



Oregon State
University

HR EXPRESS

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Summer Flex and Quiet Week Pilot Program

UHR 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. Please share this information with your employees and plan your requests for assistance during the week accordingly. 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.

A special thank you to the AskHR team for maintaining these services during the summer!

CHRO Timeline

Evaluations for Charla Brown and Heather Horn are due by **5pm on Wednesday, July 6th.**

Charla Brown: https://oregonstate.qualtrics.com/jfe/form/SV_aXVQ82byfUXv4eW

Heather Horn: https://oregonstate.qualtrics.com/jfe/form/SV_79b9FXMC112Rj6K

Q&A Forum for Carleen Thompson will be held on Thursday, July 21st.

Employee and Labor Relations

Increasingly, K-12 schools and their districts and colleges/universities are reaching out to current and previous employers to inquire about applicant's prior employment and, furthermore, specifically inquiring about substantiated reports of child abuse and/or sexual misconduct. If you receive one of these requests, please forward it to the Employee and Labor Relations team at employee.relations@oregonstate.edu rather than to the Employment Verification team. Let ELR know if you have any questions!

HRIS

IMPORTANT DATES TO REMEMBER as we near the end of the fiscal year: This message is for anyone with the ability to update the Banner HRIS forms NBAJOBS, NBAPOSN or NBAPBUD

- Banner HRIS fiscal year processing will be on Wednesday, July 5 this year. This process rolls the position budget records from FY 21/22 to 22/23. It also updates the NBAJOBS encumbrance dates and rolls the existing labor distribution records.
- **In order to do this, two things will happen:**
 - * During the day, on July 5, your ability to update NBAPOSN, NBAPBUD and NBAJOBS will be removed for a period of time. Please plan accordingly. We do this so no activity happens in these tables while we are trying to roll the records. You will still have query access to these forms.
 - * Between July 1 and the July 5 roll, do not create any NEW positions in NBAPOSN/NBAPBUD. This will cause the roll process to hiccup. Set up your new positions in late June or wait to add new position numbers after we complete the roll. Between July 1 and the July 5 roll, you can modify existing positions and position budgets, and you can create new jobs in NBAJOBS.
- **IMPORTANT NOTE: When we reopen NBAPOSN and NBAPBUD access after the July 5 roll, the new NBAPOSN Salary Group Code will be 22223A. On July 2 and after, if you need to set up a new position (NBAPOSN) for someone with a job begin date prior to July 1, setup the position with a 7/1/21 position begin date (instead of 7/1/22). Nothing in this paragraph changes the procedure for setting up the job in NBAJOBS.**
- Every effort will be made to get fiscal year processing done in a timely manner. Once done, we will advise you ASAP on when you can get back into these forms.
- Academic and Professional Faculty salary increases will be loaded on July 6. During the day, on July 6, your ability to update NBAPOSN, NBAPBUD and NBAJOBS will be removed for a period of time. We will restore access once the updates have been loaded.