

# HR Community of Practice

*October 4, 2023*

2:00pm – 3:00pm



[New Employee Orientation Programs: Mission, Shared Responsibilities, & Engagement Opportunities](#)

Thursday, October 5, 2:00pm – 4:30pm

[September Monthly Learning Challenge: Building Your Professional Network - Facilitated Discussion](#)

Friday, October 6, 12:00pm – 12:50pm

[Using LinkedIn Learning for Employee Training & Development](#)

Wednesday, October 11, 9:30am to 11:00am

[HR Partners Orientation](#)

Tuesday, October 24, 2:30 pm

[Getting Things Done](#)

Thursday, October 26, 9:00am – 5:00pm

[Excel Formulas: Basics](#)

Monday, October 30, 9:00am to 12:00pm

Active Recruitment for Everyone

Monday, November 6th

## Virtual Trainings

[SHRM Upcoming Webcasts](#) (membership required)

[October Monthly Learning Challenge – Self-Leadership](#)

[HR Community of Practice: Training and Resources](#)

## HRCP Professional Development Workshop Series

Half-day sessions including lunch. *Dates and registration by the end of the month.*

- Fall: [Mentorship Reimagined: Nov 29, 9am to 1pm](#)
  - End of fall: [December 6 at 2pm, In person social](#)
- Winter: [Influence: Feb 21, 9am to 1pm](#)
- Spring: [Change Management: May 21, 9am to 1pm](#)

*To be scheduled: Employee Engagement Resources*



# Agenda

- UHR Updates and Reminders
  - Faculty UA Exclusion Reminders & Quarterly Roster Review and Update
  - Faculty Reference Letter Requests system update
- Open Enrollment

# Faculty UA Exclusion Reminders & Quarterly Roster Review & Update

Catherine Bonomini-Smith  
Senior Associate Director, HR Operations



# Faculty UA Exclusion Reminders & Roster Review & Update

**Timing:** Ongoing, but at minimum every quarter

**What to Do:** Run the Cognos reports, verify information, and submit updates following the instructions posted online.

- [Faculty UA Exclusion](#)
- [Roster Review and Update](#)

**Fall Roster Audit:** Fall comes with many new hires, including new student employees. Every effort should be made to make sure all employees show a current supervisor of record.

# Reference Letter Collection

Maeve Anderson  
Associate Director, Talent Acquisition



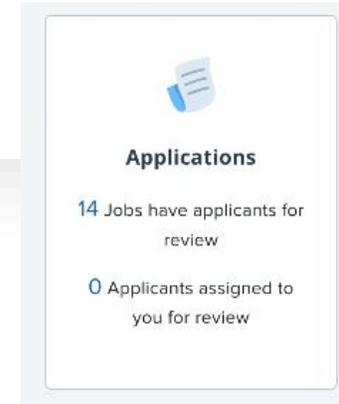
# Before you begin

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- Consider best practices
- DO NOT INITIATE collection before the application review date
- Let candidates know that you'll be reaching out directly to their references to collect letters.
- Ask them to log into their application and confirm their references are correct and the spelling of the email address is accurate.



# Reference Letter Collection – Option 1



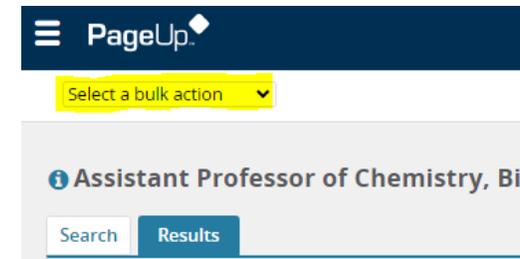
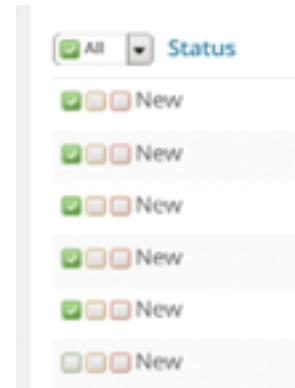
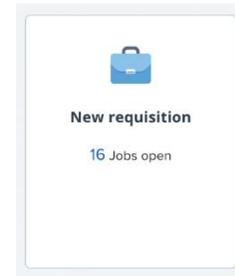
- Via the applications “tile” of your MyTrack Dashboard, access your applicant list for the appropriate search.
- Move selected candidates to status “Reference letter requested (online form).” Do not use “reference letter requested (offline)” - this will not initiate any action.
- Don’t forget to scroll up and press “Submit”
- This will send out requests to referees and give them 30 days to upload their letters. The 30-day period is fixed and can’t be changed. Referees receive a reminder after 10 days.

Date submitted	Current application status	Selection Outcome
Aug 24, 2023	New	Select a selection outcome
Aug 22, 2023	New	Select a selection outcome
Aug 19, 2023	New	Select a selection outcome

The table shows three rows of application data. The first row is highlighted in yellow. A dropdown menu is open for the first row, showing the following options: "Select a selection outcome", "Not Considered, Did Not Progress", "Initial Committee Review", "Reviewed, Not Selected", "Shortlisted", "Reference Letter Requested (Online Form)", and "Reference Letter Requested (Offline)". A blue arrow points to the "Reference Letter Requested (Online Form)" option.

# Reference Letter Collection – Option 2

- Go to list of applicants from the requisition
- Click view applications
- Select the candidates you want to collect letters for.
  - **You can only collect for up to 60 candidates** at one time – so you’ll need to do it in batches if you’re checking large lists of candidates.
- Navigate to the dropdown at the top, “select a bulk action,” and choose “bulk reference check”.



# Reference Letter Collection – Option 2

- Enter an expiration date that is **AT LEAST 14 days from today**.
  - Look at a calendar to be extra sure you're selecting a date that is at least 2 full weeks from today.
  - Each candidate's referees should be given the same amount of time to complete references. If working in batches on the same day, be sure to pick the same date each time. If requesting letters over multiple days (not recommended) make sure to give the **SAME NUMBER OF DAYS**.
  - Errors here have strong potential to confuse applicants and their referees and are labor-intensive to correct; we advise caution.
  - When ready, click Next button.

Please fill in all mandatory fields marked with an asterisk (\*).

Bulk action status: 1 Applicant Complete

You have requested to perform reference checks for 1 applicants.

Please select the expiry date for the reference check invitation:

Invitation expiry date:\*  

[Next](#) [Cancel](#)

# Reference Letter Collection – Option 2

- MyTrack will populate the auto generated email template.
- Change the ‘from’ field from to *your* email address (the person managing reference collection) so that you can be looped in on questions or troubleshooting that may need the attention of the search committee.
- Edit the body of the email to include YOUR signature and contact information.
- DON'T EDIT THE REST OF THE EMAIL – especially anything in {}. When ready, click “Finish.”

You are able to request reference checks from 12 references, on behalf of 4 applicants.

[Preview the references who will be invited to provide reference checks](#)

Emails will only be sent to references with a valid email address.

You can communicate using the methods below:

E-mail: References:  Yes  No

From:\*

Subject:\*

# Reference Letter Collection – Resource

You can find more information including a detailed guide here:

<https://hr.uoregon.edu/faculty-reference-letter-collection>

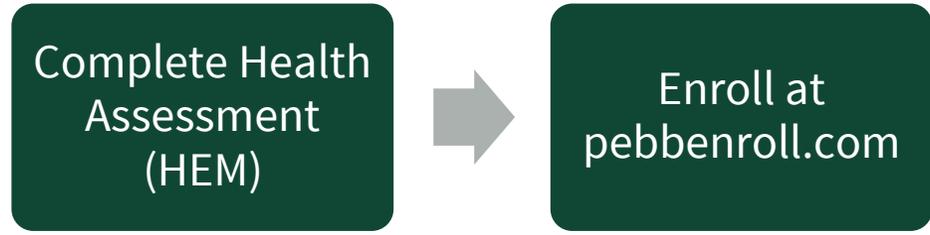
# Open Enrollment

Anne Willis  
Assistant Director, Benefits



# Open Enrollment October 1-31

All benefit eligible employees are required to take action to complete Open Enrollment  
Benefit changes are effective Jan. 1–Dec. 31 of 2024



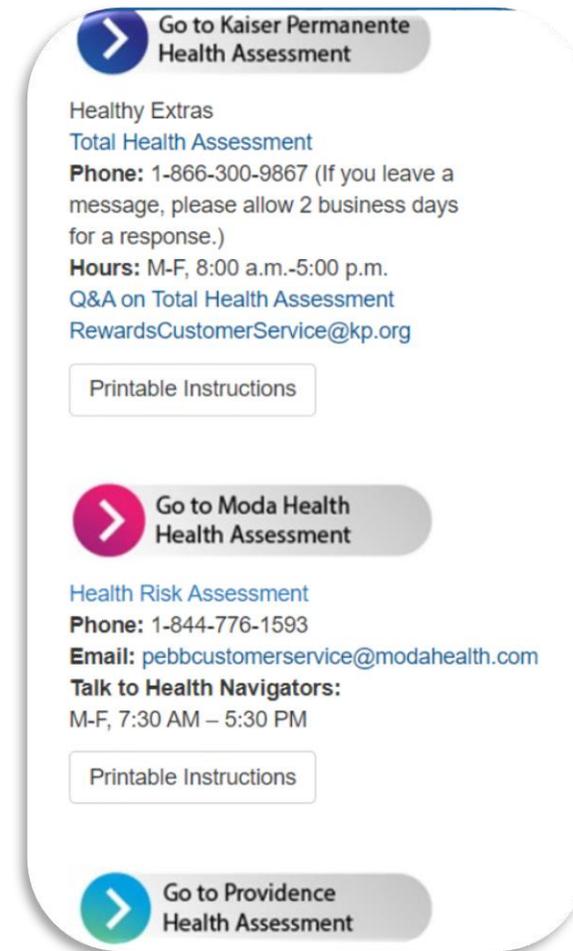
For more information visit: <https://hr.uoregon.edu/benefits-annual-open-enrollment>

# Health Engagement Model

- Employees who complete the health assessment and enroll in HEM will receive a monthly incentive of \$17.50
- Complete assessment on current provider website
- HEM assessments must be completed under the employee profile between Sept. 1 and Oct. 31
- Save a copy of the report for your records

*The UO Benefits Office cannot confirm completion of HEM*

<https://www.oregon.gov/oha/PEBB/Pages/HEM.aspx>



Go to Kaiser Permanente Health Assessment

Healthy Extras  
Total Health Assessment  
**Phone:** 1-866-300-9867 (If you leave a message, please allow 2 business days for a response.)  
**Hours:** M-F, 8:00 a.m.-5:00 p.m.  
[Q&A on Total Health Assessment](#)  
[RewardsCustomerService@kp.org](mailto:RewardsCustomerService@kp.org)

Printable Instructions

Go to Moda Health Health Assessment

Health Risk Assessment  
**Phone:** 1-844-776-1593  
**Email:** [pebbcustomerservice@modahealth.com](mailto:pebbcustomerservice@modahealth.com)  
**Talk to Health Navigators:**  
M-F, 7:30 AM – 5:30 PM

Printable Instructions

Go to Providence Health Assessment

# Enroll in Plans

## Core Benefits

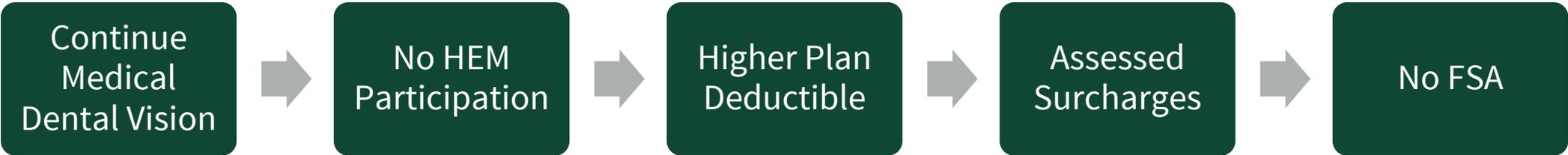
- Medical
- Dental
- Vision
- Basic Life

## Optional Benefits

- Short Term Disability
- Long Term Disability
- Optional Life Insurance
- Accidental Death and Dismemberment
- Long Term Care
- Flexible Spending Accounts

The screenshot shows the PEBB Benefit Management System login page. At the top left is the State of Oregon seal. The main header reads "PEBB Benefit Management System" with the URL "www.PEBBenroll.com". The date is "Thursday, September 21, 2023". The PEBB logo is in the top right. A "Welcome" banner is followed by a message: "Welcome to pebb.benefits, your tool for managing your benefits through the Public Employees Benefit Board (PEBB)." Below this is a login form with fields for "Username:" (containing "jannemwillis") and "Password:". A "Log In" button is present. There are also links for "Forgot your Username/Password?" (Get It Now) and "New to PEBB?" (Register Here). A "RESOURCE TOOLS" menu on the left includes links for Compare Plans, PEBB Web Site, Contact Us, Summary Plan Description, and Forms.

# Forget to Enroll?



# Plan Changes 2024

## All Medical Plans

- New reimbursements for travel and lodging expenses
- No longer cover over-the-counter (OTC) COVID-19 tests

## All Providence Plans

- Physical therapy - prior authorization will be required for more than 12 visits in a calendar year
- Fertility drugs covered with no annual maximum
- Sexual dysfunction medications will be covered
- Expanded coverage for Facial Electrolysis for members diagnosed with PCOS

## Providence Choice

- Referral requirement for specialists is no longer required

## Providence Statewide

- Massage therapy benefits have been added

## Moda

- New type 2 diabetes care program
- Access to mental health care may now be accessed through Spring Health
- Fertility drugs covered with no annual maximum
- Sexual dysfunction medications will be covered
- Expanded coverage for Facial Electrolysis for members diagnosed with PCOS

## Kaiser

- Fertility drugs covered with no annual maximum
- Emergency room co-pay increased
- Expanded digital treatment options



PEBB open enrollment information is available online and in a variety of languages at <https://www.oregon.gov/oha/PEBB/Pages/Enrollment-2024.aspx>

Scroll to the top of the webpage to select your preferred language

The screenshot shows the Oregon Health Authority website. At the top right, a "Languages" link is circled in red. A dropdown menu is open, listing various languages: Arabic / اللغة العربية, Chinese (Simplified) / 简体中文, Chinese (Traditional) / 繁體中文, English, Hmong / Lus Hmoob, Korean / 한글, Portuguese, Russian / Русский, Somali / Af Soomaali, Spanish / Español, and Vietnamese / Tiếng Việt. The main content area features the "2024 Benefit and Enrollment Information" section with links to "CLICK HERE TO ENROLL" and "LOG INTO YOUR PEBB ACCOUNT". Below these links is the PEBB logo and a banner image of pink tulips. A notice states: "Enrollment for your 2024 benefits is **REQUIRED**. Go to [PEBBenroll.com](https://www.pebbenroll.com) to make your elections or decline coverage **between Oct. 1 and Oct. 31, 2023**."

## Short-Term Disability Insurance & Oregon Paid Family and Medical Leave

With Oregon Paid Family and Medical Leave (PFML) now available, it is important to understand how short-term disability benefits coordinate with PFML and the additional income replacement available through the disability insurance program.

- In most cases, a short-term disability claim would also be covered by PFML.
- While using PFML, an employee may still receive income replacement through their short-term disability policy.
- Short-term disability provides protection should an employee experience more than one disability event in a 52-week period.
- Short-term disability rates are significantly lower than ever before.

## Reminders

- Employees and retirees leaving the University in December should complete Open Enrollment – in some cases you may have coverage through January 31, 2024
- Dependent children who turn 26 in 2023 will automatically be terminated at the end of their birth month and receive COBRA continuation information - no action required
- Status changes (divorce, termination of domestic partnership, marriage, birth, etc.) occurring in 2023 requires submission of a Midyear Change Form within 30 days of the change

# Benefits Fair



October 5, 2023  
10:00 a.m. to 2:00 p.m.  
EMU Crater Lake Room



# PEBB Virtual Benefits Fair

- Available 24/7
- Learn about benefit options
- Explore resources available to PEBB members
- Connect with vendor partners during scheduled times



[Register](#) and Learn More!

# Contact the Benefits Team

E-Mail: [hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)

Website: <https://hr.uoregon.edu/benefits>



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

The next meeting will be Wednesday, November 1st,  
from 2:00pm – 3:00pm

