Welcome HRascals

Shana Sechrist
Associate Vice President
Human Resources and University Policy and Practice
Agenda – 2/10/15

- OIT Updates – Nick Buono
- Benefits Updates – Kerry Gilbreth
- HR Updates – Cedar Rupp
- Grad Modification Form – Christina Kraus
- Training Updates – Sarah Johnston
OIT Updates

Nick Buono
Helpdesk Manager
Office of Information Technology
Benefits Updates

Kerry Gilbreth
Associate Director, Benefits
Human Resources
Benefits Updates

• Increase in annual 403(b) & 457 plan contribution limits

• Contribution Limits:
  • $18,000 for those under age 50
  • $24,000 for those over age 50

• Most Employees have received 2 W-2s for 2014
New Hire Updates

- The Social Security Administration requires that payroll report SSI earnings with the name spelled exactly as it appears on the new employees social security card.

- Please let your new employee know to bring their social security card with them as well as their I-9 documentation. We do ask for a copy of their original social security card.
General Updates

Cedar Rupp
HR Partner
Office of Human Resources
New Salary Rates

• **Oregon Minimum Wage** - $9.25/hour effective 1/1/15

• **AFT Minimum Rates** -
  - Per credit- $858
  - $8 per credit increase or $858 per credit, whichever is greater if returning from AY 2013-14

• **Hourly Research** -
  - $20.18/hour Research Assistant
  - $21.76/hour Research Associate
New Salary Rates cont.

- **AAUP Increases**: Article 30
  - Instructional and Research Faculty - 1.5% effective 1/1/15
  - All 12-month bargaining members - 2.5% effective 1/1/15
  - All 9-month bargaining members - 2.5% effective 2/1/15
### New Salary Rates cont.

**Faculty**

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**Academic Professionals**

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*Found on page 46-47 of AAUP collective bargaining agreement*
New Salary Rates cont.

- **UN/UN and UN/EX Increases**
  - 2% of ASR up to $1,000 per year.
  - No increases for employees at $100,000 per year or greater.
RBAR Requests: PeopleAdmin

• You can now request PeopleAdmin access through Banweb.

Welcome to the PSU Information System Cedar L. Rupp!
Your PSU ID number is: 913163652

Banner and dependent systems, OAM and DataMaster will be unavailable due to an upgrade:
Friday, February 13 from 6:30pm to midnight.

Personal Information
Verify or update your personal information with the University, manage your account with OAM, and view or change your PSU Al

Student Services & Financial Aid
Pay your bill on-line, Apply for Admission, Major, Minor or Certificate Change Form, Register, View your academic records,
(DARS).

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
Employee parking permit and Peter Stott Center Locker renewal.

Finance
Approve Financial Documents; Query Budget & Grant data.

Manage computer accounts with OAM
This link will take you to OAM, the Main Account Manager, where you can manage your PSU computer account.

System Access Menu
Request new access, or modify existing access to Banner, DataMASTER, OnBase, and Destiny
System Access Menu

- System Access Request Form
  Request access via RBAR

- Status of my requests
  View the details of your current and past RBAR access requests

- RBAR Approval and Administration
  If you're an RBAR approver, this is your list of pending tasks

- Manage Proxies
  Manage your proxies via RBAR

- View Status of eBAR Requests
  View status of System access requests via eBAR
Suggestions of who the appropriate approver may be.

This is the appropriate approver based on your department; maybe Dean, Department Chair, Director, etc.
• Approvers will receive an email when an RBAR is waiting for their approval.
• Requestor will receive an email notification once the request has been fully approved.
RBAR Requests Approvals

Banweb

System Access Menu

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RELEASE: 8.6.PF
Grad Modification Form

Christina Kraus
Employment Manager
Office of Human Resources
GA Modification Form

For modifying or canceling grad appointments that were initiated through EPAF

Not for labor distribution changes (use labor distribution EPAF)

Please note that we do not read the comments section of the EPAF
Training Updates

Sarah Johnston

Employee Relations and Training Specialist
Office of Human Resources
Regularly Scheduled HR Trainings

- People Admin & EPAFs
- Best Practices for Hiring
- Onboarding New Employees
- Payroll Basics & Online Timesheets
- Leave Laws
- Performance Evaluations
- Performance Management
- Retirement Choices
Other Trainings & Resources

- Webinars
- Lunch and Learns
- Email lists/ Newsletters / Blogs
- Employee Assistance Program Online Training: [www.cascadecenters.com](http://www.cascadecenters.com)
  - Create login
  - Use “Oregon State” as employer
  - Available for all benefits-eligible employees
EAP Online Training

- Personal and professional topics
- Trackable within your EAP account
- Available to all benefits-eligible employees
Create Login

- Use “Oregon State” for employer when prompted
- Will keep you logged in for 30 days unless you uncheck the box
Choose Topic

• Communication
• Managing Stress
• Budgeting
• Coaching Employees
• Supervisor Support
Choose Format

- Articles
- FAQs
- Courses
- Webinars
- Videos

General Communication

You communicate every day, even when you may not realize you're communicating. Everything you do is a clue to who you are and what you think about things. The clothes you wear, the car you drive, the places you shop and even the food you eat help people understand more about you. Even the way you carry yourself or how you treat others communicate ideas. From basic verbal exchanges to the intricacies of non-verbal cues, this section will help you understand how general communication is involved in your day-to-day life.

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<th>Most Popular</th>
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<th>Quizzes</th>
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<td>Presentation Skills</td>
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Learn!

www.cascadecenters.com
1-800-433-2320
Student Employee of the Year!

- Nomination form found at: https://portlandstate.qualtrics.com/jfe/form/SV_dbPF2d8ANCLwW3j
- Nominations due by **February 16th**!
- Winners announced at Hat’s Off – April 13th, Smith Ballroom 3-4:30pm.
Announcements

• Next HRascals Meeting;
Tuesday May, 26th
10-11:30AM
Smith 327/28
Thank you!