

HR Partner Meeting Highlights

October 4, 2017

Meeting Agenda

- HR Partner Announcements – Jen Mirabile, Sr. Program Coordinator
- HR Staffing, Kaia Rogers, Acting Chief HR Officer
- Salary Increase and Operations – Sonia Potter, Director HR Operations
- Open Enrollment – Cindi Peterson, Benefits Manager
- Compensation Update, Diana Sobczynski, Sr. Compensation Analyst
- Metrics and Service-Level Timelines, Nancy Nieraeth, Director, Talent Acquisition

Featured Presentation: MyTrack Professional Development Module

Speaker: Haley Ruddell, HR System Analyst

HR Partner Announcements, Jen Mirabile, Sr. Programs Coordinator

- HR is offering a quarterly HR Orientation for new HR Partners. The first orientation is scheduled for October 26th from 1PM – 2:30PM. We would also like to invite current HR Partners who may be interested in attending

- Register on Making Tracks:

http://odt.uoregon.edu/registration/course_view.php?crse_id=829 [1]

- The HR Partner Table Topic Highlights report from our July HR Partner meeting has been added to our October Highlights and Resources list. This report outlines the feedback received in the eight different areas addressed during the last half of the July meeting. These areas included: new employee onboarding, faculty and OA salary increase process, OA policy Q&A, supervisor training, HR Partner meeting format and trainings, new learning module in MyTrack, attracting candidates to work at the UO and the HR website

New Staff Introductions, Kaia Rogers, Acting Chief Human Resource Officer

- Kaia Rogers has been named Acting Chief Human Resources Officer until Nancy Resnick returns sometime in December
- Missy Matella has been named Interim Director of Employee and Labor Relations (ELR). Missy will work in HR at .50 FTE while also continuing her duties in the General Counsel's Office
- Caitlin Willard has accepted the ELR Specialist position and will begin her position at the end of October
- Tracey Tsugawa our Director of Affirmative Action and Equal Opportunity has already started the position remotely and plans to be on campus in mid-October
- Sr. Director of ELR search has begun and we are reviewing candidate applications
- Equal Opportunity Specialist/Title IX Investigator search is underway and candidates are interviewing on-campus
- Professional Development position is currently under review and we hope to start that search in the near future

Salary Increase and Operations Updates– Sonia Potter, Director, HR Operations

- Communications went out last week
- Website is updated:
<http://hr.uoregon.edu/employee-labor-relations/annual-salary-increases>
- Lists to VPs and Deans by October 13th to consider for exception requests.

If you have questions about the exception process please contact Sonia Potter or email hrops@uoregon.edu

PAC Delivery

HR Operations is working toward an electronic PAC delivery. When the process is finalized this is how it will work:

- New employees hired in the MyTrack system will receive the PAC electronically
- The offer card must be accepted and then
- The New starter form must be completed
- Payroll will then create the 95# and which will change the MyTrack application status to PAC delivery
- An email is then delivered to the new employee, HR administrator and hiring manager saying the employee's 95# and PAC are ready.
- The employee group in BANNER PEAEMPL is populated along with the start date
- Access rules are also put into place for the new employee
- https://it.uoregon.edu/idm/campus_population/affiliation_resource_access_rules
- Please take a look at the following forms and let HR Operations know if you see any issues or have suggestions to improve the online form:



Save and jump to: [Home](#) > [PAC Form](#) > [Submit](#)

PAC Form

ACCESSING UNIVERSITY TECHNOLOGY RESOURCES

Welcome to the University of Oregon. Below is your UO ID and temporary Personal Access Code (PAC). This code is to be used to authenticate and create a new PAC in DuckWeb, the university's online portal for employees. Once you have done that you can then claim your Duck ID, which you will use to access email, Canvas, and other services. The timing for access to claim your Duck ID depends on your employment group and when your job starts. Please refer to the Get Started page in the onboarding portal (accessible via your applicant account).

UO ID NUMBER

TEMPORARY PERSONAL ACCESS CODE (PAC)

Please check the box that you have completed your DuckWeb PAC reset and hit continue and then submit and exit on the next page only after you have reset your PAC in DuckWeb. If you are unable to reset your PAC at this time, click save and exit and come back to this form via your applicant portal when it is convenient to reset the PAC.

I have completed resetting my PAC in DuckWeb.

IF NO UO ID NUMBER OR PAC IS DISPLAYED ABOVE

Previous students and employees of UO have already been issued an ID number and PAC. You will need to use your previous ID and and PAC. If you have previously been a student or employee of the UO and have forgotten your PAC, there are two ways for you to reset your PAC.

1. You may reset it in DuckWeb by clicking on the "Forgot PAC" button and answering your security question.
2. You may also call Human Resources (541-346-3159) with your UO ID or stop by Human Resources with your university photo identification card to have your PAC reset.

I know my PAC or have asked HR to reset my PAC

Yes

[Continue](#)

[Save as a draft and exit](#)

Save and jump to: [Home](#) > [PAC Form](#) > [Submit](#)

Submit form

To complete your form, press the 'Submit' button. By submitting this form, you are confirming that all information contained in this form is correct.

Submit

Save and exit

Submit form confirm

Your form has been submitted.

Back to home

Close window

Open Enrollment – Cindi Peterson, Benefits Manager

- It is Mandatory! ALL benefit eligible employees must take action.
- UO Benefits Website

<https://hr.uoregon.edu/hr-programs-services/benefits/benefits-annual-open-enrollment>

- Required Steps & Deadlines
 - ✓ Complete Health Assessment
September 1 – October 31 (Employee Only)
 - ✓ Enroll for 2018 coverage & elect HEM participation, even if no changes
October 1 – 31
- Please remind employees to enroll and if they have questions to contact the Benefits Office.

Compensation Update – Diana Sobczynski, Senior Compensation Analyst

- House Bill 2005
Prohibits employers
 - from screening job applicants based on current or past compensation
 - from determining compensation for a position based on a prospective employee's current or past compensation
 - from inquiring into candidates' previous salary
- SEIU 1% COLA Increase
Effective 10/1/2017
 - New salary structure will be on website
- SEIU Selective Salary Increases
Effective 11/1/2017
 - Custodial Services Coordinator, Electrician, Electrical Control & Systems Tech, Grounds Maintenance Worker 2, All Ship Operations

Winter Term New Hire Deadlines, Nancy Nieraeth, Director, Talent Acquisition

- November 1 is the deadline for winter term new hires/renewals (9-month faculty and OAs)
 - ✓ Thanks to all who have already submitted offer cards for December starts!
 - ✓ Offer cards submitted and candidates' status set to "contingent offer accepted" no later than this date
 - ✓ Any outstanding hires not through MyTrack (e.g. pools launched prior to October 18, 2016) must have RTOs submitted
 - ✓ Deadline is in order to meet CBA requirements for faculty appointments, payroll set up for timely pay
- Law School deadline is November 15 for spring semester
- For more information review our webpage:

<http://hr.uoregon.edu/hr-operations/deadlines-faculty-oa-appointments>

Recruitment Metrics Since MyTrack Launch, Nancy Nieraeth, Director, Talent Acquisition (October 2016 – September 2017)

Summary of slide presentation:

- 792 position descriptions approved (this did not include the OA PD entry project)
- Steady increase throughout the year of position description approvals and volume
- Total average days to approved position description is 14.28 and the median days to approve is 11

Recruitment Metrics Since MyTrack Launch - continued

Summary of slide presentation:

- Average requisition approval is 2.8 calendar days
- Steady increase of requisitions launched throughout the year. Increase in faculty launches this year in October; last year TT faculty launches were processed outside of MyTrack
- Prior Year Unclassified Searches:
 - ✓ Average time to post: 36 days
 - ✓ Median time to post: 24 days
 - Current total for unclassified searches: average is 18.44 days**
- Next Steps
 - ✓ Look at timelines for offers
 - ✓ Review other categories of pay actions (expansions of duties, direct appointments) and items requiring special approval processes
 - ✓ Increasing capacity in recruitment team, class/comp team
 - ✓ Recruiters doing initial review to determine if class/comp review is necessary
 - ✓ Increasing training for unit-based partners on position description development, review process; evaluation of active review time vs. awaiting information

Next HR Partner Meeting:

Wednesday, November 1st, 2:00 PM

Room Change: Redwood Auditorium, Erb Memorial Union