

HR Operations updates and reminders

HR Community of Practice Meeting – May 7, 2025

Questions: hrops@uoregon.edu

- **Summer 2025 Status and Deadline**

- Adding reminder emails to the Teaching memo holding queue. One is a 15-day reminder - if there are any in that queue older than 15 days the submitter will receive the email stating it's been sitting for 15 days, it may be longer than 15 days in some cases because this is the initial reminder.
- September 1-15 research and admin FTE appointments - need to be done on a separate form including the 3.25 9/1 ATB. HR is working with payroll on when the new rates can show in Banner. HR Ops will be looking at any forms in progress and sending back.
- More specific options in the form: Teaching appointments calculate FTE pay using compression based on session length. Changing the appointment type gives you different options.
- The fixed amount is the same as the Summer Stipend - so admin fixed amount is an Administrative Summer Stipend.
- Come to the HR Operations open sessions in May with questions
- New to campus hires go through MyTrack

- **Career Annual FTE**

- Audit happening now to make sure they aren't working more than their annual in 3 out of 5 past years
- University ELR reaches out to departments if they have any faculty who have FTE that needs to be addressed.
- Annual FTE for career will be updated in the job effective 6/16 or 7/1. Reminder to submit appointment percentage changes for any part time career faculty working variable FTE next academic year.

- **Faculty Promotion and Post Tenure Review Salary increases** - reminder that HR Operations processes any salary increases however departments are responsible for mid-term review renewals for TTF (RTOs).

- **Faculty UA Implementation**

- University ELR is working with multiple units on implementing the new CBA. Information will be announced in the coming months as we implement process changes and updates. We are asking for patience, but if you feel you need a response sooner than we communicate it out, you can message uoelr@uoregon.edu or hrops@uoregon.edu with questions about any process changes.

- **Payroll Reminder for the May Triple** - For summer benefit deductions - the instructions were sent to the payroll administrators on campus and lists are due to payroll by Monday May 12th. Email payroll@uoregon.edu

- **Roster Audit and Update** - Do this regularly, but this is a reminder to do it now. Employee Record Maintenance Guide and Audit Process -<https://hr.uoregon.edu/employee-record-maintenance-guide-and-audit-process>