An overhead photograph of a wooden conference table. In the center, five hands of different skin tones are stacked on top of each other, symbolizing teamwork. Surrounding the hands are several laptops, notebooks, coffee cups, and mobile phones. The scene is brightly lit, creating a professional and collaborative atmosphere.

# HR/Payroll Forum

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JULY 8, 2022

# Forum Instructions

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.

# Agenda

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Announcements

CGE Bargaining Update

SEIU Salary Table Updates

Instructor Pools and  
Reappointments



SAW Update 856 appointments have been processed by HR and Payroll – Changes or questions contact [HRSupportServices@oregonstate.edu](mailto:HRSupportServices@oregonstate.edu)

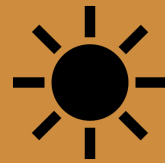
ESM Timeline update – Launch September 19 with training starting for HR/Payroll and Department Liaisons in late August/early September.

# Announcements

# HR Summer Fridays



University Human Resources will participate in the summer flexible hours pilot program every Friday beginning July 1st through September 2nd and will observe the quiet week of August 29th.



Our offices will be closed on Fridays this summer from 12pm to 5pm. To ensure we continue to support the needs of our community, our Class/Compensation, Employee and Labor Relations, Benefits, and Strategic Partner Teams will be monitoring e-mail for urgent needs.



The HR help desk, AskHR, will continue to take calls on Friday afternoons. If employees or departments have true emergency needs related to HR functions, they can contact AskHR for assistance at 541-737-3103 or [askhr@oregonstate.edu](mailto:askhr@oregonstate.edu).

# Payroll Summer Fridays

The Controller's Unit will have modified office hours to support staff summer flex schedules. Staff will be available through the email address provided for each department below.

**Cashier's Office in Kerr, [Cashiers.office@oregonstate.edu](mailto:Cashiers.office@oregonstate.edu)**

The Cashier's Office will close at 12 pm each Friday from July 8<sup>th</sup> through September 2<sup>nd</sup>.

- Please drop deposits off at the Cashier's Office by 12 PM on these Fridays.
- Limited staff will be onsite to support the START session on Friday, July 29<sup>th</sup>.
- During the closure, deposits may be held by the department in a locked safe, cabinet, or office; and should be deposited with the Cashier's office the following business day.

**Student Account Services in Kerr, [StudentAccountServices@oregonstate.edu](mailto:StudentAccountServices@oregonstate.edu) or 541-737-3775**

The Student Accounts Office will have reduced hours of operations this summer and close at 12 pm each Friday from July 8<sup>th</sup> through September 2<sup>nd</sup>. (Student Accounts staff will be onsite 8am to 5pm to support the START session on Friday, July 29)

**Payroll Office in Kerr, [Paymaster@oregonstate.edu](mailto:Paymaster@oregonstate.edu) or 541-737-3232**

The Payroll Office will close at 12 pm each Friday from July 8<sup>th</sup> through September 2<sup>nd</sup>.

**Travel & Expense Office in Kerr, [travel@oregonstate.edu](mailto:travel@oregonstate.edu) or 541-737-4262**

The Travel & Expense Office will close at 12 pm each Friday from July 8<sup>th</sup> through September 2<sup>nd</sup>.

**Accounts Payable Office in University Plaza, [accounts.payable@oregonstate.edu](mailto:accounts.payable@oregonstate.edu) or 541-737-4262**

The Accounts Payable Office will close at 12 pm each Friday from July 8<sup>th</sup> through September 2<sup>nd</sup>.

A Tentative Agreement was reached July 6, 2022. Terms of this tentative agreement will be subject to a ratification vote of CGE members. A more detailed update will be provided at our August HR/Payroll Forum.

### **Economic items:**

The agreement sought to place the University in a more competitive position within the PAC 12 and with our peer institutions as we compete for excellent graduate employees.

- The university has agreed to increase minimum salaries by 9% for new graduate employees effective Sept. 16, 2022, and provide salary increases of 4.75% for returning employees in 2022 and 4% for returning employees in 2023, to be effective Sept. 16 of each year.
- In addition, the university will increase by \$75,000 the annual Hardship Fund. The Hardship Fund is a program administered by the Graduate School to assist eligible graduate students, including those who hold a graduate employee position, who experience hardships related to housing insecurity, health emergency, unexpected family circumstances, loss of access to academic resources, childcare expenses among other needs.

### **Non-economic Items :**

Language within the Appointments Article that provides greater clarity to Graduate Employees about their work assignments.

Raised the minimum FTE appointment to 0.40 starting Sept. 16, 2023.

Identified how future assistantship work opportunities can be promoted.

Summer session appointments language that codified how summer appointments should be extended to graduate employees where work is available

Revised language in the Health and Safety Article related to additional training for graduate employees and supervisors, as well as how concerns about the safety of the work environment may be addressed.

# CGE Bargaining Update

# SEIU Update

July 1, 2022



**Oregon State**  
University



# Step Increases

- Per the SEIU contract Article 21, Section 1(A) we have applied a 2.5% increase to all salary rates for classified and represented temporary employees effective July 1, 2022.
- No salary step deletions for July 1, 2022.
- No additional salary selectives.

# Updates to Banner and Website

- Non-IT Classified employee salaries have been updated in Banner based on the new salary tables.
- Classified IT and represented Temporary employees are currently in process and will be updated by mid-July.
- The updated salary tables have been loaded to the OSU Website.