

HR Community of Practice

May 1, 2024

2:00pm – 3:00pm



Opportunities for HR Partners and Employees

- **Employee Benefits Overview** For all PEBB-eligible employees [Register in MyTrack](#) May 8, 10-11 a.m. via Zoom
- **How to Read and Understand Your Earnings Statement** is a new, self-guided module [available in MyTrack](#). It explains each field on your earnings statement (pay stub) in simple terms. You can choose which fields you learn about.
- **Work-Life Resources for University of Oregon Employees** is another new, self-guided module [available in MyTrack](#).
- **Student worker unionization training for supervisors:** Sarah Blanchard, student employee coordinator in Employee and Labor Relations, is offering presentations for supervisors about student employee unionization.
 - [Register for a training in MyTrack](#), or
 - [Request a presentation for your department](#).
- **Outstanding Employee Award Celebration:** *May 22, 1:30 to 3:00 p.m., Giustina Ballroom, Ford Alumni Center.* Join us for this annual community celebration of the awardees and the work done by officers of administration and classified staff.

Mandatory Training: Understanding Sexual Misconduct, Resources, and Employee Responsibilities module is [available in MyTrack](#) and must be completed by **May 22, 2024**. It takes about 30 minutes to complete. If you do not have access to a computer to take the training, please contact your unit's human resources representative to make alternate arrangements or email MandatoryTraining@uoregon.edu.

Opportunities for HR Community of Practice (HRCP)

- **Summer Term Appointment Help Sessions:** *May 6, 1:00 to 3:00 p.m. offered on Teams.* [Drop in to virtual office hours](#) for help with your summer term appointments.
- **HR Community of Practice Professional Development Series -- Change Management:** *May 21, 9:00 a.m. to 1:00 p.m.* This session is full! If you are registered but no longer able to attend, please remove the session from your learning plan so someone on the waitlist can join.

FYI Fridays

FYI Fridays gives employees a chance to learn from each other about their work and to connect. [Register](#) for one or more sessions, or [propose a session](#) for fall 2024!

Upcoming Sessions:

- Friday, May 3rd 12:00 PM - 12:50 PM - **Revitalize Your Routine: Introducing the UO Recreation Center**
- Friday, May 10th 10:00 - 10:50 AM - **The Basic Needs Program at UO**
- Friday, May 17th 11:00 AM - 12:00 PM - **Use Your University Position to Help Reduce UO Emissions**
- Friday, May 24th 12:00 PM - 1:00 PM - **UO Admin Internship - Connecting Students with Campus Careers**
- Friday, May 31st - 1:00 - 2:00 PM - **SharePoint Team Sites 101**

Dates and Deadlines

Deadlines for New MyTrack Offers, Renewal Appointments and PRFs:

<https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

Fall 2024 RTO Renewal Deadline is August 1

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](#).

Do not submit anything more than 6 months in advance. Any renewal effective more than 6 months out is an over-commitment for the University. Renewals over the standard timeline, for fixed-term faculty usually one year, requires President approval.

April 2024 Changes

- **Friday, March 15** was the deadline to submit PRFs and other pay actions taking effect April 2024.

Summer 2024 Hires and Changes

Monday, April 15 was the deadline for HR Operations to receive:

- **Law School** Summer Term appointment renewals:
 - RTOs
 - Fixed-term OA renewals
 - Post-retirement renewals
- Other pay actions taking effect May 2024.

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

- Contract **Session 1 and Session 1.1** Summer Term appointments. Please see [Summer Term Instructional Assignment Guidelines](#)
- RTOs
 - For 12-month RTOs, the majority renew on July 1 so the deadline is **Wednesday, May 15**.
 - For 12-month RTOs that renew at other times, the deadline is **6 weeks** before the effective date.
- Fixed-term OA renewals .
- Post-retirement renewals
- Other pay actions taking effect June 2024.

Agenda

- **Review of training, dates and deadlines, agenda review** – Sheena Kindred, Learning & Development Manager
- **Updates**
 - **New workplace injury reporting portal:** Safety and Risk Services has launched a [streamlined webform](#) for reporting workplace injuries. Save the link for access, and share with supervisors.
 - **HR Operations Updates, Catherine Bonomini-Smith, Senior Associate Director of HR Operations**
 - **MyTrack Update – Maeve Anderson, Associate Director University Talent Acquisition**
 - Team assignments on PDs
- **Support for Supervisor Success – Focusing your Approach and Resources**
 - Sarah Blanchard, Student Employment Coordinator
 - Evey Lennon, Associate Vice Provost and University Librarian
 - Peter Fehrs, Associate Director Employee & Labor Relations
- **Meeting wrap-up,** Sue Russell, Director, HR Community of Practice

HR Operations Update – OA Performance Tracking

OA Performance Appraisal Tracking Process Improvement Project 2024

What? Replace the OA review tracking in smartsheet with the Banner Employee Review Form PWAREVW

When? Late spring or early summer. Currently working with a group to solicit feedback on the new process. *Note: The old smartsheet tracking is no longer available.*

Why? Switching to Banner comes with improvements:

- Data entry is shifting from a smartsheet form to a Banner screen:
 - with little to no added time or effort for those who enter the completion records.
 - with Banner data validation data entry is simplified - a review will be tied to a person and their position using Banner lookup capabilities.
- Reporting Capabilities! Ad hoc reporting in Cognos will be available to campus showing review completion information.

Unpaid Appointment Review and Renewal Process

Unpaid Appointment Refresher:

Courtesy

These appointments are granted to faculty, researchers, postdoctoral fellows, and others who are spending time on the UO campus, but who are not otherwise affiliated with the University. These affiliations are typically limited and renewed as needed.

Campus Associate

These appointments are for people who are not employed by the University but belong to an affiliate organization or have a business relationship with a University Department. These affiliations should be time limited and renewed as needed.

Emerit/Emerita/Emeritus

Emerit are retired faculty who have been awarded emerit status based on their eligibility or granted emerit status by the Provost's Office.

Unpaid Appointment Review and Renewal Process

Why is this renewal and review process important?

These appointments have access to UO:

- Buildings – As authorized.
- Computer systems – UO network, UO Blogs, Duo, MyTrack, UOmail, UO Service Portal, Office 365, Zoom, and other programs by request.
- Property – laptops and other assigned technology.

It is important to review ALL unpaid appointments to continue their access through a renewal and to terminate those appointments that have ended.

Emerit Appointments

Faculty hold Emerit appointments until their death. If you receive notice that an Emerit faculty member has died, please submit an Employee Separation Request ESR via <https://duckdocs.uoregon.edu/>.

Unpaid Appointment Review and Renewal Process

When? This process can be run at any time throughout the year.

Instructions: <https://hr.uoregon.edu/courtesy-campus-associate-and-other-unpaid-appointments#renewal>

Review your Cognos report for renewals and terminations by **June 30, 2024:**

- If there is **no end date**, then **no action is required** for those appointments.
- Submit an [Unpaid Appointment Form](#) for those courtesy appointments with an end date that need a renewal. Many courtesy postdoctoral and courtesy research appointments need to be renewed this way.
- Terminate appointments by submitting an Employee Separation Request ESR via <https://duckdocs.uoregon.edu/>

HR Operations Updates

DUCKID Claiming Reminder

[DUCKID Claiming](#) only available at DUCKID.UOREGON.EDU. DUCKID lookup and claiming no longer available in Banner as of today.

New Employee Separation Request ESR form opens May 6th!

What? Replacing the current Forms separation request with the ESR in DuckDocs

When? May 6th start using the new form to enter employee or job separations

Why? More accurate, one form for multiple submissions, faster and simpler.

- Banner integrations mean employee and job information is validated.
- Multiple jobs can be separated with one form – end stipends and other jobs with one form.
- Data is entered once! Automatically updates Banner when the ESR completes the workflow.

Resources

- Self Guided Training in [MyTrack](#)
- Open Teams Office Hours:
 - [Monday May 6th 1p-3p](#) – Summer and ESR form questions answered in this session!
 - [Tuesday May 7th 10a-11a](#)

MyTrack New Feature Alert!!

- **What?**
- The team field on a MyTrack PD controls visibility for the PD – only individuals with access to that team can see that PD.
- Previously this field defaulted to the primary team of the user creating the PD.
- It will now be editable.
- **Why?**
- When MyTrack initially launched in 2016, shared services and other unit HR structures we have now didn't exist, so PDs were created by someone within that existing team.
- Now with changes across campus, it's time to make this field editable.

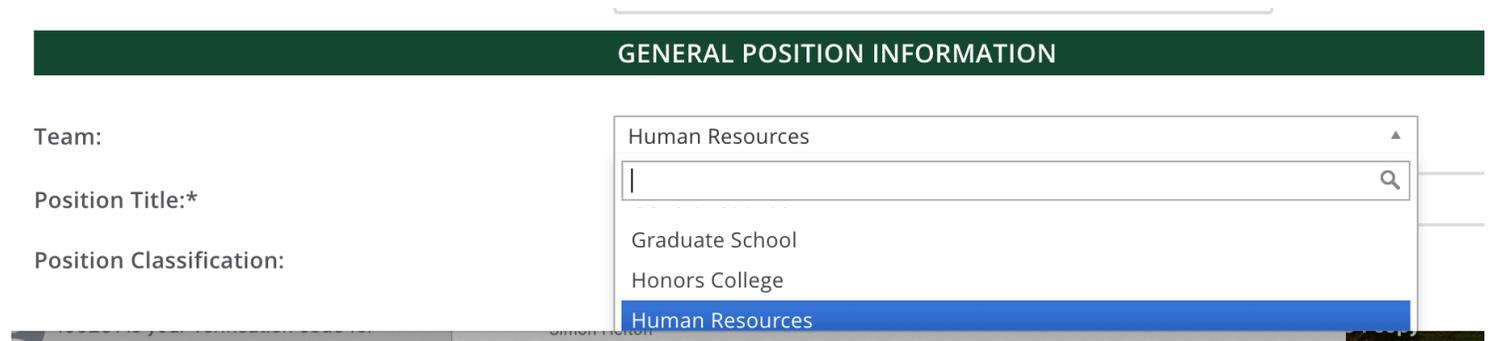
But, What is the Team Field?

- It is, typically, the “level 3” org that you’re in.
- For instance, Human Resources is a team because it is a level 3 org. Talent Acquisition is NOT a team because it’s not a level 3 org.
- For CAS, teams are set by level 4 orgs



Using the Team Field

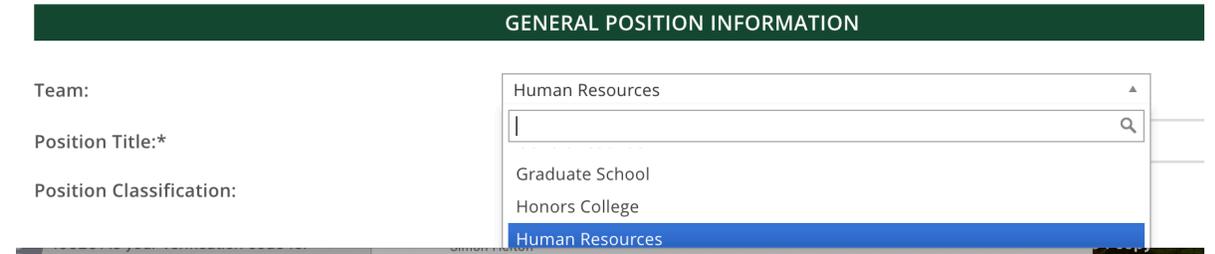
1. When you create a new PD or edit an existing one, **be sure to check this field.**
2. It will default to your primary “Team”.
3. You will be able to select a different team from the drop down menu.
4. You will **ONLY** be able to select teams you already have access to.



The screenshot displays a form section titled "GENERAL POSITION INFORMATION" in a dark green header. Below the header, there are three input fields: "Team:", "Position Title:*", and "Position Classification:". The "Team:" field is a dropdown menu with a search icon on the right. The dropdown list is open, showing three options: "Human Resources", "Graduate School", and "Honors College". The "Human Resources" option is highlighted in blue. The "Position Title:*" and "Position Classification:" fields are currently empty.

Using the Team Field

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Support for Supervisor Success

Focusing your Approach and Resources

- Student Employment Essentials – Sarah Blanchard, Student Employment Coordinator
- Year of Supervisory Development – Evey Lennon, Associate Vice Provost and University Librarian
- You've Assigned Them Everything... Now What? - Peter Fehrs, Associate Director Employee & Labor Relations

Student Employment Essentials

Sarah Blanchard
Student Employment Coordinator

Student Employment Policy Review

- Post **all** positions on Handshake (*2 weeks recommended*)
- Application process required
- 8 credit minimum/term (*5 credits/term for grad students*)
- Position descriptions required for **all** student positions
- Max of 25 hours/week (*20/week for international students*)
- Students accrue sick leave (*except work study*)
- Follow BOLI break requirements
- Keep records of applications, hiring, discipline, and termination

Student Worker Unionization (UOSW)

- Information that all student employee supervisors need to know
- **Policy/procedure changes:**
 - Weingarten rights + disciplinary practices
 - Union meeting with newly hired students
- **Ways to learn:**
 - Request a training (*for groups*)
 - MyTrack training (*for individuals*)
 - hr.uoregon.edu/uosw



UO Libraries

Year of Supervisory Development

Evey Lennon

Associate Vice Provost and University Librarian

Year of Supervisory Development

Approach

- A year of intentional professional development support and encouragement for supervisors
- Each month focuses on a specific theme or skillset
- A variety of opportunities to fit different learning styles and busy schedules
- Emphasis on feedback and continuous improvement

Year of Supervisory Development

Impetus

- Two key initiatives
 - Libraries IDEAL Climate Survey Results
 - One of Libraries' goals in our new strategic plan: **Be a Workplace Where Every Employee Can Fulfill Their Potential**
- Why supervisor development?
 - Managers have a major impact on employees' experiences, engagement, growth, development, productivity, and well-being.
 - Being a great manager requires training and development, but these essential skills aren't always prioritized.

Year of Supervisory Development

Themes

- September: Emotional Intelligence and Managing Yourself
- October: Motivation and Influence with Others
- November: Conflict Resolution
- December: Performance Management
- January: Rewarding & Recognizing
- February: Goal Development
- March: Engagement and Belonging
- April: Time Management & Project Management
- May: Change Management
- June: Team Building
- July: Communication
- August: Mentoring and Coaching

Year of Supervisory Development

Emotional Intelligence and Managing Yourself

Definition: Emotional intelligence is a person's ability to manage their feelings so that those feelings are expressed appropriately and effectively.

Opportunities for Engagement:

Brief Reads:

What Makes a Leader? By Daniel Goleman, *Harvard Business Review*

<https://hbr.org/2004/01/what-makes-a-leader> (also saved in Teams file in PDF format)

What Self-Awareness Really Is and How to Cultivate It by Tasha Eurich, *Harvard Business Review*

<https://hbr.org/2018/01/what-self-awareness-really-is-and-how-to-cultivate-it> (also saved in Teams files in PDF format)

Pre-Recorded Trainings:

Leading with Emotional Intelligence (UO Learning and Development, LinkedIn Learning).

<https://www.linkedin.com/learning/leading-with-emotional-intelligence-3/lead-with-emotional-intelligence>

Time to complete: Approximately one hour for video recordings, approximately 30 minutes for related exercises. 90 minutes total.

The Key Components of Emotional Intelligence for Academic Teams (UO Learning and Development, Academic Impressions)*

<https://www.academicimpressions.com/the-key-components-of-emotional-intelligence-for-academic-teams>

Time to complete: Approximately one hour for video recordings, approximately 30 minutes for related exercises. 90 minutes total.

*Note: This training is particularly great for faculty and/or those who lead faculty teams.

In-Person Sessions:

Lunch and Learn: Emotional Intelligence Key Takeaways

Thursday, September 21st 12:00pm – 1:30pm
Knight Library, Room 117

An informal session to share what you've learned and discuss with colleagues.

Lunch provided. Please RSVP to Keely at kmiller9@uoregon.edu by September 15th and note any dietary restrictions.

CliftonStrengths Workshop with Tiffany Lundy

Wednesday, September 27th 2:00pm – 4:00pm
Knight Library, DREAM Lab

Associate Director of Learning and Development, Tiffany Lundy, will facilitate a session on using our strengths to lead and supervise.

If you've already taken the CliftonStrengths Assessment, you're ready to participate! If you've participated in previous sessions, know there will be new content and activities. Please RSVP to Brian Lym at blym@uoregon.edu by September 21st.

If you're new to the CliftonStrengths Assessment, we will provide you a code to take the assessment before the session. During this 30-minute assessment, you'll see 177 paired statements and choose which one best describes you. The assessment measures your unique talents -- your natural patterns of thinking, feeling and behaving -- and categorizes them into the 34 CliftonStrengths themes. Please email Brian Lym to request a code and ensure you have completed the assessment before September 21st so Tiffany can process everyone's results before the session.

Deeper dive:

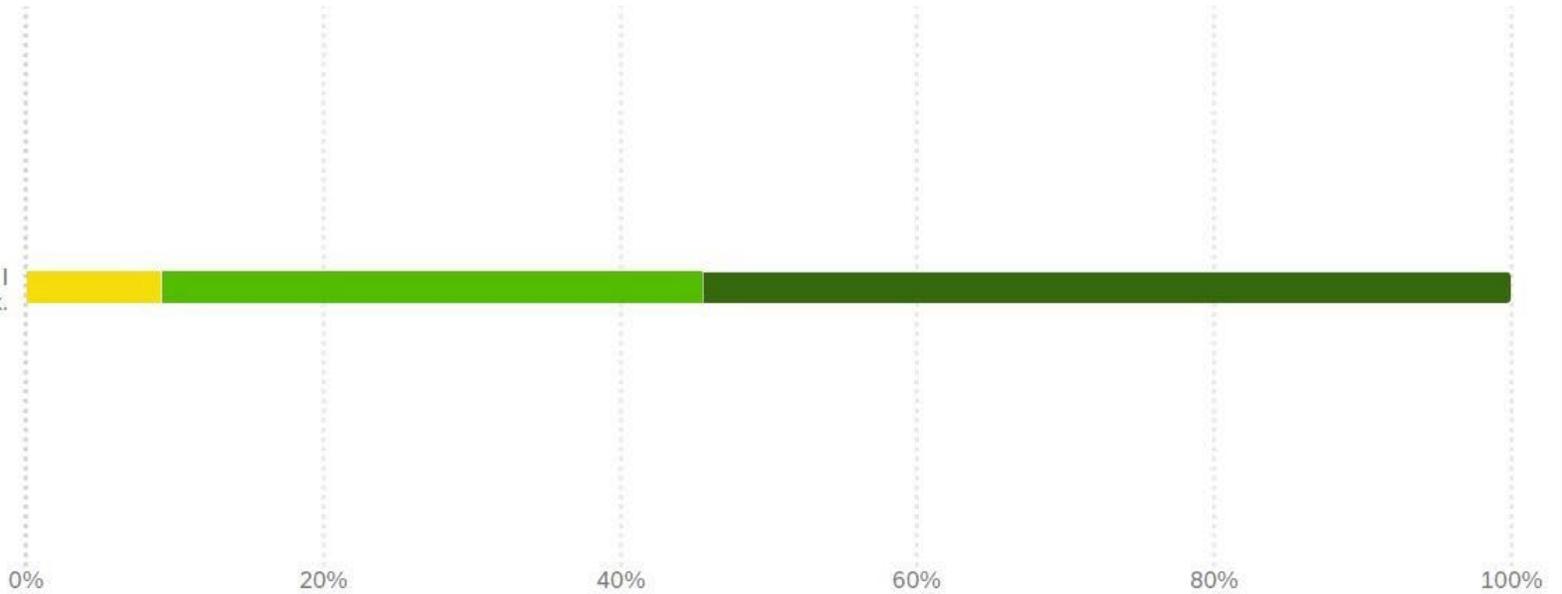
Emotional Intelligence by Daniel Goleman (book)

Year of Supervisory Development

Current results and feedback

As a result of participating in this month's programming, I learned something new that will help me succeed in my work.

Q3 - As a result of participating in this month's programming, I learned something new that will help me succeed in my work.

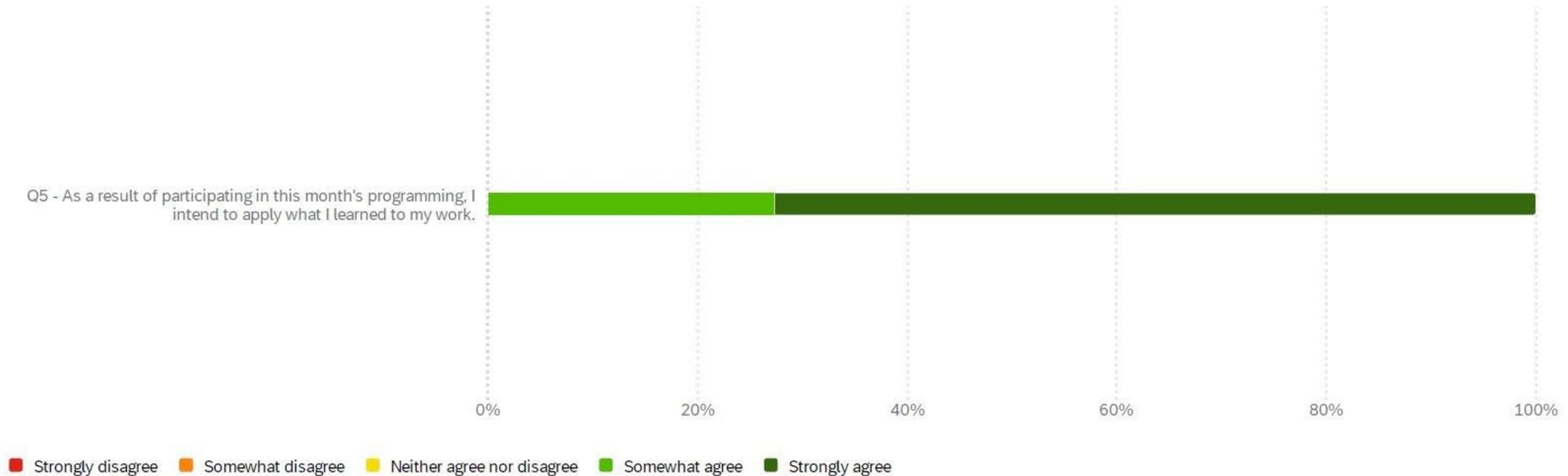


Strongly disagree Somewhat disagree Neither agree nor disagree Somewhat agree Strongly agree

Year of Supervisory Development

Current results and feedback

As a result of participating in this month's programming, I intend to apply what I learned to my work.



Year of Supervisory Development

Let's Connect!

- Questions?
- Suggestions?
- Want copies of our resource collections?

Please email me:

Evey Lennon, UO Libraries

evey@uoregon.edu





You've Assigned Them Everything... Now What?

Peter Fehrs, Associate Director Employee & Labor
Relations



In breakout rooms for 35 minutes discuss with your partners (and create specific scatterplots) for the following topics:

- A training matrix that outlines goals while subdefining inputs to create a holistic change pattern that is actionable by the employee
- Challenges and rewards to a hierarchical employee engagement model which forces change at lightspeed while reflecting back tautologies

Utilizing the (survey/chat) function, please respond:

- Did your parents make you take instrument lessons as a child?
 - Did you continue to play that instrument?





Utilizing the (survey/chat) function, please respond:

You are hosting a dinner party and prepare a new dish, Pasta Especial. Your guests say nothing about the food before leaving. Do you:

- Reach out to the group text saying: "Um, rude! Why did you guys do that?"
- Reach out to people individually asking if they thought the meal was okay
- Vow to never make the dish again and burn that cookbook
- Make the dish for a potluck, don't put your name on it, and ask people what they thought
- Try the dish again, with different guests, and fine tune the recipe based on response
- Give up on cooking and move into a Holiday Inn Express

Utilizing the (survey/chat) function, please respond:

- Microsoft releases WordExcelPoint, an awful merger of Word, Excel, and Powerpoint. You need to learn this before a big presentation next week. Do you prefer to:
 - Read about the new software
 - Watch a video about the new software
 - Sit down and try it out and see if you get stuck
 - Attend a training in person
 - Attend a training virtually
 - Me coming to your office to scream instructions at you







When advising supervisors think through

- Does this employee want to change this?
- What have we attempted so far?
 - What have they attempted on their own?

Once we have brought the concern to the employee's attention

- What are their ideas on how to address this?
- Does this align with their overall training goals? Do they have goals for the year?

Who is responsible for an employee's success and adequate training?

1. New GE
2. Seasoned Classified Worker
3. OA with 30 years of experience
4. OA at a leadership level



We can attempt to solve employee skill gaps BUT that doesn't mean the employee will engage.

Suggested prompt

1. I've noticed (whatever concern)
2. This has led me to conclude (conclusion)
3. What are your thoughts?
 - What is it like to hear this feedback?
 - How do you want to move forward?
 - How might you address this concern?
 - Do you need my assistance in finding appropriate trainings?

Questions?

Meeting wrap-up

Sue Russell, Director HR Community of Practice

- **Professional Development and Resources**

- Supervisor Toolkit - <https://hr.uoregon.edu/supervisor-toolkit>
- Manager's Engagement Toolkit: Learning & Grow - <https://hr.uoregon.edu/managers-engagement-toolkit-learning-growth>

- **I thought I saw it somewhere...** in the spirit of sustainability the UO Public Surplus Sale is a regular happening. See <https://cpfm.uoregon.edu/uo-surplus-furniture-public> for more information about hours, location, and inventory.

- Shout out to UO Kids on Campus!

- Next month – June 5th "HR by the Numbers"

- Thank you all for your participation and contributions!



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

The next meeting will be
Wednesday, June 5 at 2:00pm

