Announcements / Updates
Oregon Minimum Wage Effective July-1-2021

$14.00 per hour - Portland metro
Within the urban growth boundary, including parts of Clackamas, Multnomah, and Washington Counties

$12.75 per hour - Standard
Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, and parts of Clackamas, Multnomah, & Washington outside the urban growth boundary.

$12.00 per hour - Non-urban
Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, and Wheeler Counties
Map of Oregon Counties
HR & Payroll Operations Forum Presenters
Friday, June 4, 2021

**AskHR**
- Tammy Hubert, Help Center Coordinator

**Summer Session Process**
- Angela Williamson, Life Cycle Supervisor

**I-9 update**
- Brittany Edwards, Student Employment Center Supervisor
- Tammy Jennings, UHR Service Center Director
What is AskHR?

• The forward-facing contact for all Human Resources issues at OSU.

• “Have a general question and not sure who to call? We are here for you.”
AskHR went live on March 9th, 2020

AskHR was the brainchild of Cathy Hasenpflug, Associate Vice President and Chief Human Resources Officer of OSU’s University Human Resources.

Cathy has always been interested in how HR can provide better customer service to campus, and this is one way we have been able to do that.

AskHR was fast-tracked at the beginning of March 2020 in response to the evolving coronavirus that quickly became Covid-19.
We find answers!

- We answer questions in the areas we are trained in.
- We make referrals to subject matter experts.
- We research issues to find the best resources for solving concerns.
- We answer the phones and respond to emails for 45 hours each week:
  - Monday through Friday
  - 8am to 5pm, including the lunch hour
- In our first 15 months we responded to 3,015 phone calls and 2,618 emails.

For a total of 5,633 tickets!
What types of questions does AskHR get?
Who staffs AskHR?

- Currently we have 7 employees taking shifts on the AskHR phone line and responding to emails.
- We come from a variety of backgrounds.
- Including our Director, we have more than 122 years of combined experience at OSU!
- We also partner with allies to help customers get the answers they need.

<table>
<thead>
<tr>
<th>Name</th>
<th>Years of Service at OSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronda</td>
<td>39.21</td>
</tr>
<tr>
<td>Tammy</td>
<td>34.27</td>
</tr>
<tr>
<td>Penny</td>
<td>21.45</td>
</tr>
<tr>
<td>Tammy</td>
<td>13.64</td>
</tr>
<tr>
<td>Lisa</td>
<td>8.38</td>
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<tr>
<td>Linda</td>
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<td>Nancy</td>
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<tr>
<td>Jodi</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>122.06</strong></td>
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</table>
What are our team members areas of expertise?

- Time & Leave
- Staff Fee Benefits
- Criminal History Checks
- Employment Verifications
- Audits
- EmpCenter
How can you reach AskHR?

- **Email**: AskHR@oregonstate.edu
- **Phone**: (541) 737-3103
- **Location**: AskHR will be located in University Plaza, Suite 175 once on-campus work resumes.
Questions?

Thank you!
What is it?

• The appointment of Instructional and Non-Instructional Academic work that happens during Summer Term

• Summer Academic Wage appointments are used to hire 9-month Faculty to teach or do research during the Summer Term
What we need from you!

• Tammy Jennings sent an email out to our Academic contacts on May 7th regarding guidelines and processes for hiring Summer Academic Wage appointments.

• This included a spreadsheet with what we need to know to process requests to hire for Summer Work
<table>
<thead>
<tr>
<th>Org Code</th>
<th>Department Name</th>
<th>Employee name (First and last name)</th>
<th>ID #</th>
<th>Rank</th>
<th>FT Annual Salary</th>
<th>Start Date</th>
<th>End Date</th>
<th>FTE Lump Sum*</th>
<th>Max Summer Pay (2.5 mo Equivalent; Calculates Automatically)</th>
<th>Index</th>
<th>Activity Code</th>
<th>% of Pay on Index</th>
<th>Instruction/Research/Oth Course ID(s) OR duties (e.g. research)</th>
<th>Notes</th>
<th>Summer Position Number</th>
<th>EPAF submit date</th>
<th>EPAF Notes</th>
<th>Date posted to Banner</th>
<th>Letter Template sent to Depts</th>
<th>Signed Offer Letter Received&amp; Loaded to OnBase</th>
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</thead>
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<tr>
<td>123123</td>
<td>Human Resources</td>
<td>Mouse, Mickey</td>
<td>930000001</td>
<td>Asst Prof</td>
<td>40,806</td>
<td>6/16/2021</td>
<td>8/9/2021</td>
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<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td>Conduct research on coastal marine ecosystems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123123</td>
<td>Human Resources</td>
<td>Mouse, Minnie</td>
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<td>75,042</td>
<td>6/16/2021</td>
<td>9/15/2021</td>
<td>-</td>
<td>6,000.00</td>
<td>20,845</td>
<td></td>
<td></td>
<td>75%</td>
<td>Instruction ECON123</td>
<td>Pay 75% on XXX222, 25% on XXX333</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>
Our Process
This Year

• All requests for summer academic wage appointments need to be sent to hovlandsc.lifecycle@oregonstate.edu

• All Academic Wage appointment forms will be processed manually by the Lifecycle Teams in the Service Center

• The work is being divided up amongst the Academic and the Admin team

• Hiring Freeze approval is not required for these appointments
Summer Maximum Pay

- Pay for Academic Wage appointments can be based on the employees Spring Term annual salary, or a Lump Sum as defined by the hiring unit.
- Summer Maximum Pay for an employee cannot exceed 2.5 times their monthly 9-month rate on E&G funds.
- If their pay will be over their maximum a letter of justification will need to be written, accompanied by Dean approval and forwarded to our Academic inbox: hovlandsc.lifecycle@oregonstate.edu
Letters

- The Templates for Summer Academic Wage are still being reviewed at this time.
- Once the template has been finalized a communication will go out to our contacts.
How many appointments are processed

• As of today, we have received approximately 350 requests for summer academic wage hires on 17 spreadsheets

• We are working through them as quickly as we can, but the forms are complex and require calculations

  • Right now, we are prioritizing those with start dates in June
Looking Ahead

- With the loss of OSCAR this past March we realized Summer would be cumbersome and complex.

- Starting in the Fall we hope to get a workgroup together to re-evaluate how we process Summer to see if we can find a simpler process that can either be streamlined or automated.
QUESTIONS?
I-9 UPDATE

HR/Payroll Forum

June 4, 2021
What is an I-9?

- Form I-9, officially the Employment Eligibility Verification, is a United States Citizenship and Immigration Services (USCIS) form.
- Used to verify the identity and legal authorization to work of all paid employees in the United States – citizens and noncitizens.
Who completes the I-9?

• Both employers (or authorized representatives of the employer) and employees must complete the form

• The employee must attest to his or her employment authorization and present acceptable documents evidencing identity and authorization to work

• Employers examine the documents to determine whether they reasonably appear to be genuine and record the document information on the I-9 form
Rules for I-9 Verification

Employer must physically examine, in the employee’s physical presence, the unexpired document(s) the individual presents which establish identity and employment authorization.

Strict (unforgiving) timeline: must be completed within 3 days after employee starts work for pay.

The person who examines the documents must be the same person who completes and signs Section 2 of the Form I-9.
Our Process Prior to COVID

- New employees were notified (through the welcome email process and/or DocuSign) to meet in person with a Human Resources Consultant in University Human Resources within the first three (3) days of employment to complete new hire paperwork, which included completing the I-9 and providing supporting documentation (actual documents, not photocopies).

- Acceptable supporting documents are listed on page 3 of USCIS Form I-9.
COVID-19 changes the way we do business

- In early March 2020, global coronavirus COVID-19 epidemic started impacting our lives at work and at home
- By the end of March or first of April, most of us transitioned to remote work
- As we transitioned, we had to consider new ways of doing business
- Working remotely was a difficult challenge for units whose work relies on face-to-face, in-person contact
Virtual I-9 Verification – Breaking News from DHS and USCIS

- On March 20, 2020, DHS and USCIS announced that employers taking physical proximity precautions due to COVID-19 could examine documents remotely (e.g., via email, fax or video conferencing technology).
- Policy was originally implemented for a period of 60 days; U.S. Immigration and Customs Enforcement (ICE) extended the option many times; currently valid until August 31, 2021.
- DHS and USCIS further clarified that once a business resumes normal operations, HR must ask employees to return for in-person review of the I-9 supporting documents within 3 days.
What did we do in response to COVID?

We evaluated the remote I-9 options:

Option 1 - Virtual Verification
The DHS “flexible” new option which permits virtual verification now, followed by in-person verification later

Options 2 - Authorized Representative
Long-standing rule which permits employers to designate an authorized representative (“remote agent”) to review documents and sign Section 2
After evaluating the remote I-9 options:

OSU chose to use Option 1: Virtual Verification

The DHS “Flexible” option which permits virtual verification now, followed by in-person verification later.
What does DHS and USCIS expect if you use the virtual verification process?

Obtain and retain copies of the documents within 3 days of start date.

Implement a policy for tracking I-9s completed using the virtual verification method and calling the employee back in when normal operations resume.
The current flexibility to examine documents remotely (e.g., via email, fax or video conferencing technology) ends on August 31, 2021.

We switched to the authorized representative/remote agent option for all employees hired on or after March 22, 2021.

This option to review documents and sign Section 2 currently includes allowing friends and family members to serve as authorized representatives.

Relaxed requirements are in place until the pandemic is officially declared over or until the employer returns to normal operations, whichever comes first.
How does the "new" process work?

- All new employees are sent an I-9 via DocuSign that prompts the employee to find a remote agent and provide the remote agent's name and email address.

- An HR Service Center (HRSC) team routes the I-9 to the remote agent, the remote agent views the document(s), completes Section 2, and attaches a digital copy of the document(s).

- The I-9 then comes back to the HRSC for review and processing.

- At any point in the process, the employee or remote agent can contact the HRSC for assistance.
Why did we make these changes in March 2021?

Prepare for the possibility of the current flexibility to finally end on August 31, 2021 with no further extensions

Be in alignment with other Oregon universities

Stop adding to our huge backlog of virtual verifications
## I-9 Backlog: Approximate Totals by Employee Type

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Approximate Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclassified academic/research</td>
<td>97</td>
</tr>
<tr>
<td>Professional Faculty</td>
<td>102</td>
</tr>
<tr>
<td>Academic Wage</td>
<td>19</td>
</tr>
<tr>
<td>Classified</td>
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</tr>
<tr>
<td>Temporary</td>
<td>20</td>
</tr>
<tr>
<td>Postdoctoral Scholars</td>
<td>37</td>
</tr>
<tr>
<td>Clinical Fellows</td>
<td>17</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>358</td>
</tr>
<tr>
<td>Student Employees</td>
<td>2,041</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,756</strong></td>
</tr>
</tbody>
</table>
• Currently interviewing applicants to fill a couple temporary positions that will be focused on cleaning up the backlog

• Our Temporary I-9 Specialists will:
  • Contact each person on the tracking spreadsheet
  • Provide instructions for completing the I-9 process using an authorized representative/remote agent
  • Follow up to ensure that I-9s have been completed
What does the future hold?

• Hopefully to return to business as usual, pre-COVID!

• Current plan is to resume on-campus, in-person handling of I-9s by the first of September 2021