

# SUMMER 2020 HR QUARTERLY INSIDE THIS ISSUE

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## Contact Us

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HR Main Line | 503-838-8490  
2<sup>nd</sup> Floor Fax | 503-838-8144  
3<sup>rd</sup> Floor Fax | 503-838-8522

# HR Staff Spotlight



## MEET... SAVANNA MULLAN:

**Facts:** Hello, I'm Savanna and I am WOU's Payroll Coordinator. I have been working at WOU for 4 years. I started off in the Business Office, then spent a few months with the Registrar's Office, and landed in HR where I have been processing payroll for 2.5 years.

**My responsibilities:** I am responsible for many different payroll tasks, but most importantly I work to ensure accurate and timely delivery of wages.

**How can I help:** If you have any questions about payroll, don't hesitate to reach out to me! I am always happy to assist. If I don't know the answer, I almost always know who to turn to, to find the answer!

**Why I love WOU:** I love WOU because everyone shares the same vision and is dedicated to the mission. This truly creates a family environment where everybody is there for each other. We're all in it together.

## MEET... BECKI GANN

**Facts:** In August 2018, I started in my current position as one of two Payroll Technicians at WOU. (The very remarkable Debbie Putney is my counterpart!) My payroll background includes six+ years in both private and public sectors. Prior to joining WOU, I homeschooled my children and volunteered as a Polk County Master Gardener. While I am no longer a PCMG, our home garden is still one of my greatest pleasures even (and sometimes especially) the parts overgrown! We try to keep the local pollinators coming back for more.

**My responsibilities:** My primary focuses include most things payroll or payroll-related for student employees and unclassified staff.

**How can I help:** A big part of my job is to answer questions about unclassified and student employee payroll, and I am happy to help you! If I do not have the answer, I will find someone - or somewhere - that does.

**Why I love WOU:** We are a small but strong community, and we live among very big trees.



## “ATTRACTING A DIVERSE APPLICANT POOL”



### RECRUITMENT ROUND TABLE

#### “How do I attract a more diverse applicant pool?”

##### *Did You Know...*

Human Resources has a comprehensive list of national diversity sites on which to post your open position, and we use this list regularly to attract a diverse pool of applicants for searches. This list includes sites that attract minorities including but not limited to: Veterans, Females, Blacks, Hispanics, Persons with Disabilities, Asian Americans, and LGBT+. Some of these sites are even specific to particular fields: Agriculture and Life Science, Business, Engineering, Liberal Arts and Human Services, Natural Resources

and Environment, and Science. If your advertising selections listed on the Authorization to Fill do not include at least one diversity site, we will select one that matches closely with your hiring plan.

We are always adding to this list, so if you know of any acceptable sites that would increase our ability to attract diverse candidate pools, please email Kathy Bolen at [bolenk@wou.edu](mailto:bolenk@wou.edu)

#### *What Else Can I Do to Create a More Diverse Workplace?*

- Redefine Diversity: A diverse organization extends beyond the areas of race and gender. Its workforce includes people of all different ages, abilities, sexual orientations, religions, and more.
- Recruit Outside Your Network: Often, our professional network is made up of people with similar backgrounds. Consider the limitations of your network, and be ready to recruit outside of it when hiring.
- Forget About “Pedigree”: The best schools and the best companies don’t always churn out the best candidates. Don’t let a focus on the right resume “pedigree” limit your candidate pool.
- Focus on Competencies: It is easier to teach a candidate a skill (i.e. working with a specific program) than it is to teach them a competency (i.e. innovative thinking). You can consider candidates who don’t have every skill needed for a job – yet.



### NEW & UPDATED HR FORMS

All HR forms including these are located here: <https://wou.edu/hr/resources/forms/>

<b>Telecommuting Agreement:</b> Any classified, unclassified, or student employee that is performing any part of their duties off-site, must complete the new Telecommuting Agreement. This form is much more detailed than our old one and provides us with information regarding dates, hours, and job duties.	<b>Supervisor Checklists:</b> We have created checklists for supervisors to use as a resource when talking to their employees about the expectations of telecommuting, furlough, and extended leave. We hope these resources will provide you with the means to have a discussion regarding each program, its purpose, and the hope of success and productivity.	<b>I-9 Notary Instructions:</b> We have updated the instructions for new employees and notary publics when completing an I-9 form. These methods are used when the new employee is unable to visit the HR office in person to have their identification certified.
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## NEW HIRE, NOW WHAT?!

### TRANSCRIPTS

Once an employee has been hired for a position that requires a degree, Human Resources needs official **transcripts** from the new employee to keep in their personnel file.

### STUDENT EMPLOYMENT

Western Oregon University employs over 1200 students each year. To aid both students and supervisors, we have created resources specific for supervisors working with student employees. Please visit our “Employment” webpage to get started. [www.wou.edu/hr/supervisors](http://www.wou.edu/hr/supervisors)

**Minimum wage increase:** On July 1, 2020, Oregon minimum wage increased from \$11.25 to \$12.00 per hour.

**MINIMUM WAGE  
INCREASE TO  
\$12/HR  
ON JULY 1ST**





### INTERPRETER NEWS



Spring term brought with it the need for huge adjustment across WOU's campus community. One of the things that didn't change is the provision of ASL/English interpreting services for our faculty and staff. Fortunately, all four HR staff interpreters have experience working in video relay settings, interpreting phone calls, and this aided in a quick adjustment to the remote work that has been required since the stay-at-home orders.

Throughout the summer months, these interpreters are still available to meet communication needs.

Please note that Chrys Burcham will be out for the month of August and Emily Herb will be taking over the coordination and scheduling of interpreters for faculty and staff needs. If you require an ASL/English interpreter after July 29th, you can contact Emily Herb at [herbe@mail.wou.edu](mailto:herbe@mail.wou.edu).



### UPCOMING TRAINING SESSIONS

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New Employee Orientation for staff has been re-formatted to include a half-day of required classroom time and a half-day of optional activities. The first half contains presentations from key areas around campus that are important to the employee's success. The afternoon is comprised of a benefits orientation, ID card issuance, and a Study Hall. The Study Hall is an opportunity for uninterrupted time to complete any online training, and computer set-up. We will be resuming New Employee Orientation in the fall, maintaining social distancing guidelines.

Unfortunately, over the last few months, in-person campus training has been temporarily halted. Please take this opportunity to visit the Training Registration page using the **"Register for Training"** link on your **Portal**. This would be the perfect opportunity to take advantage of the many online options available for training. We hope to resume in-person trainings in the fall (within social distancing guidelines, of course).





### SUMMER PAY FOR FACULTY

If a faculty member did not complete and submit a Faculty Payment Plan by June 10<sup>th</sup>, they were automatically enrolled in the Regular Pay Plan. As a reminder, the Payment Calculator is a great resource to help you estimate your summer monthly payments. The Payment Calculator and Payment Plan documents can be found on the “Forms” page of the HR website.

### DEFERRED PAY SIGN-UP DEADLINE: SEPTEMBER 10TH

If you are an unclassified employee or faculty who work above .50 FTE on an academic year schedule and would like deferred pay, don't forget to sign up for the deferred payment plan by September 10<sup>th</sup>.

### WORK SHARE UPDATES

- Western's Work Share plan was approved by the Oregon Employment Department on June 4, 2020.
- We have 288 employees participating in Work Share.
- HR has been submitting our Work Share Weekly Claim Certifications to the Oregon Employment Department no later than 5pm each Friday via a secure FTP set up by OED.

### WORK SHARE UPDATES

#### When will I receive my unemployment insurance benefits?

In our initial meeting Oregon Employment Department indicated that we should expect a 4 to 6-week turnaround from the date our application was approved. To date, we are unaware any WOU Work Share employees have received benefits. At the time payment does occur claims should be retroactive.

#### Do I get paid for the “Wait Week”?

The week ending June 6<sup>th</sup> is considered to be our “Wait Week”. If/when Governor Kate Brown waives the wait week, we may receive a retroactive payment for that week. We have heard that she would like to see the wait week waived, but OED does not have the resources to implement that easily.

#### Will I get one disbursement or two for each payment?

We have been told that the Work Share payments and the federal benefit of \$600 will be paid as two separate disbursements. We have heard that the first week payment may come as a paper check(s), and following payments may come on a preloaded US Bank Reliacard (sent in a nondescript envelope).





## PAY DOCUMENTS

In early March, HR sent an email regarding submission of “Pay Documents”. This process has worked well since many of our employees are away from campus. As a reminder, please follow this fully electronic method to speed up the approval process.

Instead of routing your pay document around campus for physical signatures, you may now email your pay document to [paydocuments@wou.edu](mailto:paydocuments@wou.edu). Once received, our office will electronically route your pay document for approval.

The following are guidelines regarding the use of [paydocuments@wou.edu](mailto:paydocuments@wou.edu):

1. Submit your pay document in a PDF format;
2. If supporting documentation needs to be attached to the pay document, please submit both the pay document and supporting documentation in one PDF file;
3. Submit **one** pay document per email to [paydocuments@wou.edu](mailto:paydocuments@wou.edu);
4. Make the Subject line "RE: LastName, FirstName, DateSubmitted";
5. In the body of the email, provide the names of each individual that needs to sign the pay document **in order** as outlined on the pay document;
6. If your submission to [paydocuments@wou.edu](mailto:paydocuments@wou.edu) is in an incorrect format, it will be returned to you and not processed until it is submitted in the correct format; and
7. Only email pay documents to [paydocuments@wou.edu](mailto:paydocuments@wou.edu). Questions regarding human resources practices and paperwork should be submitted to [hr@wou.edu](mailto:hr@wou.edu) or another staff member directly.

## ODDS AND ENDS

- **Student summer employment:** Students must meet the enrollment requirements for summer. If not, they are eligible to use their “free term” in order to work during the summer.
- **COLA increase:** Classified staff are due for a COLA increase on July 1<sup>st</sup>. This increase will be reflected in July’s pay.
- **Personal leave:** Classified staff will accrue personal leave as of July 1<sup>st</sup>, 2020. This accrual will be reflected on July timesheets.

SUBMITTING  
PAY  
DOCUMENTS





### 2020 OPEN ENROLLMENT

October is typically the time for open enrollment on campus. This year only, PEBB will not require mandatory open enrollment if your elections are not changing. There will be more information to follow as we know more. Should you have any questions, please contact Human Resources.

If you have a mid-year change, please remember you only have 30-days when adding or subtracting dependents to complete the Mid-Year Change document.

OPEN  
ENROLLMENT  
NOT  
MANDATORY  
FOR 2020



### IMPORTANT LINKS

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**HR UPDATES:** <https://wou.edu/hr/hr-updates/>

**HR FORMS & RESOURCES:** <https://wou.edu/hr/resources/forms/>

**BENEFITS AND RETIREMENT:** <https://wou.edu/hr/benefits-retirement/>

**PAYROLL:** <https://wou.edu/hr/payroll/>

