Friday, August 20, 2021

We will begin shortly.

Please see my message in chat regarding links to handouts.
Classification & Compensation

- The first step in any recruitment (establishing a new position or backfilling an existing vacancy) is to identify the body of work to be performed by drafting or updating the Position Description (PD).
  - PD Template can be found on the Class & Comp website: https://hr.oregonstate.edu/employees/administrators-supervisors/classification-compensation.
  - Submit the PD and org chart (showing the position and all reporting relationships) to position.descriptions@oregonstate.edu. Your Class & Comp Consultant will review the PD and work with you through any questions.
  - Class & Comp uses the PD to determine the appointment type, classification, associated compensation, and FLSA status (eligibility for overtime) of the position, and to determine whether the position requires any background checks.
  - Later on in the recruitment process, the PD will serve as the foundation for the online job posting.
- If you have questions regarding the PD template or need assistance with position description development, please contact your Class & Comp Consultant or position.descriptions@oregonstate.edu.
- Once the PD is finalized, Class & Comp submits the approved PD to the Recruitment Team to move forward with the recruitment process.
Recruitment

Your recruitment teams are divided into three divisions:

1. Academic
2. Administrative
3. Student Employment

Today we will address the recruitment of faculty and staff on the Academic and Administrative side of the house. Once the PD for recruitment has been approved by Class and Compensation, the appropriate recruitment team is notified to continue with the recruitment process. We encourage all communications to go to the general mailbox(s)

Academics: hovlandsc.recruitment@oregonstate.edu
Administrative: UPHR.Recruitment@oregonstate.edu

Items needed from units to create a posting:

- Approved PD from Class and Compensation/ Current Org Chart
- Completed Posting Details Template https://hr.oregonstate.edu/documents/posting-details-template
Which Recruitment Team serves your group?

**Academic Orgs (Hovland Recruitment)**

hovlandsc.recruitment@oregonstate.edu

<table>
<thead>
<tr>
<th>Beth Bilyeu</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agricultural Sciences and most Departments - (Excludes Department of Fisheries, Wildlife &amp; Conservation Sciences and Ag Botany &amp; Plant Pathology)</td>
</tr>
<tr>
<td>College of Science - Integrative Biology, Microbiology (Ag), Microbiology (Science), PISCO Program</td>
</tr>
<tr>
<td>College of Liberal Arts - School of Arts &amp; Communication (Art, Music, Theatre, Speech Communication and New Media Communication), School of Psychological Science, School of History, Philosophy &amp; Religion, College of Liberal Arts Dean Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Claudia Hamilton</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business</td>
</tr>
<tr>
<td>College of Engineering and Schools</td>
</tr>
<tr>
<td>College of Forestry and Departments</td>
</tr>
<tr>
<td>College of Earth, Ocean and Atmospheric Sciences (except Ship Operations).</td>
</tr>
<tr>
<td>College of Agricultural Sciences - Department of Fisheries, Wildlife &amp; Conservation Sciences</td>
</tr>
<tr>
<td>College of Science - Department of Physics, Statistics (Ag), and Statistics (Science)</td>
</tr>
<tr>
<td>University Honors College</td>
</tr>
<tr>
<td>College of Education</td>
</tr>
<tr>
<td>College of Liberal Arts - School of Public Policy (Economics, Political Science), School of Writing, Literature and Film</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shayna Fleming</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Public Health and Human Services</td>
</tr>
<tr>
<td>College of Veterinary Science</td>
</tr>
<tr>
<td>College of Pharmacy</td>
</tr>
<tr>
<td>College of Agricultural Sciences - Department of Ag Botany &amp; Plant Pathology</td>
</tr>
<tr>
<td>College of Earth, Ocean and Atmosphere Sciences-Ship Operations</td>
</tr>
<tr>
<td>College of Science - Biochemistry, Chemistry, Deans Office, COSINe, Mathematics</td>
</tr>
<tr>
<td>College of Liberal Arts - School of Language, Culture &amp; Society (Anthropology, World Languages &amp; Cultures, Ethnic Studies, WGSS)</td>
</tr>
</tbody>
</table>
Administrative Orgs: (UP Recruitment)

**UPHR.Recruitment@oregonstate.edu**

<table>
<thead>
<tr>
<th>Laura Shimabuku</th>
<th>Maile Moore</th>
<th>Anna Gorman</th>
<th>Tricia Leman</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Office of the President</td>
<td>• Faculty Affairs</td>
<td>• Graduate School</td>
<td>• University Relations &amp; Mktg</td>
</tr>
<tr>
<td>• Provost Office</td>
<td>• Student Affairs</td>
<td>• Extension Services</td>
<td>• Information Services</td>
</tr>
<tr>
<td>• Research Office</td>
<td>• Office of Human Resources/ F&amp;A</td>
<td></td>
<td>• AVP &amp; Controllers</td>
</tr>
<tr>
<td>• Athletics</td>
<td></td>
<td></td>
<td>• Finance and Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Senior AVP Administration</td>
</tr>
</tbody>
</table>

OSU Talent Acquisition and Recruitment offices are now located at University Plaza 230 ***appointments requested***
Lifecycle

- Once an Offer Letter has been signed and People Admin has been updated an automatic email will be sent to the Lifecycle Team to review for New Hire Paperwork
  - If the employee is brand new to OSU or has had a break in service of more than a year New Hire Paperwork is sent out via DocuSign
    - This includes the Employment Authorization I-9 and the W-4
    - These are sent as two separate documents
      - Currently the I-9 is sent following Remote Agent requirements. When HR is back on campus I-9 verification will be handled by the Lifecycle Team in person on an appointment basis.
      - For employees who work outside of the Corvallis Campus or remotely we will continue to utilize the Remote Agent process
  - If the applicant is a current OSU employee than the Lifecycle Team will be in touch with the employee about the status of their current position and act accordingly: Terminate Job, Update FTE or put of leave
Criminal History/Motor Vehicle Check

- Most criminal history checks begin as final candidates are identified. It costs a little more but search committees can start the CHC process with their top applicants and have a better chance of getting results back when they are ready to make offers.
- The hiring department or Recruitment Team provide the CHC form to the candidate.
- To process a CHC, a signed CHC form and a government issued Photo ID must be provided to begin the CHC process.
- The CHC release form can be completed by using a hard copy form, but the preferred method is via DocuSign.
- The most current, up-to-date versions of the CHC forms are available on the UHR website. [https://hr.oregonstate.edu/manual/criminal-history-check](https://hr.oregonstate.edu/manual/criminal-history-check)
- Once the completed form is received by UHR additional instructions are sent out to the candidate if needed.
Criminal History/Motor Vehicle Check
Turnaround Time/Cost

- It is currently taking on average 10 days to complete the CHC process.
- A candidate who has lived outside of Oregon within the last 7 years will need a National CHC otherwise an In-State CHC is completed.
- Processing fees are the departments responsibility.
- $28.80 National criminal history check.
- $10 In-state criminal history check.
- Motor vehicle checks require driving history from ALL issuing state(s) to cover at least the last 36 months or driving history.
- Motor Vehicle Check fees are the candidate’s responsibility, and the cost varies from state to state.
- Oregon charges $3.
- Please help manage expectations by planning for this processing time in your timeline.
Criminal History/Motor Vehicle Check Resources

- https://hr.oregonstate.edu/manual/criminal-history-check
- https://hr.oregonstate.edu/manual/motor-vehicle-history-check
- chcemployment@oregonstate.edu
- (541)737-8935
Once CHC/MV clears, its back to recruitment...

If new employee identifies as a Non-Resident Alien, hiring proposal is reviewed by OIS

Recruitment completes Pre-Hiring Proposal Banner entry

Once CHC/MVHC complete, Specialist submits HP for final approval

Recruitment Coordinator approves hiring proposal

Lifecycle contacts employee via email regarding the completion of new hire paperwork

Benefits Team receives notice of the welcome letter

Benefits Team populates benefit data in PWAOEMP for PEBB eligible employees

Once PEBB record is open, Benefits Team sends employee Benefits Enrollment email

Email allows employee to access PEBB portal and make benefit selections. Must be completed within 30 days of hire date

Payroll approves generated EPAF and it loads to Banner

Lifecycle Team sends welcome letter
Lifecycle

- Once a hire has been moved to Hire Approved in People Admin by the Recruitment Team, the Lifecycle Team will receive an automated email
  - This email is used to notify Lifecycle that a Welcome Letter/Orientation is needed
    - Lifecycle will review for actionable items. If the applicant is new a Welcome Letter is sent out
    - If the applicant is a current employee the hire will be reviewed to see if a Welcome Letter needs to be sent out. A new Welcome Letter is only sent out if the employee's position type has changed or there is an FTE change that impacts Benefits.

- NOTE: Postdoc Scholars and Clinical Fellows do not follow this hiring process. If you have questions or need to appoint a Postdoc Scholar or Clinical Fellow please send an email to our Lifecycle Team. For Academic Units please contact hovlandsc.lifecycle@oregonstate.edu or Administrative Units please contact uphr.lifecycle@oregonstate.edu
Benefits

HOW ARE WE NOTIFIED TO OFFER BENEFITS?

PEBB Plans

◦ The Benefits team receives notice of the Welcome email sent to the new employee by the Service Center teams. A benefit consultant will populate the benefit hire date in Banner/PWAOEMP for PEBB eligible employees. This initiates action to open the PEBB record. Once the PEBB record is open (usually 24 hours but can be up to 48 hours) a benefit consultant will send the employee a Benefits Enrollment e-mail associated with the employee’s employment type. This allows the employee to create a PEBB account and log into the PEBB portal to make their benefit selections.

◦ This needs to happen within 30 days of their hire date or employees may have to appeal to PEBB for enrollment. PEBB coverage is never started retroactively so if the employee doesn’t select their PEBB plans in their month of hire coverage won’t be effective the first of the month following their hire month. In accordance with PEBB rules coverage would never start in the month of hire, even if the employee start date is on the first of the month.

PacificSource Plan

◦ Hiring for Graduate Assistants happens through Benny Hire and Student Employment.

◦ Post-Doc Scholars, Clinical Fellows and Post-Doc Fellows are hired through a process with the Lifecycle team.

◦ Notification of a new hire happens through a census report process or reports from Benny Hire.

*Timely notice about hires and renewals into all of these positions directly impact the employee’s ability to access their benefits in a timely manner.*
Benefits Impact if hire or termination information is not timely:

PEBB Eligible Employees and Hiring:

- If we don’t receive timely notice of hire the employee could lose benefits coverage for the first month they would have been eligible. If it is delayed further they have to appeal to PEBB to enroll at all.
- PEBB does not consider late notice to HR as a reason to offer any grace for enrollment.
- If the appeal is granted by PEBB the employee may only receive basic core benefits and cannot enroll in optional benefits. They will lose the ability to enroll in their guaranteed issue of Employee Life, Spouse Life and UNUM Long Term Care coverage. They can select optional coverages during the next open enrollment period for the new benefit year, but they would need to go through an approval process for Life and Long Term Care and may not be approved.
- The Benefits team processes are dependent on the timely notification to us of the welcome email. Even before OSCAR’s demise there were times in which welcome emails were delayed to employees, which in turn delayed the Benefits processes and the ability of employee to enroll in PEBB coverage.
- Due to OSCAR’s complete demise we have create several manual workarounds in order to access a list of new hires. These new workarounds are not as time efficient as the OSCAR process was which slows down our employee notification processes as well.
PEBB Eligible Employees and Terminations:
If we don’t receive timely notice employees can receive extra coverage month(s) and departments are charged extra OPE costs for extra months (such as summer coverage).

PacificSource Grad Health employees:
- Hiring – If we don’t receive timely notice the employees are enrolled late and have retroactive charges for benefit months they could not use. This happens according to plan contract rules that state enrollments must match the hiring date not the notification date of the hire.
- Terminations: If we don’t receive timely notice employees potentially use benefits that have

Timely notice is all connected. If the Service Centers are not notified timely of a new hire, it also means that the Benefits team does not get notified, which in turn results in delayed PEBB enrollment for the employee.
Payroll

- Once the employee has been hire approved in PeopleAdmin:
  - An EPAF is generated overnight and routes to OHR for system validation
  - After OHR review the EPAF routes to Central Payroll for the final review
  - Process loads approved EPAFs to Banner daily at 1 am and 1 pm
Payroll – When is payday?

- Payday for all employees is always the last working day of the month
  - Salaried employees receive pay for the 1st of the month (or their start date if not the 1st) through the last day of the month
  - Hourly employees receive pay for the 16th of the previous month through the 15th of the current month
    - August payday would be for hours worked from 7/16 through 8/15
    - If an hourly employee begins work on 8/16 or later they will not receive pay until September payday (there is an option for a New Employee draw by completing the Emergency Payroll draw paperwork)
Payroll – W4s

◦ New Hires: receive W4s as part of new hire paperwork from HR
◦ Existing employees: can use DocuSign to submit updated W4s
  ◦ https://beav.es/DocuSignW-4s (For state & federal forms)
  ◦ http://beav.es/ORE-W-4 (For state form only – for those that don’t need to change the federal form)
  ◦ These links route the W4s directly to Central Payroll once completed in DocuSign
◦ Forms received by the 15th will be updated in time for the current month payroll
◦ Special W4 situations:
  ◦ Employees working from outside Oregon may have other tax considerations
  ◦ Employees who are considered NRAs for tax purposes may have additional paperwork to complete
Payroll – Direct Deposit

- Direct deposit accounts can be set up through Online Services in the MyOregonState website
- Updates made by the 10th will be active in time for the current month paychecks
  - Changes to the Direct Deposit process in Banner are underway, so this may change. An announcement will be made at a later date when we know more.
- Any employees who do not have direct deposit set up for Payroll will have a paper check mailed to their current mailing address
Payroll – Contact Information and Resources

- We can be reached by email at Paymaster@oregonstate.edu
- For questions specific to an employee type:
  - Unclassified: Jerie.Thorson@oregonstate.edu
  - Students/Graduate Assistants/Post Docs: Emily.Ferrin@oregonstate.edu
  - Classified: Morgan.Hatch@oregonstate.edu

- W4 Resources:
Questions ?