





HR/PAYROLL FORUM

March 10, 2023



Oregon State
University

General Forum Information

- You can raise your hand or put your questions in the chat 
- The forum is recorded 
- You can find the recording and slides for the monthly meetings at this website: <https://hr.oregonstate.edu/operational-excellence> 
- Links and topics for future forums are also listed there 



Agenda

- General announcements
- Retirement Expo on April 4
- Work Life and Wellness Updates
- Benefits triple process
- Summer Academic Wage appointment process
- New hiring process for Post-Doctoral Scholars



Announcements

- HRSD is live!
- Reminder about external temp workers and driving University vehicles
- Diversity and Cultural Resources webpage:
<https://hr.oregonstate.edu/work-life/diversity-and-cultural-resources>



OSU Retirement Expo

- April 4 from 9am-4pm in the MU Horizon Room
- Fidelity, OPURP, Oregon ABLE, Oregon College Savings Plan, OSGP, OSU Benefits, OSU Retirement Association, PERS, PERS Health Insurance, Savi, SHIBA (Medicare 101), Social Security, and TIAA
- More details on vendor presentations are available here:
<https://hr.oregonstate.edu/benefits/current-employees/retirement/retirement-expo-2023>

University Human Resources

RECIPE FOR RETIREMENT SUCCESS

Please join University Human Resources and our retirement providers to learn more about retirement options for employees

**TUESDAY, APRIL 4
9 A.M. - 4 P.M.**

LOCATION: The Memorial Union,
Corvallis Campus and Zoom
workshop options (scan QR code
below for more details)

FREE

Requests for accommodations may be made by
contacting 541-737-7690 or
megan.kilgore@oregonstate.edu.

Vendor booths and
presentation sessions by
representatives from:

- Fidelity*
- OPURP
- Oregon ABLE*
- Oregon College Savings Plan*
- OSGP
- OSU Benefits
- OSU Retirement Association
- PERS
- PERS Health Insurance
- Savi
- SHIBA
- Social Security
- TIAA*
- * = presentations will be hybrid

A variety of desserts, snacks,
and beverages will be served

PRIZES AVAILABLE FOR IN-
PERSON ATTENDEES!





Work Life: Care Talks

A series of events and webinars focused on supporting and educating employees on all of their family care needs. You will gain access to advice and guidance from expert speakers in areas such as childcare, senior care, financial literacy, emotional health, and more. Throughout 2023, Care will be running seven Care Talks per month across seven themes.

- Confident Parenting
- Raising Children with Disabilities
- Caring for Aging Loved Ones
- Financial Wellness
- Your Healthy Lifestyle
- Emotional Wellness
- Succeed at Work

<https://www.care.com/business/care-talks/>



EAP Survey

Have you used the EAP service? If so we are seeking your feedback in a short 1-minute survey!

Survey can be completed here:

<https://www.surveymonkey.com/r/VCS9LV5>





Exemplary Employee Award Nominations

Be on the lookout for the email requesting nominations next month

Nomination packets will be due 5/31 again this year

- **Customer Service** – the employee contributes to the quality of service to students, staff, faculty, or the public resulting in a positive experience for the customer or service user
- **Leadership** – the employee demonstrates initiative and sets the pace in a formal or informal leadership role;
- **Mentoring** – the employee encourages and motivates their peers and other employees to improve or develop professionally
- **Self-Improvement** – the employee initiates developmental activities to improve job knowledge or work performance;
- **Efficiency** – the employee contributes ideas that result in savings of time or resources
- **Problem Solving** – the employee identifies creative and innovative resolutions to problems or challenges in the department and/or the university
- **Teamwork** – the employee contributes significantly to teambuilding to create cohesion and team spirit



Benefits Triple Process

- Summer insurance coverage is provided to PEBB and ACA eligible academic-year employees.
 - Link: [PEBB Summer Insurance Process | University Human Resources | Oregon State University](#)
- To pay for the summer insurance coverage, benefits are "triple deducted" in May. This includes OSU's contribution toward the core cost and the employee's share of premiums.
 - The May Payroll is best for the employee as June checks are usually partial checks. Sometimes triples can happen in June.
 - The triple process is not optional if the employee qualifies for health care coverage in accordance with PEBB, ACA and OSU rules.



What Premiums are Tripled?

- Premiums for Core Benefits, HEM incentive, and Optional Benefits except for short-term disability, long-term disability, and Flexible Spending Accounts.
- PEBB Opt-Out Cash if the employee is in paid status a minimum of 80 qualified hours in May their cash back is also "tripled".
- OSU's contribution to PEBB coverage.



Process deadlines

- Instructors in PEBB eligible positions during Spring Term who are not returning for fall term should notify the HR Service Center through the Employee Service Portal utilizing the Offboarding request, or via e-mail at hrsupportservices@oregonstate.edu to initiate the employment termination process.
 - **Employment terminations for instructors on term only contracts** processed by April 29th will result in employees not going through the summer triple process during May.
 - **Employment terminations for instructors on term only contracts** processed between April 30th and June 15th will have any necessary corrections to PEBB premiums processed during June payroll by the Employee Benefits Team.
 - **Employment terminations for instructors on term only contracts** processed after June 15th will result in summer insurance for the instructor.
- All other employees in PEBB eligible positions during Spring term will go through the May triple process for summer coverage.



Summer Academic Wage appointment process

- Summer Academic Wage (SAW) processing is used when 9-month faculty will be working over the summer months in a teaching or research capacity
- Summer Appt dates can be anywhere from June 16 to Sept 15
 - Dates outside of that parameter would be considered Academic Year and would require a regular, non-Academic Wage appt

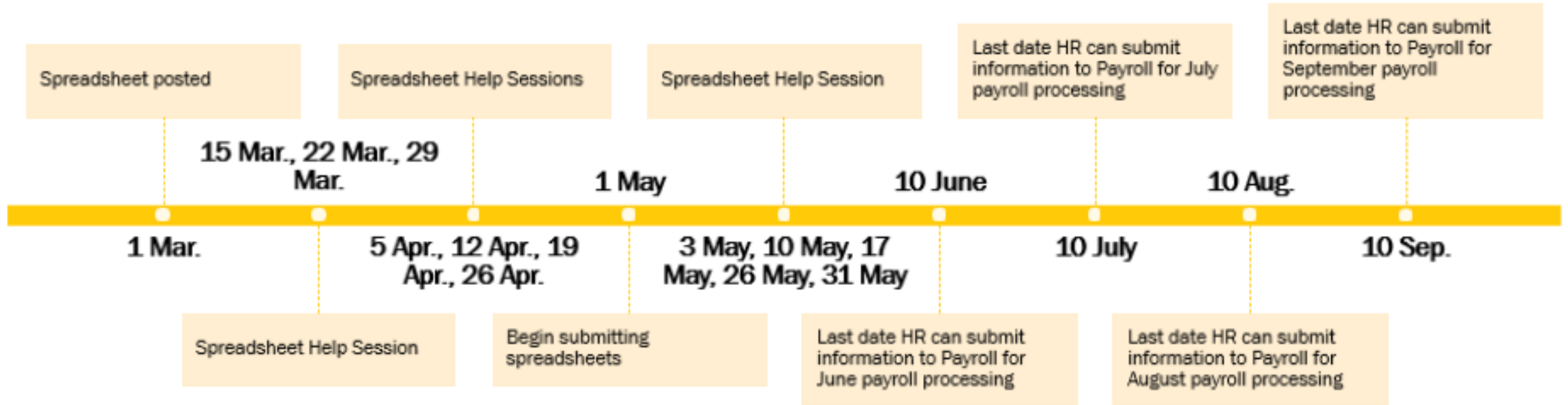


Updates to Processing

- Over Winter Break a survey was sent out to folks that submitted a spreadsheet last summer soliciting feedback on our new process
- Feedback Points included:
 - Request for more training
 - Unlocking the spreadsheet
 - Clearer guidance on how to fill in the spreadsheet
- Within the survey we also asked what we should know on this end regarding our processes and any hurdles you may face at the dept level. Your feedback has driven some changes on this end that includes the following:
 - New FAQ (coming soon) on how index changes are handled and clearer guidance on how that should be noted in the spreadsheet
 - Quicker processing on the side of Support Services to make sure requests are processed as they are received
 - E.G. we will no longer be waiting for a particular date before we start processing
 - Future dated requests will be processed as they are received



Summer Session timeline

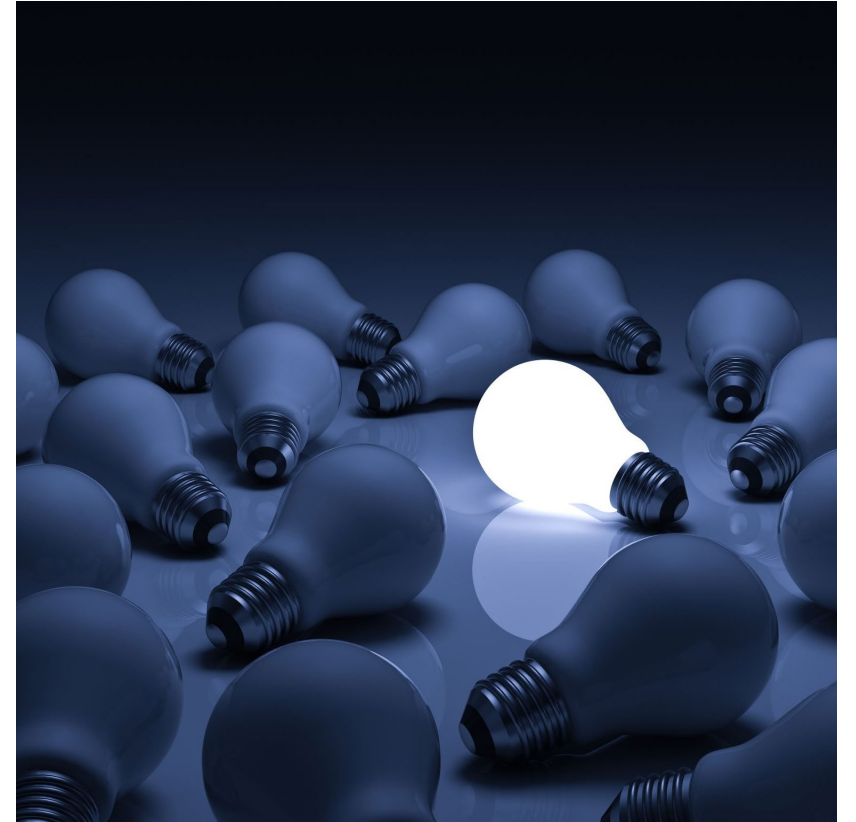


- You can start to submit your spreadsheets whenever they are ready to go
- Spreadsheet with missing data will slow down the process
 - Please utilize one of our Help Sessions if you have questions or get stuck
- **Spreadsheets submitted after June 1 may not be processed timely for June Payroll**



Spreadsheet updates

- The spreadsheet has been unlocked for better useability at the dept level
- You will be able to copy/paste rows, sort, alphabetize, etc
- Built in formulas have been explained in the Spreadsheet Instruction document (in case those get lost in your formatting)
- More lines have been added to the spreadsheets with the formulas copied down
- More tabs have been added for Corrections





How do you submit your SAW spreadsheets?

- Completed spreadsheets can be submitted via the employee service portal here: <https://mysupport.oregonstate.edu/esp>
- Or via email to HRSupportServices@oregonstate.edu



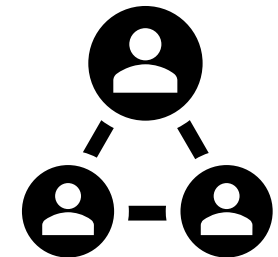
Postdoctoral Hire and Process update





Why?

- Supports Graduate School's [Appointment and Recruitment](#) page
- Helps Units/Departments gather and provide all information and documents in once place
- Clarifies process and creates a ticket for you in the HRSD system
- Supports job changes, reappointments and terminations
- More automation!
- Opportunity to learn more!





How to start: Hiring

- Recruit to fill vacancy:
 - “Recruitment” section of [Appointment and Recruitment](#) page
- Identified a candidate to appoint after recruitment:
 - “Postdoctoral Scholar Appointment Process” section of [Appointment and Recruitment](#) page
- Next step:
 - Postdoctoral Scholar Job Form
 - Found under “Postdoctoral Scholar Appointment Process” section of [Appointment and Recruitment](#) page

The screenshot shows the Oregon State University Graduate School website. A blue arrow points to the 'Recruitment' section, which contains the text: 'A fellow model letter of offer is published by the Office of Human Resource... form that will be submitted for review and approval by the Office of Post... the Office of Human Resources. Complete the [Postdoctoral Fellow Appoi... Recruitment](#). No formal recruitment process is required for Postdoctoral Scholar or Fe... of open positions to [Maureen Childers](#) and they will be [posted on our we](#)'.

Another blue arrow points to the 'Appointment and Recruitment' section, which contains the text: 'Postdoctoral Scholar Appointment Process'. Appointments to Postdoctoral Scholar positions at Oregon State University must meet the following criteria, which are mo... Association of Universities, Committee on Postdoctoral Education, Report and Recommendations, March 31, 1998'. Below this are three bullet points: 'The appointee was awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate field within less than five... Postdoctoral scholar appointments at OSU may be renewed annually on a fiscal year basis for up to three years, so long... within five years from receipt of the doctoral degree.', 'The appointment should be full-time unless exceptional circumstances require a lower appointment level (OPP approves... 0.5 FTE are not permitted.', and 'The Postdoc Scholar and the mentor must be made aware of the requirements for completion of an [IDP and subsequent Annual Report](#).' Below this is a paragraph: 'Postdoctoral Scholars are trainees who receive stipends (not salaries) funded by research grants or other university funds and work under the mentorship of a principal investigator who is an Oregon State University faculty member.' Another blue arrow points to the text: 'An appointment is based upon the Postdoctoral Scholar's research credentials and availability of funds. Offer letters must be conveyed in writing and must include all the required paragraphs found in the [model offer letters](#) for the initial a... tment renewal. Initial appointments, renewals and terminations are all completed through the [Postdoctoral Scholar Job Form](#).'



How to start: Job Change

- Reappointment

 - IPD and Annual Review

 - Postdoctoral Scholar Job Form

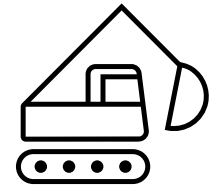
 - Found under “Postdoctoral Scholar Appointment Process” section of Appointment and Recruitment page

- Appointment changes

 - FTE change, pay rate change outside of reappointment

 - Postdoctoral Scholar Job Form

 - Found under “Postdoctoral Scholar Appointment Process” section of Appointment and Recruitment page





How to start: Termination

- Postdoctoral Scholar Job Form
- Found under “Postdoctoral Scholar Appointment Process” section of [Appointment and Recruitment](#) page





New Powerform

- What you will need
 - Appointee name
 - OSU ID number (if unknown or unassigned enter a 9 digit placeholder number)
 - Org number
 - Position number
 - Supervisor Name, ID number and position number
 - Index number
 - Appointment details (start date, end date, salary, FTE, job location)
- Required attachments
 - CV (initial hire only)
 - (IDP) Graduate School approval (reappointment only)
 - Letter of resignation (termination only)





New Powerform (continued)

- To start the form, it will ask for the name and OSU email address of the “Requestor” (person submitting the form) and “Dean/VP or Designee Signature”
 - If your department does not require “Dean/VP or Designee Signature” approval for these requests, enter your (the requestor) name and OSU email address in both fields
 - DocuSign will prompt you when you need to sign after the form is started. In this case, the requestor’s name will appear in Section IV twice
 - If your department does require “Dean/VP or Designee Signature” approval for these requests, enter the requestor’s information as “Requestor” and the information for the person that needs to sign as “Dean/VP or Designee Signature” approval.
 - They will then receive an email from DocuSign prompting them to sign





New Powerform (continued)



○ Offer letters

- Letter of Offer and Notice of Appointment for initial hire
- Renewal of Appointment for Reappointment

○ Tips

- Hover over fillable boxes for “Tool Tips”
- Use CORE Dashboards to find org number “ORGs under OSU” at bottom of page
- CORE Report to find position number: HRS1450
- CORE Report to find supervisor details: HLP02
- Offer letter models: Found under “Postdoctoral Scholar Appointment Process” section of [Appointment and Recruitment](#) page

• The Postdoc Scholar and the mentor must be made aware of the requirements for completion of an [IDP and subsequent Annual Report](#).

Postdoctoral Scholars are trainees who receive stipends (not salaries) funded by research grants or other university funds and work under the mentorship of a principal investigator who is an Oregon State University faculty member.

An appointment is based upon the Postdoctoral Scholar's research credentials and the availability of funds. Offer letters must be conveyed in writing and must include all the required paragraphs found in the [model offer letters](#) and appointment renewal. Initial appointments, renewals and terminations are all completed through the [Postdoctoral Scholar Appointment Process](#).

Postdoctoral Scholar appointments at OSU may be renewed annually on a fiscal year basis for up to three years, so long as the postdoctoral scholar is within five years from receipt of the doctoral degree. An [IDP](#) signed by the supervisor and the postdoc must be submitted to the OPP and approved within the first three months of employment. For reappointment, an annual review signed by the supervisor and the postdoc must be submitted and approved by the OPP.



Reminders and Resources

- Submitting the PowerForm automatically sends the form and all attachments to the HRSS team.
- You can access your case at any time through HRSD-Employee Service Portal (found in MyOregonState)
- NIH Stipend Guidelines: <https://gradschool.oregonstate.edu/postdocs/stipends-and-benefits>
- International Employees (OIS): <https://internationalservices.oregonstate.edu/ois/ieev>
- Flexible Work Arrangement Agreement: <https://hr.oregonstate.edu/flexible-work/flexible-work-arrangement-agreement>
- Criminal History Check (CHC): <https://hr.oregonstate.edu/manual/criminal-history-check>
 - [Crosswalk](#) helps to determine access types
- Motor Vehicle History Check (MVHC): <https://hr.oregonstate.edu/manual/motor-vehicle-history-check>

Questions?

THANK YOU



**Oregon State
University**