

HR FORUM Minutes
June 2, 2008

Present: F. Quinn, M. Moritz, A. Sinkar, D. Boughton, L. Garcia, L. Hughes, E. Lura, J. Moseley, P. Naylor, S. Nusbaum, G. O'Neill, M. Olivo, S. Pivonka, C. Schafer, L. Tunnell, A. Campos, B. Boyd, B. Henderson, P. Slocombe, J. Laca, E. Hernandez, D. Mathews

Topics of Interest from Membership

Floyd opened the meeting and asked if anyone had any topics of interest or questions. There were none.

Performance Appraisal Status Update

As of May 29th HR had received approximately 90% of employee appraisals. Floyd stressed that if an employee does not have an appraisal, they will not receive a merit increase. There must be documentation on file in HR from the Vice Presidents office for an employee to be eligible.

Curt Schafer asked what to do about employees receiving 6 month evaluations. They will not qualify because the window for hire date is between September 1 to September 4, 2007.

HR MDC is Expanding SAP Training Services

Lisa Vallejo will be offering training on Student Employment.
Rosie Olivo will be offering training on Org Management.
Roxie will continue to offering PCR training.

The plan is to offer several sessions per semester or as needed.

Hiring Managers EASY Checklist and Glossary

Hiring managers will soon have an EASY checklist and Glossary. It is designed as a tool for hiring managers as new employees are hired. It will also have a glossary for the requisition and application. The checklist will cover the process from beginning to end.

NEW SERVICE

It is possible to request classification audits outside of the hiring process. If a manager feels an employee is not classified correctly, based on job duties, they can request an audit of the position. This is outside of reclassification/employment.

GMS – Professional Relocation Services

At the present time Texas State does not have a relocation service on campus. Global Management Services specializes in relocation services. GMS would be able to provide the university with someone to coordinate the complete process of relocation. At the present time this is a tentative proposal and more study will need to be done for feasibility. UT uses GMS and has had positive experiences with them.

Advertising Job Postings

Tammy Coyle has been working with the Austin America Statesman and has negotiated a 30% reduction of cost on line ads. At this time Rob Moerke is looking at the contract and as soon as it is approved the discount will begin. It does not cover display ads.

FY09 Group Insurance Plan and Rates

ERS has approved all the plans and rates for FY09. HealthSelect rates will not change. The HMOs will be Scott & White and Community First and will increase approximately 5% on rates. There are no changes in the benefits.

The pharmacy provider will change from Medco to CareMark September 1st. New ID cards will be distributed. More information will be sent at later date for employees using Medco regarding the change over during their ordering cycle.

The Dental HMO with Aetna will not increase rates. The Dental Choice will have a 5% increase in premiums.

All other insurances programs will stay the same.

Summer Enrollment begins July 28 and run for 4 weeks. A campus meeting will be held August 15th from 9:00 am – 12:00PM ERS and other vendors will be on campus to answer questions and help employees enroll. It will be held on the 11th floor of JCK.

There will also be several labs open on August 6 and August 7 for employees to receive one-on-one computer assistance if they need it. They need to contact Benefits office to make sure the log in is activated.

SAP Report Added to Supervisor Role

Supervisors may now access ZPTVTOS - Vacation to be converted to sick for their employees. Time Administrators have been able to run the report since September. Steps on how to run this report were in the June 2008 HR Bulletin.

FY 2009 Holiday Schedule Approved

The Board of Regents approved the FY09 Holiday Schedule as recommended. All the days off at Christmas will be holidays. The schedule will be placed on the HR website soon.

PROCESS CHANGE – NEO

Texas State Net IDs are now being issued at new employee orientation for staff employees. If an employee does not receive one, they need to contact the Benefits office and the Net ID will be emailed to their supervisor.

Salary Spread – IRS Changes

IRS has changed the rules for Faculty/Staff on 9 month contracts to spread their salary over 12 months. The form has been revised and the election must be made before the first day of work. Everyone on this plan must re-enroll this year. The due date for this enrollment will be in August.

Other

Curt Schafer asked if Texas State was considering shortening the work week to conserve energy and gasoline for the employees. At this time that is not in the plan. At the present time managers have the ability to use flex time to ease the situation.

Having no further business the meeting was adjourned.