Portland State University

Welcome to HRascals Plus  October 7, 2014
Welcome HRascals

Shana Sechrist
Associate Vice President
Human Resources and University Policy and Practice
Agenda – 10/7/14

- Phishing Attacks – Nick Buono and Sean McKay
- OnBase – Melissa Young
- Open Enrollment – Kerry Gilbreth
- The Study for Employment Retention of Veterans (SERVe) – Scott Thurman and Dr. Leslie Hammer
- New Process Announcements – Christina Kraus
- General Updates – Cedar Rupp
- Charitable Fund Drive – Mercy Joy Luebke
Phishing Attacks and Staying Safe Online

Nick Buono and Sean McKay
Office of Information Technology
Staying Secure on the Internet

Jerrod Thomas, Director, User Support Services

Nick E Buono, Helpdesk Manager
Phishing Attempts

Identifying a Phishing attempt:
- Unsolicited messages
- Request for Account/Password
- Exciting/Upsetting statements
- Poor spelling or grammar
- Strange URLs
- Unsecured pages
- If unsure, report
  ○ abuse@pdx.edu

More info:
pdx.edu/oit/security
Phishing Attempts

Stop.Think.Connect.

Safe actions:

● Mark as Spam or Phishing
● Type the URL manually
● Extended Validation Certificates
  ○ Green+Company Name
● Report suspicious emails:
  ○ abuse@pdx.edu
The Cost

- One compromised account leads to more, hurting the entire University

- Personal and banking information may be stolen and used to perpetrate fraud

http://www.dhs.gov/sites/default/files/publications/Undergraduate%20Student%20Presentation_0.pdf
Password Security

Strong passwords:

- 12+ characters
- Randomness
- No personal info
- cApiTaliZatioN and Spéc1@L characters
- Don’t reuse passwords
OnBase

Melissa Young
Senior Benefits Coordinator
Office of Human Resources
Online Medical Leave Request via OnBase

Presented by:
Melissa Young
Senior Benefits Coordinator

HRascals October 7, 2014
Benefits of Online System

- Supports PSU sustainability efforts
- Intuitive online form
- Many system filled fields, eliminating data entry
- Ability to start leave request anywhere you have online access
- Pay options detailed for each employee classification
- Online monthly leave tracking
- Auto generated notifications and reminders
Leave Request in OnBase

To submit a leave request form: https://web-test.imaging.pdx.edu/mac/UnityForm.aspx?d=5DqdNSQZynO%2bGCNsYyq8MsI%2f

To submit a leave tracking form: https://web-test.imaging.pdx.edu/mac/UnityForm.aspx?d=5DqdNSUZynO%2bGCNsYyq8MsI%2f
Monthly Leave Tracking

- Employee submits FMLA/OFLA leave hours online monthly.
- Supervisor approves FMLA/OFLA leave hours online monthly.
- Approved FMLA/OFLA leave hours submitted online to HR.
Auto generated notifications and reminders:

- Notification to supervisor when request is received and HR determines employee is eligible for FMLA / OFLA
- Notification to supervisor when employee is officially designated on a leave
- Reminder to employee for monthly leave tracking submission
- Notice to supervisor for leave tracking approval
Open Enrollment

Kerry Gilbreth
Associate Director of Benefits
Office of Human Resources
Introductions and Contacts

• Kerry Gilbreth, Associate Director for Human Resources, Benefits, Leaves and HR Reception
  503-725-3749 or gilbreth@pdx.edu

• Melissa Young, Senior Benefits Coordinator
  503-725-4996 or melissa.young@pdx.edu
Open Enrollment is **MANDATORY**

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

- Provide coverage for your dependents
- Choose your medical, dental and vision plans, and identify your dependents
- Help improve your health and have a **lower** deductible by participating in the HEM program

If you don’t actively enroll during Open Enrollment, then Jan. 1, 2015:

- You will default to a higher deductible version of your medical plan
- You’ll pay $25 ($50 for employee and spouse/partner) per month because you didn’t check “no” on the tobacco use question.
- You’ll pay $50 per month because you did not check “no” your spouse/partner did not decline health coverage with their employer
- If you have optional life insurance you will be moved to the tobacco use tier.
HEM (Health Engagement Model)

Members who enroll in a HEM plan commit to taking just three steps:

1) Complete a confidential, online assessment to identify health risks during open enrollment – you must complete your health assessment by **10/31/2014**. No date restrictions with Kaiser this year.

2) Participate before Open Enrollment (October 1, 2015) in two additional activities of your choice that focus on health education.

3) Pledge to take action in areas where simple steps can reduce health risks

Link to information regarding the Health Engagement Model: [http://www.oregon.gov/DAS/PEBB/WELLNESS/Pages/HEMOverview.aspx](http://www.oregon.gov/DAS/PEBB/WELLNESS/Pages/HEMOverview.aspx)
Changes to Core Options

• Can no longer opt out of medical & dental
• 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 for 2015

• SEIU Members:
  – If you enroll in Providence Choice you will pay 3% cost share for medical, dental and vision.
  – 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.
2015 Medical Plans

- Moda Synergy – New
- PEBB Statewide
- Providence Choice
- Kaiser HMO
- Kaiser Deductible

- Review the plans carefully to make an informed decision
Your Dental Options

4 full-time and 2 part-time plans
• Moda Premier*
• Moda PPO*
• Kaiser
• Willamette
• [http://www.oregon.gov/DAS/PEBB/Pages/15Dental.aspx](http://www.oregon.gov/DAS/PEBB/Pages/15Dental.aspx)
Vision Options

• Vision is no longer tied to your medical plan, with the exception of Kaiser.
• You must select enroll or “do not enroll”
• Part time employees are now eligible for VSP vision coverage.
• http://www.oregon.gov/DAS/PEBB/Pages/15Vision.aspxPublic Employees' Benefit Board 15Vision
Opt Out of Medical Only

• You will need proof* of other coverage
• Will get money back $233 (prorated for part-time)
• Will have $5,000 of Basic Life insurance for employee only - $1.00
• Can choose to enroll in vision and/or dental and pay 5% cost for these plans. (Not the full cost as in years past)
• Can choose other optional benefits
• Must provide proof* of coverage to HR by November 7, 2014 (for example, plan ID card or letter from employer).

TriCare and other employer offered medical/dental coverage is accepted. Medicare, Medicaid and individual policies are not accepted.
How to Enroll

- Register Online at https://pebb.benefits.oregon.gov/members/!pb.main
- Select ‘Register Here’ if you haven’t logged in to your Pebb account before.
- Select ‘Get It Now” if you have registered before but have forgotten your User Name or Password.
- DO NOT select email the password to me. That selection is currently not working.
- Select answer your security question
How to Enroll (continued)

• Use a PC/Internet Explorer/Unblock Pop-ups
• Enter name, date of birth and ID
  – Use PSU ID – not Social Security Number
• Select and answer your security question
• Check your personal information
• Update your contact information on your Pebb account / Make Sure Your Plan Can Contact You
Add or Remove Dependents

• Per PEBB – do not use Open Enrollment to add new dependents or remove individuals who have lost eligibility either before or during the Open Enrollment period.

• Submit a Midyear change form to add a new dependent or remove a dependent due to loss of eligibility.

• Midyear change forms must be submitted to HR 30 days from the qualifying status change event – no exceptions. After 30 days the request is handled by Pebb through an appeal process.
Make Your Plan Choices

• Enroll/re-enroll in a medical, dental and vision plan
• Enroll/change optional plans
  – The link to the optional plan information is: http://www.oregon.gov/DAS/PEBB/Pages/15Optional.aspx
  Life insurance, disability, long term care
  – Must re-enroll in Flexible Spending Accounts each year
• “Save and Continue” or change beneficiaries
• Print “Benefit Statement” for proof
• Be sure and compare your 2015 enrollments with your December paycheck
  – Check your January paycheck if in an FSA (make sure your deduction is listed on your paystub to avoid future adjustments!)
Help with Online Enrollment

• Special Computer Labs are scheduled for October. Market Center Building, Mt. Jefferson, Room 326.
  – October 9, 14, 22 & 30 from 11:30-1:00

• 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 & until midnight on the October 31st
What Benefits Stay the Same

- Medex Travel Insurance
- Wellness perks through your medical plan
- Life Insurance Basic and Optional Life
- AD & D coverage
- Disability Insurance Choices
- Long Term Care
- Flexible Spending Account
Flexible Spending Accounts (FSAs)

- Must enroll every year for pre-tax savings
- Health Care Account helps pay for uncovered medical/dental costs. $2,500 annual maximum for Health Care Account
- Dependent Care Account helps pay for day care (up to age 13 or disabled)
- $5,000 annual maximum (Dependent Care can have a family contribution of $5,000)
- Use it or lose it
- Domestic Partner FSA, for domestic partner use
Commuter Accounts

• (1) Transportation Account – max amount $130.00 a month
  – Pre-tax deduction….but PSU already offers this, correct?
    Yes
  – If you use this account with PEBB you will lose your subsidy for Tri-Met and C-Tran.
    • PEBB cost for Tri-Met $100.00 a month
    • PSU cost for Tri-Met $47.00 a month, September is free
    • PEBB cost for C-Tran $122.00 month
    • PSU cost for C-Tran $82.00 a month, September is free
Flu Shot Clinics

• Look for PSU Information emails on how to sign up

• Scheduled dates
  – Monday, October 13 (SMSU 327) 8:30 a.m. to 3 p.m.
  – Tuesday, November 4 (SMSU 327) 8:30 a.m. to 3 p.m.
For all 2015 Open Enrollment Updates!

- Public Employees’ Benefit Board materials were mailed to your home during September, for copies of the Open Enrollment materials:
  http://www.oregon.gov/DAS/PEBB/Pages/OEPacket.aspx

- **Remember your deadline for the health assessment and open enrollment 10/31/2014!**
QUESTIONS?
Study of Employment Retention of Veterans

Scott Thurman
Military Research Assistant
SERVe- Study for Employment Retention of Veterans

Dr. Leslie Hammer, Ph.D.
Professor of Psychology
Study for Employment Retention of Veterans

Principal Investigator
Leslie Hammer, Ph.D. Professor of Psychology
Portland State University
Dr. Leslie Hammer, Ph.D.

- Director - Occupational Health Psychology graduate training program at PSU
- Associate Director - Oregon Healthy Workforce Center
- Recently awarded a $5,000,000 grant from the Department of Defense to conduct the SERVe study
Dr. Leslie Hammer, Ph.D.

Current Projects

- SERVe (Study for Employment Retention of Veterans): 2013-2018
- Oregon Healthy Workforce: 2011-2014
SERVe Overview

Based on previous works Dr. Hammer created the **Study for Employment Retention of Veterans (SERVe)** which is a ground breaking study, available exclusively to Oregon employers and veterans.
SERVe Overview

As a team we have developed and will scientifically evaluate a **Veteran-Supportive Supervisor Training** which will enhance the retention of veterans.

We are currently collecting data and are in our 2\textsuperscript{nd} year of this 5 year study.
SERVe's goal is to improve the health and well-being of veterans and their families, and to increase retention of veterans in the workplace by training supervisors to better support their employed service members.
Benefits all levels

- Employer
  - Supervisors
    - Employee
  - Managers
    - Employee
    - Employee
    - Employee
Benefits to Employers

• Reduced Turnover
• Increased Performance
• Reduced Work-Family Conflicts
• Increased Employee Engagement
Benefits for Supervisors/Managers

• Learn types of support that are most helpful for their veteran employees
• Develop more effective communication with their veteran employees
• Learn ways to model a healthier work-life balance
Benefits for the Employees

- Better Job Satisfaction
- Stress Reduction
- Better Personal Relationships
- Better Mental and Physical Health
- A list of resources beneficial to them and their families
How will the study be carried out?

**Supervisors**
- Will receive our free veteran-supportive supervisor training (VSST) via a web-based interactive format during work time.
- Will also track learned behaviors for 2 weeks to reinforce VSST training.

**Veterans**
- Will complete 3 surveys off company time
- Three surveys include:
  - Initial survey
  - Follow-up after 3 months
  - Follow-up after 9 months
Veteran Supportive Supervisory Training - VSST: Overview

- Based on Family Supportive Supervisory Training (FSST)
- 3 Modules/Content Areas
  1. Veteran Support and Culture
  2. Family and Personal Support
  3. Performance Support
How will the training be evaluated?

Surveys will be conducted in which veterans are asked questions about the following:

- Job satisfaction
- Work retention
- Stress
- Quality of relationship with spouse/partner
- Physical and mental health and well-being
What do we need from PSU?

- Top management support
- Ability to have supervisors participate during company time
- Assistance in reaching out to potential participants here at PSU
Supervisors

• Any level of supervisor or management can take part in the study
• Does not need to currently supervise a veteran

Participation is voluntary but strongly encouraged
Veterans

Who we are looking for

- Those with U.S. military service (any branch) after December 31, 2001

And...

- Currently working 20+ hours weekly
Participation

How

• PSU has already distributed information
• Those wanting to participate contact SERVe directly

What can you do to help?

• Encourage your employees to participate.
How much time will the study take?

- **VSST** = approximately one hour
- **Supervisor behavior tracking** = a few minutes every couple days for two weeks
- **Veteran surveys** = 45 min to 1 hour (completed outside of work time)
Will anyone be identified in published results of this study?

No. All participants including the employer will remain confidential. Any results will be reported in aggregate.
When will we learn about the results of the study?

The research team will be studying the longitudinal results for several years but will prepare a baseline report for the employer-partners when it becomes available.
Quick Review

1. PSU is participating in SERVe
2. Time commitment for supervisors is low
3. Veterans complete surveys at home
4. Confidentiality will be maintained
5. We need your assistance in supporting participation
Questions

Dr. Krista Brockwood

Project Manager

Email: kristab@pdx.edu

Phone: 5-8197

Scott Thurman

Military Research Assistant

Email: sthurman@pdx.edu

Phone: 5-8197
New Process Announcements

Christina Kraus  
Employment Manager  
Office of Human Resources
Faculty References

- Allows committees to receive faculty references through PeopleAdmin

- The committee can determine at what point in the search they would like to receive the references and from which applicants

- Instructional guide can be found at the PeopleAdmin link in the Recruit & Hire section of HR’s website.
Graduate Assistant EPAF

Beginning in winter term, all 9-month grad letters will be replaced with EPAFs

GAs will accept the letters electronically

Revisions to grad appointment can be made using an Appointment Revision Form
General Updates

Cedar Rupp
HR Partner
Office of Human Resources
New Letter Templates!

- We have new letter templates, please refer to our website for the most recent versions (link below).
- Critical information is easier to identify (FTE, 9 or 12 month, salary rate, etc.).

http://www.pdx.edu/hr/letters-of-offer
Overloads/Supplementals

• Provost signature not needed, temporarily.
• Subject to change once new leadership has been appointed.
• Dean is the highest level signature then they can come directly to HR.
Charitable Fund Drive

Mercy Joy Luebke
Executive Assistant
Office of Human Resources
Our Gift, Our Home

Please invest in your COMMUNITY through the Charitable Fund Drive!
Charitable Fund Drive

• A state-approved program
• Easy way to support nonprofits in Oregon
• You choose any of 900 charities to give to
• Use the Charitable Fund Drive to learn about ways to volunteer or get involved in charities
How you can give back:

• A payroll contribution: a small gift every month makes a huge impact

• Check – one time or recurring

• Credit card gifts – one time or recurring

• Volunteer with an organization in your community
Thank you for your support

Step 1: Please post CFD poster and giving guide flier in an area where employees will be able to view and get the information (ie: front desk, employee break rooms etc)

Step 2: Email your office/department drawing attention to the fliers and suggesting a group effort of many small donations to make a big impact. Point to selected charities that “match” your department’s mission.

Step 3: Contact Mercy Joy Luebke with any questions: mluebke@pdx.edu 5x8310
Announcements

- HRascals Meetings 2015:
  All meetings 10-11:30AM Smith 327/8
  Tuesday, February 10
  Tuesday, May 26
  Tuesday, October 13
Thank you!