

One Community. Big Ideas.

HR Partners Meeting October 3, 2018



MyTrack Engagement. Experience. Excellence.

<p>Recruitment & Hiring</p> <p>Advanced Applicant Management Thursday, Oct. 4th, 1:30 PM – 3PM HR Training Room</p> <p>Offer and Onboarding Thursday, Oct. 11th, 9AM-12PM HR Training Room</p> <p>Recruitment Module Training Tuesday, Oct. 16th, 2PM-5PM HR Training Room</p> <p>Creating Effective Position Descriptions Monday, Oct. 22nd, 9AM-12PM HR Training Room</p>	<p>Title VII & IX and ADA-Supvr. Essentials Wednesday, October 10th, 2PM-4PM HR Training Room</p> <p>Alzheimer's & Dementia: The Basics Thursday, October 18th, 12PM-1PM Lawrence Hall, Room 115</p> <p>Wellness: Healthy Relationships Thursday, October 25th, 12PM-1PM Crater Lake North Room</p> <p>Understanding Implicit Bias October 5th, 16th, 22nd or 23rd, 1 PM-3PM Cedar and Spruce Rooms.</p> <p>Orientation for New HR Partners Friday, October 26th, 1PM-3PM HR Conference Room</p>
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Register on the MyTrack Learning Module



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AGENDA


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


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 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



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>




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 McHalm*, 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
- Sanja 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



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

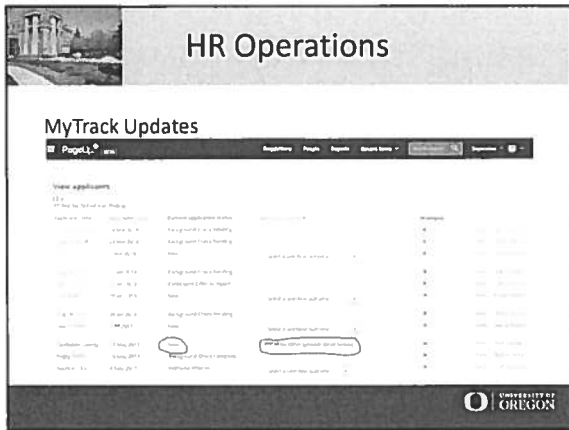




HR Operations

MyTrack Updates





The screenshot shows the 'MyTrack Updates' page in the HR Operations system. It features a navigation bar with 'MyTrack' and 'HR Operations' tabs. Below the navigation bar, there is a section titled 'View applications' with a table of application updates. The table includes columns for 'Application ID', 'Application Name', 'Status', and 'Action'. A red circle highlights a 'View' button in the 'Action' column for one of the applications. The University of Oregon logo is visible in the bottom right corner.



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

The University of Oregon logo is in the bottom right corner.

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