



One Community. Big Ideas.

HR Partners Meeting

October 3, 2018

Recruitment & Hiring

Advanced Applicant Management

Thursday, Oct. 4th, 1:30 PM – 3PM
HR Training Room

Offer and Onboarding

Thursday, Oct. 11th, 9AM-12PM
HR Training Room

Recruitment Module Training

Tuesday, Oct. 16th, 2PM-5PM
HR Training Room

Creating Effective Position Descriptions

Monday, Oct. 22nd, 9AM-12PM
HR Training Room

Title VII & IX and ADA–Supvr. Essentials

Wednesday, October 10th, 2PM-4PM
HR Training Room

Alzheimer’s & Dementia: The Basics

Thursday, October 18th, 12PM-1PM
Lawrence Hall, Room 115

Wellness: Healthy Relationships

Thursday, October 25th, 12PM-1PM
Crater Lake North Room

Understanding Implicit Bias

October 5th, 16th, 22nd or 23rd, 1 PM-3PM
Cedar and Spruce Rooms.

Orientation for New HR Partners

Friday, October 26th, 1PM-3PM
HR Conference Room



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AGENDA

- **Open Enrollment & Family Medical Leave Act Resources**
Cindi Peterson, Benefits Manager
- **HR Staffing**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **CHRO Search Input**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **HR Advisory Team members**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives



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AGENDA continued

- **HR Projects**
HR Leadership Team
- **OA Salary Bands Update**
Nancy Nieraeth, Director, Talent Acquisition
- **MyTrack Updates**
Haley Ruddell, HR Systems Analyst
- **Performance Review Completion**
Sonia Potter, Director, HR Operations



HR Programs & Services

Open Enrollment & FMLA Updates

- Benefits Open Enrollment – October 1 – 31
 - Mandatory for all new, current and returning employee
- Open Enrollment Website
 - How to complete Open Enrollment
 - Changes for 2019
 - Plan Comparison
 - PEBB Open Enrollment Guide



HR Programs & Services

Open Enrollment & FMLA Updates

- Encourage employees to
 - Explore the Benefits Open Enrollment website
 - Take action early
- Communications
 - Emails from the Benefits Office
 - AroundtheO articles
 - Direct mailings from PEBB



HR Programs & Services

Open Enrollment & FMLA Updates

- FMLA website project
 - Redesign of Medical Leaves Process webpage
 - Easier to understand
 - Provide feedback
 - More changes to come



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HR Staffing Updates

- Tiffany Ray, HR Compliance and Training Officer
- Grant Keeney, Classification and Compensation Analyst
- Brittany Jayne, HR Office Assistant
- Kaley McCarty, Interim HR Administrative Asst.



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HR Search Updates

Coming soon:

- Affirmative Action Specialist
- Sr. Labor Relations Coordinator & Manager
- A data related position in HR Operations

In progress:

- 2 Interim positions to support the recruitment function



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CHRO Search: Opportunity to Give Input

Laurie Wilder and Porsha Williams from Parker Executive Search send their thanks to those HR Partners and HR staff who participated in Tuesday's listening sessions.

Anyone who missed or has more to add may provide input via this brief, five-question online survey:

<https://www.surveymonkey.com/r/3F8PSZG>



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2018/2019 HR Advisory Team members:

Connie Brady, Lundquist College of Business, Dean's Office, Associate Dean of Administration

Alicia de Gonzalez, College of Arts and Sciences, Dean's Office, Personnel and Budget Specialist
- Social Sciences Division

Amy Green, College of Education, Assistant Director, HR

Jared Haddock, Information Services, Human Resources Manager

Lauren McHolm, Prevention Science Institute, Assistant Director Finance & Administration

Patrick Moore, UO Libraries, Human Resources Manager

Amanda Rosenberg, Student Life, Executive Assistant

Teri Rowe, Economics & Sociology, Manager of Finance & Administration

Sonja Runberg, Office of the Provost, Associate Director of Operations

Ray Sykes, School of Journalism & Communication, Associate Dean for Administration and
Finance

Michael Thompson, Financial Aid and Scholarships, Assistant Director for Administration and
Financial Support



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FY19 HR Projects

- Oregon Equal Pay Act
- Policies:
 - Unrepresented Faculty Policies
 - Workplace Violence Policy
 - ADA Policy
- Delegated Unit Partner Model pilot
- Recruitment Process & Workflow
- Banner 9 Admin Implementation
- Workplace Harassment and Discrimination Prevention training
- And many more!



Talent Acquisition

Updated OA Salary Bands

- Changes are effective 12/1/18
- Employees under new minimum
- Employees no longer above the band maximum
- Notifications sent to VPs, deans, Chiefs of Staff, direct supervisors, and affected employees



HR Operations

MyTrack Updates

The screenshot shows the MyTrack HR dashboard. At the top, there is a green header with the MyTrack logo and the tagline "Engagement. Experience. Excellence." Below this is a dark blue navigation bar with a menu icon, the text "PageUp BETA", and several menu items: "Requisitions", "People", "Reports", "Recent items", "Quick search" (with a magnifying glass icon), and "Supervisor" (with a dropdown arrow and a help icon). Below the navigation bar is a blue banner with the text "My Dashboard" and a welcome message: "Welcome Supervisor, this is your Dashboard where you will see all your tasks organized in various stages." The main content area consists of seven white cards, each with an icon and a title. The cards are: 1. Job description (calendar icon): "My position description - Under review" with a "Manage position de..." button. 2. New requisition (briefcase icon): "9 Jobs open" and "55 Team jobs open". 3. Approvals (pencil icon): "2 Jobs awaiting your approval" and "5 Approved". 4. Advertisements (document icon): "1 Advertisements". 5. Applications (document icon): "2 Jobs have applicants for review" and "0 Applicants assigned to you for review". 6. Search committee (group of people icon): "10 Jobs requiring panel review". 7. Offers (envelope icon): "1 Offers awaiting your approval", "3 New hires", and "22 New hire tasks".



HR Operations

MyTrack Updates

PageUp BETA Requisitions People Reports Recent items Quick search Supervisor ?

My jobs

Visibility: All jobs | My jobs | Team jobs Status: All | Current | Non-current

8 search results

Job number	Job title	Banner Title	Division/Admin Sub Unit	Date added	Status	Request Provider	Reporting to Manager	Team	
519040	PD test for Classified Application		HR Talent Acquisition & Development	13 Oct 2016	Approved	Supervisor Maximoff		Human Resources	View
519041	PD test for Faculty Application		HR Talent Acquisition & Development	13 Oct 2016	Approved	Supervisor Maximoff		Test Team	View
520441	PD test for GoLive Run Through		HR Talent Acquisition & Development	1 Jun 2017	Pending	Supervisor Maximoff		Test Team	View
520563	Assistant Professor of Testing The IHP TTF			23 Jun 2017	Pending	Supervisor Maximoff	Steve Rogers		View
520564	Assistant Professor Test for OPAA Training			23 Jun 2017	Draft	Supervisor Maximoff			View
520566	Test for OPAA Training			23 Jun 2017	Draft	Supervisor Maximoff	Supervisor Maximoff		View
521500	_test Assistant Professor of Testing The IHP TTF			1 Dec 2017	Draft	Supervisor Maximoff	Steve Rogers	Human Resources	View
521532	Front Office Specialist		UHC Operations	6 Dec 2017	Draft	Supervisor Maximoff		Test Team	View

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HR Operations

MyTrack Updates

PageUp BETA Requisitions People Reports Recent items Quick search Supervisor ?

Back

View applicants

PD test for GoLive Run Through

Applicant name	Date submitted	Current application status	Selection Outcome	Reviewed
Mahala Ruddell	24 Mar 2018	Background Check Pending		✗ View Status history
Haley Ruddell	24 Mar 2018	Background Check Pending		✗ View Status history
Test	7 Mar 2018	New	Select a selection outcome	✗ View Status history
Bugs Bunny2	27 Jan 2018	Background Check Pending		✗ View Status history
Daffy Duck	27 Jan 2018	Contingent Offer Accepted		✗ View Status history
Lola Bunny	26 Jan 2018	New	Select a selection outcome	✗ View Status history
Bugs Bunny	26 Jan 2018	Background Check Pending		✗ View Status history
Search Firm	7 Jul 2017	New	Select a selection outcome	✗ View Status history
Candidate Twenty	27 May 2017	New	- Withdrew-Other (provide detail below)	✗ View Status history
Foggy Nelson	16 May 2017	Background Check Complete		✗ View Status history
Applicant AJO	4 May 2017	Interview (Phone)	Select a selection outcome	✗ View Status history



HR Operations

Performance Reviews

- Enter completed reviews into MyTrack
- Over 300 entered in MyTrack as of Monday
- Report of combined Banner and MyTrack completions to Vice Presidents and Deans

PRF Log

- Available soon via OneDrive
- Access requests to hrops@uoregon.edu

HR Partners

Questions and Answers



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Next HR Partner Meeting

**Wednesday, November 7, 2018,
2:00 PM**

Location: Crater Lake Room South