

# Human Resources & Payroll Forum

OCTOBER 14, 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
- 2023 Holiday Schedule
- Graduate Pay Considerations
- November and December Payroll Cycles
- Summary of Summer Appointment Processing
- Introduce the HR Support Services team and Student Employment Team

# Announcements

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**Update on CHC Cost:** The cost for processing an In-State Criminal History Check will increase from \$21 to \$24 effective 9/15/2022. A Nationwide Sex Offender Registry verification will be added to the In-State background check, processed through CastleBranch. The cost to process a National Criminal History Check remains the same at \$29.80. As a reminder, this fee is charged to your department. This information can also be found on our webpage [CHC Cost](#).

**Forum Schedule for the next year:** We have created a list of the forums and the topics scheduled through August of 2023 so that you can see the topics and hold space on your calendars. This will be posted on the Forum website and sent out on the listserv by the end of October. We also are working on an operational excellence website that we hope to reveal in the next two months where we will post the monthly operational events that are happening throughout the year that departments engage in with Human Resources.

**November Forum date change:** Moved to Thursday November 10, 2022 at 11 am due to University closure on November 11, 2022.

# Open Enrollment Health Benefits Ends October 31

Employees must login to their PEBB portal and confirm their plans. PEBB Portal: [www.Pebbenroll.com](http://www.Pebbenroll.com)

This is the time to:

- Change plans
- Add eligible dependents/remove dependents
- Enroll, or re-enroll in a flexible spending account (FSA)
- Participate in the HEM
- Update personal information and beneficiaries

The changes made during Open Enrollment will be effective in the new plan year beginning January 1, 2023.

*(Failure to complete open enrollment could result in higher out of pocket costs or the loss of benefits).*

# How Can I Learn More About My Benefits?

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Review the detailed Open Enrollment Summary Information:  
<https://beav.es/openenrollment>

## Visit PEBB's Virtual Benefits Fair

- Who? PEBB Plan Vendors
- When? October 1-31, 2022 (becomes live October 1)
- What? Pre-recorded/on-demand webinars from PEBB vendors & door prizes plus chat options on Wednesdays in October from 10 am to 2 pm
- Where?

<https://pebb.6connex.com/event/BenefitsFair2023/login>



# Flu Shot Clinics

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## Corvallis Campus Flu Clinic

- October 17<sup>th</sup> in MU 49 & MU 13
- From 8 am to 4:30 pm
- Employees will complete information online in the Kroger portal to schedule their flu shot time.

## Bend Campus

- Today October 14<sup>th</sup> Ray Hall, Atrium 011 and 013
- From 1 pm to 5 pm
- Drop-in

OSU Insurance Plans cover flu shot clinics at many pharmacies or at medical appointments. Go to this website to learn more:

<https://www.oregon.gov/oha/PEBB/Pages/flushots.aspx>

# Protected Leave Webinars

Protected Leave for Child Bonding

October 19, 2022 @ 11am

Register [here](#)

Protected Leave for Employees (general leave  
needs, not child bonding specific)

November 1, 2022 @ 11am

Register [here](#)

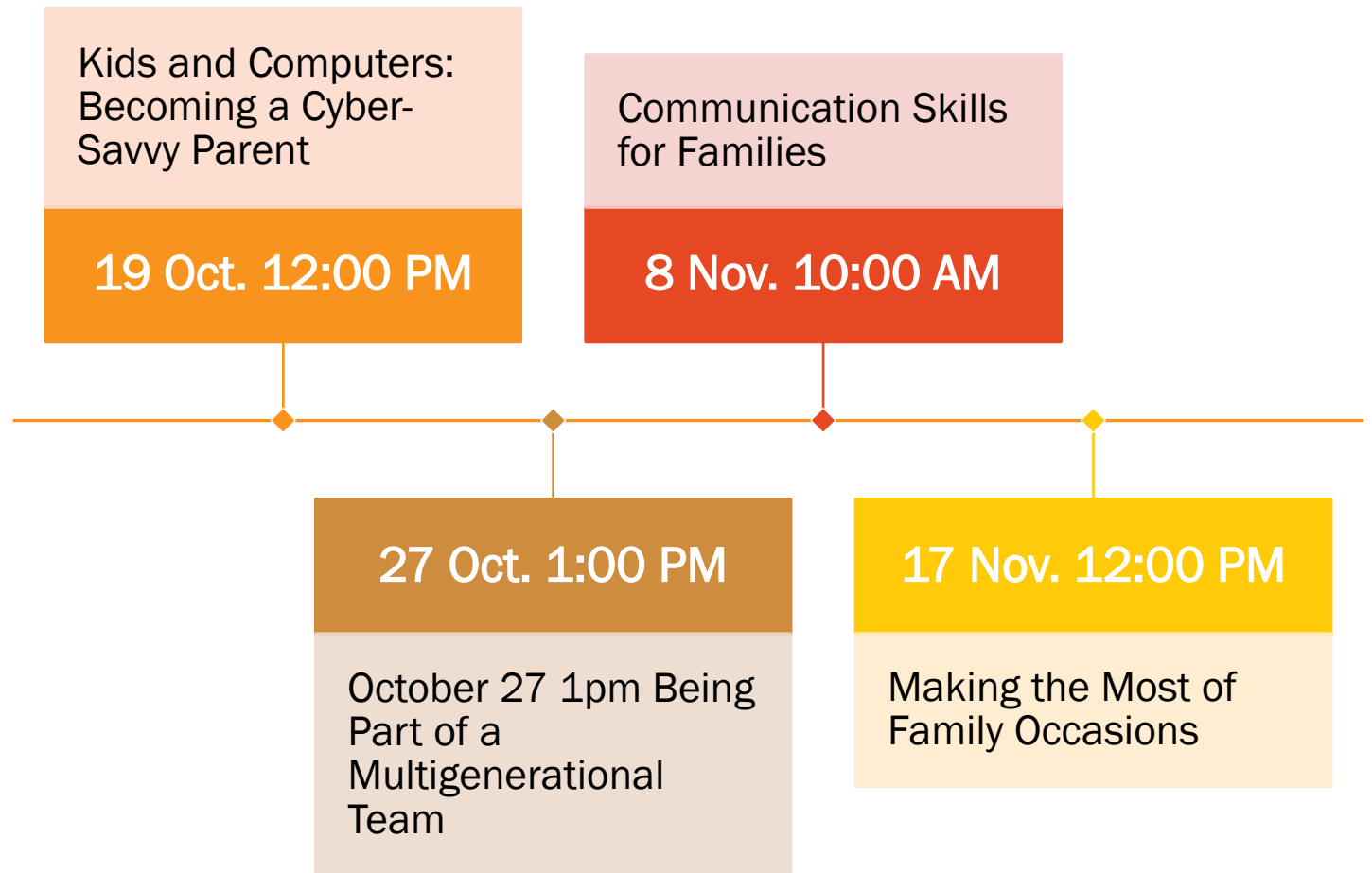
Protected Leave for Supervisors

November 3, 2022 @ 11am

Register [here](#)



# Fall EAP Workshops



<https://hr.oregonstate.edu/benefits/current-employees/health-wellness-work-life/employee-assistance-program/beyond-benefits-2>

# New Workshop: Graduate Health Plan Benefits 101

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November 3, 2022 from 2 pm to 3:30 pm in Memorial Union Room 13

This event is for members on the Graduate Health Plan including Graduate Assistants, Graduate Fellows, Postdoctoral Scholars, and Clinical Fellows.

PacificSource Health Plan representatives will provide a presentation on "Insurance 101" including how to use your insurance plan, common insurance terminology, what is covered and added plan resources available.

PacificSource and HR Benefits Specialists will be available to answer questions and assist members in creating their InTouch for Members accounts online, as well as help downloading the myPacificSource mobile app.

Snacks are provided and there will be a drawing for PacificSource swag.



# 2023 Holiday Schedule

The 2023 holiday schedule for all university employees is as follows:

<u>Holiday</u>	<u>Date</u>
New Year's Day	Observed Monday, January 2, 2023
Martin Luther King Jr. Day	Monday, January 16, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veteran's Day	Observed Friday, November 10, 2022
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Day	Monday, December 25, 2023

# Open Enrollment: Graduate Health Benefits

## Open Enrollment in October

- All auto-enrollments processed for jobs in Banner as of 10/10
- Enrollment changes & waiver applications accepted through 10/31/22 for 10/01/22 effective date
- Forms now available to submit via DocuSign

## Issues: Late appointments

- Enrollment delays
- Healthcare access delayed
- Premiums still required for back dated coverage
  - May be 2x charged in November if not in by October payroll cutoff

<https://hr.oregonstate.edu/graduate-student-insurance-plans/forms-and-policy-information>

# Graduate Pay Issues

- 1. On time payment
  - Late hires/documents can affect pay disbursement. Can lead to confusion for employees. DD or manual check and even later payments or lost checks. Many live paycheck to paycheck.
- 2. Accurate FTE and Salary
  - Inaccurate data can result in overpayments creating a financial burden. Particularly critical between Dec. and Jan. as overpayments not repaid by 12-31 cross calendar year and we have to collect back the taxes they paid due to IRS regs.

# NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
	6	7	8	9	10	11
12						
Daylight Savings Ends	Color the World Orange Day				Veterans Day Holiday	
13	14	15	16	17	18	19
				Time Entry	Time Entry Closes 12 noon	
20	21	22	23	24	25	26
			Print Checks DD Deletes 5pm	Thanksgiving	Holiday's	
			CBNC/Writs PM			
27	28	29	30			
		Open/Close PHAREDS	PAYDAY			

# DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				Open PHAREDS		
	4	5	6	7	8	9
		St. Nicholas Day	Pearl Harbor Day	National Brownie Day		
	11	12	13	14	15	16
				National Cupcake Day	mid month posting Close PHAREDS	
	18	19	20	21	22	23
	Time Entry	Time Entry close noon		CBNC\Writs PM	Print Checks	Christmas Eve
	25	26	27	28	29	30
Christmas Day	Christmas Day Holiday observed			Close PHAREDS	PAYDAY Final Posting!	New Years Eve!



# Summer Academic Wage Update

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How many have been processed:

- 1,011 appts processed
- Decline in Manual Checks & Overpayments compared to last Summer

How to request corrections/late adds:

- Send an updated spreadsheet to: [HRSupportServices@oregonstate.edu](mailto:HRSupportServices@oregonstate.edu)

Updates for next year:

- More clarity on the Spreadsheet process
- More 1:1 training with departments
- Possibility of unlocking the data

Next Steps:

- Communication will be sent out to those that submitted a spreadsheet that will be looking for feedback



# HR Support Services

## Onboarding

Your Onboarding Team will work with your new employee from the time the Offer Letter has been signed through their first day on the job.

The Onboarding Team will be able to answer any questions the employee may have regarding their position as well as assist depts in the steps for onboarding a new employee.

Coming soon will be a shortened Orientation tailored to the employment type

## Lifecycle

The Lifecycle Team will assist you and/or your department on any changes that are needed during the lifecycle of the employees time while at OSU.

This includes FTE changes, reappointments, banner data entry corrections, Sabbatical processing, Fixed-Term Renewal processing, SAW corrections during the Academic Year, Supervisor updates, etc.

## Offboarding

Our Offboarding Team will work with the dept and the leaving employee to guide them through the steps taken when an employee leaves (either the university as a whole or just their current position).

Offboarding checklists and points of contact are shared with all employees to ensure they have a smooth transition out of their position and we will work with Payroll on processing any final pay.

# Meet the HR Support Services Team: Onboarding



Chelsea Lunsford



Kelsey Donahue



Robert Sharp

# HR Support Services: Lifecycle



Emma Bramwell



Ronda Bullis



Steve Smith

# HR Support Services: Offboarding



Jodi Harrison



Lisa Butler



Steve Smith

# Graduate Student Employment Team

- Processes all Graduate Assistant (GTA/GRA) appointments and Hourly Grad Project Assistant positions submitted through Benny Hire.
- Angel Silkbaron- Graduate Student Employment Specialist
- [HR.Gradassistants@oregonstate.edu](mailto:HR.Gradassistants@oregonstate.edu)
- \*ALL Fellowships (Grad, Clinical, Postdoc) and Postdoc Scholar positions are setup by the HR Support Services Team.
- - [HRSupportServices@oregonstate.edu](mailto:HRSupportServices@oregonstate.edu)