

## HR Community of Practice Meeting Highlights

January 10, 2024

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

### Learning and Development Opportunities

[New Employee Orientation: Mission, Shared Responsibilities, and Engagement Opportunities](#),

February 8<sup>th</sup>

[Mentorship Reimagined – UO Staff Workshop](#), January 25<sup>th</sup> and February 20<sup>th</sup>

[Crucial Conversations for Accountability](#), January 29<sup>th</sup> – February 6<sup>th</sup>

[Active Recruitment at UO](#), January 30<sup>th</sup>

[Supervisor Training: Grievance, Discipline and Unions](#), February 21<sup>st</sup>

### Virtual Trainings

[SHRM Upcoming Webcasts](#) (membership required)

[Emotional Intelligence Skills for the Modern Workplace Oregon CUPAHR](#) Free/Virtual, Tuesday, January 30<sup>th</sup>, 11:30 a.m.-12:30 p.m.

[Employee and Labor Relations at the University of Oregon](#) (MyTrack)

[Officers of Administration at the University of Oregon](#) (MyTrack)

[Classified Staff at the University of Oregon](#) (MyTrack)

### [HR Community of Practice: Training and Resources](#)

### HRCP Professional Development Workshop Series

- [Mentorship Reimagined: January 26, 10 - 11:30am](#)
- [Influence: Feb 21, 9am to 1pm](#)
- [Change Management: May 21, 9am to 1pm](#)

### Meeting Agenda

- Introduction of HR Community of Practice Director
- Defining Community
- UHR Updates and Reminders
  - HR Operations
  - MyTrack
  - Paid Family and Medical Leave
  - Mandatory Training: UO Non-Discrimination
- UO Maps
- HR Community of Practice Feedback Poll

### UHR Updates

**Introduction of HR Community of Practice Director, Sue Russell**

*Mark Schmelz, Chief Human Resources Officer and Vice President*

## Defining Community

*Sue Russell, Director of HR Community of Practice*

- **Human Resources Community of Practice: Together**
  - Common focus – shared interest, topical knowledge and competencies, meaningful HR work
  - Community – shared sense of responsibility, inclusive, collaborative, engaged in supportive problem solving
  - Practice – consistent and equitable, shared resources and expertise, development of professional knowledge and competencies
  
- **Initial priorities**
  - Listening, communicating, relationship building
  - Identifying available resources and needs
  - Building HR Community of Practice unit
  
- **In support of priorities...**
  - Welcome to contact - virtual or in person
  - Open meeting time
  - Outreach

## HR Operations

*Catherine Bonomini-Smith, Senior Associate Director of HR Operations*

- Salary increases update – Salary increases will be in the HR/Payroll Banner system by January time entry
- MyTrack backend HR Operations process change for EODs and Reclassifications
  - Streamlining the process by removing submission of the PRF through the MyTrack notes and using a direct upload to payroll through forms.uoregon.
  - In order to maintain some department visibility, we will send a forms copy to the HR Administrator listed on the PD. This will allow for tracking EOD and Reclass PRFs through the forms system.
- Employee Separation Request Form soft launch planned for January
- February and spring term deadlines (added by Kaia for Catherine to talk about)

Please contact [hrops@uoregon.edu](mailto:hrops@uoregon.edu) with questions.

## MyTrack

*Jenna Schuttpeitz, Director, Talent Acquisition, Classification, and Compensation*

- A recent update to the MyTrack system allows for branding elements to be added to some template emails (we will be using a header with the O logo and footer).

- Initial focus is candidate-facing emails, to provide professional, themed communications during the search process.
- The Talent team worked with University Communications on appropriate branding elements, did a comprehensive review of communications templates, and worked with Information Services to implement the changes.
- Changes will begin rolling out the week of January 8<sup>th</sup> and continue until the initial list of updates is complete.

Please contact [talent@uoregon.edu](mailto:talent@uoregon.edu) with questions.

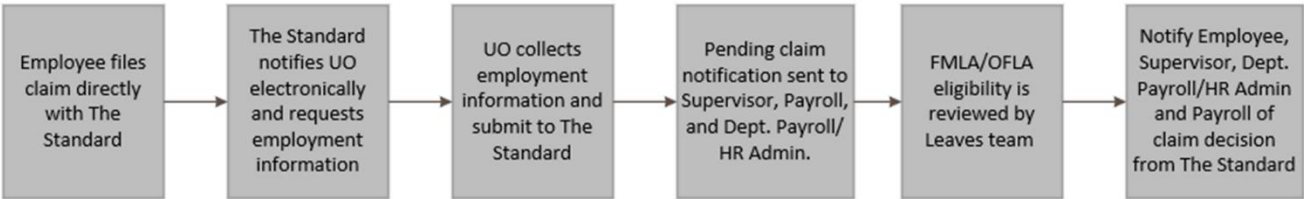
## **Paid Family & Medical Leave**

*Tracy Lilley, Leaves Coordinator*

- How did the first term go?
  - 222 PFML claims filed.

Employee Group	Number of Employees	% of Total Claims
Classified	88	39%
Faculty	64	29%
Graduate Employee	19	9%
Officers of Administration	51	23%
Student	0	0%
Temporary	0	0%

- PFML Updates & Reminders
  - Updates:
    - The Standard has created a [Benefits Estimator Calculator](#) for UO employees.
    - This calculator provides estimates only and is not a guarantee of PFML Benefit amounts.
    - Upcoming PFML training for Department Payroll Admins – be on the lookout for email communications for this training coming soon!
  - Reminders:
    - Department Payroll Admins should not change an employee’s FTE while they are on PFML leave - HR Benefits and Payroll coordinate this action.
    - Ensure the employee’s election for top-off is correctly entered during time entry.
    - The Standard pays PFML benefits on holidays – this means that only the specified top-off amount should be recorded on the holiday.
    - If you have questions, please contact us at [uopaidleave@uoregon.edu](mailto:uopaidleave@uoregon.edu).
- **PFML Process – High Level**



- Leave claim is **Approved**:
  - Employee’s PFML benefit amount information is collected from The Standard when available
  - UO sends employee top-off election form to return with their decision.
  - Notify Employee, Payroll, and Dept. Payroll/HR Admin of top-off election.
- Leave claim is **Denied**:
  - Notify Employee, Payroll, and Dept. Payroll/HR Admin.

Please contact [benefits@uoregon.edu](mailto:benefits@uoregon.edu) with questions.

### Mandatory Discrimination Training Update – HB 3456

*Sheena Kindred, Learning & Development Manager*

- **Training Title:** Understanding Sexual Misconduct, Resources, and Employee Responsibilities
- **Who:** Under House Bill 3456, all UO employees and students must complete annually
  - o Student requirement is being handled by Student Life
- **When:** Anticipated launch date: Week of Feb 19th
  - o All current employees will be added to the module before the launch date
  - o Employees will have 90 days to complete the module
  - o HR Partners will receive a preview prior to launch
- **How:** 30-minute eLearning module in MyTrack
  - o Alternative instructor-led sessions will be offered for employees who do not have access to workstations
    - Departments identified as having multiple employees in this position will be contacted prior to the launch to coordinate group training sessions
- **Tracking & Reporting:** Tracking will be done through MyTrack
  - o Unit leadership will receive regular completion reports during initial 90-days
    - Monthly reports will be sent on an ongoing basis

Please contact [MandatoryTraining@uoregon.edu](mailto:MandatoryTraining@uoregon.edu) with questions.

### Location Innovation Lab – UO Maps

*Ken Kato, Director & Amy Shadell, Innovation Program Coordinator*

- UO Maps has both public and UO-user specific features
  - o Access at <https://map.uoregon.edu>
  - o Login with DuckID to unlock additional features and to save custom maps.

- Additional features are viewed using the cube icon.
  - Maps are available for all UO campuses, and UO users can set a default campus view.
- “How To” sections are embedded in the map when you click on options within the cube icon, or as pop ups when you take certain actions.
  - Map Help links are available in the lower left portion of the cube icon menu.
- Use the search feature to look for specific buildings, rooms, units, or departments on campus.
  - Keyword searches bring up results relating to the keyword, for example “Human Resources”
- Buildings on UO maps typically show exterior and interior views. Views can be narrowed down as far as specific rooms or parking spaces.
  - To see a building interior, select the ‘go indoors’ icon from the lower left corner of the informational pop-up. This icon is a figure running toward an open door (box).
  - Informational pop-ups for locations include details about the location and may even link to department or program websites.
  - Navigate the floors of multi-level buildings using the stairs icons on the right-side vertical menu bar.
- The drop a pin feature is available by clicking on the building or location and selecting the pin icon from the bottom right corner of the info pop-up about that building.
- Custom maps can be created and shared by the public and UO users but can only be saved by logged in UO users.
  - Custom maps can be edited at any time by logging in and choosing the My Map Links option under the Cube icon.
    - Maps or specific pins within maps can be edited using this feature.
  - You can create custom maps by dropping pins in locations on campus.
    - Pin drop information can be edited in the Add Map Point pop-up that appears when you drop a pin.
      - You can edit the pin pop-up title, offer pop-up text, and choose the pin color/theme.
  - You can add as many pins as you like. When complete, click “I’m Done” to generate a link and/or QR code for your custom map.
    - If you’re logged in with your DuckID, you can view or modify your map any time by going to My Map Links in the Cube icon and choosing your map and/or subsequent pins in the menu on the left side of the screen.

Please contact [gis@uoregon.edu](mailto:gis@uoregon.edu) with questions.

### **HR Community of Practice Feedback Poll - Quiet week**

- Intention to create opportunity to take time off, or, if working, focus, catch-up, organize/plan
- Overall impressions of the week
- Notes on what worked well, issue spotting, suggestions for improvement