let Sandee know if you struggle finding particular information or if you have a link to add to a "Frequently Used Links" list.
3. Another idea was to work more closely with the [Student Employment Engagement \(SEE\)](#) committee on the topic and policies around student employment. Student employment is a very meaty topic and at this time, we do not have clear guidance nor a clear owner of this area, which is something that HR leadership had identified and will be evaluating. We hope to have the SEE Leadership Committee present at one of our HR Partner meetings in the near future.

Summarized below are the HR training suggestions we received at our December 2017 meeting. The full 2017 December HR Partner meeting report with all of the HR Partner feedback can be found on the [HR Partner Network Highlights](#) webpage.

- Student employment
We hope to evaluate this area to provide additional information to our HR Partners.
- Search committees
Talent Acquisition is happy to speak with your search committees by request. Contact them

to discuss your committee's needs and to schedule a meeting.

- **Recruitment**
Talent Acquisition is offering a number of trainings using the MyTrack application and other specific trainings including creating position description and pay actions. If you have a specific training in mind or an area you would like more clarification on, please contact Nancy Nieraeth in Talent Acquisition.
- **Onboarding**
We walked through our existing resources during our January HR Partners meeting, please see the link here: [New Employees](#) . We will continue to build out these resources and will evaluate opportunities to provide additional training.
- **General training for HR Managers and supervisors**
The new learning and development manager position (search in progress) will be charged with enhancing the training we already have for supervisors. If you have suggestions, please let Kaia Rogers know.
- **Classified staff**
We have talked with Employee and Labor Relations and will look for opportunities to provide additional information on this topic, such as key considerations related to the employment of our classified staff.

HR Operations Updates – Sonia Potter, Director

Melissa Koval is a new employee who will be working in HR Operations over the next year. Melissa will be helping with Cognos reports and other projects in HR Operations.

Collecting and Reporting Sexual Orientation and Gender Identity Information at Oregon's Public Universities, Senate Bill 473.

- This bill is a new requirement by the Higher Education Coordinating Commission (HECC) to collect and report sexual orientation and gender identity information. It will be optional for employees to report. Gender questions will be added to new hire documents along with an explanation. We will also create a webpage with information about this new data collection. The webpage will be similar to the website created by the Admissions Office called, [Legal Sex, Gender and Sexual Orientation Data Collection](#).
- Eventually, Banner 9 will allow current employees to voluntarily self-identify.
- We recognize that people will have questions about this new data collection. It is similar to the EEO guidance asking for voluntary self-identification of disability and veteran status. We have developed outreach strategies that will communicate this as a regulatory framework that is voluntary. The university would never use or report this information improperly.

Talent Acquisition Updates – Nancy Nieraeth, Director

- Training Needs?

We have updated our training model for 2018. We continue to offer MyTrack trainings, which are system trainings on how to use the recruitment tool, but we are also offering process trainings that focus on best practices related to recruitment and hiring. The recruitment and hiring series contains sessions on Position Descriptions, Recruiting for Success, Offers and Onboarding, and Position and Pay actions. The recruitment and hiring learning track used to be limited to supervisors, as a part of the larger supervision series, but we have now opened this up to any interested staff member. You can search the MyTrack Learning module for both the technical trainings and process trainings.

- New Employees:

Claire Pascual is working in a joint appointment with Talent Acquisition and HR Operations. Claire started as a student employee with HR and after graduation was hired as a temporary employee in HR's Service Center.

Corrine Cooley is a new employee in Talent Acquisition. Corrine is helping with triage and review of position descriptions among other projects.

- [Background Checks](#) – Ryan McBride, Senior HR Generalist

1. Our new Background Check vendor, Risk Mitigation Services, will go live the morning of Friday, February 9th. With this new vendor, we will no longer be using paper authorization forms. Prospective employees and volunteers will be emailed a link to a secure portal in which they enter their information. If you have used the paper form before and have this saved, please delete it.
2. For Background Check Requests for volunteers or employees hired outside of MyTrack, please email backgroundcheck@uoregon.edu the following information.
 - a. First name, last name and email address of the applicant as well as the contact name and email for the final report.
 - b. There will be a link on our website that will auto populate this email with the required information.
 - c. The contact person listed will receive an automated email when the background check is cleared.
 - d. The new system will also track if the individual has already completed a background check in RMS so units will no longer need to try to track who has received background checks for prior positions.
3. Updated [Background Check](#) guidelines for hiring authorities can be found on Talent Acquisition's recruitment website.

- Register Guard advertising plan / advertising workshop update

We are working with the Purchasing and Contracting Department and University Communications and we hope to have a final Register Guard contract in the very near future.

The contract would implement the new display advertisement, which has prime placement in the register guard and is less expensive. We are truly excited about our future advertising with the Register Guard. Advertising guidance and best practice information will be also be added to our website.

The rescheduled Advertising Workshop will be held on Tuesday, February 20, from 4-5 p.m. In EMU 104. Come learn about the new approach for advertising in the Register-Guard and other new resources for developing your outreach plans for recruitment.

- Tenure Track Faculty hiring update

We are just about ready to release our guidance on importing finalists into MyTrack for Tenure Track searches where units used Academic Jobs Online or Mathjobs. We will send information to those departments who use these two recruitment tools. We will also include this new guidance on our website. If you need help with this process, please let us know.

- New position description guidance

We have been working on a position description checklist, which will help units ensure they are submitting complete PDs and help us to triage and manage reviews. This checklist will have some in depth guidance on choosing the correct reason for the PD submission.

- New Feature in PageUp – Jenna Rakes, Sr. Recruiter

We are adding a Reports tab to job requisitions. The following reports will be available on your job requisitions and will be helpful in managing your searches:

1. Applicants & Contact Information: This report will pull all applicant information, including name (first and last in individual columns), email, phone number, and physical address, as well as current status and reason.
2. Applicant Status and Submit Date: This report is a snapshot showing applicant statuses, reasons, and the date of current status.
3. Flagged Veterans: This report will pull a listing of all flagged veterans, with their current status and reason. The report will not identify which flag was applied (veteran or disabled veteran), but that information remains viewable on both your applicant listing and the applicant card.

These reports will be available soon as well as instructions on our website on how to download reports. Dates in reports pull in the international format, so if you wish to convert the dates to US format you will need to download the report as a CSV file (comma delimited).

Student Employment Resources – Jenna Rakes, Sr. Recruiter

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

- Policies and Procedures can be found in the above web page, along with the Student Hire Payroll Packet and other student resources.

- [Student Employment Exception Requests](#) – this workflow helps you determine where to submit common requests.
- [Student Wage Rates](#) – the wage cap is now \$16. You do not need approval for rates below this amount.
- [Reference Release](#) is required for a supervisor to give information about a student’s work to someone outside of the university. The [Consent to Release form](#) is available on this page.

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

- Student Hires – process and paperwork –the resources on the Banner Guide cover hire packets and payroll entry
- Credit Hour Roster Reports – this is key report to run to ensure students are eligible to work based on the number of registered credits.
- Time and Attendance –PHAHOUR time entry instructions and sample spreadsheets can be found on this web page, as well as, student earn codes and payroll deadlines.

Here is a screen shot of the Banner Guide webpage for students:



Student

Life Cycle	Payroll Administration	Other
Overview	Accounting Adjustment	
Hire	Overpayment	References and Policy:
Additional Job	Lost Check	Student Job Description
Time & Attendance	Advance	Student Records
		Camps and Clinics
Time Entry Reports	Manual Check	Tax Information for Students
Status Change	W-2 Request	Federal & UO Work-Study Indices
Non-System Students		Federal & UO Work-Study Calendar
Separation		Work Study Over-expenditure
		Student FICA Exemption
		DuckConnect UO Career Center
		Student Policy
		Student Wage Rates
		Student Employment Workshop

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

This website includes information on hiring GEs and utilizing DuckDocs.

- DuckDocs – information on gaining access to DuckDocs and using E-PRFs can be found in the Graduate School’s [graduate employees’](#) website.
- Hiring a GE vs. Student Hourly Employee – It is very important that the type of work is graduate level work when hiring a GE. This area includes a decision matrix to determine what type of

employee you should be hiring: GE or student hourly employee.

- Collective Bargaining Agreement –GEs are represented by the GTFF union.

Here is a screen shot of the Graduate School's GE Appointment web page:

GRADUATE SCHOOL

Log in | Like | Follow | Search

Site map

ACADEMIC PROGRAMS | POLICIES & PROCEDURES | FUNDING & AWARDS | ADMISSIONS | GRADWEB | ABOUT US | GRAD FORUM

POSTDOCS | CURRENT STUDENTS | NEW STUDENTS | PROSPECTIVE STUDENTS | GEs | STAFF | FACULTY | FRIENDS & ALUMNI | GIVE

GE Appointments

The Graduate School provides guidance to UO departments and offices that hire GEs to work in teaching-related, research, or administrative capacities.

- **DuckDocs - LIVE**
 - [Approver Login and E-PRF Queue](#) (Use Internet Browser IE or Safari)
 - [EPRF](#)
 - [DuckDocs Access Form](#)
 - [GE DuckDoc's User Manual.pdf](#)
 - [GE DuckDoc's Training Presentation \(pptx\)](#)
- **GE Appointment Costs:**
 - [Monthly Salary and OPE](#)
 - [Tuition and Fees](#)
 - [Insurance](#)
 - [How Tuition, Fees, Insurance and OPE are charged](#)
 - [Splitting Labor Distribution](#)
 - [Tuition and Insurance in Summer Term](#)
 - [Centrally-Supported Administrative GEs: How the Funding Works](#)
 - [Tuition Support for Grant-Funded Level III GEs](#)
 - [Financial Implications of Hiring a GE from a Different College](#)
- **Hiring a GE:**
 - [Hiring a GE vs. a Student Hourly Employee](#)
 - [Announcing the Position and Selecting a GE](#)
 - [Completing and Submitting the Notice of Appointment and Payroll Request Form-- these go to the Graduate School](#)
 - [Completing and Submitting the Hire Documents- these go to the Payroll Office](#)
 - [Meeting Established GE Appointment Submission Deadlines](#)
- **Things to Consider:**
 - [GE Levels of Appointment](#)
 - [Full Time Equivalency \(FTE\) for GEs](#)
 - [GE Assignment Deadlines](#)
 - [Teaching Awards to GEs](#)
 - [Making Changes to an Existing GE Appointment](#)
 - [Increasing the Annual Rate for Multiple GEs](#)
 - [How to Process a GE Resignation or Termination](#)
 - [GE Work Environment: Best Practices](#)
 - [Creating and Maintaining your General Duties and Responsibilities Statement \(GDRS\)](#)

Related Links

- [GE Appointments](#)
- [Hiring a GE](#)
- [GE FORMS](#)
- [Payroll Request Form](#)
- [GE Hire Documents](#)
- [Making Changes to a GE Appointment](#)
- [GE Resignations and Terminations](#)
- [GE Levels of Appointment](#)
- [GE Related Policies](#)
- [UO-GTFF Collective Bargaining Agreement](#)

Quick Links

- [Ask the Grad School](#)
- [Academic Forms](#)
- [Master's Degree Policies](#)
- [Doctoral Degree Policies](#)
- [Degree Completion Deadlines](#)
- [Login to GradWeb](#)

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 (pfehrr@uoregon.edu or 6-2998)

- Questions regarding GTFF CBA

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)

Final HR Partner Discussion:

- Employment exception requests for an International student employee may affect their VISA status. Contact Jennifer Doreen, International Employment Specialist, if you have questions about your international student hire.
- Leadership in Student Supervision is scheduled for February 15th and April 11th. Please register in the MyTrack Learning Module. Patrick Moore, HR Manager in the Library, will present and discuss hiring and onboarding student employees.
- [Student Employment Engagement website](#) has great resources on engaging your student employees.
- [CUPA-HR Oregon Chapter Spring Conference](#) – a final agenda will be available in the coming weeks.
- The deadline for CUPA-HR Oregon Chapter HR Hero nominations is on February 28, so submit soon! For more information about criteria and how to nominate, please visit: <http://chapters.cupahr.org/or/outstanding-service-hero-award/>.

The next HR Partners Meeting is Wednesday, March 7th, at 2:00 PM, in the Crater Lake Room South, EMU.