Newsletter Changes

You may have noticed the subtle change in the header from “HSBC HR Monthly Update” to “HSBC Monthly Update.” Along with HR news, we will begin to include informational segments from our Finance and Accounting Teams in this and future issues in order to keep our customers more well-informed and updated.

HSBC Welcomes New Member to the HR Team

We are happy to announce that Gina Morford recently joined the HSBC HR Team as a Human Resources Consultant. Most recently, Gina worked as an Employment Specialist in the Samaritan Health Care Services – Recruiting Department. Prior to relocating to Oregon, Gina worked in human resources positions in health care facilities in Maryland and Michigan. Gina will begin her training in the HSBC by focusing on student recruitment and employment. If you are in the area (4th floor Snell), please stop by and introduce yourself. Gina is located in 443B Snell (behind the gate, and next to the window). We also extend a special thanks to the search committee members (Kim Cholewinski-HSBC, Mary Dobie-AABC, and Megan Hickman-FOBC) for all their hard work in getting us a great candidate!

PEBB Benefits Open Enrollment for 2015 (October 1 – October 31, 2014)

Open Enrollment and selection of your participation status in the 2015 Health Engagement Model (HEM) program is mandatory. If you elect to participate in the HEM, you and your enrolled spouse/domestic partner must also complete the HEM Health Assessment by the due date. This is also a once-a-year opportunity to make changes to your benefit packages. Please take these 4 easy steps to ensure your benefits coverage remains active: 1) Explore your benefit options, 2) Complete your Health Assessment, 3) Choose your benefit plans, and 4) Enroll in your 2015 benefits by October 31, 2014. If you have questions or need assistance in completing the Open Enrollment online process, contact the Benefits Unit in the OSU Office of Human Resources at employee.benefits@oregonstate.edu or by phone at 541-737-2805, or attend one of the remaining “drop-in” help sessions:

- October 20th 1pm – 4pm Valley Library, Barnard Classroom (5th Floor, #5420)
- October 23rd 1pm – 4pm Valley Library, Barnard Classroom (5th Floor, #5420)
- October 28th 10am – 1pm Valley Library, Barnard Classroom (5th Floor, #5420)

International Travel Registration and Pre-Approval

If you are traveling internationally on behalf of Oregon State University, your trip must be registered with the Oregon State University Office of Risk Management (ORM) prior to your departure. This is a requirement regardless of the source of funding for the trip. Registration is easy to complete and can be done by accessing the ORM International Travel webpage (http://risk.oregonstate.edu/international). You will find a link about a quarter of the way down the page that says: “CLICK HERE TO Register your trip”. While you are on this webpage, please also review the information about recommended levels of insurance. When international travel expenses will be charged to a grant index pre-approval from the Office of Post Award Administration (OPAA) is required. The Foreign Travel Authorization form can be found here.
**Grant Reporting and Reimbursement System (GRRS)**

The Oregon State University Office of Budget & Fiscal Planning offers a very powerful grant reporting tool to faculty who are designated as principal investigators (PI) on externally sponsored projects. The reporting tool provides access to a broad range of information, and is current to the previous business day. In addition, PIs have the ability to review images of individual invoices that have been paid against their funding sources. Every PI automatically has access to the reporting tool as soon as their award has been given an index number.

**Instructions to access the system:**
1. Navigate to the Office of Budget and Fiscal Planning Online Systems webpage (http://oregonstate.edu/budget/bfp-online-systems)
2. Click on the “Grant Reporting and Foundation Reimbursement Systems (GRRS)” link;
3. Enter your ONID information in the appropriate fields;
4. Click on the “Grant Reporting” link;
5. A list of your current awards should be listed.

If you have difficulty accessing the system please contact an HSBC Finance and Accounting team member for assistance.

**Hiring? Start Early – Plan Ahead – Communicate**

We realize that the recruitment and hiring processes can present some challenges. In order to reduce frustration and expedite the recruitment and hiring processes, the HSBC HR team encourages you to **start the process as early as possible** (2+ weeks prior to the requested posting date is recommended). **Please contact us right away, if you...**

- Become aware of a need to hire an individual for a project or short term work assignment;
- Become aware that you need to fill/refill a student position;
- Consider the need to hire someone, even if you aren’t sure yet;
- Begin working on a budget that includes salary for any type of employee;

We are happy to help you establish a recruiting and/or hiring plan which meets your needs and timelines. You will find recruitment request forms on our website, and may contact the HSBC HR Team most effectively via email to HSBC.HR@oregonstate.edu. Email messages are monitored and distributed throughout the work day. We encourage you to partner with us. Together, we can successfully navigate the recruitment and hiring process efficiently and effectively.

**Payroll Certification - Supervisor Responsibilities**

Verifying the accuracy of employee pay records is the responsibility of every supervisor. EmpCenter timesheets for direct reports should be reviewed and approved (or disapproved if not accurate) by the 6th of each month for salaried employees and between the 16th and 17th of each month for hourly employees. In the past, EmpCenter generated one reminder email to supervisors. Good news! The EmpCenter Team has rolled out a second email to provide supervisors with an additional, final reminder that immediate action is required.

If you don’t understand your EmpCenter role as a supervisor, please review the Supervisor User Guide at http://mytime.oregonstate.edu/empcenter-training. If you find that you need additional training, send an email to empcenter.hsbc@oregonstate.edu or HSBC.HR@oregonstate.edu or contact a member of the HSBC HR team. We are here to help! Your success is our success.