eLearning for Managers and Supervisors

Are you too busy to attend trainings? Learn at your own pace from your own place. The Office of Human Resources provides several opportunities for eLearning including:

- Performance Management Cycle (4-Part Series)
- FMLA/OFLA for Supervisors
- Employee and Labor Relations Workbook
- Email for Professionals (2-Part Series)
- EmpCenter for Supervisors

These are just a few of the E-Learning courses available. Please check out the Office of Human Resources Training website at: [http://hr.oregonstate.edu/training](http://hr.oregonstate.edu/training) for a full listing of learning opportunities and courses for managers, supervisors, and all employees.

New Employee Orientation and Training

New Employee Orientation sessions are conducted for employees who are new hires and/or newly eligible for benefits. The orientation sessions present new staff and faculty with:

- The “big picture” of OSU
- An overview of health and retirement benefits
- An understanding of the campus resources and services available
- The terms and conditions of employment

Spring schedules are:

- 4/16/2015 (TH)  8:30 am—Noon  Memorial Union, Room 213
- 5/12/2015 (T)  8:30 am—Noon  Memorial Union, Room 213
- 6/16/2015 (T)  8:30 am—Noon  Memorial Union, Room 213

Please encourage your new staff and faculty to attend. No registration is required. Employees not able to attend can find a wealth of useful, informative resources at the [Inside OSU](http://hr.oregonstate.edu/inside-osu) website.

In addition to the morning orientation sessions, essential trainings are offered in the afternoons to new employees covering topics of Ombuds Services, Sexual Harassment Training, Mandatory Reporter Training, Workers’ Compensation, and Safety Training. Training dates/times are:

- 4/16/2015 (TH)  1:00pm—4:00pm  Memorial Union, Room 213
- 5/12/2015 (T)  1:00pm—4:00pm  Memorial Union, Room 213
- 6/16/2015 (T)  1:00pm—4:00pm  Memorial Union, Room 213

No registration is required for new employees. Current employees who wish to participate in the afternoon trainings may attend as space is available. Registration will soon be accessible through the Professional Development site: [http://oregonstate.edu/training/](http://oregonstate.edu/training/).
Grant Oversight Guidance is Changing

Have you recently received an email from the Office of Sponsored Programs (OSP) that your new award is subject to Uniform Guidance (UG)? If so, do you know what that means?

To deliver on the promise of a 21st-Century government that is more efficient, effective and transparent, the Office of Management and Budget (OMB) is streamlining the Federal government’s guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. This guidance, referred to as Uniform Guidance (UG), was released on December 26, 2013. The UG streamlines and supersedes guidance that was previously contained in eight different OMB Circulars into one Circular and will impact most awards issued after December 26, 2014.

Why is this important? These reforms are intended to strengthen internal controls, improve integrity and accountability of the financial management and operation of Federal programs by clarifying and consolidating policies, making compliance less burdensome and reducing audit findings. Currently, staff from the Office of Post Award Administration (OPAA), the Office of Sponsored Programs (OSP) and business centers are reviewing the new guidelines to determine what modifications, if any, need to happen within OSU’s systems, policies, and procedures to keep us in compliance with these new regulations.

If you receive an award email which suggests your award is subject to UG, your HSBC Accounting Team will assist you with the process. Please contact your grant accountant for assistance or send an email to bc.healthsciences@oregonstate.edu.

Please check this website http://research.oregonstate.edu/osp/uniform-guidance for updated information on the Uniform Guidance and OSU’s treatment of the UG.

New and Updated HR Forms on the HSBC Website

Are you using the most current form for requesting personnel changes (recruitment, hiring, etc.)? If not, please check out our website at: http://oregonstate.edu/dept/fa/bc/healthsciences/. You will find the following forms located under the Faculty/Staff Resources tab.

Student Employee Recruitment & Hiring
- Student Posting Request Form
- Student Hiring Form
- Request to Pay Above Student Hourly Maximum

Personnel Requisition Forms
- Personnel Requisition Form—Competitive Recruitment
- Personnel Requisition Form—Short Term Appointments
- Personnel Requisition Form—Waiver of Search (WOS)
- Personnel Requisition Form—All Other Appointments (coming soon!)
- Rapid Recruit Web Form

Other Forms & Resources
- Position Description Template
- Request to Hire Above Step 1 (classified positions)
- Salary Increase Request Form (unclassified positions)
- Special Conditions of Employment Worksheet

Please fill out the forms as completely as possible and attach any supplementary documentation indicated. This helps us serve you more quickly. Incomplete information on requests and/or missing documents will delay processing time and may require additional follow-up communications. If you don’t see a form listed here that you would find helpful in processing your request and it’s not available on OSCAR, please send your suggestion to HSBC.HR@oregonstate.edu.