

HR Forum Meeting Minutes
12/1/08

Questions/Comments from the Membership:

There were no questions or comments.
Mr. McBride turned meeting over to Mr. Quinn

Student PCR Processing Reminder

Mr. Quinn reviewed the process for separating student employees. The end of the semester is fast approaching and many of our employees will be leaving/graduating. A separation PCR must be processed to remove them from the payroll, using the last day the employee actually worked.

Training Classes

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| 12/8/2008 | Understanding Staff PCR Appointments in SAP
3:00 – 5:00 PM Training Room #623 JCK |
| 12/9/2008 | Understanding Student PCR Appointment in SAP
3:00 – 5:00 PM Training Room #623 JCK |
| 1/7/2009 | Introduction to Understanding Organizational Management and PCR
Processing In SAP
1:30 – 5:00 PM Training Room #623 JCK |
| 1/13/2009 | Understanding Organizational Management in SAP – Managing Positions
9:00 – 11:00 am Training Room #623 JCK |
| 2/11/2009 | Introduction to Understanding Organizational Management and PCR in SAP
1:30 – 5:00 pm Training Room #623, JCK |
| 2/27/2009 | Understanding Staff PCR Appointments in SAP
3:00 – 5:00 pm Training Room #623 JCK |

Clarification of Meal and Rest Periods

Rest periods are generally 15 - 20 min or less and are considered work time.
Meal breaks are 30 minutes or more away from the work station and is not considered work time. The key is the employee cannot be involved in work duty tasks during meal breaks.

Changes to Task Worker Employment Documentation

Human Resources is purposing to streamline the application process for Task Workers. Some areas of the application form will be eliminated. Criminal History Question will be changed to read ***“Have you ever been subject of an arrest that has resulted in deferred adjudication, probation or conviction (Conviction of a felony or misdemeanor is not an automatic bar to employment)*** required documents will remain the same.

Mr. McBride reported HR has requested approval to discontinue courtesy copies of completed PCR's because of time and cost.

Work Life/Employee Assistance Program Proposal

The next Work Life workshop will be on Wednesday, December 10th. Dr. Maureen Keeley, Associate Professor, Department of Communication Studies will share her experience of her final conversations with her mother and talk about her book that looks at the importance of end-of-life communication for the people who go on living.

Work Life is sending a proposal to PC to bring an Employee Assistance Program to campus. The proposal is still in the draft stage but more information will be forthcoming. The service will be provided as a benefit to employees. Cost will be paid by the university.

Update on 403(b) ORP and TDA Program Changes Effective January 1, 2009

Update on 403(b) ORP and TDA Program Changes Effective January 1, 2009.

On January 1, 2009 new regulations go into effect governing the administration of 403(b) plans. In general, the goal of the new rules are for all 403(b)s to be subject to governance by a plan and not by employee self certification. This means that Texas State will be held more responsible for the day-to-day administration of these plans and must have a formal, written plan document. Contributions and transfer will only be allowed to vendors associated with our plan and we must closely monitor loans, hardship withdrawals and distributions for compliance.

The Vendor List has been verified and updated.

Returned to work retirees must have a break in service.

SAP Hands-on Class for Supervisors

A hands-on SAP Class for Supervisors has been created and is very informative. If there is a need in any office for this training please contact Selma Selvera. One-on one training can also be provided if needed.

Other

It was announced that the Board of Regents had approved a tuition increase to \$12 per hour.

Having no further business the meeting was adjourned.

