

## HR Partner Meeting Highlights

January 10, 2018

### AGENDA

- Welcome Back - Nancy Resnick, CHRO and Associate Vice President
- HR Operations - Sonia Potter, Director
- Talent Acquisition - Nancy Nieraeth, Director
- HR Programs & Services - Onboarding Resources  
Sandee Bybee, Engagement and Communications Manager
- Payroll Office - Ben Kane, Payroll Operations Manager
- Question & Answer period

### Special Announcement – Jared Haddock, President Oregon Chapter-CUPA-HR

We're excited about our upcoming spring conference, celebrating 10 years of events and networking with HR professionals in Higher Education. The spring conference is scheduled for March 15 & 16, at the Salishan Lodge & Spa, in Lincoln City, Or.

The event begins on Thursday evening with a networking reception and then a full and robust HR training day on Friday. To find out more, visit our event website: [2018 Oregon Chapter CUPA-HR Celebrating 10 Years!](#)

### Welcome Back – Nancy Resnick, CHRO and Associate Vice President

Happy New Year to everyone and I'm delighted to be back! I wanted to thank everyone for all of their work while I was on leave. A big thank you to the HR Leadership Team and especially Kaia Rogers, who served as the Interim CHRO in my absence.

### HR Operations – Sonia Potter, Director

- Supervisor information in Banner and MyTrack will be updated on a nightly basis after the supervisor records are updated using the EPAF process.
- HR Ops is currently working on a PAC Pilot with the College of Arts and Sciences to deliver PAC numbers to new hires. This pilot will ensure everything is working as it should before it is rolled out to the entire campus.
- HR Ops and Payroll teams will be meeting on a monthly basis to collaborate and resolve issues communicated by departments and/or employees.
- Banner 9 is coming. If you are a banner user you should have received an email about what is currently being worked on for conversion to Banner 9. Please don't go into the pilot site for Banner 9 unless you are a part of testing. If you do, you will need to follow the instructions to reset your password so that you can get into banner for your regular use.

Payroll and HR will continue to provide updates about Banner 9 as we have information to share.

## Talent Acquisition – Nancy Nieraeth, Director, Jenna Rakes, Sr. Recruiter, Marie Opsahl, HR Generalist

### Nancy Nieraeth, Director:

- Starting in 2018, the [MyTrack Information and Feedback sessions](#) will not only provide updates about the system but also a deeper dive into specific areas and subjects. The January session will highlight the applicant experience in MyTrack. We encourage any HR Partners who are interested to [register online](#) and join us. Future subject areas will be determined based on user needs and interest.

### Jenna Rakes, Sr. Recruiter:

- We have worked to reevaluate training needs for users in MyTrack in order to streamline trainings, offer new options, and make training more accessible.
  - [MyTrack: Recruitment Module Training](#) - This is now a 3 hour course that covers the recruiting module from PD creation through making an offer and onboarding a hire.
  - [MyTrack: Offers Refresher](#) – This 1 hour refresher is great for those that may have taken training some time ago and are seeking a bit more information prior to creating an offer in the system. If you are not using MyTrack frequently, this is a great training to look for at the point of interviews to ensure you are ready for all next steps in processing a hire.
  - [MyTrack: Advanced Applicant Management](#) – This 2 hour course builds on skills from the recruitment module training and covers tools and features available to perform advanced applicant management functions.
  - [MyTrack: Information and Feedback Sessions](#) – As mentioned before, these monthly sessions will highlight different subject areas within the system.
- In addition to system trainings, HR offers a comprehensive Recruitment and Hiring series that we strongly encourage HR partners to attend. This series talks about the principles and best practices that are the foundation for the work performed in MyTrack. Partners can take the full series or focus on individual sessions as needed.
  - [Recruitment and Hiring: Creating Effective Position Descriptions](#)
  - [Recruitment and Hiring: Recruiting for Success](#)
  - [Recruitment and Hiring: Offer and Onboarding: What Happens Next?](#)
  - [Recruitment and Hiring: Position and Pay Actions](#)
- We would like to thank our academic partners who have worked with us on changing process for Tenure Track Faculty recruitments. For those units who have used Academic Jobs Online, be on the lookout for instructions on how to get your finalist into MyTrack to facilitate the hire. We are working to ensure this process is as streamlined as possible and will post this on the web soon.

## **Marie Opsahl, HR Generalist**

- Talent Acquisition collaborated with University Communications to create a standardized print and digital ad for recruiting advertisements in The Register-Guard. The new ad designs are expected to launch in February.
- The UO has been in final negotiations with The Register-Guard (RG) regarding the central advertising contract that will be leveraged by all departments and units.
- More information regarding the new process and procedure for advertising your recruitments in The Register-Guard will be communicated by the end of January.
- Mock-ups of the new print and digital ads are located at the end of this document.

## **Nancy Nieraeth, Director**

- During last year's advertising forum, we gathered feedback about how the UO advertises open positions. With this information we've collaborated with University Communications to update the Register Guard (RG) advertisements. I'm excited about the new format and confident that our future RG advertising will be more effective and give us better applicant tracking data.
- We have also renewed the Chronicle of Higher Education (COH) contract and Talent Acquisition will continue to automatically post faculty and OA positions in the Chronicle's jobs section. Additionally, we have purchased some reduced cost print ads in the COH, so let us know if you might be interested in these.

## **HR Programs & Services – Onboarding Resources - Sandee Bybee, Engagement and Communications Mgr.**

- Kaia Rogers has been spearheading the Onboarding resources for HR Partners and Supervisors. She could not make it to the meeting today, so she asked me to talk about where we've been in the past, where we are today and where we're going with our onboarding resources for the future.
- As you know, onboarding at the university is decentralized. The responsibility has always been placed with the hiring department.
- With the implementation of MyTrack and the onboarding portal, central HR started to think more about how we can assist with onboarding on-campus.
- During the last six months, HR has launched an onboarding group survey, facilitated an onboarding discussion at our summer HR Partner meeting and asked for review and suggestions from our HR Advisory Team regarding onboarding resources and needs.
- With this information, HR revamped their website to match the MyTrack Onboarding portal, so that those hired outside of MyTrack receive the same guidance.
- By selecting the [“New Employees”](#) menu item at the top of the HR website, new employees will see a page that includes the MyTrack onboarding welcome from President Schill.

## **HR Programs & Services – Onboarding Resources - Sandee Bybee, Engagement and Communications Mgr. (continued)**

- The bottom of the “New Employees” page includes three other links: 1. Introduction to UO, 2. Resources to Get Started and 3. Community and Relocation Resources.
- Please review the link, [“Resources to Get Started”](#), as it includes an online [New Employee Checklist](#), as well as, a printable version.
- In addition to employee resources, HR has developed onboarding and orientation resources for supervisors and departments, which can be found in the Recruitment section of the website under “Onboarding & Orientation.” These resources reinforce the idea that onboarding and orientation occur over time rather than a one-time event. The resources also provide information about relationship development as well as task completion.
- The Onboarding & Orientation web section includes a check list for supervisors that aligns with the New Employee Checklist.
- HR Partners are encouraged to explore and utilize these tools providing HR feedback on additional needs or improvements. We encourage you to take a look at these resources and determine if any of these pieces will work for you as a starting point. And, of course we want your feedback as you review these new resources.
- Also, please know that these resources are to aid you and are not mandatory in your onboarding program.
- HR will continue to develop onboarding tools and resources. There are discussion about an onboarding checklist specific to new faculty hires. We also have plans to demo the onboarding checklist in MyTrack so HR Partners and supervisors can see what new employees see in the portal.

## **Payroll Office – Ben Kane, Payroll Operations Manager**

- [Electronic W-2s](#)
  - Reminder to have your employee sign up to receive their W-2 form electronically.
- Eclass Codes – what do they effect in payroll?
  - Eclass codes effect OPE, leave eligibility and benefit eligibility.
  - These codes are very important. If you have questions, please contact HR Operations to ensure you are using the correct eclass code.

## **Sonia Potter, Director, HR Operations**

You will receive an email shortly via paynews about the newly created postdoc eclass codes. The need for separate eclasses was driven by Senate Bill 214 which changed the retirement plans for most postdocs.

The next HR Partner meeting is scheduled for Wednesday, February 7, at 2:00 pm, in the Crater Lake Room South, Erb Memorial Union.

RG Sample Display Ad

# The University of Oregon is hiring.

**This Week's Featured Positions:**

- Accountant (#521061)
- Purchasing & Receiving Clerk (#521061)
- Education & Operations Coordinator (#521061)
- Catering Operations Manager (#521061)
- Cashier (#521061)
- PT Research Asst/Assoc/Post Doc. IT/CS (#521061)
- Admin. Program Assistant (#521061)
- Accountant (#521061)
- Office Coordinator (#521061)
- Accountant (#521061)
- Purchasing & Receiving Clerk (#521061)
- Education & Operations Coordinator (#521061)
- Cashier (#521061)
- Admin. Program Assistant (#521061)
- Education & Operations Coordinator (#521061)
- Purchasing & Receiving Clerk (#521061)



**hr.uoregon.edu/jobs**  
See website for complete announcement and application instructions or visit Human Resources, 677 East 12th Ave., Suite 400, 5210 University of Oregon, Eugene, OR 97403-5210. 541-346-3159

The UO is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The UO encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran disability status.

RG Sample Digital Ad

# The University of Oregon is hiring.

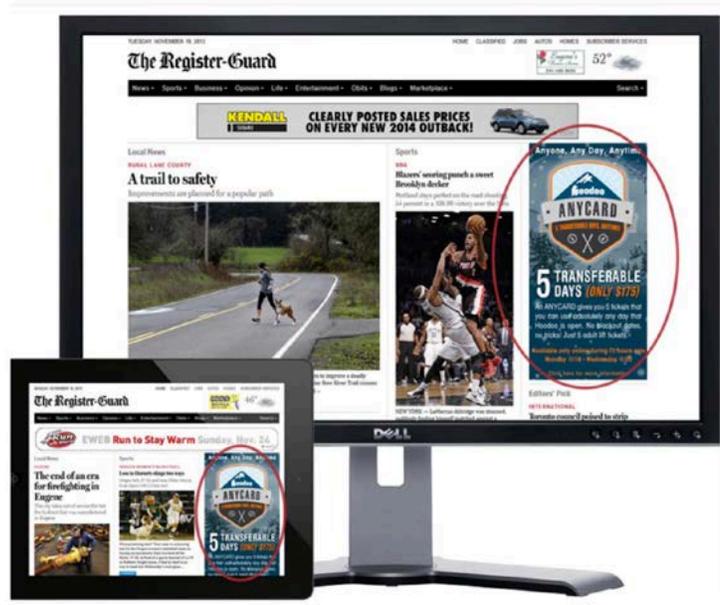
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- Cashier (#521061)
- PT Research Asst/Assoc/Post Doc. IT/CS (#521061)
- Admin. Program Assistant (#521061)
- Preschool/Pre-K Assistant Teacher (#521061)
- Accountant (#521061)
- Office Coordinator (#521061)
- Accountant (#521061)
- Purchasing & Receiving Clerk (#521061)
- Education & Operations Coordinator (#521061)
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The Register-Guard website is displayed on a digital monitor. The main headline reads "Clearly Posted Sales Prices on Every New 2014 Outback!". A red circle highlights an advertisement for "ANYCARD" which offers "5 TRANSFERABLE DAYS (ONLY \$175)". The ad also mentions "Anyone. Any Day. Anytime." and "ANYCARD gives you 5 nights that you can comfortably enjoy any day that works to you. No blackout dates. No global. Just 5 nights of luxury." The website also shows other news items like "A trail to safety" and "Mason's wedding punch a sweet double double".