

One Community. Big Ideas.

HR Partners Meeting September 5, 2018



MyTrack Engagement. Experience. Excellence.

MyTrack Trainings

<p>Recruitment & Hiring</p> <p>Position and Pay Actions Monday, Sept. 10th, 9AM-12:00 PM HR Training Room</p> <p>Recruiting for Success Thursday, Oct. 4th, 9AM-12PM HR Training Room</p> <p>Advanced Applicant Management Thursday, Oct. 4th, 1:30 PM – 3PM HR Training Room</p>	<p>Employee Assistance Program Orientation – MyTrack E-Learning</p> <p>Communication Skills for the HR Professional Webinar Tuesday, Sept. 18th, 11AM-12PM</p> <p>Elder Care Connections: Aging & Disability Resource Connection Friday, Sept. 29th, 12PM – 1PM</p> <p>New Employee Orientation Tuesday, October 2nd 8:15AM – 12:00PM</p> <p>Benefits Fair Tuesday, October 2nd 10AM – 2:00PM EMU - Crater Lake Rooms</p>
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Register on the MyTrack Learning Module



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AGENDA

- **Best Practices for Responding to and Reporting Prohibited Discrimination**
*Presenters: Missy Matella, Senior Director, Employee and Labor Relations
Darci Heray, Associate Vice President, Chief Civil Rights Officer and Title IX Coordinator,
Office of Investigations and Civil Rights Compliance*
- **OA Salary Bands Update**
Diana Sobczynski, Senior Compensation Analyst
- **OA & Faculty Salary Increases**
Missy Matella, Senior Director, Employee and Labor Relations
- **Performance Review Completion and Reporting**
Sonia Potter, Director, HR Operations
- **Fall Processing Timelines and Pro Tem Hiring Process**
Nancy Nieraeth, Director, Talent Acquisitions
- **OA Procedure Updates**
Annie Herz, Senior Employee Relations Coordinator, Employee & Labor Relations




Talent Acquisition

OA Salary Band Update

- Effective December 1
- Communication begins in September
- Website with new structure & FAQs







Employee and Labor Relations

OA and Faculty Salary Increases

- [Review Annual Salary Increase: Faculty & OA web page](#)






HR Operations

Performance Review Completion and Reporting


- New submission process
- Website with instructions: <https://hr.uoregon.edu/oa/oa-performance-management-overview/oa-performance-review-submission>
- Supervisors on record in Banner have access to the performance review submission form for their employees.
 - If you are entering on behalf of a unit or department for employees you do not supervise, input yourself into the 1-up manager spot to maintain access to the submission form



HR Operations

Performance Review Completion and Reporting


- Non-supervisors can submit reviews on behalf of a unit or department for employees they do not supervise. To do so, you must:
 - request access via email to mytrackhelp@uoregon.edu
 - input the employee's name and their supervisor of record's name in the appropriate spots
 - input yourself into the 1-up manager spot to maintain access to the submission form
- Reports developed in MyTrack to see who has been entered in your unit.
- Providing completion information submitted into old system to VPs and Deans in early September.




Talent Acquisition

Fall Processing Timelines

- Reminder about fall term starts: September 1 deadline has passed
- Submit offer cards and update candidate statuses ASAP







Talent Acquisition

Pro Tem Hiring Process

- New Instructional Pro Tem Hiring Process is live for fall




 **Employee and Labor Relations**

Information Sessions
OA Procedure Updates


Tuesday, Sept. 11th, 12:00-1:00, HR Training Rm
Thursday, Sept. 13th, 12:00-1:00, EMU - Swindells Rm


Register in MyTrack.



HR Partners

Questions and Answers



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Next HR Partner Meeting
Wednesday, October 3, 2018,
2:00 PM

Location: Redwood Auditorium
Erb Memorial Union