Position Description (PD) Update Process

Employee position descriptions are maintained and managed in OSU’s online position description system, PeopleAdmin. In order to obtain a copy of or edit a PD, employees and supervisors should follow the established process and work with a member of the HSBC HR team.

How do I obtain a copy of my PD?
Send an email to your HSBC HR Consultant. If you are unsure who your consultant is, send your email to HSBC.HR@oregonstate.edu.

How can I start the PD update process?
An employee who wishes to request an update to their PD may obtain a copy of their current PD and submit a draft revised version with their suggestions to their supervisor. The supervisor will consider the changes to determine if they accurately reflect the work assigned. Once the supervisor has reviewed and made appropriate edits, they will work with HSBC HR staff to formally process the PD update in PeopleAdmin. A finalized copy will be sent to the supervisor who will provide a copy to the employee.

Supervisors may also initiate a PD update and should, at a minimum, review and update an employee’s PD on an annual basis. A good time to update a PD is during the annual review process, however if there are significant changes in assignment made during the year, then it is best to update the PD as those changes occur.

Kind words can be short and easy to speak, but their echoes are truly endless. ~ Mother Teresa

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Contact your HSBC HR Team:
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June 2014
New Program for Accident/ Injury Reporting & Mandatory Incident Reporting - HR Advocate

In May the Office of Human Resources implemented a new online program, HR Advocate, for reporting accidents/injuries and incidents which OSU employees are mandated to report.

Information and/or incident reports must now be submitted online using the Public Incident Reporting form located at https://oregonstate2-gme-advocate.symplicity.com/public_report/.

Accident/Injury Reporting includes all accidents and injuries that have occurred to:

- anyone on OSU controlled property or
- OSU employees in the course and scope of their employment

For accidents or injuries to non-employees, an OSU employee should be notified of the incident and complete the form on behalf of the non-employee.

For accidents or injuries to OSU employees, OSU requires that the injured worker’s manager/supervisor complete the form. This is to meet the requirement that the manager/supervisor has reviewed the accident and determined the appropriate corrective action(s) to avoid similar hazards in the future, and ensure existing safety hazards are immediately addressed.

Mandatory Reporting: Employees of OSU are subject to mandatory reporting requirements of child abuse. The HR Advocate reporting application will provide OSU employees an automated process for reporting incidents of suspected child abuse or neglect relating to OSU employment. This does not substitute or eliminate the legal requirement to report suspected child abuse to law enforcement or the State of Oregon Department of Human Services (DHS). If you have questions, please contact Viki Dimick at: viki.dimick@oregonstate.edu or by phone at: 541 737-5355 or go to the website at: http://hr.oregonstate.edu/policies-procedures/employees/mandatory-reporting-child-abuse.

Recruitment Resource Guide

Attention search committee chairs and participants!

The Office of Equity and Inclusion (OEI) has developed a new interactive Recruitment Resource Guide that replaces the Diversity Mailing lists (currently referred to as distribution lists D, F, and G) that were used through Printing & Mailing Services. One of the results that the guide returns is a customized “Required Email Distribution Listserv,” which will make it easier for the search committee to distribute job announcements. Search committees are required to use the new listserv, “Required Email Distribution Listserv”, rather than the Diversity Mailing lists, and to recruit broadly through other discipline specific outlets. OSU strives to be an equitable, inclusive, and diverse community.

Information about this resource has been added to the Search Excellence and the Recruitment and Selection Resources website as well.

Understanding Your Earnings Statement

Do you need assistance with understanding the different components of your earnings statement? If so, a helpful Earning Statement Sample is available at: http://hr.oregonstate.edu/benefits/faq/i-dont-understand-my-earnings-statement-and-benefit-deductions-where-can-i-find.
**Supervisor Responsibilities in EmpCenter– Student Hourly Positions**

Each student employee is responsible for entering time worked in EmpCenter and submitting their timesheet each month. Likewise, each supervisor is responsible and accountable for reviewing the accuracy of the time entered by a student employee, communicating with students regarding errors on the timesheet, entering corrections as necessary, and approving the timesheet prior to the monthly deadline. Because the HSBC is not aware of student schedules and/or the hours that students work, we are unable to audit timesheets for accuracy. Therefore, it is very important that supervisors review and approve student timesheets prior to the monthly deadlines.

**OSU Policy on Veterans Status**

We have received questions in the past about how OSU’s veteran’s preference in hiring should be implemented during the competitive search process. We hope the following will provide a refresher and/or clarity about how to evaluate candidates who self-identify as qualifying veterans in their application.

The OSU hiring process extends an affirmative preference to individuals who self-identify as qualifying veterans. OSU’s Policy on Veterans Status specifies that:

- Hiring units will give special consideration to qualifying veterans when the qualifying veteran applicant meets the minimum qualifications for the position for which she or he has applied.
- Special consideration typically consists of advancement to the first interview stage unless the veteran has no reasonable chance of success in the position.
- OSU will consider evidence of transferrable skills presented by veterans when considering whether the minimum qualifications for the position have been met.
- Hiring units are strongly encouraged to give additional special consideration to veterans at later stages of the process as well.

For the full text of the memorandum clarifying OSU’s policy on affirmative consideration of veterans in the hiring process, visit the Office of Human Resources’ Search Excellence webpage at [http://hr.oregonstate.edu/jobs/searchexcellence/screening-applications](http://hr.oregonstate.edu/jobs/searchexcellence/screening-applications). Scroll down to the section titled Consideration of Qualified Veteran Applicants in the Screening Process for the memo.

Requests for information about the handling of a veteran’s application and any questions about this procedure should be directed to the HSBC HR Team.

**Faculty Merit Increases**

The faculty merit increase process has been completed and all information has been reviewed and approved by Becky Warner, Senior Vice Provost, and David Blake, Assistant Vice President. Faculty who have been awarded merit increases should be receiving notification soon. The merit increases are effective July 1, 2014 for 12-month employees and September 16, 2014 for 9-month employees. Congratulations to all who received merit increases!