

# DEVELOPING NEW EMPLOYEES AND MANAGERS

Uplift Your Benefits



## Governor's Expectation

Beginning June 1, 2023, all agencies will have their new employees participate in the Uplift Your Benefits two-hour training within 30 days of hire. Agencies will comply by June 1, 2023. Uplift Oregon will provide quarterly performance reports.

## Implementation

- **New Hire:** Includes all new hires to Oregon state government.
- **Temporary and Seasonal Employees:** Will only need to complete the training if they receive health care and retirement benefits. The agency will be responsible for assigning, tracking, and reporting the training for these employees/workers.
- **Required Training Campaign:** DAS – CHRO will launch a required training campaign through Workday to all new hires excluding temporary and seasonal employees starting June 1, 2023. The employee will have 30 days to complete the training. Ideally an employee should complete the training within 14 days of hire, or before they complete their benefits enrollment documents.
- **Enrollment into an Offering:** New employees will need to enroll into one of the offerings scheduled in Workday. Enrollment closes 48 hours before each offering.
- Agencies will be responsible for ensuring employee participation.

## Reporting

**Initial Reporting:** Uplift Oregon will start reporting as follows:

1. **October 1, 2023:** Reporting for July 1 – September 30, 2023. This will be the first quarter compliance will be checked.

**Ongoing Reporting:** Going forward Uplift Oregon will report as follows:

Quarterly Cycle	Report Compiled
October 1 – December 31	First week of January
January 1 – March 31	First week of April
April 1 – June 30	First week of July
July 1 – September 31	First week of October

## Contact Information

Uplift Oregon

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