HR Community of Practice Meeting Highlights
January 11, 2023

Learning and Development Opportunities

[Supporting a Respectful Work Environment Supervisor Development](#), Wednesday, January 18, 10 a.m. – 12 p.m.

[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.

[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

[Eldercare Discussion Session](#) – Wednesday, February 22, 2 pm – 3 pm

[Thriving in a World Turned Upside-Down](#), Thursday, February 23, 12 pm – 1pm –hosted by TIAA

Welcome New HR Partners:

- Diana Silva, HR Manager, Central Business Services Office
- Miriam Silver, HR Specialist, HR Service Center –University Human Resources

Please help us promote our open HR positions by sharing this link with your professional networks:

- View the current list of available HR positions at https://hr.uoregon.edu/hr-jobs-uo.

Meeting 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, Senior Associate Director, HR Operations
Ben Kane, Director, Payroll Services

- HR and Payroll are working on an institution-wide effort to improve employee record accuracy by providing tools and options to HR Partners

- Employee record accuracy is critical for these reasons:
  - University functions and processes rely on the accuracy of employee records
  - As data stewards of employee information, ensuring employee and job information is up to date and correct in Banner is everyone's responsibility.
  - Inaccurate information can negatively impact an employee or the university:
    - Employee record accuracy affects taxes, benefits, access to systems, etc.
    - Costs and Legal Implications – need to make sure we are paying the correct minimum wage, and the right workers comp insurance.
    - Data Risks –employees may have access to systems they should not if we don't terminate their employee record timely
    - Reporting –employee counts, eligibility for benefits and other resource may be incorrect
    - Records retention –it is difficult to follow UO's records retention policies with incorrect data
- Roster Review Elements
  - These three elements in the employee roster should be updated immediately when a change occurs:
    - **Job Location** - establishes where an employee does their work for 51% of their time or more
      - It also affects taxation, insurance, workers compensation, leaves, FLSA, minimum wage
    - **Supervisor Records** - identifies supervisor positions and the positions that report to it
      - Supervisor Records affect reports, system permissions, email listserv, Duckweb & org chart access
    - **Inactive Employees** - differentiates those with active jobs and those who are no longer actively working
      - Inactive Employee status decreases security risks, improves accuracy of employee counts
- [NEW Unit Roster Review Audit Process](#)
  - This is a new process and report to help both identify and update critical employee information!
  - https://hr.uoregon.edu/employee-record-maintenance-guide-and-audit-process#maintenance
- Updating Location and Supervisor
  - Quarterly Review - HR will send an audit reminder to administrative and HR leadership in your area to run the report and make updates
- Update as Changes Occur
  - Individual updates continue with individual change options
    - Email payroll for location changes
    - Submit an EPAF in Banner for a supervisor update
  - When mass changes (5 or more) occur, use the new Unit Roster Review Audit Process - Changes to supervisors and locations will be sent direct to payroll
- Next Steps
  - Instructions and guidance about this Roster Review Audit Process will be delivered in an email early next week:
    - A communication will go out to Academic CFOs (Chief Financial Officer) and Chief of Staffs, and HR Leaders - who will communicate and determine the process in your area
    - Check-in with your leadership if you have changes and/or are not sure if you should be taking any action
- **Thank you for your part in using this new process to keep changes especially the Roster Review Elements!**

MyTrack updates
Jenna Rakes, Director, Talent Acquisition, Classification and Compensation

- Offer Card Update: Primary Job Location
  - In the next 3-6 weeks the "site" field on the offer card will be updated to state "Primary Job Location"
  - Defined as where the employee spends 51%+ of their time
    - This is information if important for your remote and hybrid hires!
    - This is one way we can help to improve the accuracy of the data in the Banner system.
  - Updates being made to the database that populates this field will have more detailed options for areas outside of Oregon
  - 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
  - This week interview options will change in the applicant status section
  - This update better records interview steps for candidates and will allow us to have better data interviews across campus
  - Former options will no longer be available to select when dispositioning, but you will see them until you update candidates to a new status
  - Talent will monitor and phase out former options during 2023
  - Former vs. New Options

Former options:	*NEW* options:
Interview (Phone)	First Interview
Interview (Skype/Video)	Second Interview
Interview (In Person)	Third Interview
Interview (Additional, As Needed)	Fourth Interview

New HR Programs
Kaia Rogers, Chief of Staff and Senior Director, HR Programs and Services
Jen Mirabile, Assistant Director, HR Programs and Services

- Employee Engagement Guide
  - The new Employee Engagement Guide was launched December 5, 2022. This new HR program outlines ways we can take action to engage our employees and improve employee experience at the UO.
  - The Employee Engagement Guide includes a Manager's Toolkit which support supervisors by providing strategies and action items they can incorporate into their existing work as they seek to develop and maintain strong working relationships with the people they supervise and support.
    - Principles of employee engagement are highlighted on this page
    - Employee engagement strategies are categorized by key areas that positively impact an employee's experience and promotes engagement:
      - Onboarding & Orientation
      - Caring & Productive Workplace
      - Ongoing Conversation
      - Learning & Growth
      - Recognition

- The Employee Engagement Guide also includes [Individual Strategies](#) to help employees with action steps and ideas to improve engagement at work and with one another
- Individual strategies include the following actions and helpful action resource:
    - Take care of yourself and encourage others to do the same.
    - Take care of one another.
    - Prioritize communication.
    - Seek out professional growth opportunities.
    - Find work-life balance.
    - Take the lead in your own engagement.
- HR's Learning and Development team will promote a featured engagement resource each term. This term's featured resource is the [Online & Self-Guided Learning Library](#).
- We encourage all HR Partners to familiarize themselves with the content of the Employee Engagement Guide
- Additionally, talk to supervisors and employees about engagement and how they may utilize these resources
- As an employee, we hope you too, will look for ways to enhance your own engagement with these resources

- Care.com Membership
    - UO provides employees a Care.com membership
        - Eligible employees include faculty, staff, and graduate employees (student employees are not eligible)
        - Review the benefits and how to enroll here: https://hr.uoregon.edu/carecom-membership
    - The UO link to enroll is uoregon.care.com
    - Enrolled employees receive access to Care.com network of caregivers and helpers
    - The network includes caregivers, nannies, elder caregivers, pet sitters, errand assistants and housekeepers
    - Employees can:
        - search the network based on their needs and location
        - 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 once they enroll in their Care membership
        - Discounts include hotels, restaurants, theme parks, and local vendors
    - Care Talks
        - Employees also have access to Care Talks
        - 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/

The next HR Community of Practice meeting is Wednesday, February 1, 2022.