

# HR Community of Practice

January 8, 2025

2:00pm – 3:00pm



# Agenda

- Review of intro to HR Community of Practice web site, training, dates and deadlines, and agenda review
- **Updates/Reminders**
  - UO Human Resources - updates
    - Workplace Posters Reminder - Jackie
    - ELR Coordinator - <https://careers.uoregon.edu/cw/en-us/job/534879> - Sue
- **Presentations**
  - UO Budget Updates - Brian Fox, Associate Vice President for Budget, Financial Analysis and Data Analytics
  - HR SharePoint : HR resource Index, Tips and Tricks - Jackie Moreno, HR Project Manager
- Meeting Wrap-up – Sue Russell, Director, HR Community of Practice

## Opportunities for HR Partners and Employees

### Supervisor Trainings

- [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

**Learn about UO Benefits:** Highlights of trainings, help sessions, web pages, and other resources designed to help you better understand and make the most of the benefits available to you as a UO employee. <https://hr.uoregon.edu/learn-about-your-benefits>

**Reminder:** Workplace Harassment and Discrimination Prevention training in MyTrack! Due Date January 29, 2025, or within 90 days of beginning employment for new employees.

## Opportunities for HR Community of Practice (HRCP)

**HR Community Walking Group!** *Started today January 8.* Join us for a casual stroll around campus. Come and go when you can. Meet at the 13th Ave. entrance to Lillis Hall on Wednesdays at noon, rain, or shine!

**HR Round Table Discussions:** Opportunities to discuss topics that **cross teams** and HR content areas. All are welcome to share ideas, successes, struggles, or to listen. An opportunity to connect with colleagues and spark new ideas. Register in MyTrack at the links below. Zoom meetings in winter term.

- [Breaking Down Silos](#): January 22, 2:00–2:45 p.m. on Zoom.
- [Creating Opportunity](#): February 19, 2:00–2:45 p.m. on Zoom.
- [Providing Justifications](#): March 19, 2:00–2:45 p.m. on Zoom.

**HR Community of Practice Professional Development Series:** Join your **campus HR colleagues** to create stronger **collaboration and community**. Register in MyTrack at the links below. In-person meetings.

- [Strengthening Your Working Partnerships](#): February 11, 9:00 a.m.–noon, HR Training Room.
- [Creating an Engaging Workplace](#): March 18, 9:00 a.m.–noon, HR Training Room.
- [Bringing Your Expertise to the Collaboration](#): April 22, 9:00 a.m.–noon, HR Training Room.

# 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>

Sabbatical Applications are due to HR by January 31st

## February 2025 Changes

- RTOs
  - For 12-month RTOs the deadline is **6 weeks** before the effective date.

**Wednesday, January 15** is the deadline for HR Operations to receive:

- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect February 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](#).

# UO Budget Update

Brian Fox, Associate Vice President for Budget, Financial  
Analysis and Data Analytics

[https://trustees.uoregon.edu/sites/default/files/2024-09/consolidated-full-board-materials-sept-16-17-2024\\_final.pdf](https://trustees.uoregon.edu/sites/default/files/2024-09/consolidated-full-board-materials-sept-16-17-2024_final.pdf)

# HR SharePoint Resource Index

Jackie Moreno, HR Project Manager

The HR Resource index is a part of the [HR SharePoint site](#), it acts as a focusing lens to help find resources available on the HR web site. You can find it here:

[https://uoregon.sharepoint.com/sites/O365\\_HRTraining/Lists/HR%20Resources%20and%20Knowledge%20Base/AllItems.aspx](https://uoregon.sharepoint.com/sites/O365_HRTraining/Lists/HR%20Resources%20and%20Knowledge%20Base/AllItems.aspx)

# Meeting Wrap-up

Sue Russell, Director HR Community of Practice

- [Looking back](https://uoregon.sharepoint.com/sites/O365_HRTraining/SitePages/Look-Back-2024.aspx), on our HR SharePoint site  
[https://uoregon.sharepoint.com/sites/O365\\_HRTraining/SitePages/Look-Back-2024.aspx](https://uoregon.sharepoint.com/sites/O365_HRTraining/SitePages/Look-Back-2024.aspx)
- Thanks to all!
- Next meeting in February...

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

The next meeting will be  
Wednesday, February 5 at 2:00pm  
via Zoom

