

Portland State University

Welcome to HRascals Plus

December 8, 2010



Welcome HRascals

Cathy LaTourette
*Associate Vice President
for Human Resources*

Agenda – 12/08/10

- Winter Break Closure, Inclement Weather, Gov Day
- Notice Letters
- W-4 Reminder
- Hiring Process Improvements
- Simon Benson House Drawing
- BOLI Poster Contest Finale
- Announcements
- Benefits Announcements

Winter Break Closure, Inclement Weather, & Governor's Day

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2010 Winter Break Closure

December 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15 Timesheets Due	16	17	18 Closure
19 Closure	20 Closure	21 Closure	22 Closure	23 Closure	24 Holiday	25 Closure
26 Closure	27	28	29	30 Pay Day	31 Holiday	

- Unclassified benefits eligible employees on 12-month appointments of over .5 FTE will be required to use leave time (vacation or comp).
- Classified employees must use their mandatory unpaid leave days during the University closure (furlough leave).

2010 University Closure

- December 18 – 26, 2010
- Includes 4 work days
- Buildings will be closed
- Critical access pre-arranged with approval from Dean and FAP
- HR website www.pdx.edu/hr

How Will I Be Paid?

- 12-month, vacation-eligible, unclassified: vacation, Governor's Day or unpaid time
- 9-month faculty: not required to report leave time
- Classified: required to use Furlough Days or Special Day

New Employees < 6 months

- New employees who are 12-month and vacation-eligible may use “banked” vacation leave and Governor’s Day.

Notice Letters

Notice of Intent Not to Reappoint for Fixed-Term Faculty

- AAUP-represented, fixed term faculty—who are not in their first year — must receive notice by 12-31-10 if they are not to be renewed.
- AAUP-represented, fixed term faculty—who are within their first year — must receive notice by 3-31-11 if they are not to be renewed. They may receive Notice earlier.
- Not receiving notice will convey to your faculty that their appointments will be renewed.

Notice Letters

Notice of Termination for Academic Professionals

- Per Article 17 Section 5.a
- Schedule of notice of termination:

<i>Less than 1 year of service</i>	<i>3 months</i>	<i>90 days</i>
<i>1 to 3 years of service</i>	<i>4 months</i>	<i>120 days</i>
<i>3 or more years of service</i>	<i>6 months</i>	<i>180 days</i>

W-4 Reminder

- Expand resources and improve effectiveness by updating withholding status online.
- Submit changes to Form W-4: www.banweb.pdx.edu
- Simple, easy-to-follow instructions are available 24/7
- Help keep PSU **green**, spread the word!

Hiring Process Improvements & Outreach Resources

Christina Kraus
Employment Manager

Maria Eldred
*Associate Director for Human Resources,
Employment/Employee Relations*

Goals for Improvement of Hiring Processes

- Expand Diverse Outreach by partnering with the Diversity Advocacy Office
- Automate applicant data process (Blue Card)
- Eliminate additional approvals during the search & appointment process
- Condense the forms which need to be submitted to properly document a search

Expand Diverse Outreach

- The Outreach Strategy Form has been moved to the beginning of a search when the Diversity Advocacy Office can effectively help departments expand their applicant pool.
- Formerly attached to the Search & Screen Report after applications have been reviewed, this will now be required at the recruitment approval step.

Automate Applicant Data

- Applicants will now be able to complete their demographic information online.
- An email template for Search Coordinators is available which accomplishes 3 things:
 - Confirmation of receipt of application
 - Set a timeline (to prevent applicant calls)
 - Offering a link to the online applicant data survey tool.

Eliminate Additional Approvals

- The PSU Search Process Matrix (Excel) has been updated:
 - Section 1: Applicant Contact Information and Required Application Materials
 - Section 2: Search & Screen Rankings
 - Section 3: Hiring Report

Eliminate Additional Approvals – cont'd

- Section 1: Applicant Contact Information and Required Application Materials
 - Allows easy tracking of which applicants have not submitted all of the required application materials.
 - Allows the Search Coordinator to send bulk emails instead of individual emails using the blind copy feature.

Eliminate Additional Approvals – cont'd

- Section 2: Search & Screen Section
 - No additional forms to submit
 - You do not have to wait for approval before beginning interviews
 - HR Partner will compare your rankings to the confidential applicant demographics to help identify qualified and underrepresented applicants
 - Recommended Rankings:
 - 1) Top Candidate – Want to Interview
 - 2) Secondary Pool – May consider at a later point
 - 3) Meets Minimum Requirements but Not Competitive with Top or Secondary Pool
 - 4) Does Not Meet Minimum Requirements – You cannot interview applicants who do not meet minimum requirements.

Eliminate Additional Approvals – cont'd

- Section 3: Hiring Report Section
 - No additional forms to submit
 - You do not have to wait for approval before proceeding with the appointment process.
 - HR Partner will review your search committee's objective reasoning for selection
 - Eliminates the attachment of the Hiring Report from Proposal to Appoint packet.

Simon Benson House Drawing

- The Portland State Alumni Association is proud to provide a drawing prize for one 2-hour rental voucher for the Simon Benson House valid during weekday hours.
- Monday thru Friday 8 am to 5 pm Value (\$70)
- Winner may use for departmental use or for their own personal event.
- Please contact Donna Harris, House Manager at 5-4949 or dsharris@pdx.edu to redeem your voucher.

Required Federal and State Postings Contest

Kristin Smith
Leaves Manager

BOLI Poster Contest Finale

and the winner is.....

Announcements

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for Human Resources*

HR Staffing

- Gina Turner – Payroll Accountant
- Ruth Rose – Payroll Accountant
- Jennifer McLean – Payroll Operations Manager
- Christina Kraus – Employment Manager
- Maria Eldred – Associate Director for Human Resources, Employment/Employee Relations

Announcements

- Minimum Wage Increase – January 2011, \$8.50
- Upcoming Hats Off for Students
Nominations are due by February 10th, 2011
- Celebrate the Season – December 9th TOMORROW!
11:30 am - 1:30 pm
Native American Student Community Center

Benefits Announcements

Karen Garrison

Senior Benefits Coordinator

Benefits Announcements

- Check your Paystubs: Dec for New 2011 Enrollment - Jan for Flexible Spending
- For Open Enrollment corrections submit the applicable form to HR:

<http://pebb.das.state.or.us/DAS/PEBB/docs/PDF/Forms/Correction.pdf>

<http://pebb.das.state.or.us/DAS/PEBB/docs/PDF/Forms/FSAcorrection2011.pdf>

30 day(2011) vs 60 day(2010) PEBB Deadlines

- Mid-Year change / Family Status Change
 - must remove ineligible dependent due to divorce within 30 days from event date in 2011 (request goes to Pebb if beyond the deadline and coverage is termed prospectively)
 - tax on imputed value for ineligible period of coverage

PEBB Deadlines Continued

- New Hire Enrollment
 - 60 days from hire date (for coverage through December 31, 2010)
 - coverage effective 1st of month following the date the employee completes the enrollment process
 - 30 days from hire date (for coverage beginning January 1, 2011)
 - employee must complete enrollment process within 30 days or enrollment request goes directly to Pebb using the Appeal process

PEBB Deadlines Continued

- Leave Without Pay – Faculty off for a term without pay without notice to HR
 - \$1125 / month – HR will not be able to redeem payment from PEBB or back out cost charged to department
 - termination of coverage will be prospective and handled by Pebb
 - tax on imputed value for ineligible period of coverage plus the \$1125

Thank you!
