

HR Community of Practice

December 4, 2024

2:00pm – 3:00pm



HR Community SharePoint Site

OH O365_UO HR Community

Public group 5 members ...

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Current HR Highlights
Stay up-to-date! →

**HR Community of Practice Meeting
December 4 at 2:00**
Meeting details →

What is the HR Community of Practice?
Learn more →

University HR Directory - Role Accounts and...

HR Community Calendar

Payroll | Business Affairs

Dates and Deadlines

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Focus on Recruitment | Human Resources

hr.uoregon.edu

We've made it through another busy fall in the recruitment and hiring world. Now is a great time to review our processes and look back at where we've been! Includes position description good practices, recruitment highlights 2024, link to trainings, and recruitment materials survey.

Agenda

- Review of intro to HR Community of Practice web site, training, dates and deadlines, and agenda review
- **Updates**
 - HR Community of Practice Sharepoint
https://uoregon.sharepoint.com/sites/O365_HRTraining
 - Office of the Provost update to the sabbatical application form linked from the HR page here: <https://hr.uoregon.edu/sabbatical-instructions>
 - Flourishing, Value and Collaboration - Mark Schmelz, CHRO and Vice President
- Group activity with Tiffany Lundy, Senior Associate Director, Employee Development and Engagement

Opportunities for HR Partners and Employees Supervisor Trainings

- [Creating an Engaging Workplace- Workshop for Supervisors](#), Dec. 5, 2024, 9:00 AM to 12:00 PM, winter and spring term sessions available.
- [Five Paths to Leadership, Supervisor Workshop](#), Dec. 5, 2024, 2:00 PM to 3:30 PM, winter and spring term sessions available.
- [Student Worker Unionization and Weingarten Rights: What Supervisors Need to Know](#) Equip supervisors of student employees with comprehensive information on student worker unionization. Via Zoom January 15, January 28, February 18 sign –up in MyTrack.
- [Supervisor Development Series](#) 10:00 am- Noon, Via Zoom
Signup in MyTrack
 - Supporting a Respectful Work Environment - January 22
 - Grievances, Discipline and Unions – February 19
 - Performance Management – April 9

Opportunities for HR Community of Practice (HRCP) HRCP Professional Development Series

- [Strengthening Your Working Partnerships](#), Tuesday, February 11, 2025, 9:00 am to Noon, HR Training Room
- [Creating an Engaging Workplace](#), Tuesday, March 18, 2025, 9:00 am to Noon, HR Training Room
- [Bringing your Expertise to the Collaboration](#), Tuesday, April 22, 2025, 9:00 am to Noon, HR Training Room
- The [UO Peer Coaching Program](#) leverages UO colleagues' talents to coach and support each other. Learn more at the kick-off session December 9, 9:00 to 10:30 a.m., Giustina Ballroom, Ford Alumni Center.

Upcoming Payroll and other UO business trainings on a variety of topics are available in [MyTrack](#) and listed on the HRCP calendar.

Reminder: Workplace Harassment and Discrimination Prevention training in MyTrack!

Dates and Deadlines

Hire and Pay Action Deadlines

Deadlines for New MyTrack Offers, Renewal Appointments and PRFs: <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

January 2025 Changes

- RTOs
 - For 12-month RTOs the deadline is **6 weeks** before the effective date.
Friday, December 13 is the deadline for HR Operations to receive:
 - Fixed-term OA renewals
 - Post-retirement renewals
 - Other pay actions taking effect January 2025.

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](#).

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

The next meeting will be
Wednesday, January 8 at 2:00pm
via Zoom

