

# FALL '19

## HR QUARTERLY

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HR Main Line | 503-838-8490  
2<sup>nd</sup> Floor Fax | 503-838-8144  
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“FORWARD  
TOGETHER”



### A MESSAGE FROM JUDY VANDERBURG

Welcome to the new academic year. I look forward to seeing what this year has in store for WOU. Human Resources strives to provide efficient and effective services to campus as we move **FORWARD TOGETHER** to fulfill the University’s Mission:

**Western Oregon University creates lasting opportunities for student success through transformative education and personalized support.**

# OUR TEAM



**Kathy Bolen** | Recruitment and Training Manager | [bolenk@wou.edu](mailto:bolenk@wou.edu) | x88552 | Admin 205G  
Areas of Responsibility: Recruitment of Faculty & Staff; Coordinate/Facilitate Trainings; Alternate Dispute Resolution; Search Committee Resources; NEO; Permanent Residency Applications.

**Chrys Burcham** | Staff Interpreter & Scheduling Manager | [burchamc@wou.edu](mailto:burchamc@wou.edu) | x 89343 | Admin 205B  
Areas of Responsibility: Deaf/Blind Staff Interpreting & Scheduling; Coordinate HR interpreters Accommodations.

**Anita Ellis** | Receptionist | [hr@wou.edu](mailto:hr@wou.edu) | x88490 | Admin 306  
Areas of Responsibility: New Hire/Rehire Processing; Coordination of HR Documents; Student Paperwork Processing; Coordination of International Employee Paperwork; Paycheck Distribution; ID Cards; Scheduling; Departure Processing.

**Becki Gann** | Payroll Technician | [gannb@wou.edu](mailto:gannb@wou.edu) | x88677 | Admin 305D  
Areas of Responsibility: Time, Taxes, and Leave Reporting for Unclassified Staff & Student Employees; Creation of Manual Checks.

**Delaney Hendrickson** | Office Coordinator | [hendricksond@wou.edu](mailto:hendricksond@wou.edu) | x88139 | Admin 306  
Areas of Responsibility: New Hire/Rehire Processing; Coordination of HR Documents; Recruitment Direct Pay Invoices; JVs – Staff Development Requests; Computer Access Forms.

**Heather Mercer** | Assistant Director | [mercerh@wou.edu](mailto:mercerh@wou.edu) | x88963 | Admin 306A  
Areas of Responsibility: Retirement Consultation; Leave Administration; Worker's Compensation; HRIS; Accommodation Requests; Oversees Benefits, Employment Practices; Payroll Services.

**Julie McMurry** | Salary Administration Coordinator | [mcmurryj@wou.edu](mailto:mcmurryj@wou.edu) | x89373 | Admin 305F  
Areas of Responsibility: Set-Up All Pay; Process/Enter All Pay Documents; Redistributions; Merit Increases; Manage Faculty Pay/Salary; Sabbatical Pay; Summer Pay; Gross Pay Questions; Faculty Leave Reporting.

**Savanna Mullan** | Payroll Coordinator | [mullans@wou.edu](mailto:mullans@wou.edu) | x88125 | Admin 305E

Areas of Responsibility: Payroll Processing; Correcting and Collecting Under/Overpayments; Reconciliation; Payroll Taxes; Net Pay Questions; Bill Pay Invoice Creation; Oversee Payroll.

**Debbie Putney** | Payroll Technician | [putneyd@wou.edu](mailto:putneyd@wou.edu) | x88092 | Admin 305D

Areas of Responsibility: Time and Leave Reporting for Classified, Temporary (Classified), Stipends & Hourly Employees.

**Jenn Sauer** | Recruitment Assistant | [sauerj@wou.edu](mailto:sauerj@wou.edu) | x88631 | Admin 206C

Areas of Responsibility: Processing of Faculty & Staff Recruitment; Personnel Files and Records; Screens Applications, Close Out of Searches.

**Michelle Sides** | Benefits Coordinator | [sidesm@wou.edu](mailto:sidesm@wou.edu) | x89390 | Admin 305A

Areas of Responsibility: Benefits; Retirement; Staff Tuition Reduction Forms; Public Service Loan Forgiveness Forms; Meets with Candidates & New Hires.

**Judy Vanderburg** | Associate Vice President, HR | [vanderj@wou.edu](mailto:vanderj@wou.edu) | x88131 | Admin 205E

Areas of Responsibility: Human Resources Services, including Employee Relations, Labor Relations, Classification and Compensation; Affirmative Action; Title IX; Climate Surveys; Policies.

## “HOW DO I ENSURE A TIMELY POSTING?”



### RECRUITMENT ROUND-TABLE

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**“I need to get my position posted as soon as possible!! What are some things I can do to ensure a timely posting?”**

- Use the most current “Authorization to Fill a Position” form located on the “Forms” page of the HR website. This current form contains information that the Recruitment office will need to proceed in a timely manner.
- Verify the salary range prior to completing the “Authorization to Fill a Position”. Faculty and Classified employees’ salary steps are located on the Employee Relations page of our website. Please contact Kathy or Judy for Unclassified staff salaries as they coincide with specific CUPA salary tables.
- Obtain all required signatures on the “Authorization to Fill a Position” prior to bringing it to HR.
- Send an electronic copy of the “Authorization to Fill a Position” and Position Description to the Recruitment office as well as routing the original for signature. Many things from these documents can be copied/pasted into the job announcement and will speed up the process.
- Faculty searches that are open to foreign nationals must meet special requirements. The hiring manager should consult with Kathy Bolen prior to submitting any paperwork.

When a “draft” announcement is sent to the hiring manager for review, please examine it closely. It can be difficult to make revisions to the announcement once it has been posted on external sites.



Once an employee has been hired, either by a recruitment or via a direct appointment, two components of documentation must be completed and provided to Human Resources to officially initiate employment with WOU.

The two components of paperwork are as follows:

### (1) EMPLOYMENT AUTHORIZATION

An Employment Authorization communicates the start/end date of employment, type of position, and salary for the new employee. The hiring department is responsible for the completion of the Employment Authorization. A blank Employment Authorization can be found on our website [here](#).

### (2) NEW HIRE PAPERWORK

All new employees must complete all new hire paperwork listed below:

- 1) New Employee Information;
- 2) Federal W-4;
- 3) Oregon W-4;
- 4) I-9;
- 5) Payment Plan (Classified, Unclassified, or Faculty);
- 6) Direct Deposit (optional); and
- 7) New Employee Statistics (optional).

“WHEN WILL I  
HAVE ACCESS  
TO MY EMAIL  
AND MOODLE?”



Once **both** components of paperwork are received by Human Resources, then Human Resources is authorized to grant the new employee access to their email, Banner, and Moodle. Please allow 5 -7 business days for the paperwork to be fully processed and access granted.

Should the new employee need access to their email and Moodle before the two sets of paperwork are received, the employee may complete a [Computer Access Form](#) for temporary access.



## INTERPRETERS 4 YOU!

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For the first time in WOU’s history, there are now four staff interpreters in Human Resources! The team consists of three Lead Interpreters and one Staff Interpreter and Scheduling Manager. This is to accommodate the communication needs of faculty and staff who are not fluent in ASL and protactile ASL so they may converse with, host or participate in trainings and meetings with, and attend events with, our Deaf and DeafBlind faculty and staff. While ODS focuses on accommodations and communication access for students, this HR team of interpreters specifically addresses the needs of our faculty and staff.

Our Lead Interpreters are Ben Cavaletto, Peter Flora and Emily Herb.

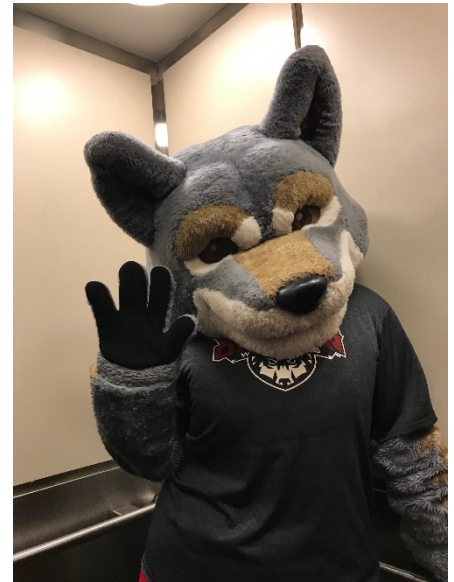
To request an interpreter, please contact the Staff Interpreter and Scheduling Manager, Chrys Burcham, at [burchamc@wou.edu](mailto:burchamc@wou.edu), three business days in advance.



## UPCOMING TRAINING SESSIONS

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- 9/19/19: Avoiding Job Burnout, Calapooia Room, 12pm – 1pm
- 9/25/19: Student Supervisor Payroll Training, RVEC 107, 10am – 11am
- 10/9/19: New Employee Orientation, HL, Room 301A, 8:15am – 3pm
- 10/24/19: The Psychology of Sleep, Willamette Room, 12pm – 1pm
- 10/25/19: On-boarding for Supervisors, Willamette Room, 2pm – 5pm
- 11/4/19: How to Read Your Earnings Statement, HL 107, 12pm – 1pm



“WHEN DO I  
NEED TO TURN  
IN  
PAPERWORK?”



## DEADLINE CHANGES

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### DEADLINE TO RECEIVE PAY DOCUMENTS

The deadline to receive all pay documents (Employment Authorizations and Pay Adjustment Forms) that make changes in the current month is the 10<sup>th</sup>. If the 10<sup>th</sup> falls on a weekend, then the deadline will be the last business day before the 10<sup>th</sup>.

Please note that pay documents are processed in the order received. If you do not make the deadline for a change in the current month, a back-pay

check or redistribution of funds will be processed to make sure the employee is paid all money owed to the employee and the department's indexes are charged correctly.



## PAYROLL CORNER

**DIRECT DEPOSIT DEADLINE:** 10<sup>th</sup> or next business day. This form must be dropped by our office in person. The form can be found the HR website by [clicking here](#).

**DEFERRED PAY PLAN DEADLINE:** Closed.

### GENERAL REMINDERS:

1. Picking up a paper check? Please bring photo ID!
2. Full-time timesheets and leave reports are due the 1<sup>st</sup> of the month.
3. Unclassified or Classified staff who run out of leave and need to take leave without pay must submit a projected time sheet or leave report no later than the 20<sup>th</sup> of the month or next business day to prevent overpayment. Please contact HR for questions/details.

**“PICKING UP A  
CHECK?” –  
PLEASE BRING  
PHOTO ID**

### STUDENT SUPERVISOR REMINDERS:

1. Send newly hired students to HR for paperwork on their first day of employment, or if possible, before their first day. Please give them their supervisors name and their start date. Often students do not have this information.
2. When creating rosters, on a monthly basis check to see if they have Sick Time and Work Study Funds available for use. This can be verified via the Student Employment Verification page in the Portal.
3. The Student Employment Verification page is also used to verify if a WOU Student has met enrollment requirements for the term.
4. Remind student employees of their Pay Cycle and Payday. Students Pay Cycle is from the 11<sup>th</sup> to the 10<sup>th</sup> of the month (give or take a day if you are using the student pay system created by Michael Ellis). See below for the Student Pay Cycle and share with your student employees.

PAY CYCLE	PAYDAY
Aug 11th - Sept 10th	September 30th
Sept 11th - Oct 10th	October 31st
Oct 11th - Nov 10th	November 27th
Nov 11th - Dec 10th	December 31st
Dec 11th - Jan 10th	January 31st
Jan 11th - Feb 10th	February 28th
Feb 11th - March 10th	March 31st
March 11th - April 10th	April 30th
April 11th - May 10th	May 29th
May 11 <sup>th</sup> – June 10 <sup>th</sup>	June 30th
June 11 <sup>th</sup> – July 10 <sup>th</sup>	July 31st
July 11 <sup>th</sup> – Aug 10 <sup>th</sup>	August 31st



### NEW HIRE BENEFIT ENROLLMENT

Eligible employees are able to enroll for benefits to be effective the first of the month following their hire date, and have 30 days to enroll. You must enroll by midnight on the last calendar day of the month for your

- 10/1/19: Open Enrollment Begins
- 10/7/19-10/8/19: TIAA One-One Sessions
- 10/2/19: Benefits Fair, RWEC 101, 11am-2pm
- 10/31/19: Open Enrollment Ends, Midnight!
- 11/6/19: Flu Shot Clinic, Calapooia, 10am-2pm

enrollment to become effective. (Paper forms must be turned in to the HR office by 5pm on the last working day of the month.)

**“DO I NEED TO PARTICIATE IN OPEN ENROLLMENT?”  
- YES!**

### OPEN ENROLLMENT

Open Enrollment (OE) is quickly approaching. OE will once again be mandatory for all eligible employees. It will run from October 1 – 31. You may participate online or

via paper forms. Look out for upcoming announcements with plan details and enrollment information.

### VOLUNTARY RETIREMENT SAVINGS

It’s never too early to begin putting money away for retirement. WOU offers two voluntary retirement savings programs: the Oregon Savings Growth Plan and the Tax-Deferred Investment. Both options available to WOU employees upon hire. Our Fidelity and TIAA Plan Representatives generally visit campus to for one-one counseling appointments each quarter.

### CONTEMPLATING RETIREMENT

If you are thinking of retiring, we now have some resources available on our website that we hope you will find useful. The checklist takes a look at 2 years prior to retirement up to three months before retirement and walks you through the various items you may need to consider.

<http://www.wou.edu/hr/files/2017/12/Retirement-Checklist-revised.pdf>

