

HR Community of Practice Virtual Meeting

January 11, 2023

2:00 PM



UNIVERSITY OF
OREGON

Human
Resources

[Supporting a Respectful Work Environment
Supervisor Development](#)

Wednesday, January 18, 10 a.m. – 12 p.m.

[Martin Luther King Jr. National Holiday](#)

Monday, January 16, Day of Service opportunity
Monday, January 16, MLK March
Tuesday, January 17, Pizza & Politics Series
Thursday, January 19, DEI MLK event

[Online and Self-Guided Learning](#)

HR's Learning and Development team has gathered resources to build your professional skillset. Review this website for professional development opportunities.

[Lane County HR Association meeting](#)

Trust in the Workplace
Tues. Jan 17, 7:30 a.m. – 9:00 a.m.

[CUPA-HR Webinars](#) and [E-Learning Courses](#)

College and University Professional Association for HR offers learning resources for HR professionals.

[Excel - Beginner](#)

Monday, February 6, 1 pm - 3 pm

[New Employee Orientation: Mission, Structure and
Shared Responsibilities](#)

Tuesday, February 7, 9:30 am

[Crucial Conversations for Mastering Dialogue](#)

Tuesday, February 7, 1 am - 2:30 pm (multi-sessions)

[Overseeing Large Student Staff -
Student Supervision Practice](#)

Tuesday, February 7, 2 pm - 3 pm

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

Tuesday, February 21, 2 pm - 3:30 pm

[Grievances, Discipline and Unions - Supervisor
Essentials](#)

Wednesday, February 22, 10 am – 12 pm

Welcome New HR Partners



Diana Silva, HR Manager,
Central Business Services
Office.



Miriam Silver, HR Specialist
HR Service Center –University
Human Resources



AGENDA

- Unit Roster Review Audit Process
Catherine Bonomini-Smith, Senior Associate Director, HR Operations
Ben Kane, Director, Payroll Services
- MyTrack updates
Jenna Rakes, Director, Talent Acquisition, Classification and Compensation
- New HR Programs
Kaia Rogers, Chief of Staff and Senior Director, HR Programs and Services
Jen Mirabile, Assistant Director, HR Programs and Services
- Q & A

Unit Roster Review Audit Process

Catherine Bonomini-Smith, Sr. Associate Director, HR Operations
Ben Kane, Director, Payroll Services



Unit Roster Review Audit Process

HR and Payroll are coordinating an institution-wide effort to improve employee record accuracy in Banner and provide tools and options to make updates.

Why this is important?

- University functions and processes rely on the accuracy of employee records
- Ensuring that employee and job information is up to date in Banner is everyone's responsibility, as data stewards of our employee's information
- Inaccurate information could negatively impact an employee or the university:
 - Employee Record Accuracy
 - Costs and Legal Implications
 - Data Risks
 - Reporting
 - Records retention



Unit Roster Review Audit Process

Roster Review Elements: In addition to the typical job changes, these need to be updated right away when a change occurs:

- **Job Location** - *establishes where an employee does their work for 51% of their time or more*
 - *Taxation, Insurance, workers compensation, leaves, FLSA, minimum wage*
- **Supervisor Records** - *identifies supervisor positions and the positions that report to it*
 - *Reports, System Permissions, email listserv, Duckweb & org chart access*
- **Inactive Employees** - *differentiates those with active jobs and those who are no longer actively working.*
 - *Security Risk, overstates employee counts*



Unit Roster Review Audit Process

What Is the Roster Review Audit Process

We want units to make changes as they happen, but that's not easy:

- when it impacts more than a few individuals, or
- to identify when something needs to be updated in complex organizations

We created a [new process](#) and report to help both identify and update this information!

When To Update Location and Supervisor

- 1. Quarterly Review** - HR will send an audit reminder to administrative and HR leadership in your area to run the report and make updates
- 2. Update as changes occur**
 - **Individual Updates** continue with individual change options
 - **Mass Changes (5 or more)** use the new Unit Roster Review Audit Process - Changes to supervisors and locations will be sent direct to payroll



Unit Roster Review Audit Process

Next Steps

Instructions and guidance will come out in email early out next week:

- A communication will go out to Academic CFOs and Chief of Staffs, and HR Leaders - who will communicate and determine the process in your area.
- Check-in in with these individuals if you have changes and/or aren't sure if you should be taking any action.

Thank you for your part in using this new process to keep employee job locations and supervisors up to date, and taking action on inactive employees!



MyTrack updates

*Jenna Rakes, Director, Talent Acquisition,
Classification and Compensation*



Offer Card Update: Primary Job Location

- Timeframe: Next 3-6 weeks
- Site field on the offer card will be relabeled “Primary Job Location”
- Defined as where the employee spends 51%+ of their time – think about your remote and hybrid hires!
- Updates being made to database that populates this field to have more detailed options
- MyTrack User Guidance (on HR website) is being updated with more information on this change and will link out from offer card



Applicant Status Update: Interview Changes

- Timeframe: This week!
- Updates to candidate statuses to better record interview steps
- Former options will *no longer be available* to select when dispositioning, but you will see them until you update candidates to a new status
- Will monitor and phase out former options during 2023

Former options:

Interview (Phone)
Interview (Skype/Video)
Interview (In Person)
Interview (Additional, As Needed)

***NEW* options:**

First Interview
Second Interview
Third Interview
Fourth Interview



New HR Programs

Kaia Rogers, Chief of Staff and Sr. Director, HR Programs and Services
Jen Mirabile, Assistant Director, HR Programs and Services



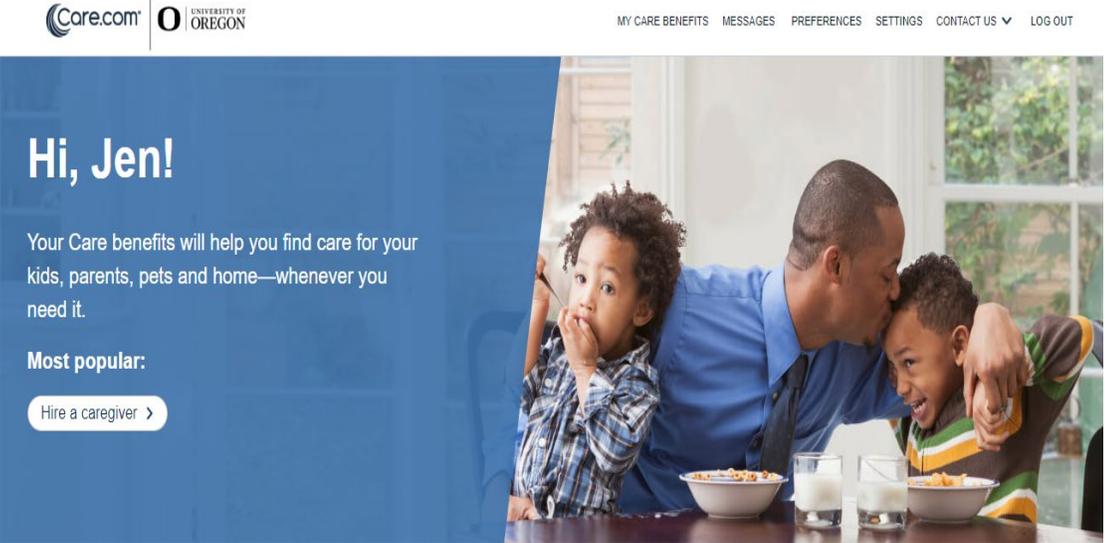
Employee Engagement Guide

- Launched December 5, 2022
- [Manager's Toolkit](#)
- [Individual Strategies](#)
- [Featured Resource](#)
- Familiarize yourself with the content
- Talk to supervisors and employees about engagement
- Look for ways to enhance your own engagement



Care.com Membership

- UO provides employees a Care.com membership
<https://hr.uoregon.edu/carecom-membership>
- Access to [Care.com](https://www.care.com) network of caregivers and helpers
- Employees can:
 - search the network based on their needs
 - post jobs and interested caregivers can apply
 - review Care.com's [Safety Center](#) information and [Articles & Guides](#) offering expert tips and advice for parents
- Employees also have access to LifeMart discounts



The screenshot shows the Care.com website interface for a user named Jen. At the top, there are navigation links for "MY CARE BENEFITS", "MESSAGES", "PREFERENCES", "SETTINGS", "CONTACT US", and "LOG OUT". The main header includes the Care.com logo and the University of Oregon logo. A large blue banner features the text "Hi, Jen!" and a message: "Your Care benefits will help you find care for your kids, parents, pets and home—whenever you need it." Below this, it says "Most popular:" and includes a button labeled "Hire a caregiver >". The background of the banner shows a man in a blue shirt and tie sitting at a table with two young boys, one of whom is eating cereal. Below the banner, there is a section titled "LifeMart discounts" with the text "Exclusive offers on childcare, education, nutrition services, and more". This section contains four promotional cards: "Up to 10% savings" for "Child Care Centers Nationwide", "Up to 50% off" for "Theme Park Tickets", "Member Pricing" for "Lenovo", and "Up to 60% off" for "Hotels".

Care Talks

- UO employees have access to Care Talks hosted by Care.com
- Care Talks are a series of webinars to provide advice and guidance from expert speakers
- Seven Care Talks will be offered per month on a variety of topics
- Find out more and register here: <https://www.care.com/business/care-talks/>



Caring for Aging Loved Ones: Putting YOU in the Care Equation –

January 18th at 1pm ET

This training addresses the juggling act of caregiving and other life responsibilities and offers guidance for achieving a healthy balance. We take you through 7 elements of life and provide you tips on habit-stacking, 5-minute wellness hacks and how to reset and reward your self-care efforts. The session will help you find your “Me Time” and help bring health and joy into your world.

[Register Today!](#)



Succeed at Work: Get Organized – *January 19th at 1pm ET*

If you need help getting organized, this program is for you. We'll explore the benefits of being organized, the downside of lax organization and your own organizational quotient.

[Register Today!](#)



Confident Parenting: Healthy Kids – *January 25th at 1pm ET*

Healthy kids lead to healthy adults. We will discuss the research behind living a healthy life, practicing preventative health for kids and the impact this can have on their mind and body as they grow. The areas of discussion include nutrition, exercise, immunizations and sleep.

[Register Today!](#)

Q & A



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Thank you for attending today's
HRCP meeting.

The next HRCP meeting is
Wednesday, February 1, 2023

