Portland State University

Welcome to HRascals Plus

February 11, 2014
Welcome HRascals

Shana Sechrist
Associate Vice President
Human Resources and University Policy and Practice
Agenda – 2/11/14

- Environmental Health and Safety – Heather Randol
- New Employee Assistance Program – Kerry Gilbreth
- Budget Office Approvals via PeopleAdmin - Andria Johnson and Tammy Gomez
- Student Employee of the Year – Nicholas Running
- Training and Development Site – Sarah Renkens
- AFT Bargaining Updates – Cedar Lautt
- Helpful Cognos Reports – Velia Robles
- Temp Classified Employees – Terrill Bartee
Environmental Health & Safety

Heather Randol
Environmental Health & Safety Manager
Environmental Health and Safety

Heather Randol, EHS Director
hrandol@pdx.edu
5-9948

Routine Requests:
Work Order Center – 5-2FIX

Emergencies:
CPSO – 5-4404
Contact us!

- Potentially unsafe conditions
- Concerns about work environment
- Questions about safe procedures
- Witness unsafe acts
- Disposal of cleaners, batteries
Examples:

- Air quality, odors
- Ergonomics
- Construction Projects (Capital Projects)
- Lights out, ripped carpet, wet floors (Facilities)
- New piece of equipment or chemical product
Ergonomics

- Sit/Stand Workstations
- Chairs
- Keyboard trays

EHS Website

Ergotron WorkFit - $500
Environmental Health and Safety

Fire Safety

• Routine inspections
• Evacuation guidance for people who need assistance
• Fire Warden volunteer program
New Employee Assistance Program

Kerry Gilbreth
Associate Director for Benefits and Leaves
Human Resources
Oregon Family Leave Update

• Effective January 1, 2014 OFLA allows 2 weeks of protected leave for the death of a qualifying family member
• Leave is unpaid – you can choose to use leave accruals to be paid for the leave
• SEIU members can use bereavement leave to be paid for part of the leave as outlined in your CBA
• Contact Melissa Young in HR at ext. 5-4996 for more details.
Cascade Center’s Inc.

- PSU’s new Employee Assistance Program
- Can be reached by calling 503-639-3009
- EAP can assist with:
  - Relationship problems
  - Stress/depression/anxiety management
  - Community resources
  - Legal/Financial/Consumer problems
New employees are eligible for benefits the first of the month after hire and after enrolling in benefits. They have 30 days to enroll and their benefits will begin the first of the month after enrollment.

If you want your new employee’s benefits to begin right away, hire them no later than the 25th of the month and notify the benefits team!!!
Healthy, Wealthy, and Wise*: A Series of Presentations for 2014

• The theme of the series is how to keep fit: financially, mentally and physically. There will be one presentation every week from March 4th through May 27th, brought to you by the Human Resources Benefits Department.

• Take a look at the schedule when the email is sent, come to as many as you wish. No need to register. Just bring your questions and comments to share.

* The title takes its name from the Benjamin Franklin proverb "Early to bed, early to rise makes a man healthy wealthy and wise" which appeared in his Poor Richard’s Almanac.
AHA Heart walk May 17th

• PSU has a goal of 10 teams with 15 walkers
• Monetary donation goal of $5000
• Each team needs to raise $500 to reach our goal.

http://www.kintera.org/faf/teams/groupTeamList.asp?ievent=1078424&lis=1&kntae1078424=2440036BBBD54464A9DF725E754DB4ED&tlteams=5770277
Discounts

• Great Wolf Lodge – 10% off best price
• Columbia Sportswear employee store – 1/25/14 – 2/28/14

More information on the HR website!!
http://www.pdx.edu/hr/news-announcements
Budget Office Approvals via PeopleAdmin

Andria Johnson
Senior Budget Analyst

Tammy Gomez
Assistant Budget Analyst

https://jobs.hrc.pdx.edu/hr/login
Summary by PeopleAdmin Section

• In the Action Details section:
  • Does the reason for the request match the action?
  • Does the proposed start date make sense based on the comments?

• In the Position Information section:
  • The Title, Position number, FTE, and Organizational Structure

• In the Funding section:
  • FOAPAL and % assigned
  • The salary minimum, maximum and the range you can afford to pay
  • Budgeted FTE, position budget and Comments for Budget Regarding Funding
Common Errors in the Funding Detail Section

• Listing the entire salary range for a position instead of what your unit can afford to pay for the position
• Entering a budgeted FTE that differs from your staffing plan
• Entering a position budget that differs from your staffing plan
• Not entering budget comments
When should I enter a comment in the Budget Comment field?

• When establishing a new position
• When the proposed pay range of an existing position is greater than the amount budgeted for the position on your staffing plan
• When the salary offer in the hiring proposal is greater than the salary approved in the position request
What should I include in my comment to the Budget Office?

- The temporary position number from your staffing plan (e.g. TOAA01)
- For classified positions, the step you intend to hire at for the position
- A detailed explanation of funding such as “Funding from D94003 on staffing plan and a reduction of $2000 in S&S in BUDG01”
  - If the position is a part of a re-organization, please attach a document that shows which positions are being eliminated, the budgeted amount for those positions, the new positions, and the proposed pay.
- What if I don’t know or don’t have access to the information we need?
  - Ask your Senior Fiscal Officer to complete the budget comments section for you.
What should I check for when I copy or clone a position?

• Change the position number in the “” section to D9xxx
• Check that the position title is correct for the new position
• Check the funding source and correct if necessary
• Check the budget comments field and verify that the comments are relevant to the new position
QUESTIONS?

Budget Office People Admin Contacts:
Classified Positions – Tammy Gomez 5-2977
tgomez@pdx.edu
Unclassified Positions – Andria Johnson 5-8471
apjohns@pdx.edu
Student Employee of the Year

Nicholas Running
Coordinator of Commencement & Outreach
Nominate Your Students to be PSU’s Student Employee of the Year

- Nomination Form: http://tinyurl.com/2014-SEOTY
- Due Monday, February 17
- Criteria (500 words or less)
  - Reliability
  - Initiative
  - Leadership
  - Customer Service
  - Service to Others
  - Problem Solving & Critical Thinking
  - Role Modeling
  - Positive Difference to PSU
  - Uniqueness of Contribution
Student Employment Steering Committee

- Monthly Sack Lunch discussions on topics pertaining to supervising student employees.
- 2nd Tuesday of the month from Noon-1pm

Upcoming Events

- February 11, Consensual Relationships, Location: SMSU 296
- March 11, Writing Letters of Recommendation, Location: SMSU 296
- April 14, Hats Off to Student Employees, Recognition Ceremony. SMSU Ballroom from 3:30-4:30 pm
Campus Visits + Viking Information Center = University Welcome Center

- 1 stop shop for prospective students, their families, and campus visitors
  - Campus Tours
  - Admissions Information Sessions
  - Admissions Drop-In Counseling
  - 503.725.5555
  - campusvisits@pdx.edu
Training and Development Site

Sarah Renkens
Employee Relations and Training Specialist
Training and Development

www.pdx.edu/hr

• In progress and changing weekly
• Supervisor training on its way!

Sarah Renkens, 5x5900, renkenss@pdx.edu
AFT Bargained Updates

Cedar Lautt
HR Partner
New AFT Minimum Rates Effective Winter Term

• Minimum per credit rate = $833 or $8 per credit increase from previous rate, which ever is greater.
• Minimum ASR = $37,485
AFT Hourly Rates: Effective 1/1/14

• Research Assistant= $19.59 per hour or .20¢ per hour increase from previous rate, whichever is greater.
• Research Associate= $21.13 per hour or .20¢ per hour increase from previous rate, whichever is greater.
Helpful Cognos Reports

Velia Robles
HRIS Analyst
DataMaster
(Management & Analytics for Strategic Timely Education Reporting)

Getting Access:
• [http://www.pdx.edu/oit/datamaster](http://www.pdx.edu/oit/datamaster)
• Login with your Odin Account
• Internet Explorer (preferred browser)

Questions?
• E-mail Velia Robles at roblesv@pdx.edu or Justin Moore at moorejm@pdx.edu
HR Reports available for Campus

Production Content

<table>
<thead>
<tr>
<th>Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Scheduling</td>
<td>More...</td>
</tr>
<tr>
<td>Banner Coordinators</td>
<td>More...</td>
</tr>
<tr>
<td>Cognos Monitoring</td>
<td>More...</td>
</tr>
<tr>
<td>Counts and Measures</td>
<td>More...</td>
</tr>
<tr>
<td>Finance</td>
<td>More...</td>
</tr>
<tr>
<td>Human Resources</td>
<td>More...</td>
</tr>
<tr>
<td>Payroll</td>
<td>More...</td>
</tr>
<tr>
<td>PSU Fact Book</td>
<td>More...</td>
</tr>
</tbody>
</table>

Last Refreshed

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Refreshed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>06-FEB-2014 02:18:11 AM</td>
</tr>
<tr>
<td>Finance</td>
<td>06-FEB-2014 01:28:50 AM</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>06-FEB-2014 04:46:13 AM</td>
</tr>
<tr>
<td>General</td>
<td>06-FEB-2014 04:46:17 AM</td>
</tr>
<tr>
<td>Human Resources</td>
<td>06-FEB-2014 12:45:52 AM</td>
</tr>
<tr>
<td>Student</td>
<td>06-FEB-2014 04:46:14 AM</td>
</tr>
</tbody>
</table>
HR Reports available for Campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative Action</td>
<td>More...</td>
</tr>
<tr>
<td>Academic Professionals - H0011</td>
<td>More...</td>
</tr>
<tr>
<td>Approver and Proxy Information - H0012</td>
<td>More...</td>
</tr>
<tr>
<td>Department Census Report - H0005</td>
<td>More...</td>
</tr>
<tr>
<td>Due for Validation - H0002</td>
<td>More...</td>
</tr>
<tr>
<td>Employee and Index Information by Department Name - H0006</td>
<td>More...</td>
</tr>
<tr>
<td>Employee and Index Information by Organization Code - H0004</td>
<td>More...</td>
</tr>
<tr>
<td>Employee Job History - H0010</td>
<td>More...</td>
</tr>
<tr>
<td>Employee Review Dates by Organization Code - H0002</td>
<td>More...</td>
</tr>
<tr>
<td>Faculty Details with Course Listing by Department - H0011</td>
<td>More...</td>
</tr>
<tr>
<td>Leave Balances by Employee ID - H0007</td>
<td>More...</td>
</tr>
<tr>
<td>Leave Balances by Organization Code - H0008</td>
<td>More...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Refreshed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Human Resources</td>
</tr>
<tr>
<td>Student</td>
</tr>
</tbody>
</table>
Approver and Proxy Information

Choose your parameters:

You can either enter the approver’s ODIN *or* enter their first name and/or last name.

Enter approver ODIN (use all caps):

OR

Enter approver last name:

Enter approver first name:
### Department Census Report

Choose your parameters:

Enter Org Code (or 000000 for all orgs):

Enter calendar year:

Enter as of date: Feb 6, 2014

| ID  | Last Name | First Name | Email Address | Degree | Degree Date | Terminal Degree Indicator | Home City Code | Degree Program | Benefit Category | Original Hire Date | Current Hire Date | Current Employment Status | Employment Status Code | Employment Status Group | Rank | Rank Description | Tenure Status | Tenure Term | Tenure Term Date | Tenure Duration | Tenure End Date | Tenure Description | Tenure Type | Tenure Date | Tenure End Date | Position Title | Position Type | Position Date | Position End Date | Position Duration | Position End Date | Position Description | Position Title | Position Type | Position Date | Position End Date | Position Duration | Position End Date |
|-----|-----------|------------|---------------|--------|-------------|---------------------------|----------------|----------------|------------------|-------------------|-------------------|-------------------------|----------------------|-------------------|------|----------------|--------------|-------------|---------------|--------------|-------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 123 | Barber    | Albert     | alb123@pdx.edu | B      | 01-Jun-1995 | L                         | N              | 000            | PSEB Eligible Employees | 01-Aug-2005 | 08-Aug-2005 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 05222222345   | 3              | 08-Aug-2005 |                      | P             | UF            |              | HRC UU Leave Manager | P            | A            | UF             | 01-Aug-2005 | 0307 | UF301          |
| 345 | DeLange    | Nina       | deLange@pdx.edu | N      | 01-Aug-2013 | L                         | N              | 000            | DEEB Eligible Employees | 14-Dec-2010 | 14-Dec-2010 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 97277272345   | 3              | 14-Dec-2010 |                      | P             | UF            |              | HRC UU Sr Sys Business Analyst | P            | A            | UF             | 01-Jul-2012 | 0320 | UF301          |
| 456 | Dee-Roman  | Dianne     | DreeRoman@pdx.edu | MEd   | 01-Aug-2011 | L                         | N              | 000            | PSEB Eligible Employees | 19-Sep-2013 | 19-Sep-2013 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 92727272345   | 3              | 19-Sep-2013 |                      | P             | LF            |              | HRC UU Accr Labor/Decisions | P            | A            | LF             | 01-Jun-2013 | 0320 | UF201          |
| 567 | Gilbreth   | Kerry      | gilbreth@pdx.edu | MEd   | 01-Aug-2011 | L                         | N              | 000            | PSEB Eligible Employees | 01-Jan-2011 | 01-Jan-2011 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 92727272345   | 3              | 01-Jan-2011 |                      | P             | UF            |              | HRC UU Audit Auditor/Analyst | P            | A            | UF             | 01-Jun-2011 | 0324 | UF221          |
| 678 | Guevara    | Patricia   | guevara@pdx.edu | MEd   | 01-Aug-2011 | L                         | N              | 000            | PSEB Eligible Employees | 12-Dec-2004 | 30-Jun-2004 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 92727272345   | 9              | 30-Jun-2004 |                      | P             | UF            |              | HRC C Office Specialist 1 | P            | UF            | UF             | 05-May-2007 | 0404 | UF162          |
| 890 | Hernandez  | Daniel     | daniel@pdx.edu  | MEd   | 01-Aug-2011 | L                         | N              | 000            | DEEB Eligible Employees | 01-May-2004 | 01-May-2004 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 98443403404   | 3              | 01-May-2004 |                      | P             | UF            |              | HRC UU Payroll Auditor/Analyst | P            | UF            | UF             | 01-Aug-2004 | 0403 | UF201          |
| 901 | Hudhneh    | Fatima     | fatima@pdx.edu  | MEd   | 01-Aug-2011 | L                         | N              | 000            | PSEB Eligible Employees | 31-Aug-1982 | 31-Aug-1982 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 90277272345   | 3              | 31-Aug-1982 |                      | P             | UF            |              | HRC UU Emp Del for HR - Payroll | P            | UF            | UF             | 01-Aug-1982 | 0324 | UF221          |
| 1012 | Kilson     | Julia      | kilson@pdx.edu  | BS     | 01-Jun-1995 | L                         | N              | 000            | PSEB Eligible Employees | 30-Dec-2012 | 30-Dec-2012 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 94332222345   | 3              | 30-Dec-2012 |                      | P             | UF            |              | HRC UU Employment Assistant | P            | A            | UF             | 30-Dec-2013 | 0307 | UF201          |
| 1313 | Lauff      | Cedar      | lauff@pdx.edu   | BS     | 01-Jun-2006 | L                         | N              | 000            | DEEB Eligible Employees | 01-Mar-2010 | 01-Mar-2010 | A                          | LF                    | Administrative     | N    | No Rank | P              | Fixed Term   | 94328282345   | 3              | 01-Mar-2010 |                      | P             | UF            |              | HRC UU HR Partner | P            | UF            | UF             | 06-Aug-2010 | 0307 | UF201          |
Temporary Classified Employees Update

Terrill Bartee
Compensation/Classification Manager
Represented Temporary Employees

Article 2—Recognition
Section 1(A):
Included as part of the bargaining unit, temporary university employees who perform classified work; however, these temporary employees are not considered represented by the Union unless they have met the following criteria: worked an average of four (4) hours or more per week during the most recent calendar quarter, and have a reasonable expectation of continued employment.
• If the temporary assignment does not meet the above definition, they are unrepresented temporary.
• Remember, temporary work is just that, temporary. The work shall not exceed 1039 hours in any 12 month period.
• Fair share rate: 1.7%
• Management retains the sole and exclusive right to end any temporary appointment.
• The University will provide represented temporary employees with a written list of duties consistent with their job classification.
• Rates of pay for temporary employees will be within the salary ranges, minimum and maximum, according to the salary appendices in the CBA.

• Represented temporary employees are not eligible to accrue vacation, sick leave or personal leave.

• The only differentials represented temps qualify for are high work and bilingual.

• For further information on temporary represented employees please see Article 68 in the CBA.
Announcements

- Next HRascals Meeting:
  - May 27, 2014, Smith 327/28, 10-11:30 AM
Thank you!