



One Community. Big Ideas.

HR Partners Meeting

May 2, 2018

Influencer

May 8, 9, 10, 11

4-Part Series, 4-Hour Sessions

Crucial Conversations

May 16, 22, 29, June 5

8:30am-12pm

Prohibited Discrimination & Title IX

May 8

9-11:30am

Recruitment & Hiring: Recruiting for Success

May 11

9am-12pm

Recruitment & Hiring: Creating Effective Position Descriptions

May 14

9am-12pm



One Community. Big Ideas.

AGENDA

- Student Employment Overview

Jenna Rakes, Sr. Recruiter

Holly Cook, Student Payroll Specialist

Lisa Howard, Director of Finance & Admin., Graduate School

- HR Operations

Sonia Potter, Director



Senate Bill 473 and HECC Guidance Implementation

Voluntary Gender Identity and Sexual Orientation Questions

- For all new employee hires
 - Added to all new employee forms (electronic and paper) that ask for demographics
 - Go live May
- HR Website with more information
 - Resource for new employees
 - Why we are collecting
 - Glossary of Terms & FAQ
- Communications
 - HR Partners go live email
 - Around the O article



HR/Payroll Workgroup Update

HR Advisory Team sub working group

- Goal: Identify research and make recommendation on pain points related to the overlap of Human Resources and Payroll processes
- Working agreements: Be hard on the process not the people and assume positive intent by participants.
- Meeting weekly since February 15th
- Members: Amanda Rosenberg, Amy Green, Lauren McHolm, Ben Kane, Grant Keeney, Ryan McBride and Sonia Potter



HR/Payroll Workgroup Update

Pain points initially identified:

Online New Hire/Termination Process outlines incorporating HR & Payroll procedures

- Temporary employees
- Post Retirement appointments
- Separations

Employees set up by start date

- HR Ops and Talent Acquisition looking for ways to expedite new hire feed to payroll by identifying tasks to be done after the offer issued.
- Payroll and HR to develop plan for peak time assistance for I-9 verifications.



HR/Payroll Workgroup Update

Pain points initially identified (continued):

Employees set up by start date (continued)

- Payroll implemented a new system for tracking of hire paperwork.
- Deadlines
 - CBA reasons
 - Early access to systems for faculty

Updating workflows on what is passed from HR to payroll

- Current employee hires
- New MyTrack hires workflow

Knowing when to reuse position numbers



Position Number Resources

Position Number Resources

- Position matrix on HR website
- MyTrack search for existing position
- Identification of vacant positions via Banner forms
 - NBIPORG - All Positions by budget organization number
 - NBIPINC - Position incumbents

HR Partners

Questions and Answers



One Community. Big Ideas.

Next HR Partner Meeting

**Wednesday, June 6, 2018,
2:00 PM**

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