

HR Community of Practice

March 6, 2024

2:00pm – 3:00pm



Opportunities for HR Partners and Employees

- **Employee Benefits Overview** *For all PEBB-eligible employees* [Register in MyTrack](#) March 13 or April 10, 2-3 p.m. via Zoom
May 8, 10-11 a.m. via Zoom
- **New Employee Benefits Help Drop-In Session** *For new hires who would like help enrolling in health benefits* March 20, available 1-3 p.m. for drop-in, EMU Swindells Room 230
- **Administering a Search:** Best practices to engage candidates, promote equity, and ensure a successful search [Register in MyTrack](#) Monday, March 11, 2024, at 9:00 –11:00 am
- **MyTrack Orientation: An Overview of MyTrack for Recruitment and Learning Management** *For new HR partners, supervisors, hiring managers, and MyTrack users, or those who would like a refresher. Pre-recorded* [Access the training in MyTrack](#)
- **New Faculty & Staff Community Orientation and Resource Fair** *For new employees from Sep–April to connect & learn about resources at UO* [Register in MyTrack](#) Tuesday, April 9th, from 9:00am – 11:00am

Opportunities for HR Community of Practice (HRCP)

- **HR Professional Development Workshop Series: Change Management:** May 21, 9am to 1pm [Register in MyTrack](#)
- **Open “Office Hours” for summer appointments:** <https://hr.uoregon.edu/summer-term-appointments>
 - Wednesday March 27th 11am –12:30pm
 - Wednesday April 17th 1pm-3pm
 - Thursday April 25th 11am –1pm
 - Monday May 6th 1pm-3pm
- **[Oregon CUPAHR](#) – Save the Date!**
Spring Conference May 2nd and 3rd in Hillsboro. Watch your email the next few weeks for details.
- **FLSA Overtime Review** - Virtual Lunch and Learn [CUPA-HR InterMountain West, Oregon and Washington Chapters](#) March 14 11:30 a.m.-12:30 p.m. PT - To register for this free virtual event, contact Marcy Buster at marcella.buster@rocky.edu

Mandatory Training: Understanding Sexual Misconduct, Resources, and Employee Responsibilities module is [available in MyTrack](#) and must be completed by **May 22, 2024**. It takes about 30 minutes to complete. If you do not have access to a computer to take the training, please contact your unit’s human resources representative to make alternate arrangements or email MandatoryTraining@uoregon.edu.

Dates and Deadlines

Spring and Summer Term Deadlines: <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

Spring 2024 Hires and Changes

Thursday, February 1 was the deadline for HR Operations to receive:

- **Spring Term appointment renewals**
 - RTOs
 - For 12-month RTOs, the deadline is **6 weeks** before the effective date.
 - Fixed-term OA renewals
 - Post-retirement renewals, including TRP
 - **Monday, February 26** was the deadline to submit new faculty offer cards in MyTrack for Spring Term appointments.

April 2024 Changes

- **Friday, March 15** is the deadline to submit PRFs and other pay actions taking effect April 2024.

Summer 2024

- **Wednesday May 10th** an offer of a June Summer Session teaching assignment due to the faculty member.
- **Wednesday May 15th** June summer appointment paperwork is due to Human Resources.

Agenda

- **Review of training, dates and deadlines, agenda review** – Sheena Kindred, Learning & Development Manager
- **Setting the stage: Framing our work together** – Sue Russell, Director HR Community of Practice
- **Summer Appointments** – Catherine Bonomini-Smith, Senior Associate Director HR Operations
- **Faculty hiring pool changes** – Maeve Anderson, Associate Director, University Talent Acquisition

Framing our Work Together

Sue Russell

Director, HR Community of Practice

Framing our work together

Purpose/Goal

- Creating a better experience for all of us: potential, new, and current employees; students; and those of us handling Human Resources work
- While our work is often cyclical/seasonal, the people work is inherently complex and includes the need to adapt and adjust, understand the why
- What we can do for each other as colleagues across the community
 - Highlight areas of complexity, share information
 - Raise questions about what might be confusing or difficult
 - Reach out for assistance, include your understanding

Summer Appointments

Catherine Bonomini-Smith
Sr Associate Director HR Operations

Summer Appointments

Plan for today...

- Define the types of summer appointments
- Overview of summer instructional appointments
- How to calculate summer pay
- Summer new hires
- Summer deadlines, Information Sessions

Why are we doing this training today, what's the impact?

- Summer transaction volume is very high and in a short time-period – over 1,200 with over 60% for June pay and overlaps with July and fall renewals
- Summer deadlines coming sooner than you think, let's start planning now

Summer Appointments

What is a Summer Appointment...

- Summer Term is 6/16-9/15, Law Summer Term takes place over 5/16-8/15
- Teaching a summer course
- Other assignments completed by 9-month faculty during the summer term

Types of Appointments Defined:

- Teaching- Instructional work during summer dates and must be FTE-based
- Research- Research conducted by 9-month faculty often on grants or funding contingent
- Administrative Faculty Assignments- director work or course development FTE-based
- Summer Stipend- flat rate payments for non-research work
- Summer Overload- Usually only for teaching more than one course in a session. Not allowed for 12-month research faculty without VPRI approval.

Overall Summer Appointments: [Web Instructions](#)

Summer Appointments

Summer Teaching Appointment Instructions...

- [Instructional Web Guidelines](#)
- **Gather Appointment Information and Calculate Pay for Course**
 - **Appointment Information:** Class(es) teaching, FTE for the course, Summer Session Dates
 - **Calculate Pay for the Course:**
 - **Teaching FTE:** MUST reflect course FTE, based on your [summer policy](#). The FTE is treated similar to a regular academic year term, not based on annualized FTE (COMMON MISTAKE). Base Rate can be adjusted to accommodate changes in the teaching rate for a course.
 - **Base Rate:** Variations in summer base rates from one faculty member to another are possible based on rank achieved, experience, discipline, etc. Base rate does not need to match primary faculty job.
 - **Pay per course (this amount goes on the teaching memo):** calculate the rate using full summer term dates (ex. 6/16-9/15), base rate, course FTE (ex. 0.30). A PAW (Payroll Accounting Webpage) is the current tool use to calculate the pay per course.

Summer Teaching Appointment Instructions, Cont...

Teaching Memo: Each faculty member teaching during the summer needs to receive a teaching appointment memo that tells them their class assignment(s), dates of the class, term FTE, and their pay for each class.

- Can be a .pdf attachment or an email. Faculty notification should be delivered a minimum of 5 weeks prior to start of appointment.
- All summer courses being taught can be on one memo and single summer submission.
- Upload the accepted/signed summer appointment memo with the summer teaching appointment request and summer payroll calculator.
- If summer course being taught by a current hourly 12-month employee, summer course is to be paid hourly. Email HR OPS@uoregon.edu for guidance, and use the hourly memo.

Summer Teaching Appointment Instructions, Cont...

Teaching Memo Standard Session Dates:

Summer Term is divided into session. Here are the standard sessions and their 2024 dates:

- 8-weeks: 6/24/24 to 8/16/24
- First 4-weeks: 6/24/24 to 7/19/24
- Second 4-weeks: 7/22/24 to 8/16/24
- Full summer (not as common): 6/24/24 to 9/13/24.

For all other courses that are not standard sessions, use the dates of the course.

Summer Payroll Dates:

Payroll dates align with the standard session dates, and are necessary for accurate summer pay:

- 8-weeks: 6/16/24 to 8/15/24
- First 4-weeks: 6/16/24 to 7/15/24
- Second 4-weeks: 7/16/24 to 8/15/24
- Full summer (not as common): 6/16/24 to 9/15/24.

For all other courses that are not standard sessions, use a minimum of 1 week if less than a week.

Summer Appointments

How to Calculate Summer Pay for all other appointments...

- Summer [PAW Instructions](#) and samples.
- Research & Administrative Faculty Assignments- Use the regular base rate
- Summer Stipends- flat rate amounts (BUOSS9)
 - Includes Summer Coordinator (BUOSSC) & Department Head Stipends (BUODHS)
 - **NEW for 2024!** – no PAW required!! On the summer submission form, fill out the start and end dates, total stipend amount, and the labor distribution information in the appropriate fields and select the correct stipend position code.
- Summer Overload – submitted with the rest of the appointments and processed through the summer upload. Should be on the summer instructional appointment.

Summer New Hires

What is the definition of a summer new hire:

- New to UO, never been employed and not a current employee, and no MyTrack offer pending or completed for fall term 2024 or
- Rehires greater than one year (last day was prior to June 15, 2023),
- Current or former GEs, student or temp employees.

What's the process

- Background check
- Submit the EIF and new hire packet to payroll
- Submit the summer instructional submission with following attached:
 - Background check email clearance, CV, Teaching Memo, Faculty Pay Action Form

Summer Appointments

What is University HR Operations looking for when we review a summer appointment?

ACCI	FUND	ORGN	ACCT	PROG	ACTV	Annual FTE	Appointment Salary	Actual FTE	Start	Stop	et PAW
test			10203			0.0852	5,540.00	0.7841	06/16/2024	07/15/2024	
						0.0852	5,540.00				

- Note: appointment salary is "Budget Amt" when filling out the PAW form
- Position and suffix on PAW matches employee information on summer form
- Dates on payroll submission form match payroll submission dates and dates on teaching memo match session dates (see next slide)
- For Admin and Research: annual salary matches **current** base rate including Jan 1 merit (Common Mistake if copying prior year job information, and not updating base pay)

Summer Appointment Deadlines

Summer Deadlines: Submit all paperwork the **15th of the month prior** to the effective date of the summer class. For June, submit sooner where possible.

Deadlines by contract session:

Contract Session	Duration of Class	Session Start Date	Session End Date	Payroll Submission Start Date	Payroll Submission End Date	Notification Deadline	HR/Payroll Deadline
1	8 weeks	June 24	August 16	June 16	August 15	May 10	May 15
1.1	4 weeks	June 24	July 19	June 16	July 15	May 10	May 15
1.2	4 weeks	July 22	August 16	July 16	August 15	June 10	June 15
2	4 weeks	August 19	September 13	August 16	September 15	July 10	July 15

Summer Appointments

What's Your Role...

Bring this information back to your units and those who process summer appointments.

Pay attention to deadlines, and establish unit deadlines with HR deadlines in mind.

Watch messaging in your departments related to summer for accuracy.

Initiate pro-active conversations around who is being hired for summer.



Open HR Operations “Office Hours” for summer appointments:

Wednesday March 27th 11am –12:30pm

Wednesday April 17th 1pm-3pm

Thursday April 25th 11am –1pm

Monday May 6th 1pm-3pm

Questions: HR OPS@Uoregon.edu

Faculty hiring pool changes

Maeve Anderson

Associate Director, University Talent Acquisition



Faculty Pools – New Procedure

We will now post pools with a close date

- Close date will be one year from initial posting (can be shorter by request)
- This automatically removes the pool from the careers website after one year.

Why?

- One less thing for you to track!
- Removes issue of unit turnover
- Less confusing for applicants

Faculty Pools – New Procedure

- **Finding and Closing Old Pools**
- Monthly report to locate pools open for more than a year
- We will work with you to close them out.
- **Why?**
- Removing duplicates
- Updating pools to align with current best practices
- Less confusing for applicants



Meeting wrap-up

I thought I saw it somewhere...

- Classification and Compensation (CLCO) has published new forms and guidance for Work Out of Class and Lead Work requests, which can be found here: <https://hr.uoregon.edu/differential-pay>. Please reach out to CLCO with any questions.
- To reach out: <https://hr.uoregon.edu/university-human-resources-directory>

Coming up: HR Newsletter

Thank you for attending today's HR Community of Practice Meeting

The next meeting will be
Wednesday, April 3rd at 2:00pm

