Opportunities for HR Partners and Employees

- **Creating an Engaging Workplace- Workshop for Supervisors** on August 21 9:00 am –Noon. Sign-up in MyTrack.

- The ADA Accommodation Process at the University of Oregon – this is a short (15 minute) module intended for all UO employees. E-Learning on demand Sign-up in MyTrack

- ADA Fundamentals for Supervisors – this is a new (30 minute) training for supervisors. This training provides an overview of the Americans with Disabilities Act and its amendments (the ADA) and focuses on the responsibilities of supervisors in supporting workers with disabilities. E-Learning on demand Sign-up in MyTrack

- **Employee Benefits Overview:** *August 14, 2:00-3:00 p.m; or September 18, 2:00-3:00 p.m. via Zoom.* These sessions are designed for current and new faculty, classified staff, and officers of administration. We'll discuss benefit eligibility, review core and lesser-known benefits, and go over retirement plan options. If you're interested in expanding your knowledge of the benefits and perks available to you, register today!

- **New Hire Benefit Enrollment Drop-In Help Sessions:** *September 16, 9:00-11:00 a.m. in the Lease Crutcher Lewis Room, EMU.* Benefits coordinators from University Human Resources will be on hand to answer questions and help new employees enroll in their benefits. Register in MyTrack.

Opportunities for HR Community of Practice (HRCP)

- **Building Your HR Practice - HR Structure at UO** This 45-minute session offers an overview of the organizational structure of HR at the University of Oregon including the teams in university HR and what HR looks like across campus. Learn how the pieces fit together to help guide you in reaching out for support, bringing your questions to the right place, and developing a stronger sense of how we all work together. Virtual instructor-led on July 18th, July 23, and July 29th. Sign-up in MyTrack

- **Employee and Labor relations at the University of Oregon** - In this course, you will learn about Employee and Labor Relations (ELR) at the University of Oregon and will find information about additional training and resources. E-Learning on demand. Sign-up in MyTrack

- **Payroll and other UO business trainings** on a variety of topics are available in MyTrack. Please search by topic or check the MyTrack calendar or library.

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Dates and Deadlines

Please see the link to web page for a full list of deadlines for New MyTrack Offers, Renewal Appointments and PRFs:
https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs

Fall 2024 RTO Renewal Deadline is August 1

Fall 2024 MyTrack Offers Deadline is August 26

August 2024 Changes
Monday, July 15 is the deadline for HR Operations to receive:
- Contract **Session 2** Summer Term appointments. Please see Summer Term Instructional Assignment Guidelines
- RTOs
  - For 12-month RTOs that renew September 1, otherwise the deadline is **6 weeks** before the effective date.
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect August 2024.

Please build in time for your business office to generate the renewal, offer, or pay documents and obtain all required approvals, with time to meet the monthly deadlines. These deadlines will help us send documents to the Payroll office by their payroll document deadline.

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Agenda

- **Review of training, dates and deadlines, agenda review** – Sheena Kindred, Learning & Development Manager

- **Recent HR Staff and Staff Changes –** Sue Russell, Director HR Community of Practice
  - Jacqueline Moreno, HR Project Manager
  - Laci Hutto, ELR Coordinator (move from College of Arts and Sciences)
  - Miriam Silvers, Recruitment Specialist (move from HR Service Center)
  - Mary Adams, HR & Admin Services Manager, College of Design (move from Advancement)
  - Jannie Drawyer, HR Generalist, University Housing (move from PAST)

- **Update on pay process improvement work** - Mark Schmelz, Vice President and CHRO

- **Presentation:** Fall Preparation
  - Appointment Renewals – Catherine Bonomini-Smith, Senior Associate Director HR Operations
  - New hire set-up - Anita Gurule, Director of Payroll Operations

- **Meeting wrap-up,** Sue Russell, Director, HR Community of Practice

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Fall Preparation
Catherine Bonomini-Smith
Senior Associate Director HR Operations
&
Anita Gurule
Director Payroll Services

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Fall Preparation

1. **Fall Appointments Types and Deadlines**
   - Fall 2024 **RTO Renewal** Deadline to HR is August 1st – Don't wait, do them now.
     - Implications for benefits and timely pay if not submitted on time!
   - **New Hire** offer card deadline for timely pay is August 26th
   - **GE** Fall Appointments - July 19th Priority Deadline to DGS
   - **Department Head or other Stipends or appointments** deadline is August 15th
     - **Other appointments** are processed on PRFs and include fixed term OA or classified limited duration renewals, and TRP appointments.
2. **Faculty Fall Renewals and the RTO Form -** Request to Offer-Notice of Appointment form
3. **Access Timing and Request for New Hires** - OA, Faculty, or Classified

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Faculty Fall Renewals and the RTO

Request to Offer-Notice of Appointment form

RTO form in Banner PWAAPPT is NOT for rehires with over an academic year gap in the position – two options:

- If the course(s) being taught are regularly every other year or some other off schedule, submit an RTO with an OtP approved ongoing pro tem request, or

- Start the pro-tem clock over and hire out of your open pro-tem pool in MyTrack

- Consult the [HR Ops RTO Guide](#) if you have questions or for instructions on unique renewals like hourly Faculty.

- Yes, Tenure-Track Faculty need renewals based on their mid-term reviews. Run the HR Reports in Cognos and pay attention to the letters from OtP.

Appointment

1. Suffix is always 00

2. Faculty Type needs to be accurate

    - Most Common DADJ20 Instructional and E20 for Research

3. Contract Type needs to be accurate and reflect the type of faculty

Common RTO Issues – HR Operations Has to Fix

PAY

BREAP	Reappointment
→ BRETB	Post Retirement Job Begins
→ BRETR	Post Retirement Job Reappt
→ FIXAR	Fixed Term Assign Reappt
GTOSC	Term of Service Change
HAPTP	Appointment-Type Change
HFLSA	FLSA Status Change
OTHER	Other / See Comments
RECAT	Category Change
RECFC	Reclassification-Faculty

Most common reasons

Appointment Person **Pay** Tenure Comments AAEO Log Status

▼ PAY   Insert   Delet

Job Type *	Primary	Annual Basis 9
TS Orgn	441010 ••• HR Operations	Base Rate 50000.00
Evaluator		Hourly FM3L.05189.
Title		Change Reason FIXAR ••• Fixed Term Assign Reappt
Agency		

EVALUATOR: For funding contingent, enter their Supervisor

AGENCY: For funding contingent, enter the index(es) number, not the name.

▼ PAY DETAILS   Settings Insert Delet

Begin Date	09/16/2023	Overload
End Date	06/15/2024	Monthly 5555.56
Appt. %	100	Empl. Class FA ••• Faculty 9 mo .5+

If the FTE changes each term, create multiple entries

◄ 1 of 1 ►   1 ∨ Per Page

▼ PAY INFO   Settings Insert Delet

Index	Fund	Orgn	Acct	Prog	Actv	Locn	Percent *	Amount
Z1OPER	001100	441110	1010C	61001			100	
						Totals	100	

◄ 1 of 1 ►   10 ∨ Per Page

1010A	TTF
1010B	Career NTTF
1010C	Other NTTF and Non-TRP Retiree
1010D	Tenure Reduction Prgrm (Retired)
1010E	Contingent Rsch-Career NTTF
1010F	Contingent Rsch-Other NTTF/Retiree

Comments

1. Classification should be completely written out and no other information included.

2. Any other notes about the appointment are to be included in the Internal use only area.

Limited Duration Service Limits – Verify the faculty member hasn't exceeded the term limitations prior to submitting a renewal.

- **Visiting and Pro-Tem** – 3 academic years.
    - Calculate the number of academic years in the position. Count any partial year of 2 months or more, or
    - For Pro-Tem Faculty: Run the Pro-Tem 4th year report in Cognos, to be published soon!
    - If limitation is met:
        - Visiting: Unable to renew appointment. Work with University HR Talent and OtP.
        - Pro Tem: See web guidance
- **Postdoc** - 3 years. If they have completed 3 years, request approval from VPRI for an extension up to 5 years, complete and RTO, and attach the email approval to the forms RTO upload workflow.

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System Access Timing for MyTrack New Hires - OA, Faculty, or Classified

*Access is primarily driven by the **Affiliation Type**, assigned when an employee record and UOID is created, and the **Current Hire Date** – **NOT** the job record.*

✓ **Claim DuckID -** 24 hours after UOID assigned in Banner and/or 90 days prior to start date. *Must also have a recovery email in Banner – defaults to MyTrack applicant email*

✓ **Early Access -** TTF or PIs who need to transfer grants or get early access earlier than 90 days from start date? Request early access through IT Help Desk: Submit a Ticket

✓ **Other Access Timing** Service Portal Article

✓ **Instructor of Record** - A new hire report is sent to the registrar weekly. Email HROPS@uoregon.edu if you need this access provisioned sooner.

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Important Payroll Information

- **Payroll deadlines** https://ba.uoregon.edu/payroll/hris-deadlines
  - **Complete Fall term paperwork as soon as possible**
  - **September payroll document deadline due to payroll is September 9th**
  - **EPAF deadline is September 16th**
  - **Time entry begins September 19th**

- **Payroll hire documents** Payroll: Document Submission | Business Affairs (uoregon.edu)
  - **Employees can complete hire documents before they start employment**
    - I9 employee section must be completed by the 1st day of employment
    - Employer sections must be completed by the 3rd day of employment

- **Make sure the hiring documents are filled out completely.**
    - **Incomplete and/or incorrect documents can delay job record creation or pay.**

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Meeting wrap-up

Sue Russell, Director HR Community of Practice

- **Professional Development and Resources** - Preparing for Fall
  - HR Operations: https://hr.uoregon.edu/hr-operations
  - UO Payroll: https://ba.uoregon.edu/payroll
  - Benefits: https://hr.uoregon.edu/benefits
  - Employee Engagement Guide: https://hr.uoregon.edu/employee-engagement-guide

- **I thought I saw it somewhere**...
  - New employee resources https://hr.uoregon.edu/new-employee-orientation-program-resources. A list of resources ranging from Athletic Tickets to Work Life Resources!

- **Next month** – August 7th at 2:00 pm in person in the Library Browsing Room. Please take a moment to RSVP! (https://forms.office.com/r/DS8SVVaErQ)

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

The next meeting will be
Wednesday, August 7 at 2:00pm
(in person)

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