

# HR Partners Meeting

## October 4, 2017

# October Trainings & Events

## MyTrack

***Friday Labs, 11am-12pm***

*HR Conference Room*

***Part 1 Training 1pm – 3pm***

*Wednesday, October 18th*

***Part 2 Training 3pm – 5pm***

*Wednesday, October 18th*

***Recruitment and Hiring –Creating Effective Position Descriptions***

*Thursday, Oct. 5<sup>th</sup> 9am -12pm*

***Managing a Search/Making a Hire***

*Wednesday, Oct. 18<sup>th</sup>, 3pm – 5pm*

***Recruitment and Hiring: Offer and Onboarding: What Happens Next?***

*Thursday, Nov 2<sup>nd</sup>, 9am – 12pm*

***Register in Making Tracks.***

# HR Partners Meeting – October 4, 2017

## AGENDA

- HR Partner Announcements – Jen Mirabile, Sr. Prog. Coord.
- HR Staffing, Kaia Rogers, Acting Chief HR Officer
- Salary Increase and Operations – Sonia Potter, Dir., HR Ops
- Open Enrollment – Cindi Peterson, Benefits Manager
- Compensation Update, Diana Sobczynski, Sr. Comp. Analyst
- Metrics and Service-Level Timelines, Nancy Nieraeth, Director, Talent Acquisition
  
- Presentation: MyTrack Professional Development Module  
Haley Ruddell, HR System Analyst

# HR Partner Announcements

- HR Orientation for New HR Partners  
Thursday, October 26<sup>th</sup> 1pm-2:30pm  
Open to all HR Partners –register on  
Making Tracks
- July Table Topic Report is available  
for review under the October  
Meeting Highlights webpage

# HR Staffing Updates

- Kaia Rogers- Acting Chief Human Resources Officer
- Missy Matella- Interim Director of Employee and Labor Relations (ELR)
- Caitlin Willard- ELR Specialist
- Tracey Tsugawa- Director of Affirmative Action and Equal Opportunity
- Sr. Director of ELR search
- Equal Opportunity Specialist/Title IX Investigator search
- Professional Development position

# Salary Increase Updates

- Faculty and OA Increase
  - Communications went out last week
  - Website is updated
  - Lists to VPs and Deans by October 13 to consider for exception requests.

# PAC Delivery

- MyTrack Hires only
- Once an offer is accepted and,
- New starter form is filled out and
- After payroll creates the 95# and changes the MyTrack application status to PAC delivery
- Email is delivered to new employee, HR administrator and hiring manager saying the employee's 95# and PAC are ready .
- Employee group in BANNER PEAEMPL populated and start date
- Access rules

[https://it.uoregon.edu/idm/campus\\_population/affiliation\\_resource\\_access\\_rules](https://it.uoregon.edu/idm/campus_population/affiliation_resource_access_rules)

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

- It's Mandatory! ALL benefit eligible employees must take action by October 1- 31, 2017.
- UO Benefits Open Enrollment 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

# Compensation Updates

- 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 Hires

- 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
  - Law School deadline is November 15 for spring semester
  - Deadline is in order to meet CBA requirements for faculty appointments, payroll set up for timely pay

More info:

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

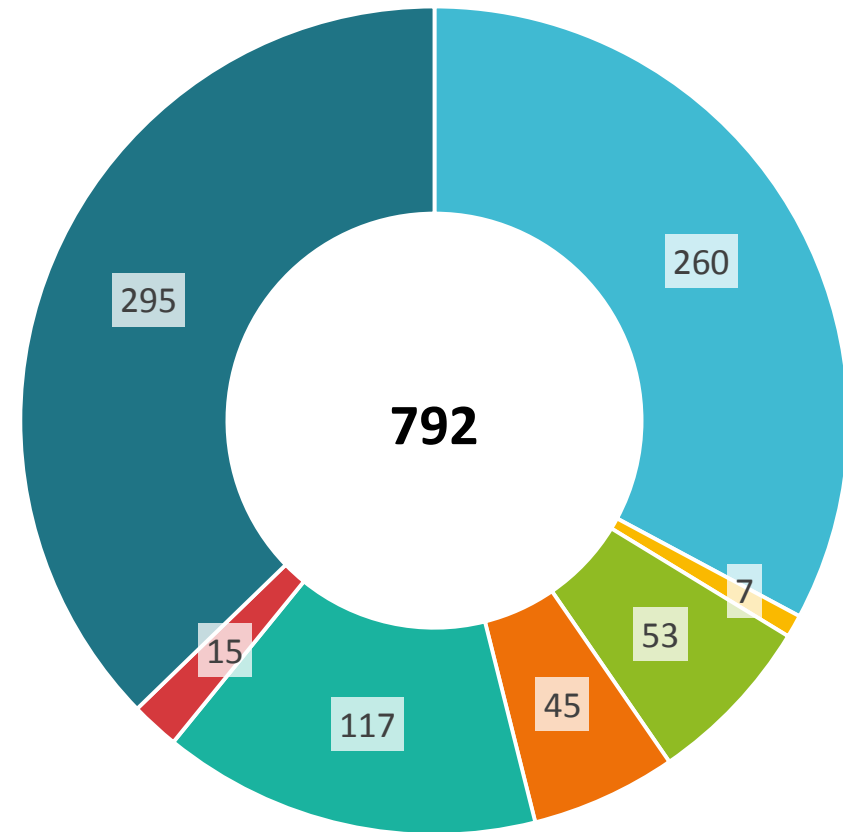
# Recruitment Metrics Since MyTrack Launch

October 2016-September 2017

# Position Descriptions Volume

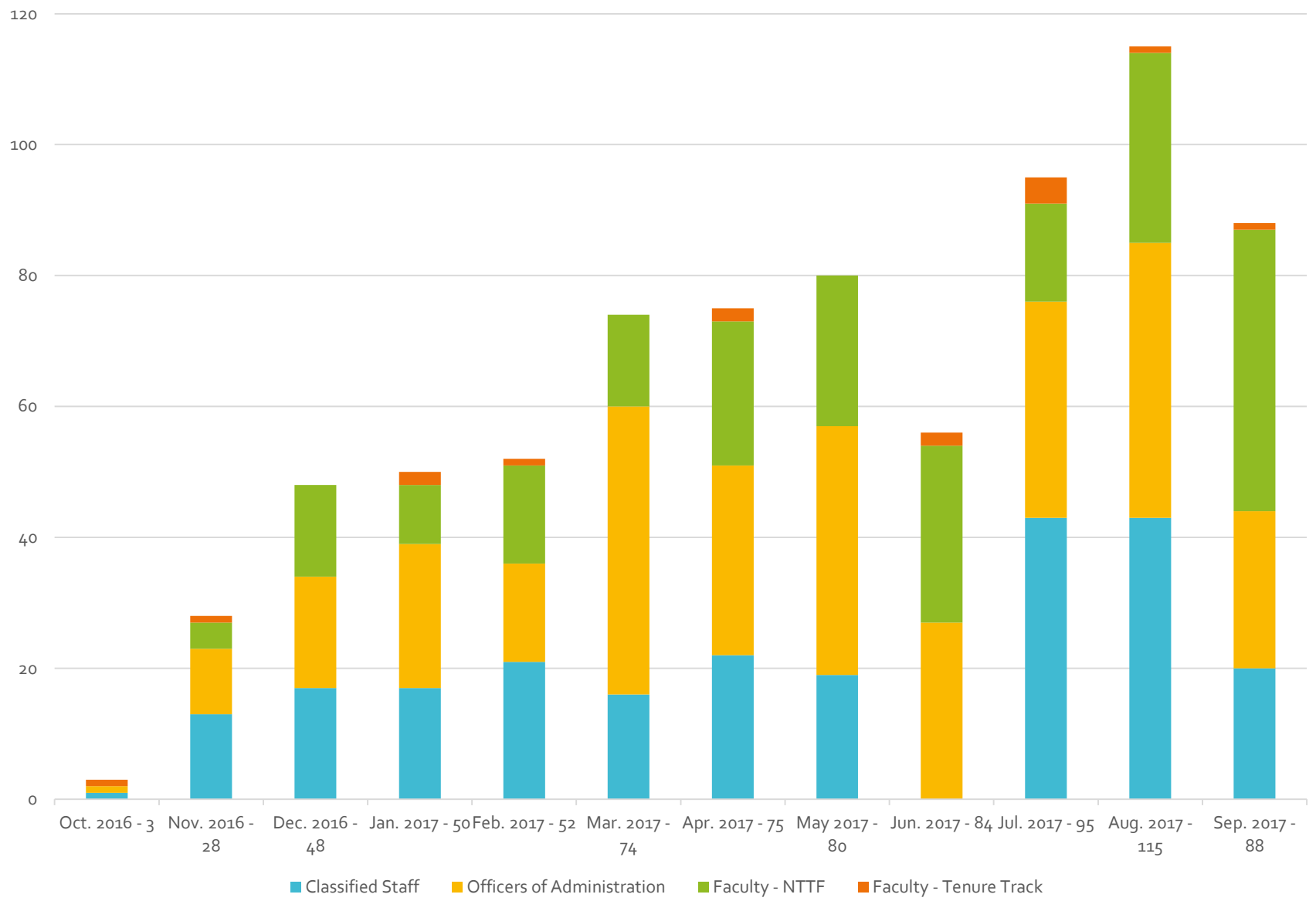
Total Position Descriptions Approved by EE Category

- Classified Staff
- Coaches
- Faculty - Career
- Faculty - Other
- Faculty - Pro Tempore
- Faculty - Tenure Track
- Officer of Administration



# Position Description Volume

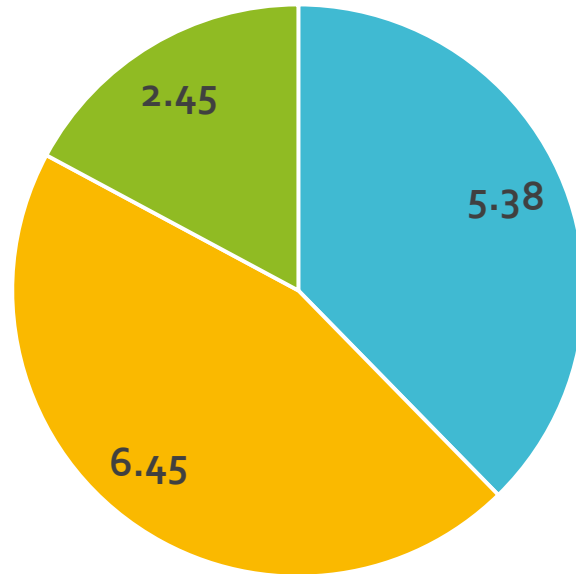
Position Descriptions Approved by Month and Faculty/Staff EE Category



# Position Description Approval Timelines— all employee categories

Data for “New/Revised” approval process

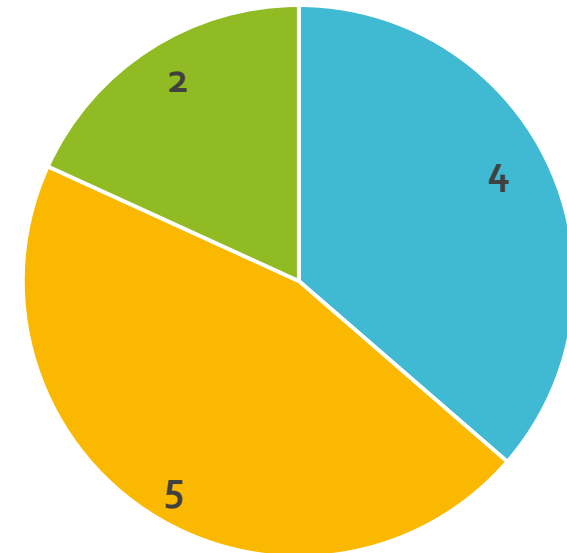
### Average Calendar Days for PD Approval



■ Recruiter ■ Class/Comp ■ HR Ops

Total average days to approve: 14.28

### Median Calendar Days for PD Approval



■ Recruiter ■ Class/Comp ■ HR Ops

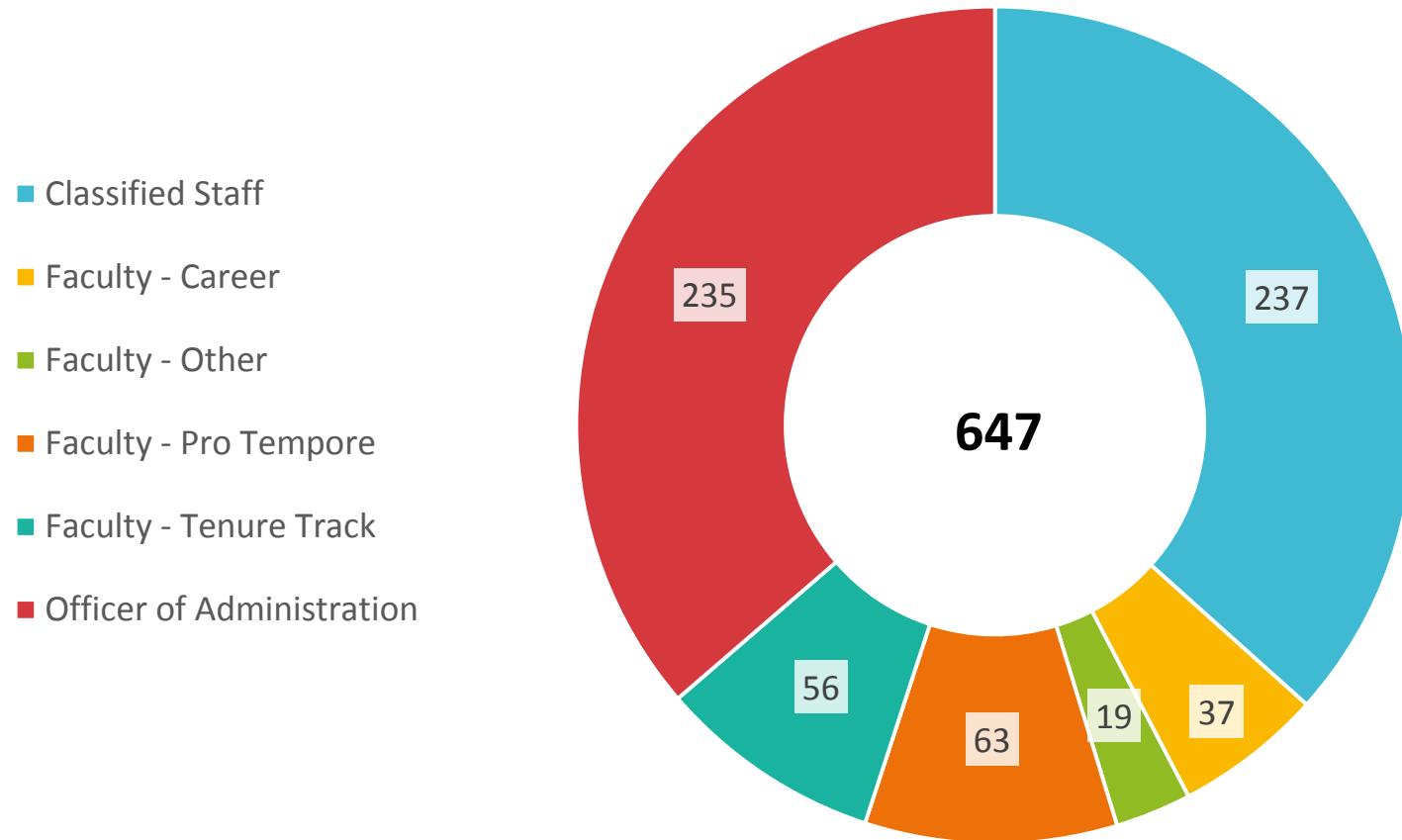
Total median days to approve: 11



# Requisition Approval Volume & Timelines

For recruitments, October 2016 to September 2017

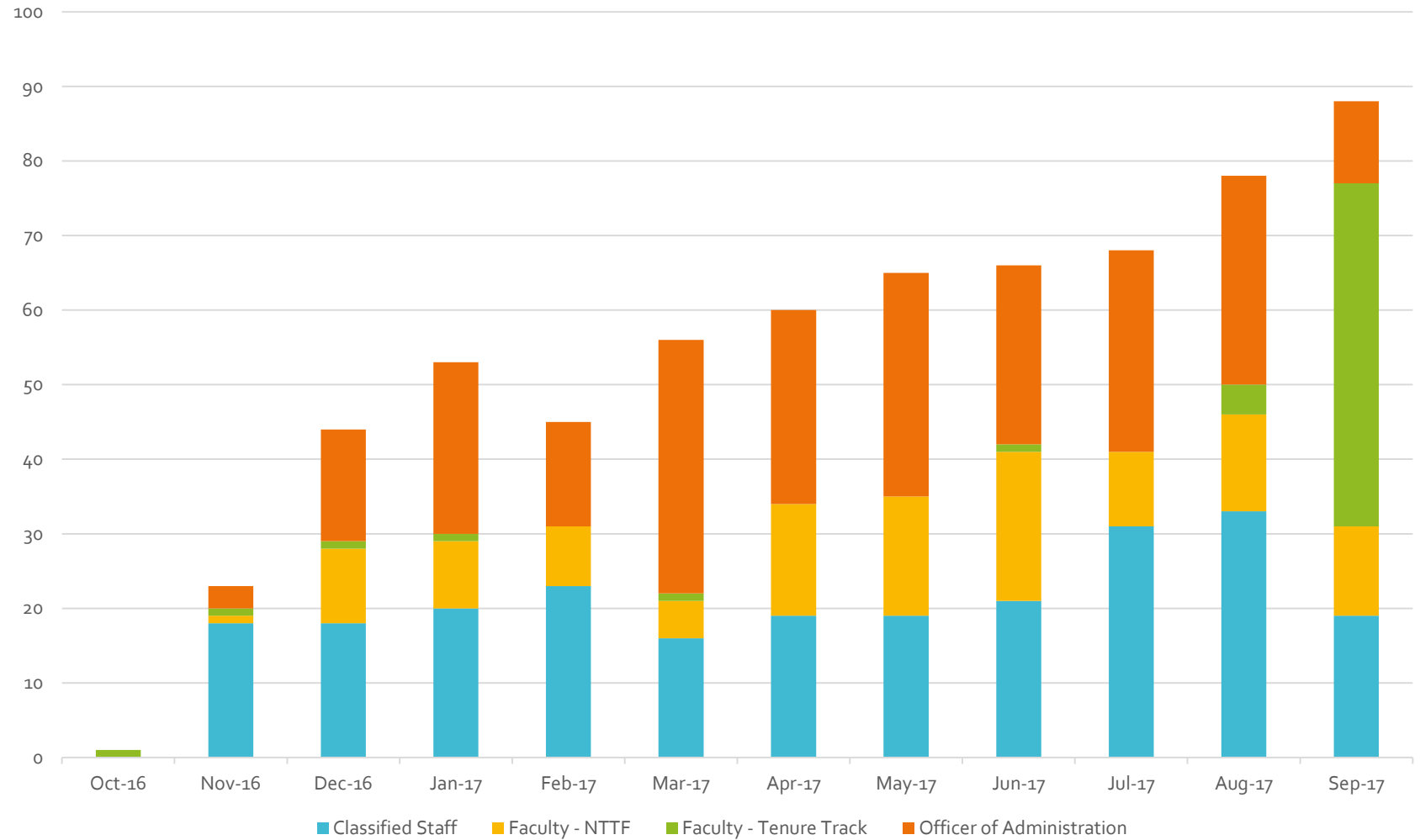
Total Recruitments by Work Type



Average Requisition Approval:  
2.8 calendar days

# Recruitment Volume

Requisitions Launched for Recruitments by Month and EE Category



# Prior Year – Unclassified Searches

(January 2016-October  
2016)

- Average time from HR to post: 36 days
- Median time from HR to post: 24 days

Current total for unclassified searches: average 18.44

## 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



**Next HR Partner Meeting:  
Wednesday, November 1st, 2017, 2:00 PM  
Room: Redwood Room, Erb Memorial Union**