

HR Forum – September 8, 2008

1. Questions from HR Forum Membership
Mr. McBride opened the meeting and asked the members if there were any questions or comments. Curt Schafer asked if we were going to change of meeting place to the new San Marcos Convention Center so members could more easily find parking.
2. Employee Director Information Updates Needed
Michelle reminded members that employees needed to update their information with Benefits (room changes, telephone, etc.) Any changes need to be emailed to Cindy Keilers (ck24@txstate.edu) for the updates in the new telephone directory.
3. Vacation Over Max Converted to Sick Leave (9/1/08)
This is an automatic process. On August 31, a snapshot of employee's service is taken and anything that is over the published maximum is automatically converted to Sick Leave. Supervisors and time administrators can check PT50 and see how many hours are converted. If an employee goes back and does retroactive time entry, the system will automatically update. Employees do not receive pay for unused sick leave when they terminate.
4. ORP and TDA Savings Plans – New IRS Regulations Require Administrative Changes 1/1/09.
IRS will make employers' more responsible for administration of 403b plan. There will be a formal plan document and benefits must sign off on any changes to employees plan. Some vendors are bowing out of offering these products because of all the IRS administrative process requirements. At the present time a draft document is being created to submit for approval. This will cause some employees to change vendors. Any questions should be directed to the Benefits office.
5. Work Life Program – Wellness Initiative
Rose Trevino gave an overview of the goals for the Work Life Program. One of the goals is to assist employees achieve a balanced work life environment. The program will now have brown bag lunch workshop. The first meeting will be 9/10/08 at noon. Carolyn Clay will share with the attendees the resources on campus available to employees.

In October the focus will be on Child Care. The director of the CDC will make a presentation regarding the availability of Child Care on campus and the community.

If members have any suggestions or ideas for a sessions please contact Rose Trevino. Registration to all sessions is through Professional Development. Mr. McBride encouraged all members to review the Wellness UPPS and encourage employees to participate.

6. **Broad Banding Pilot Project**
Floyd explained the difference in a broad banding structure in the University Pay Plan and the structure we now have. At this time the plan is to taking Grant specific titles and create a Pay Band to encompass all of the titles. This will empower the department and division to manage their own salary structure and budgets. The Pay Band does not require as much maintenance of the plan. Within the band, there can be several functional titles.
7. **Credentialing Project and Request for Information**
Human Resources has sent a notice to all departments with employees whose position requires licenses to submit records of the licenses/certifications being up to date. Reminders will be sent to account managers when the certifications need to be renewed.
8. **JobElephant Contracts Signed**
We have three advertising contracts at the present time (San Marcos Paper, San Antonio Paper and Austin American Statesman). Under the JobElephant Contract there will be an estimated 25% cost savings to the University.
9. **GMS Relocation Service Kicks Off with a Fast Start**
This has been discussed previously. We have already had a couple of new employees use the service and the feedback is very positive.
10. **PCR Processing Reminders from the MDC**
If department is hiring student workers in September prior to the 10th of the month the paperwork must be entered in SAP by 9/10. If they begin after that date the paperwork must be entered by 9/15th to make payroll.

Reminder that all student workers terminating in August must have a PCR processed to remove them from the position, especially if they are obtaining another position on campus. They will not be able to be placed on the new position payroll until they are terminated from the old position.
11. **Staff Handbook Demo**
Mr. McBride and Deborah gave a brief demonstration on the revised Staff Handbook. The new and improved handbook is on the HR website. After the demonstration of changes and updates, all members were encouraged to go to the website and review the handbook. All comments/suggestion should be emailed to Deborah at dm09@txstate.edu
12. **Upcoming HR Training**
Introduction to SAP – register through Technology Resources website
Time Administration – Oct 2 and Oct 3 (0-11 am. JCK 623)
Managing @ Texas State for Deans & Chairs – September 17 & 24th 8:30am – 4:00 pm

