

HR/Payroll Forum

JUNE 10, 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

- The cost of Criminal History Checks increased. National checks are now \$29.80. This is an increase of one dollar. In state prices remain at \$21.
- Important reminder regarding Background Checks: The notification that an employee has been cleared to start working, can only come from HR. It seems some employees are showing supervisors their background check results from the Castle Branch system. This does not mean the employee can begin working. Employees cannot begin working until the supervisor receives the Cleared to Work or Welcome email from HR.

Announcements Continued

- We are going to return to an in-person Benefits Fair this fall. The Corvallis campus is scheduled for October 5, 2022 and the Cascades Campus Benefits Fair is October 13, 2022. Save the date!
- Our TIAA and Fidelity Retirement consultants are coming back to campus to meet with employees in person. We have a Retirement event planned for September 20, 2022 with TIAA on the Corvallis campus. TIAA also sponsors Tuesdays a Two a Retirement Education Workshop for the Oregon University employees. Find out more information here: <https://hr.oregonstate.edu/benefits/current-employees/workshops-and-events#financial>
- The Social Security Administrative Office and PERS Headquarters are now open to the public.

Minimum Wage Process

- What is it?
- When does this happen?
 - Why do we do it?
 - How is it done?

What

When

What is OR Min Wage?

Oregon has 3 sets of minimum wage

- Standard
- Portland Metro
- Non-urban Counties

Annually every July 1st

- Switched from Jan 1 to July 1 in 2016
- Fixed rates until July 1 2023
- Standard min wage will be adjusted annually based on increase, if any, to US cities average Consumer Price Index for all Urban Consumers
- Portland Metro to be \$1.25 more than the Standard
- Non-urban, \$1.00 less than Standard

Why?

Legislative Decision

<https://www.oregon.gov/boli/workers/Pages/minimum-wage.aspx>

How?

Banner Job Submission

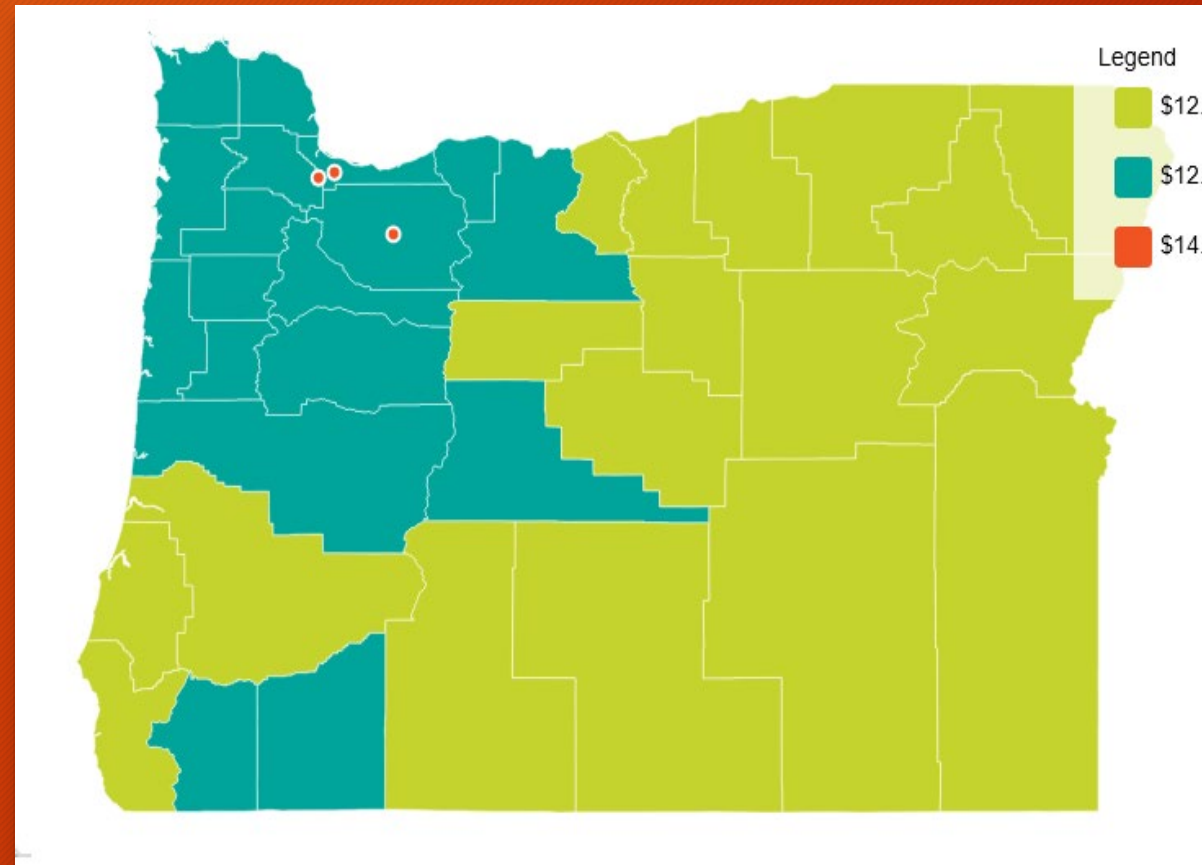
- Built out Job Location by counties
- Associated specific min wage with each one
- Banner job runs after HRIS Fiscal Year Roll updates every Job record below the specific county rate. If at or above the rate, ignores record.

Future Status?

OSU will code updates based on future CPI's.

Legislature determines

Any Questions?



Summer Academic Wage Updates

- Processing update
 - As of Monday June 6, 357 SAW appointments have been fully set up within Banner
 - HR Support Services has processed over 675 SAW positions so far. This includes sending forms to Payroll to update in Banner and letters generated for distribution
- Visibility
 - Dept contacts will/have received an invitation to Box to view your SAW spreadsheet in real time as the HR Support Specialists is working through
 - Currently 50 spreadsheets have been shared in Box
- Letters
 - Notice of Appointment letters started going out last Friday via the HRSS Ticketing System.
 - Letters that require a signature have been sent out via DocuSign

Grad Health - Who is eligible?

- Graduate Assistants
- Graduate Fellows
- Postdoctoral Scholars
- Clinical Fellows

General Timeline



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Employee Appointed

- Paperwork routed to service center
- Banner is updated

Grad Health Runs Census

- Census audits pull from Banner and highlight newly eligible employees
- **GAs ONLY:** BennyHire reports are run at the beginning of the month

Employee contacted

- Employees have 30 days from their position start date to enroll dependents or file waivers

Retroactive Coverage



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PacificSource allows us to retroactively enroll/terminate coverage for employees. This helps us to ensure all employees are receiving the appropriate length of coverage for the time they are eligible.

Why are timely notifications important?



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- Enrollment options for the employee
 - Adding dependents
 - Submitting a waiver
 - Deductions are adjusted with payroll
- Employee responsibility
 - Use of benefit after coverage is terminated

Graduate Assistant Summer Session



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| Coverage | Employee | E+Spouse/ Partner | E+child(ren) | E+Family |
|----------------------------|----------|----------------------|--------------|----------|
| Cost of coverage per month | \$17.93 | \$35.27 | \$30.07 | \$47.41 |

Premiums are deducted over 9 months between October and June, prior to summer session.

Employees are required to opt-out by **May 1st** if graduating and/or not returning as a student in either summer or fall term.

Employees have the option to opt-out by **May 1st** if not employed in a salary position during the summer term.

Graduate Fellowship Summer session



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Graduate Fellows have the option to enroll in summer session coverage. If they choose to opt-in, they will be triple charged in May for July, August, and September coverage.

Deadline to enroll is May 1st.

How can you help?



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- If you maintain a roster of newly appointed employees eligible for the plan, please provide to Grad Health via email.
- Check in and follow up to mitigate enrollment/payroll issues for the employee.

Employee Education - Beginning fall term



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- Conducting college roadshows to meet with eligible employees.
 - Provide education surrounding the use of their benefits.
 - Answer questions related to the plan.
- Hold virtual Q&A sessions quarterly.

Contact Us



Oregon State
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EMAIL

GRADHEALTH@OREGONSTATE.EDU



PHONE

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Questions?

Enterprise Service Management (ESM)

- A summary e-mail went out to the Liaison Community this week. If you did not receive this please contact bonny.ray@oregonstate.edu
- Update in general

What is ESM and why is HR phase 1?



servicenow

- Enterprise Service Management (ESM) is a best practice framework that is focused on simplifying access to information and resources, making work easier.
 - Allows different teams/units across OSU to interact and integrate with one another
 - ServiceNow is the platform OSU will use to implement the bigger picture of ESM
- We listened to the feedback provided from our customers
- Everyone interacts with HR at some point.
- Zero transparency for all users into their HR or Payroll request.
- Too many systems and manual work for HR, Payroll, and dept contacts.



What is Included in phase 1?

- Employee Onboarding workflow with automation and integration
- Offboarding workflow and exit survey
- Case Management (ticketing system)
- Service Request Catalog
- External Knowledgebase
- Virtual Agent: available 24/7



Why should I be excited?



- Improve user experience
 - Positively impact all users
- Promote data-driven decisions
- Designed with the customer in mind
- Automate tasks to avoid manual work
- For onboarding and offboarding, tasks are assigned to the hiring manager and/or department contact and the employee
- New ability for all users to view and act on their cases/requests based on user groups and permissions

When does this impact me?

- Human Resource Service Delivery (HRSD) launching this summer
- Opportunities to participate in testing and provide feedback
- Training will be provided to department contacts
- HRSD platform and services will continue to grow and improve
- A summary e-mail went out to the Liaison Community this week. If you did not receive this please contact bonny.ray@oregonstate.edu

