

HR Forum Minutes – August 2007

Present: F. Quinn, M. Moritz, D. Mathews, J. Barnes, D. Boughton, M. Bohn, P. Gulley, E. Luera, A. Mendez, S. Mobley, P. Naylor, G. O'Neill, J. White, K. Yaklin

Floyd Quinn opened the meeting and thanked everyone for coming.

1. HireRight – New Background Check Vendor

HireRight is our new background check provider and we will officially begin using them September 1, 2007. We are set up to begin operating with them today. The HR website has the new release form showing Hire Right as the vendor. The standard check is the same. First HireRight will complete a social security verification. Based on the social security verification, IRS will give us a list of counties the individual has lived in. A check will be done in each county listed for the past seven (7) years. We may also run DPS state wide checks as well, which will only cost \$1. This will give us a national, as well as state and county check of the individual's history. The cost is \$40 as opposed to the \$29.00 with Acxiom. One of the benefits with the change of provider is the time it takes to process and deliver the results.

2. Salary Review

Sample templates for staff notification of merit increases were distributed. The templates are also on the HR website and can be changed if necessary to better suit departmental needs. Each department is responsible for notifying their employees of increases.

3. FTE Cap Coverage

A cap of full time equivalents of 1902 has been set by the legislature. When an agency exceeds the cap, they must submit an explanation/justification to the SAO stating the reason. This is included in the SAO's annual FTE report. If the justification is not accepted the university could lose funds.

4. Academic Advisor I

A review of all academic advisor I positions was conducted and the title is now an exempt title in the university pay plan. Floyd distributed a handout from the US Department of Labor regarding the reasoning for the change.

5. Alien Labor Certification Costs

Department of Labor has ruled effective July 16, 2007, that all costs incurred in the process of preparing, filing, and obtaining a labor certification, regardless of how this process was initiated, become the responsibility of the employer. Prior to that, if an alien contacted an attorney to assist in the process of securing permanent residence, the employee was responsible for the cost. With this ruling the cost of alien labor certification now belongs to the employer.

6. PeopleAdmin/SAP Bridge

University of Nebraska has created a program that ties SAP to the PeopleAdmin applicant tracking system. Every evening PeopleAdmin will create an access table (zip file) and employers can then use People Admin to populate SAP fields on employees. At the present time we are working with Nebraska to see if this is something we will be able to utilize.

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7. EASY Redesign

HR is in the process of redesigning the banner, colors, etc on the EASY website. We are also trying to see if it can be simplified and more user friendly. There may be some questions added to the application process, regarding the ease of use of the system.

LaTonya asked if a statement will be added to notify applicants if they don't meet the minimum KSA's of the position. Originally this was built into the system. If a position has specific qualifications listed and questions to answer pertaining to the KSA's the system will notify the applicant if they don't meet them.

The completion date for the redesign has not been established, but it should be soon.

8. Benefit Plan Changes Effective September 1, 2007

All changes are set up in the system. Some of the changes are: lower the rates for optional and dependent life insurance and accidental death. Employees will see the changes on their October 1 paycheck. Health Select and Dental premiums remained the same, however we did have a rate increase on HMOs.

The employer contribution for Teacher Retirement and ORP was increased to 6.58%; the employee share has not changed. A message will be sent out to employees at later date. If a TRS retiree is rehired into a benefits-eligible position, there is a 12.9 % pension surcharge charged to the university. This surcharge is taken out of the hiring department's operating budget. The eligibility has also changed. Anyone that was retired prior to 9/1/05 is now exempt.

Some of the guidelines for SKIP will change in September so, employees who have been denied in the past, may qualify now. The application for the SKIP supplement can be submitted at any time during the year.

9. Important Upcoming Deadlines/Events

Summer enrollment ends August 17, 2007.

Faculty Orientation is scheduled for August 17th in JCK, 11th floor. At this time there are 130 people enrolled for the orientation.

Graduate Student Insurance enrollment meetings are scheduled for August 22 & 23, 2007. This information is also on the HR website.

SAP Classes are scheduled for PCR/Org Management and Time Administration. Registration is through Selma at ss24@txstate.edu

10. Processes Impacting FY08

Michelle reviewed a list of year end processes taking place.

All salary changes from salary review will be available in SAP August 13, 2007.

All PCR's for separations and salary/FTE changes need to be submitted immediately.

Time entry must be completed for final payroll of FY07, hourly and salaried.

A program is run August 31 to move any vacation hours (above the allowable carry over balance) to sick leave for employees.

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11. University Directory Updates Needed

If employees have changed offices or phone numbers since Fall 07 the new information must be submitted to Human Resources at hr@txstate.edu or to Ashley Croan at ac32@txstate.edu. The individual personal information sheets are no longer distributed.

Michelle received an email regarding new regulations pertaining to salary spread. She is checking to see if it impacts Texas State. There will be more information at a later date.

John McBride reported that Human Resources is studying the comments on our Customer Satisfaction Survey and will be making changes in some of our processes. Many comments were made on the performance appraisal system and the need for a better understanding of the justification of scores. It is evident there needs to be more training for supervisors and all parties need to take responsibility for making the system work.

Having no further business the meeting was adjourned.