

HR Community of Practice Meeting Highlights

October 4, 2023

If you have a new HR employee or are a new employee, please email HRCP@uoregon.edu so we can recognize and introduce you!

Please [RSVP for the HR Community of Practice In-Person Social](#), December 6th, at 2pm.

Learning and Development Opportunities

- [Using LinkedIn Learning for Employee Training and 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 (*Coming soon to MyTrack*)
- [Oregon CUPA HR Conference](#), October 27th at the Eola Chemeketa campus in Salem. Registration and Agenda will be posted soon!

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](#)

Meeting Agenda

- Faculty UA Exclusion Reminders & Quarterly Roster Review and Update
Catherine Bonomini-Smith, Senior Associate Director of HR Operations
- Reference Letter Collection
Maeve Anderson, Associate Director of Talent Acquisition
- Open Enrollment
Anne Willis, Assistant Director of Benefits

Faculty UA Exclusion Reminders & Quarterly Roster Review and Update

Catherine Bonomini-Smith, Senior Associate Director of HR Operations

- Faculty UA Exclusion Reminders
 - Timing: Ongoing, but at minimum every quarter
 - What to Do: Run the Cognos reports, verify information, and submit updates following the instructions posted online. <https://hr.uoregon.edu/united-academics-faculty-union-exclusion-list-guidance-hr-business-partners%C2%A0>
- Quarterly roster review and update reminder
 - Timing: Ongoing, but at minimum every quarter
 - What to Do: Run the Cognos reports, verify information, and submit updates following the instructions posted online. <https://hr.uoregon.edu/employee-record-maintenance-guide-and-audit-process>
 - 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.
 - Location Audit – You will want to compare to the prior month, so as not to redo verification you’ve already done. In particular, employees in the Eugene area may live outside of Eugene but work on campus more than 50% of the time, so their location will not match their home city. The report will indicate there isn’t a match, but that does not necessarily mean an update is required.

Please reach out to hrops@uoregon.edu with questions.

Reference Letter Collection

Maeve Anderson, Associate Director of Talent Acquisition

- Before you decide to collect reference letters, please review the best practices laid out in the [guide](#).
 - The first best practice is to NOT collect letters at all.
- There is new MyTrack functionality to collect reference letters.
 - This means there are two options
- If you are planning to collect letters (which is typically just for tenure track faculty searches) review the guidance before you do so (<https://hr.uoregon.edu/faculty-reference-letter-collection>)
- Review the guide carefully and ask questions before using the new function.
 - Mistakes take a lot of manual work to correct.
- If you do not plan to collect reference letters, please don’t use the “bulk reference check” option.

Questions can be directed to talent@uoregon.edu.

Open Enrollment

Anne Willis, Assistant Director of Benefits

- Open Enrollment is October 1-31. Refer to <https://hr.uoregon.edu/benefits-annual-open-enrollment>.
 - All benefit eligible employees are required to take action to complete Open Enrollment

- Benefit changes are effective Jan. 1–Dec. 31 of 2024
- 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
- Forget to Enroll?
 - Continue Medical, Dental and Vision as enrolled in 2023
 - No HEM participation
 - Higher plan deductible
 - Assessed Surcharges
 - No FSA
- PEBB 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 preferred language
- 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

Please send questions to hrbenefits@uoregon.edu.