

HR FORUM MINUTES

August 4, 2008

Mr. McBride welcomed everyone to the last meeting before the fall semester begins. There were no questions or comments from the members. The meeting was turned over to Floyd Quinn for an update from the Compensation Section of HR.

Termination of Student Workers in SAP

Floyd Quinn reminded everyone to process separation PCR's for all student workers. The effective date of the separation should be the last day they actually worked.

Notification to MDC of Anticipated Organization Changes

Memo was sent out as part of year-end process for FY08. A new position data form, used to process any organizational changes can be found on the HR website.

Relocation Services Available Soon

Service agreement with GMS was approved by Mr. Nance. A Marketing Plan, as well as processes to implement the program are being formulated at this time.

Auditing Required Credentials

At the present time HR is in the process of auditing required credentials. Many positions at Texas State have required credentials in the job description. Areas that have these positions have been requested to submit a list of positions and the required credentials to HR. Once this is done, HR will maintain the list and notify the departments when the credentials are about to expire.

Salary Survey Update

Mr. Quinn reported the Salary Survey data was ready to be submitted to Mr. Nance. The figures are roughly \$1 million to implement.

Workers Comp Claims Processing Moves to EHSRM

Rose Trevino reported that all Workers Comp Claims are now being processed by the Environmental Health Safety and Risk Management office. The position is now an Environmental Health Safety Specialist/Worker's Comp. Diana Trellis is now the contact person for all Workers' Comp injuries. She is located at the Thornton House and her telephone number is 245-3616.

Rose is now full-time Work Life Coordinator for Texas State effective 9/1/08. Beginning in September a series of Brown Bag Workshops will be held covering different topics ranging from wellness, elder care, child care, etc.

Also the Cancer Support Group will begin meeting again regularly. A Wellness Fair is also being planned during October. Other areas of possible workshops will be financial planning and parenting support groups.

Arlette asked if the Wellness UPPS had been updated to cover employees utilizing off campus facilities. Mr. McBride said the Vice President for division had to approve any off campus facility usage. However, it is possible this will change in the future.

Fiscal Year End Time Entry “Clean Up”

Michelle Moritz reminded members to check for unapproved time in SAP. Time Administrators need to follow up with employees and supervisors to have all time submitted to close out the year. This also covers rejected time. Any questions need to be directed to Selma Selvera.

New SAP Training Plan Developments

ITAC has a new training coordinator and HR is collaborating with them to offer SAP classes every Tuesday. Some of the classes offered will be Navigation, Time Administration Class, PCR Class and Purchasing Classes. New Employees need to complete the Navigation class first. Registration is done through Technology Resources. An Employee Self Service class will also be developed and offered on Thursdays; and a Supervisors Class will be developed and scheduled later.

IMPORTANT DATES:

August 6 & 7	Computer labs for One-on-One assistance with ERS online
August 12	Managing Positions and PCR's in SAP class
August 15	Summer Enrollment Fair (9-12 JCK 1100)
August 22	Last day for ERS Online Summer Enrollment changes
August 22	New Faculty Orientation (7:45 – 12:30 JCK 1100)
August 26	Graduate Student Insurance Meeting (9-11 SHC)
August 27	Graduate Student Insurance Meeting (9-11 JCK 460)
September 23 & 24	SAP Time Administration Class (9-11; JCK 623)