

HR FORUM MINUTES

March 3, 2008

Present: D. Boughton, A. Campos, J. Gardner, J. Laca, E. Lura, S. Nusbaum, M. Bohn, P. Prado, C. Schafer, K. Yakin, J. McBride, M. Moritz, F. Quinn, D. Mathews

Questions from Member:

Mr. McBride opened the meeting and asked if anyone had any questions or concerns they wanted to discuss. Question was asked if the University is changing the comp time policy. Mr. McBride said not at this time.

Mr. McBride reported he has requested Michelle and Floyd submit the top 5 questions HR staff members are receiving each month. The purpose is to make sure key people in each department are provided pertinent information to share with their departments. As members of the HR Forum each member is the key contact person.

Summer Camps – Background Checks of NSNR Employees

Jeff Lund reported with summer camps fast approaching, many departments will be hiring NSNR employees. A key part of this process will be all NSNR employees must have a background check run. UPPS 04.04.17 is the policy departments need to refer to. Contact Bobbie Brandenburg in HR, give her the name of the employee and the date of birth (prior to hiring). A check will be run through DPS, which takes approximately 1 day turn around.. Debra Boughton ask if this was also the processed for athletic camps held by the coaches. It is optional for athletics since the employee is not hired by Texas State. Once the checks are done and employee is approved, a NSNR employment packet will need to be processes, as well as a quick hire PCR. The documents will then need to be sent to HR.

Managing at TXSTATE – next offering April 9, 16th and 23rd.

Our next offering of Managing @TXSTATE will be offered April 9th, 16th and 23rd. Registration is handled through Professional Development. All new supervisors need to attend. One of the areas covered in this course is Performance Appraisals and policy states that all supervisors must be trained on the Performance Appraisal process within 3 months of hire date. This is mandatory training.

Performance Appraisal Reminder – UPPS 04.04.20

All employee performance appraisals are due to Vice Presidents by April 1st. There have been a few changes on the forms. The GOJA must be certified that it is current and up to date. Another change is employees may use fractions in the ratings. (3.5) Any rating below or above 3 must have documentation of reason(s) for rating. In section four of the appraisal a section for listing future training employee needs.

Another change, if an employee is placed on a performance approval plan, a specific date for re-evaluation must be included in the plan.

Job Audit Q&A

Job audit results usually take approximately 2 – 3 weeks. At the present time the average is 8 days. Required documentation is an updated GOJA, Requisition, Justification memo and an organizational chart. Any questions pertaining to the requisition should be directed to Bobbie Brandenburg (bb27) and other questions pertaining to the audit process/requirements directed to Jeff Lund (jl21). Jeff reviewed the guidelines for exemptions. John reminded members that an exemption will not be granted because a department does not have money in their budget to pay for overtime.

MDC Update

Master Data Center is open and is staffed by Roxie Weaver, Rosie Olivo and Lisa Vallejo. Center is located in JCK 314. With the establishment of the Master Data Center responsibilities will be shifting within HR. We still have two vacant positions and when they are filled, some of the duties within the department will be reevaluated. The two vacant positions are Employment Manager and an HR Analyst position.

Question was asked if Rose Trevino will remain in Human Resources or move to Risk Management. There are still issues being worked out with Risk Management. Workers Compensation function will be housed with Risk Management, within the next 30 days. Also, our Work Life function will be expanded to full-time, when workers comp is settled in Risk Management. The campus will be notified when workers comp is officially to be sent to Risk Management.

Financial Planning and Retirement Fair – April 2nd.

Michelle Moritz reported the Financial Planning and Retirement Fair will be held April 2nd. Copies of the agenda were distributed to members. The last session from Teacher Retirement does not have a concurrent session with it. It will be a two hour session. Professional Development will distribute an email for registration. There will be great door prizes!

Retirees

Retirees will now be included in the on-line directory. The policy was updated last summer. The hope is to roll-out this change during the month of March. Question was asked if email addresses will be included. Michell will check to see.

The list will only include retirees who are still living. Previously, emails were sometimes sent to deceased retirees, simply because Benefits did not know they were deceased. If someone does not notify HR of a death the retiree cannot be removed from the list.

DEMO – New Leave Balance Report in SAP – ZPTDLYLV

Michelle Moritz reported that a new report is now available in SAP for leave balances. It is suggested to save in favorites the first time the report is run. This report will give the leave balance for an employee for a certain date. The report is run for active, benefits eligible employees. Report can be run on 1 person, entire department or Time Administrator code. The target date is always defaulted on current

date, but it can be changed. Output can be sorted if needed. Members were encouraged to run the report and send any comments/suggestions to Michelle.

Other

Mr. McBride related some of the questions staff members in HR receive on a regular basis.

What is the process for reclassifying a position?

How do I get a copy of my GOJA?

How do I hire a student worker?

How many hours must student workers be enrolled in each semester?

When will I receive my next ULP?

What is a ULP? (University Longevity Pay)

A brief discussion was held on the difference of a Promotion and a Reclassification.

Having no further business the meeting was adjourned.