




UHR/PAYROLL FORUM

November 9, 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

- Announcements
- Meet the Payroll team
- End of the year Payroll reminders
- OPE rate reduction
- Vacation cash out reminders
- Human Resources Service Delivery (HRSD) update
- New Mental Health Benefit – Lyra Health

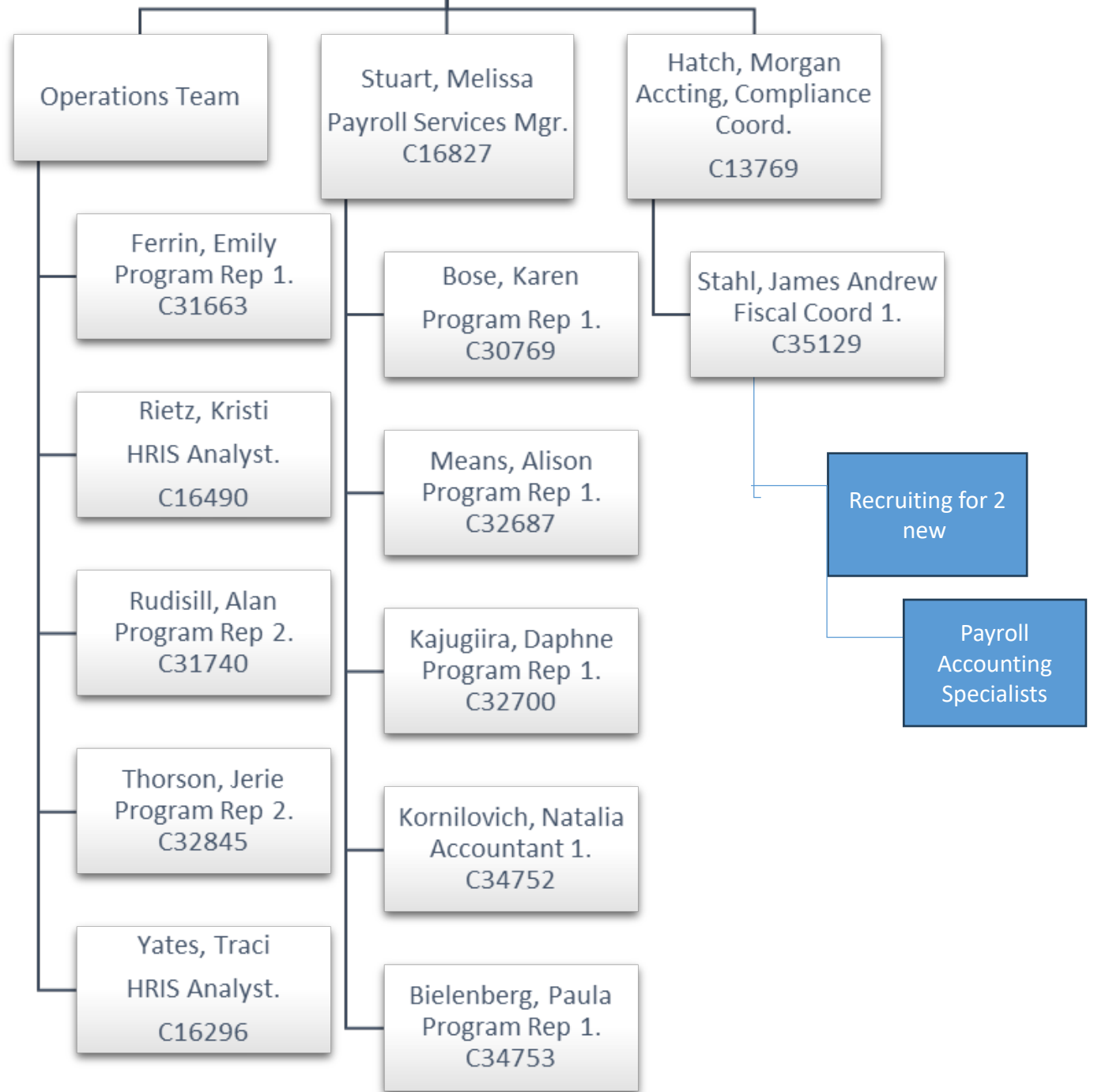


Announcements

- Financial Aid impact if Graduate Assistantships are not processed timely
 - Financial Aid send out financial aid packages roughly 10 days prior to class starting
- Winter term reappointments for Fixed-Term Faculty
 - If you have not submitted a reappoint spreadsheet yet to HR Support Services than please do so as soon as possible.
- U.S. Citizenship and Immigration Services published a revised version of the Form I-9. All UHR hiring documents have been updated to use the new version.
 - Biggest change: Section 1 (Employee) and Section 2 (HR) are now on the same page.



Meet the Payroll Team!





OPE rate reduction

- The RDR deduction (PERS Retirement Debt Repayment) is part of OPE.
- **The PERS debt repayment rate decreased as of Nov 1, 2023 from current 5.6% to 4.8%. The PERS debt retirement rates are determined by the State on a biennial basis. Expected to remain at 4.8% through Oct 2025. End result - for most retirement eligible employees, total OPE charged on them will reduce by 0.8% effective Nov Payroll. (account code 10977 and 10967)**
- RDR has been deducted since May 2004. A recent history of the RDR rates are:

<u>Pay Periods</u>	<u>Assessment Rate on PERS subject pay</u>
○ 11/01/2015 through 10/31/2017	6.00%
○ 11/01/2017 through 10/31/2019	6.20%
○ 11/01/2019 through 10/31/2023	5.60%
○ 11/01/2023 through Oct 2025	4.80%



End of the year Payroll reminders

- Review/update CM address for W-2's
 - Mailed to CM - also available via myoregonstate.edu (for active employees)
- Out of State employee filing notices & NRA renewals – Early Dec.
- Exempt W-4 filers must refile by Feb 15
- Double check hours, pay rates and dates – Avoid overpayments at Yr end. Depending on timing, requires corrected W-2's and/or repaying withheld taxes on top of the net wages.
- New Benefit Plan Year - Fringe rate changes generally will affect OPE rates starting in Jan/Feb.
- December Office Renovations – Staff working remotely as of Nov 29th. Will have reception at entrance to B-100.



Vacation cash out reminders

- On an annual basis, SEIU classified staff are given the opportunity to elect a cash-out of up to forty (40) hours of vacation leave.
- The employee will submit the appropriate DocuSign Power form during the month of December requesting the cash-out.
- The cash-out will be paid to the employee in their end-of January paycheck.
- The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.



HRSD Update

- Cases are placed into the "Suspended" stage when HR/Payroll need additional information.
- If you make a comment on the case, it will automatically be moved into the "Work in Progress" stage. This will alert the HR/Payroll employee that an action has been taken on the case and they can move the case forward.
- Comments can be made via the [Employee Service Portal](#) or when you reply to the case email.

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Search

My Tasks My Requests

HR Find Answers Browse Services

Home > My Request - HRC0021351

Number: HRC0021351

Created: 7mo ago Updated: 7mo ago State: Cancelled

TEST General PEBB Vision Inquiry opened for Brittany McDonald

Show more

Opened for: Brittany Mc... Subject person: Brittany Mc... HR service: General PEBB Visi... Assignment group: Employee Labor & ...

Activity Attachments Watch List

Type your message here... Post

Brittany McDonald

Checklist item added: 4 Review event date for PEBB rules

Pop Out Discard

From: Brittany.Edwards@oregonstate.edu

To: OSU Employee Service Portal

Cc:

Subject: RE: HR General Inquiry HRC0079462 has been opened

Testing

From: OSU Employee Service Portal <mysupport-replies@oregonstate.edu>
Sent: Monday, November 6, 2023 3:52 PM
To: McDonald, Brittany R <Brittany.McDonald@oregonstate.edu>
Subject: HR General Inquiry HRC0079462 has been opened

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A new case has been opened on your behalf.

Case: [HRC0079462](#)

Opened by: Brittany McDonald

State: Ready

Short Description: HR General Inquiry opened for Brittany McDonald

Description: The following fields have been provided:

New Mental Health Benefit – Lyra Health

Lyra Care

- Lyra offers a full spectrum of care offerings, from preventive to severe. You can take a short assessment to share what you're experiencing. Based on your needs, Lyra will match you with confidential care options and compassionate providers.
- Lyra's Care Navigator Team is available 24/7 via phone or live chat to answer any questions you have about starting care for yourself or someone in your family.
- Access to 8 sessions per person per year

Eligibility

OSU employees and their dependents. Employees eligible to use Lyra Health include:

- Academic Faculty
- Professional Faculty
- Classified Staff
- Temporary Employees
- Graduate Assistants
- Post-Doctoral Scholars
- Clinical Fellows
- (Includes part time and full-time employees. **Eligibility is not tied to PEBB eligibility.**)

Lyra Preventative Care



Lyra Essentials

- Provide a rich library of research-based self-care resources for members worldwide, with skill-building videos, meditations, and activities to support ongoing mental well-being.



Lyra Self-Guided Care

- Members can work with a dedicated coach to craft a custom, six-week digital care plan, work on it at their own pace, and message their coach anytime.



Lyra Care Coaching

- Members can access short-term, evidence-based support with a consistent, certified coach via video or live messaging sessions coupled with between-session activities.



Lyra Therapy

Lyra Blended Care Therapy

- Combines video sessions with Lyra-created digital activities
- Better and faster improvement
- Provider support between sessions

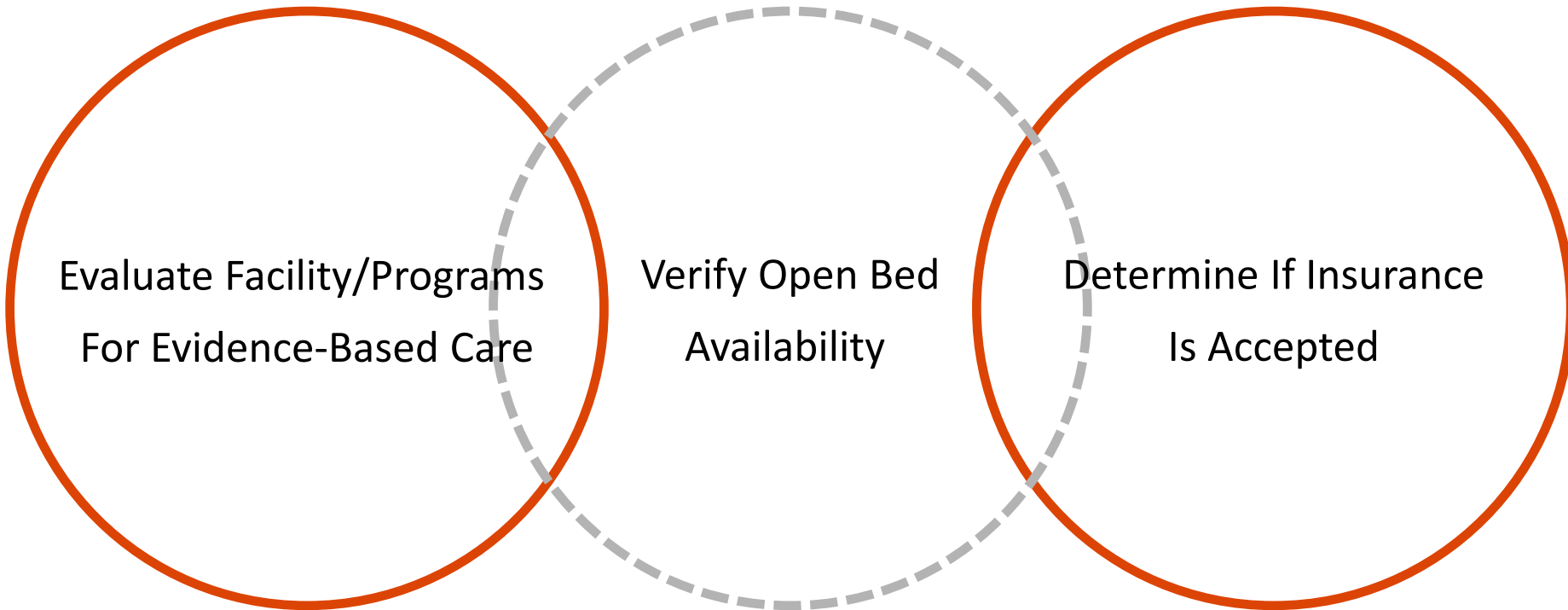
In-person care

- Child/adolescent, couples, families
- SUD/AUD, and specialists available





Lyra Advanced Care Coordination



Lyra Learn



Lyra Learn

- An on-demand, e-learning platform with proprietary interactive courses that contain more than 150 short-form videos and interactive exercises that facilitate both microlearnings and in-depth training.
- To access Lyra Learn go to learn.lyrahealth.com passcode: #osu445.



Lyra Gather

- Lyra Gatherings are structured, small-group discussions facilitated by Lyra's mental health experts on timely, thought-provoking topics. Find support by engaging with and learning from other members like you. You can sign up for an upcoming Gathering in Lyra Learn.



Lyra Work Life Services



Legal Consultations

Partner: CLC Incorporated

- 30 minute free consultation with an attorney or mediator and a 25% discount on ongoing services
- 24/7 emergency services
- Easy-to-use legal forms, documentation preparation and online legal library



Child, Elder, Pet Care

Partner: EmployeeCare

- Child, elder and pet care consultations, resources, and referrals
- 24/7 access to services online or by phone
- Online library of educational resources



Identity Theft Support

Partner: CLC Incorporated

- 60 min free consultation with a Fraud Resolution Specialist
- Assists members with restoring their identity and good credit
- Free ID theft emergency response kit



Financial Consultations

Partner: CLC Incorporated

- 30 minute free consultation with experienced financial counselor
- 30 minute free consultation on income tax planning, and a 25% discount on the CPA's normal fee for document preparation
- Online financial library



Upcoming Lyra Events

November 9, 12PM

Lyra 101 for Supervisors

November 13, 12PM

Lyra 101 for Employees

November 17, 11AM

Coping With Distressing Current Events

November 30, 12PM

Same Storm, Different Boats: Mental Health in Communities of Color



Questions?

THANK YOU



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