



HR AND PAYROLL FORUM

MAY 13, 2022

FORUM INFORMATION

This session is being recorded. The recording and presentation materials will be posted on the HR & Payroll Operations Forum webpage at <https://hr.oregonstate.edu/hr-and-payroll-operations-forum>. You can also reach it through the quick link provided at the bottom of the HR home page (<https://hr.oregonstate.edu/>).

Chat is disabled. Please submit all questions via the Q & A button located at the bottom of your screen. Questions will be answered at the conclusion of each of our presentations today. Please note that when you submit a question in the Q & A, the question and your name will be visible to all participants unless you select “anonymous” before submitting it.

After the forum you will receive a link to a survey. Please let us know your thoughts and if you have other topics that you would like to see us address in a future forum.



ANNOUNCEMENTS

UPCOMING WORKSHOPS FOR EMPLOYEES



May 24

EAP Workshop

Relaxation Micro-moments and winding down techniques



May 31

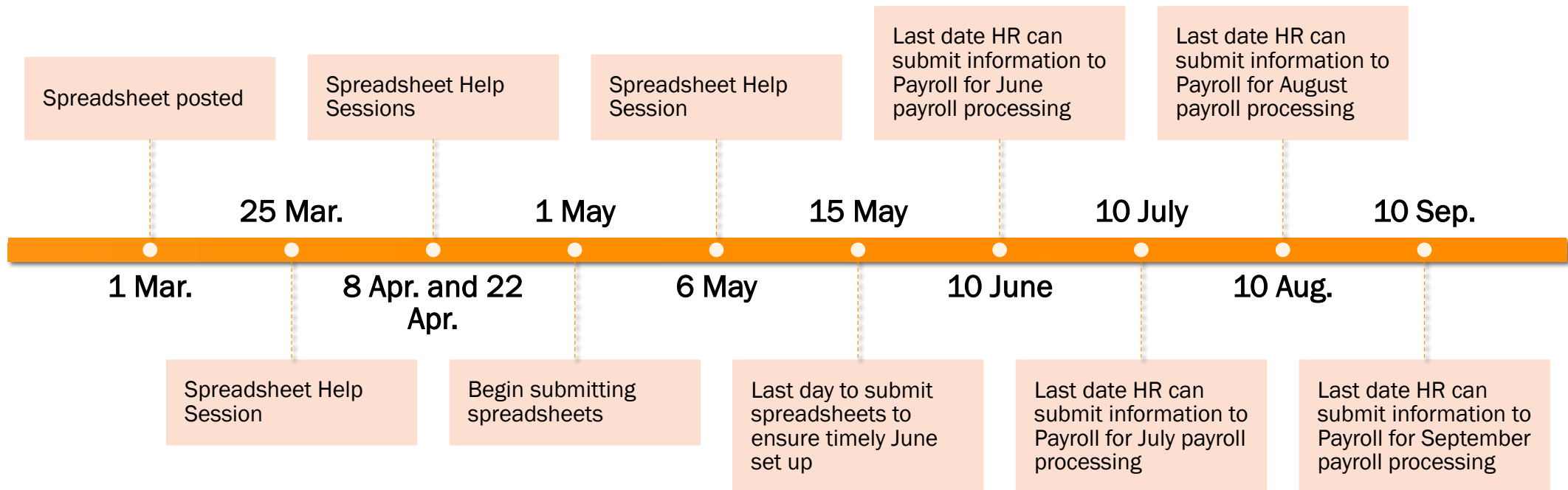
Retirement Choices Workshop



June 1

New Employee Orientation

SUMMER SESSION APPOINTMENT TIMELINE



<https://hr.oregonstate.edu/employees/administrators-supervisors/summer-session-appointment-process-2022>

RECRUITMENT TEAM UPDATE

Robbin Sim - New Role as
Recruitment Manager

Addition of Onboarding Specialists

Reminder about recruitment e-mail
hrrecruitment@oregonstate.edu

Hiring Process Visual

Lissa Perrone, Director of Business Services

Controller's Unit future organizational structure



Sue Hall, Payroll Manager, Accounting and Compliance

Key information to prepare for fiscal year end close.

TODAY'S SPEAKERS AND TOPICS

HIRING PROCESS VISUAL

Classification & Compensation Position.descriptions@oregonstate.edu

- Hiring supervisor completes PD Template and sends to Classification & Compensation Consultant



Recruitment Specialist HRRRecruitment@oregonstate.edu

- Hiring supervisor/search support completes Posting Details Template and sends to Recruitment Specialist
- Full Consideration Date/Closing Date: Recruitment Specialist sends Applicant Disposition Workbook and Offer Letter Details Template to hiring supervisor/department



- Hiring supervisor/search support conducts selection process with Search Committee
- Successful Candidate identified: Hiring supervisor/search support completes Applicant Disposition Workbook and Offer Letter Details Template and send to Recruitment Specialist



- Recruitment Specialist prepares Offer Letter



Onboarding Specialist HRSupportServices@oregonstate.edu

- Onboarding Specialist sends successful candidate the Offer Letter, Personal Demographic, and CHC/MVHC Release (if needed) via DocuSign *
- Offer Letter, Personal Demographic, and CHC/MVHC (if needed) is completed and is returned via DocuSign to the Onboarding Specialist
- All HR requirements are met: Onboarding Specialist sends new employee new hire forms via DocuSign (W4, I-9, Welcome Letter)
- On first day of work new employee meets with the Onboarding Specialist to complete I-9 requirements



- Department may extend a verbal offer to candidate when signing authority receives the HR approved offer letter via DocuSign

Support Services Specialist HRSupportServices@oregonstate.edu

- Assists new employee/department/supervisor on any request after employee begins working. (supervisor update, salary increase, etc)

