Portland State University
Welcome to HRascals

October 13, 2015
Welcome HRascals

Christina Kraus
Employment Manager
Agenda – 10/13/15

- Phishing – OIT
- Open Enrollment – Kerry Gilbreth
- Employment Law Update – Pam Hutchins
- Hotel Benefit – Jon Bishop
Phishing Attacks

Office of Information Technology
Phishing at PSU
What is phishing?

**Phishing** is a type of social engineering attack, defined as the practice of sending e-mails that appear to be from reputable sources with the goal of influencing or gaining personal information.

**Social Engineering** is any act that influences a person to take an action that may or may not be in their best interest.

Most Phishing attacks use a combination of fake emails and look-alike websites to fool the users.
PSU Phishing Stats

During 2014, we documented 47 attacks in 12 months. So far in 2015 we have detected 76 attacks in 9 months, a 162% increase.

76 attacks = 1106 Compromised accounts
Phishing attacks - Impact to PSU

As recently as June 2015, a unit affiliated with PSU responded to a phishing scam resulting in a direct financial impact of $8,550 when a financial controller was tricked into transferring money to the attackers.

OIT personnel spend approximately 60 minutes per compromised account in the incident response process. This task represents an estimated cost of $103,626 in 2015.

Based on $54 US dlls /Hr (40 Hrs weekly)
Key Indicators of a Phishing Email

From: PSU Office of Information Technology <cstand2@pdx.edu>
Date: Fri, Aug 28, 2015 at 3:55 PM
Subject: WARNING!!
To:

Dear User,

Our records indicate that your account was flagged and has upshot an internal error on our processor.

The password to your Odin computer account will expire in 30 days if you do not verify the validity of your account.

Please make sure that you visit https://mail.pdx.edu/as/login to verify account.

If you ignore these messages, your password will expire and you will be unable to use your Odin account. This will prevent you from accessing resources such as:

Google Apps (email, calendar, drive, sites, groups, and chat)
Desire2Learn (D2L)
PSU Wi-Fi
PSU Computers
Banweb (aka the PSU Information System)
Banner INB
VPN
DataMaster/Cognos

Valid email address
Appeals to sense of urgency, fear, or curiosity
Impersonal greeting
Urgency
Valid address with bad link in body
Known Systems

If you have any questions or concerns, please contact the OIT Helpdesk at 503-725-HELP (4357), help@pdx.edu, or stop by SMSU 18.
What can we do?

Talk with employees in your area about phishing and how to recognize it

Be aware and share our central resources on phishing

http://www.pdx.edu/oit/security

http://www.pdx.edu/oit/phishing-attacks

http://www.pdx.edu/oit/recent-phishing-emails

Reach out to the helpdesk or forward message to abuse@pdx.edu when it’s difficult to tell if a message is real.

Email sec-requests@pdx.edu to request a presentation on phishing for your department(s).
Open Enrollment

Kerry Gilbreth

Director for Benefits

Human Resources
What’s New for 2016 Open Enrollment
Open Enrollment is **MANDATORY**

You must enroll during Open Enrollment Oct. 1 - Oct. 31 in order to:

- Choose your medical, dental and vision plans
- Identify and provide coverage for your dependents
- Indicate your participation in HEM (improve your health and **lower** your deductible)

If you don’t actively enroll during Open Enrollment, then Jan. 1, 2016, you will:

- Default to a higher deductible version of your medical plan
- Pay a $25 monthly fee ($50 for employee and spouse/partner) because you didn’t check “no” on the tobacco use question
- Pay a $50 monthly fee because you didn’t check “no” your spouse/partner did not decline health coverage with their employer
- Your optional life insurance premiums will be moved to the tobacco use tier
HEM (Health Engagement Model)

- PEBB is continuing with the HEM as part of the PEBB members’ choices for 2016
  - The board is continuing this model to engage every member of our group in trying to reduce individual health risks
  - HEM is designed around actions that will help with improving health and well being
  - HEM saves you money
2016 Plan Design is Unchanged

Medical Plans:
- Moda Synergy
- PEBB Statewide
- Providence Choice
- Kaiser HMO
- Kaiser Deductible
Choice Options are Unchanged

• Can no longer opt out of both medical & dental at the same time

• No longer required to enroll in dental

• Vision is no longer tied to your medical plan, except with Kaiser

• Not required to enroll in vision

• Part time employees can enroll in vision coverage
Cost Share is Unchanged

• SEIU Members:
  – If you enroll in Providence Choice you will pay 3% cost share for medical, dental and vision. Full time and part time plans.
  – If you enroll in any other medical plan you will pay 5% cost share for medical, dental and vision.

• All other employees:
  – You will continue to pay 5% cost share for medical, dental and vision.
Optional Benefits are Unchanged

- Dental Plans
- Medex Travel Insurance
- Wellness perks through your medical plan
- Life Insurance Basic and Optional Life
- AD & D coverage
- Disability Insurance choices
- Long Term Care

- Except Medical Flexible Spending Accounts
  - Medical limit has increased to $2,550
  - Dependent Care limit remains at $5,000
Help with Online Enrollment

• Special Computer Labs are scheduled for October. Market Center Building, Mt. Jefferson, Room 326.
  – October 2, 5, 15, 20, 28, & 29 from 11:00-1:00

• Call PSU Benefits at (503) 725-4926 for help with unlocking your PEBB account or resetting your password

• Call PEBB directly at 1-(503) 373-1102
  – 9 a.m. to noon and 1 p.m. to 5 p.m. Monday through Friday
  – PEBB will have phone help on Wednesday’s until 8:00pm during October.
Noon-hour Webinar

• PEBB is offering a webinar on October 7 from Noon-1p.m., covering what is available for 2016.

• You can get all the information you need to make your decisions for 2016 by watching this webinar right at your desk.

• To register for the webinar go to: https://attendee.gotowebinar.com/register/5689115423980162049 and register.
Flu Shot Clinics

• Look for emails from HR on how to sign up

• Scheduled dates

  – Wednesday, October 14 (SMSU 327) 8:30 a.m. to 3 p.m.
  – Tuesday, November 2 (SMSU 327) 8:30 a.m. to 3 p.m.
Affordable Care Act Reporting

• PSU/PEBB/Kaiser are required by the ACA to provide each employee who qualified for benefits under ACA guidelines with a 2015 Form 1095-C by January 31, 2016
• 1095-C provides information regarding the medical benefits that you had throughout 2015.
• 1095-C must report you and each of your dependents, identifying each of you by social security number.
• Kaiser has already begun asking employees for their dependents social security numbers.
• PSU and PEBB will begin asking for your dependents SSN soon. Any request that we make for SSN will direct you to a secure site, so that your information is protected.
QUESTIONS?
Employment Law Update

Pam Hutchins

Senior Director for Human Resources
Oregon Sick Time
Effective January 1, 2016

SENATE BILL 454, AMENDS ORS 653.256 & 659A.885
The Basics on SB 454

Oregon employers must provide covered employees a minimum of:

• 1 hour of sick time for every 30 hours worked
• Up to 40 hours of “paid sick time” per year

Does not cover:

• Independent contractors (they are not employees)
# PSU Employee Groups

<table>
<thead>
<tr>
<th>Added by Oregon sick time law</th>
<th>Already earning paid sick leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly student workers</td>
<td>SEIU represented classified employees</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>AAUP represented faculty &amp; academic professionals</td>
</tr>
<tr>
<td>Temporary employees</td>
<td>Unrepresented (UnUn) with annual FTE of .50+</td>
</tr>
<tr>
<td>Academic Wage</td>
<td></td>
</tr>
<tr>
<td>PSU-FA (AFT) represented part-time faculty</td>
<td></td>
</tr>
</tbody>
</table>
Paid Sick Time Accrual

**SB 454 requires:**

- Sick leave accrues from the first day worked
- Employer provide written notice of sick leave balance
- 90 employment day “waiting period” for new employees
- Carryover of up to 40 hours of unused sick time from year to year
- Balances be restored after re-hire when the break in employment is less than 180 days

**Employer policy may:**

- Authorize use prior to the 91st day
- Establish a limit to accrued balances of 80 hours
- Limit use to no more than 40 hours per year
Paid Sick Time Use

Employees can use Oregon paid sick time for their own, or for care of a family member:

• Diagnosis, care and treatment of physical or mental illness, injury or health condition
• Preventative care like physicals and dental check-ups
• OFLA protected leaves such as victims of domestic violence, sexual assault and stalking
• In the event of a public health emergency
  • Business closure by order of a public health official
  • Care of self or family member if presence in community jeopardized the health of others
  • Any law that requires employer to exclude the employee from the workplace for health reasons
Restrictions

The Employee must

• If the leave is “Foreseeable” - Provide reasonable advance notice of use, not to exceed 10 days, including anticipated duration

• If the leave is “Unforeseeable” – Provide notice as soon as practicable

• Follow employer’s procedural requirements for requesting and reporting time off

The Employer may

• Require employees to make a reasonable attempt to schedule leave in a manner that does not unduly disrupt operations
Restrictions

**The Employer may not**

- Require the employee to search for or find a replacement worker as a condition to take sick time
- Require the employee work an alternate shift to make up for the use of sick time
- It is unlawful
  - To deny, interfere with, restrain or fail to pay for sick time the employee is entitled to
  - To retaliate or in any way discriminate for the employee’s request or use of sick time

**The Employer and Employee may agree to**

- The employee working additional hours or shifts instead of using accrued sick time
Preparing for January 1st

**Banner and system updates are in development**

- Display of leave accruals and balances on earn statements and in banweb
- Hourly paid employees will simply enter paid sick leave on their time sheet
- Expand paper leave rosters as we transition to online leave reporting
- Online leave report (OLR) replaces paper Leave Roster for salaried employees
  - OLR released December 2015 to testing partners
  - OLR released January 2016 for campus wide use
### Leave Summary

<table>
<thead>
<tr>
<th></th>
<th>Sick Leave</th>
<th>Vacation Leave</th>
<th>Personal Leave</th>
<th>Exchange Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banked Leave: (Available 04/22/16)</td>
<td>0</td>
<td>9</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Available Leave:</td>
<td>133.38</td>
<td>135.38</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>Approved Requests:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Projected Leave Remaining:</td>
<td>133.38</td>
<td>135.38</td>
<td>24</td>
<td>0</td>
</tr>
</tbody>
</table>

### Select your position

- OIS C Analyst Programmer 2, D92713, 610140

### What dates will you be requesting?

- **Request From Date:** 10/30/2015
- **Request To Date:** 10/30/2015
- **Total Hours:** 8
- **Type of Leave:** Vacation Leave

### Comments to Supervisor

(Blank field)
## Leave Requests Awaiting Your Approval

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position, Title</th>
<th>Hour/Date(s) Requested</th>
<th>Details/Comments</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>9036450408</td>
<td>Brandon Bras, D92713, CIS C Analyst Programmer 2</td>
<td>Vacation: 8:00 hrs, 10/30/15</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>9999999908</td>
<td>Someone Else, D99999, Some Title</td>
<td>Sick: 8:00 hrs, 08/07/15</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation: 16:00 hrs, 08/08/15-08/09/15 -⚠️ Only 4 hrs Avail.</td>
<td>Details/Comments</td>
<td></td>
</tr>
</tbody>
</table>

- [Approve]
- [Return for Correction]
### Leave Request Detail

**Hello Brandon**

Leave Request Detail

983645048 Brandon Br... C Analyst Programmer 2, DH2713
Employee Class: CA: SEIU Salaried 1.0 FTE (FTE: 1)

<table>
<thead>
<tr>
<th>Leave Requested</th>
<th>Dates Requested</th>
<th>Hours Requested</th>
<th>Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>10/30/15</td>
<td>8.00</td>
<td>135.38</td>
</tr>
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</table>

### Leave Balances

<table>
<thead>
<tr>
<th></th>
<th>Sick Leave</th>
<th>Vacation Leave</th>
<th>Personal Leave</th>
<th>Exchange Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Available Leave</td>
<td>133.38</td>
<td>135.38</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>- Previously Approved Requests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Requested Leave</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Remaining Leave Available</td>
<td>133.38</td>
<td>127.38</td>
<td>24</td>
<td>0</td>
</tr>
</tbody>
</table>

### Employee/Supervisor Comments

- [ ]

**Approve**  **Return for Correction**
Hello Brandon
Report Leave Taken for October

Select your position

| OIS C Analyst Programmer 2, D92713, 630140 |

Leave Requested

<table>
<thead>
<tr>
<th>Dates</th>
<th>Type of Leave</th>
<th>Approved Hours</th>
<th>Request Status</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2015</td>
<td>Sick Leave Taken</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>10/01/2015</td>
<td>Vacation Time Taken</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Additional Leave Taken

<table>
<thead>
<tr>
<th>From Date:</th>
<th>To Date:</th>
<th>Total Hours</th>
<th>Type of Leave:</th>
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</thead>
<tbody>
<tr>
<td>10/30/2015</td>
<td>10/30/2015</td>
<td>8</td>
<td>Vacation Leave</td>
</tr>
</tbody>
</table>

Employee/Supervisor Comments


Comments to HR


## July Leave Reports Awaiting Your Approval

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position, Title</th>
<th>Hour/Date(s) Reported</th>
<th>Details/Comments</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>903645048</td>
<td>Brandon Bras, D92713, OIS C Analyst Programmer 2</td>
<td>Sick: 4.00 hrs, 10/01/15 Vacation: 4.00 hrs, 10/01/15 Vacation: 8.00 hrs, 10/30/15</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>9999999998</td>
<td>Someone Else, D999999, Some Title</td>
<td>Sick: 8.00 hrs, 10/07/15 Vacation: 16.00 hrs, 10/08-10/09/15</td>
<td>Details</td>
<td></td>
</tr>
</tbody>
</table>

[Approve] [Return for Correction]
Hello Brandon
Leave Report Detail

983645848 Brandon Bras
OIS C Analyst Programmer 2, D92713
Employee Class: CA: SEIU Salaried 1.0 FTE (FTE: 1)

<table>
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<tr>
<th>Leave Taken</th>
<th>Dates</th>
<th>Hours</th>
<th>Hours Available</th>
</tr>
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<tbody>
<tr>
<td>Sick</td>
<td>10/01/15</td>
<td>4.00</td>
<td>133.38</td>
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<tr>
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<td>+ Available Leave</td>
<td>133.38</td>
<td>135.38</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>- Reported Leave</td>
<td>4</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Remaining Leave Available</td>
<td>129.38</td>
<td>123.38</td>
<td>24</td>
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Employee/Supervisor Comments

Comments to HR
Next Steps in Preparing for January 1st

Stay tuned for:

• PSU Sick Leave Policy comment period
• Communications
• Training, User Guides, Q&A
Questions, Concerns....
University Hotel

Jon Bishop
Manager, Conferences & Events
Announcements

• HRascals newsletter
• Charitable Fund Drive – look for more info in the upcoming newsletter.
• Reminders;
  • Out-of-State Employment
  • GAA’s are hourly- time sheets are due!
  • Disposition candidates
  • FTE Smoothing
• Next HRascals Meeting- February 2016, details coming in the newsletter!
Thank you!