Coffee Talk with HRIS Summary: New Training Materials October 21, 2021
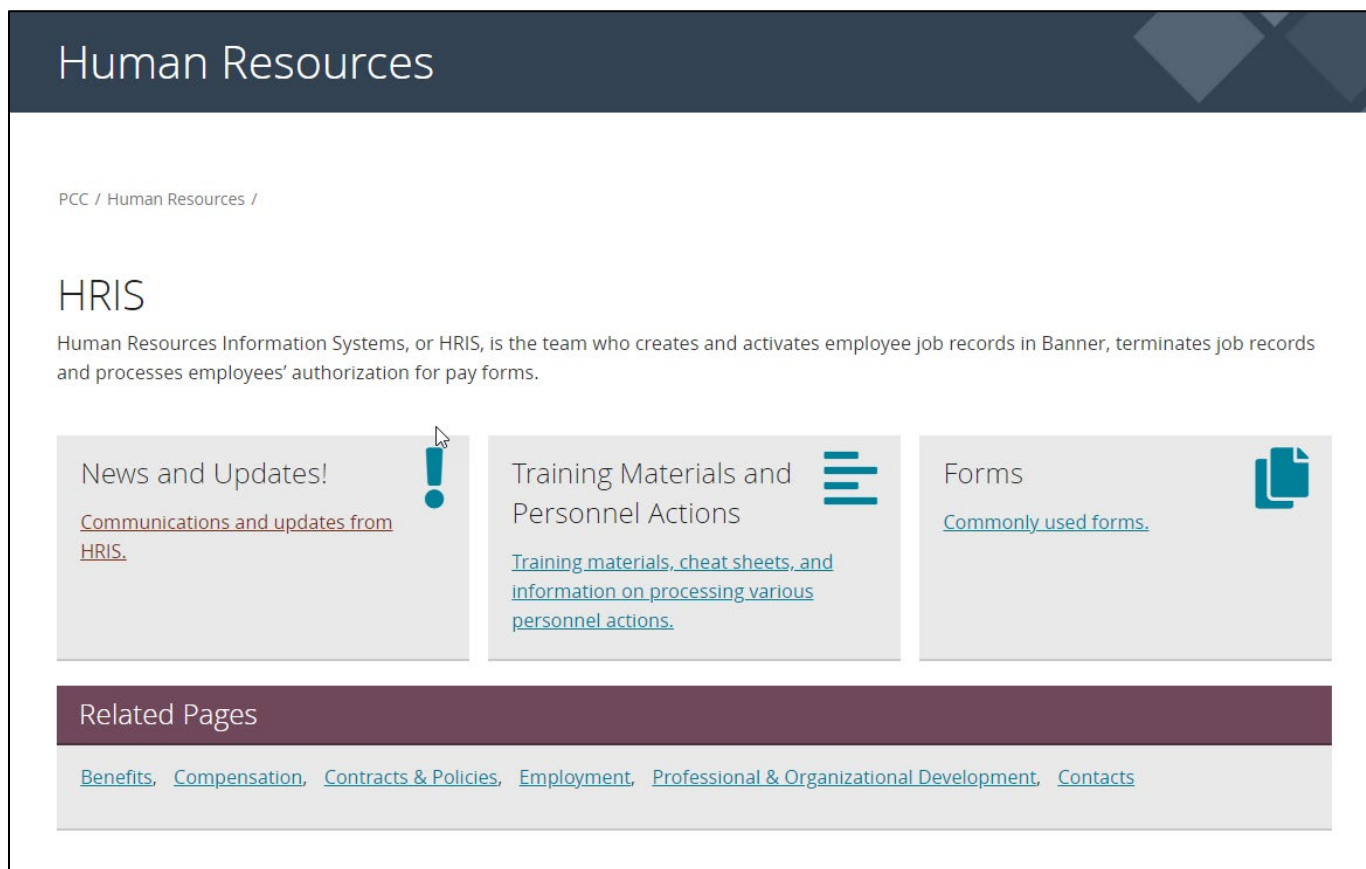
New Training Materials and the HRIS Website

Presentation

The HRIS Website

Since our first Coffee Talk with HRIS in which we did a walkthrough of the HRIS Website, there have been many updates and new training materials published.

To get to the HRIS website, visit PCC's HR Website: pcc.edu/hr and scroll down to the HRIS link. (pcc.edu/hr/hris/)

The News and Updates Tile

- Includes upcoming HR deadlines (such as when NWRINAS reports are due)
- Notifications and Reminders (including emails submitted by HRIS regarding when EPAFs can be submitted)
- Coffee Talk with HRIS summaries – if you missed a Coffee Talk or wish to review a previous one, you can review it here

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Training Materials and Personnel Actions Tile

- This tile lists process adjustments due to remote operations

- And includes the deadline for the USCIS policy allowing virtual verification of documents for I-9s

- It also includes the HRIS Training Library. Visit the library to find process guides (and abbreviated quick sheets) for all HRIS processes. The latest additions to the library include:

- Personnel Actions:
  - Find a list of actions pertaining to different classification types as well as updates to employee records in general.

Personnel Actions

Some of these links may also take you to other areas, such as Staff Employment. Most Full Time and Part-time benefits eligible jobs will go through Staff Employment (Classified, Confidential, Academic Professional, Full-Time Faculty, Management and Executive.)

Employee

All employee information is changed in the same way, no matter the 'type' of employee.

- Name / userID / Email
- Mailing Address / Phone
- Campus Address / Phone
- Emergency Contact Information

Casual

General information on hiring casual employees can be found in the hiring manual for casual employees [INTRANET].

- Casual Hiring
- Changing a Casual job Pay Rate – MAP Form
- How to end a casual job early
- Exceptional Pay Casual jobs – MAP Form

Part-Time Faculty

General information on hiring PT Faculty can be found in the hiring manual for PT Faculty [INTRANET].

- New to PCC / Returning to PCC after a break in Employment
- Create a job for a Part-Time Faculty Tutor, Counselor, or Librarian (single term)
- Department Chair
- Faculty Assessment Pay
- Change an Existing Job (pay / hours / end date)
- FOAPAL change to an existing job
- Exceptional Pay (hiring above/below contract rates)

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Forms Tile

- This tile provides HRIS and HRIS-related forms

- New forms available on this tile include:
  - A new Exceptional Pay Memo template to use if your department or program doesn't have one:

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- A link to the eAUTH Cancel / Reduce Pay form (previously was only available on the Compensation page)
- The CALC tool now has a new tab that lists instructions in how to calculate pay rates for classes with Grade CALC

How to Use the CALC Tool

Introduction

Each class at PCC has a Schedule Type (i.e. 'Lecture', 'Lab', Lecture/Lab mix called 'Range') and therefore, a Salary viewed in the PT Faculty Salary Schedule. Instructors are paid the pay rate for their class's Salary Grade based on th

Some classes have more than one Schedule Type (i.e. both 'Lecture' and 'Range'). The NWRINAS report will automa Salary Grade for each Schedule Type in the class and how many Pay Hours are assigned to each Schedule Type in t than one Schedule Type).Use the chart below to determine the Salary Grade of each Schedule Type:

✕	Basic Course Information Form SCACRSE 9.3.15 (TEST)	
Subject: CS Computer Science	Course: 162 Term: 202102	Course Title: Computer Science II

▾ SCHEDULE TYPE

From Term | 199803

Schedule *		Description
A	...	Lab
E		Lecture

But what if the instructor misses a class and a substitute instructor takes their place? Since instructors' pay rates are an instructor substituting a class with more than one Schedule Type?

Sub Pay Rates that require calculation can be calculated using the "CALC Rate Calculator for FY 20XX" tool, located

The EPAF Process Guide located on HRIS website addresses how to determine Sub Pay Rates for classes where ca Sub EPAF FAQs) on page 50.

Gathering Information to Determine Sub Pay Rate

◀ ▶ | Calc Pay SGRP 2022 | SGRP 2022 | **How to Use the CALC Tool** | ⊕

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Announcements

1. There are still many employees who need to have their documents physically reverified for their I-9s. Here is a list of these employees.

   https://docs.google.com/spreadsheets/d/1a0fwk6nXyVNME1H9T0gY3C91CfYHlf1Ae5BMiHjjL0A/edit?usp=sharing

2. If anyone on that list has been terminated, please send in a Term Form to HRIS.

3. The deadline for USCIS's policy on being able to virtually verify documents for I-9s is December 31, 2021 which means you have until January 4, 2022 to meet with your employees whose documents were virtually verified to physically review their documents and reverify their I-9s. HR will be hosting another I-9 Day Event at **the Downtown Center on October 26, 10:00am-12:00pm and 12:30-2:00 in the Rose Room**.

4. We'll need volunteers to host another I-9 Day at their Campus between now and December 31st.

   UPDATE:

   o Cascade Campus | 705 N. Killingsworth St. Portland, OR 97217 | Terrell Hall Room 123 | Nov. 5th | 9:00am - 12:00pm & 1:00pm - 5:00pm | Free Campus Parking

   Cascade Campus Appointment Calendar

   POC: Cory Kilpatrick

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   o Southeast Campus | 2305 SW 82nd and Division, Portland, OR 97267 | Great Hall | November 10 |10:00am - 12:00pm & 12:30pm - 3:00pm | Free Campus Parking

   Southeast Campus Appointment Calendar

   POC: Wendy Settle

5. We've published a new training in MyCareer@PCC: HR 104b: EPAF Originator training! All IAAs, OAs, Admin Assistants, Executive Assistants, Program Specialists and managers should have access to this training.

Q & A Session

The following questions are grouped into categories based on what the questions relate to.

Portland Community College

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Exceptional Pay Memos (EPM)

Q: The new HR EPM Template includes a section for one-time pay. Does this take the place of a MAP for a one-time pay job, or does the MAP still need to be submitted with the EPM?

A: Submit the MAP with the EPM. If the job requires an EPAF, submit a MAP instead with the EPM.

Q: My department uses its own EPM template for multiple instructors on the same ORG and same pay rate. Can we use our EPM or should we use the HR EPM template?

A: You can still follow your departmental process for EPMs.

The Spreadsheet of Employees Needing I-9 Reverification

Q: What should happen if employees needing I-9 Reverification are listed under an employee who no longer works in that department?

A: HR originally requested that whoever took care of the I-9s originally would be the ones to take care of the reverification, or to find someone to take over the reverification process. If that person doesn't respond to any communication, HR will work with the department manager to ensure employees' I-9s are reverified.

Q: When was the I-9 Spreadsheet last updated?

A: It's updated in real time. As reverification I-9s and Term Forms come in, the spreadsheet is updated to reflect those changes.

I-9 Reverification Day Events

Q: Will there be another I-9 Day event so people can get their I-9s physically reverified?

A: Yes! HR is hosting another I-9 Day at the Downtown Center on October 26, 10:00-12:00 and 12:30-2:00pm in the Rose Room. Here is the Appointment calendar to share with your employees who need physical reverification.

Q: How can I find out about the I-9 Day events?

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A: You should be receiving these notifications if you are a member of the admin-assistants-group@pcc.edu. If you are not, please reach out to HRIS.

Q: If I volunteer to be a POC again for a campus I-9 Day event, will I need to re-take the Safety Training?

A: If you've already taken it, you don't need to take it again.

Q: What if an employee can't attend any of the upcoming I-9 Days?

A: The responsibility of physically verifying documents for an I-9 falls on the hiring department. If a new hire cannot attend an I-9 Day event, the department will need to arrange a time with the employee to physically meet to verify their documents and complete the form I-9. If meeting on campus, both attendees will need to request campus access and complete the COVID Safety Training. If meeting off campus, the manager's approval is needed.

Q: Can new hires use the I-9 Day events to have their I-9s initially verified?

A: No. The I-9 Reverification Day events are only for those employees in need of having their documents physically reverified, as in, the employees listed on the outstanding I-9 spreadsheet. If a department hires a new employee, it is that department's responsibility to complete the I-9.

EPAF Training

Q: What's the name of the training?

A: HR 104b: EPAF Originator training

Q: Who can access the training? Will a manager need to request access?

A: All IAAs, OAs, Admin Assts, Exec Assts, Program Specialists and Managers should be able to find the training in MyCareer@PCC and take it.

Other

Q: What's the difference in the hiring process for PT Faculty for credit classes vs. Community Ed classes?

A: It's the same process – submit a NWRINAS for both non-credit and credit classes. Sometimes with Community Ed classes, in certificate or CEU areas, you may need an EPM along with the NWRINAS because the pay rate is higher than the general, board-approved rate.