

HR Community of Practice

October 6, 2021
2:00 PM-3:00 PM



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Communication Strategies to Build Trust During Uncertain Times

Thursday, October 7, 12PM-1PM

Supervisor Discussion Sessions: Fall Check-in

Tuesday, October 12, 10AM-10:50AM

Thursday, October 21, 11AM-11:50AM

Talent Lunch and Learn: Weekly Drop In For Search Chairs and HR Admins

Every Wednesday from noon to 1 p.m. All search chairs, search committee members, and HR admins are welcome to attend—no registration needed.

Declare Your Wellness

Thursday, October 21, 1PM- 2:30PM

Cultivating a Gratitude Mindset

Cascade Centers GoToWebinar

Wednesday, November 3, 10AM-11AM

HRIS Electronic Approval Forms

Wednesday, October 13, 9:30AM-11AM

Performance Evaluations – Supervisor Development

Wednesday, October 13, 10AM-12PM

Excel Formulas

Thursday, October 14, 9AM-12PM

ADA Compliance –Supervisor Essentials

Wednesday, October 20, 9AM-11AM

HR Orientation for New HR Partners

Wednesday, October 20, 1PM-2:30PM

Excel Formulas Advanced

Thursday, October 28, 9AM-12PM

New Employee Orientation: You & UO

Tuesday, November 2, 9:30AM-11:30AM

Bureau of Labor and Industries
(BOLI) 37th annual Employment
Law Conference is November
4th and 5th.

Get details and register [here!](#)



Agenda

- **UO Ergonomics for Fall 2021**
Michelle Gillette, Ergonomic and Safety Coordinator
- **Benefits Annual Enrollment**
Cindi Peterson, Associate Director of Benefits, HR Programs and Services
- **COVID-19 Testing update**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **DuckWeb and MyTrack Onboarding Process Improvements**
Catherine Bonomini-Smith, Associate Director, HR Operations
- **MyTrack Offer Card update**
Jenna Rakes, Associate Director, Talent Acquisition
- **HR Staffing update**
- **Question & Answer**



Ergonomic Tips and Resources for Working Remotely

*Michelle Gillette, Ergonomic and Safety
Coordinator
Safety and Risk Services*



Annual Benefits Enrollment

*Cindi Peterson, Associate Director of Benefits
HR Programs and Services*



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- Mandatory process for ALL new, current and returning employees
- 2 step process
 - Enroll in plans for 2022 and elect HEM participation
 - [PEBB.benefit system](#) (preferred method)
 - [Forms](#)
 - HEM participation requires completion of [Health Assessment](#)
- Encourage employees to take action early



- Deadline to take action October 31, 2021
- Failure to action will result in:
 - Increased medical plan deductible
 - Additional \$100/person
 - Tobacco surcharge (even if you don't use tobacco)
 - \$25/month employee only coverage
 - \$50/month employee/spouse or domestic partner coverage
 - Spouse/Domestic Partner surcharge (if enrolled on your medical plan)
 - \$50/month



- UO Benefits Open Enrollment website
 - Important events, dates and deadlines
 - Instructions and links to complete the process
 - Plan changes for 2022
 - Plan comparison and enrollment guide
 - Payroll deduction estimator
- Communications
 - Emails from the Benefits Office and PEBB
 - AroundtheO articles
 - Direct Mailings from PEBB



- [UO Virtual Benefits Fair](#)
 - Access available on the Open Enrollment website
 - Download resources
 - Watch videos and webinars
 - Chat with vendors
 - Registration not required
- [PEBB Virtual Benefits Fair](#)
 - Access available on the UO Benefits Fair website
 - No registration required
 - Available to all state employees
- Questions
 - hrbenefits@uoregon.edu

<https://hr.uoregon.edu/benefits/benefits-annual-open-enrollment>



COVID-19 Testing update

*Kaia Rogers, Sr. Director, HR Programs, Services
and Strategic Initiatives*



UO Vaccination and Testing Requirements for New Hires

- All newly hired faculty, officers of administration, classified employees, and UO temporary employees must complete the online COVID-19 vaccination requirement form within 30 days of their start date and are subject to weekly testing until they report being fully vaccinated.
- New hires are notified of these requirements in their online offer and directed to instructions. It is the supervisor's responsibility to track and ensure their new hire takes action on this requirement by their 30 day deadline.
- Please share this requirement and responsibility with the supervisors in your unit or department and refer to the [guidance for supervisors](#) and step-by-step instructions for new employees on the HR website.



Testing Exceptions

- Supervisor should submit on employee's behalf, except for COVID-19 positive diagnosis in the past 90 days, which the employee can submit on their own.
- Fully remote employees qualify for an exception
- Please refer to the [supervisor guidance](#) for more information about ensuring that employees are completing the weekly testing and requesting exceptions.



DuckWeb and MyTrack Onboarding Process Improvements

*Catherine Bonomini-Smith, Associate Director
HR Operations*



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DuckWeb Preview: Personal Information and Direct Deposit

My Profile

My Profile



Hello Catherine Bonomini-Smith,
View, edit and update your general information records.



Personal Information

View and update your biographical and demographic information.



Direct Deposit

Create, view and update your direct deposit allocation(s).

Direct Deposit Allocation

Pay Distribution as of 02/26/2021

Total Net Pay **\$0.00**

Payroll Direct Deposit

[Delete](#) [Add New](#)

- US National Bank, Portland, OR** [EDIT](#)
Routing: xxxxx0220 **Active**
Account: xxxxx8243
Account Type: Savings
Amount: 2.5%
Priority: 1
\$0.00
- US National Bank, Portland, OR** [EDIT](#)
Routing: xxxxx0220 **Active**
Account: xxxxx8243



MyTrack Offer Card update

Jenna Rakes, Associate Director, Talent Acquisition




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Update to MyTrack Offer Card

- Currently, there is a “Contract Position” field on the offer card with Yes/No response options
- To make the selection clearer, we are updating the field:

 Position type

Does this position have an end date?
(Pro Tem, LD, Interim OA):*

Yes No



Does this position require an end date?

Yes:

- Interim or Fixed Term OA
- Classified Limited Duration
- Pro Tem Faculty
- Non-Represented Career Faculty (Law, EC Cares)
- Tenure Track Faculty
- Visiting Faculty
- Post Docs

No:

- Career Faculty (represented)
- Officer of Administration (OA)
- Classified



Reminders

- The list by the question includes the **most common** use cases for a “Yes” answer, but is **not** an exhaustive list.
- If you are not sure what to choose, reach out to your Recruitment Consultant or talent@uoregon.edu
- This selection must be made **first** as it will determine the remainder of the offer card fields
- If you select the wrong option and need to re-do your offer card, please email talent@uoregon.edu



HR Staffing update



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Questions and Answers

Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!



**Thank you for attending today's
HR Community of Practice meeting.**

**The next HRCP meeting is scheduled for
Wednesday, November 3, 2021.**

