

HR Forum Minutes  
February 2, 2009

Questions from members  
There were none.

Work Life Events Scheduled

February 11, 1:30 – 3:30 pm. Work Life Workshop – *Wills and Estates: Nuts and Bolts of What an Executor Needs to Know*. The meeting will be held in JCK 460.

February 19, 12-1 pm. “Parents Helping Parents” meeting will present information on “How to Create a Positive Environment for My Child with ADHD.” Bring your sack lunch and join us in JCK 460.

February 25, 12-1 pm Cancer Support Group will meet and share information on “How to communicate with your co-worker, friend, family member battling cancer.”

February is National Heart Month.

Work Life/Employee Assistance Program Proposal Status

Rose Trevino and Michell Moritz will meet with President’s Cabinet on February 9<sup>th</sup> to present the new Employee Assistance Proposal.

Exempt W-4’s Expire in February

All employees who claim “exempt” on their federal income tax withholding must file a new W-4 form each tax year. If a new form is not completed, the University is required to withhold at the “single and zero” rate until a new form is received.

Salary Spread for Graduate Students Available in Fall

Beginning Fall 09 semester graduate students with a 9 month appointment can spread their salary over 12 month. An official announcement has not been sent out to the campus as of this date.

New FHRIS Website for SAP Help

HR has been collaborating with Faculty Records, Budget and Accounting to create a centralized site for SAP help. Hopefully the site will be live by the end of February.

FAQ – What is the impact of my benefits if I change from a full-time to a part-time position?

Many areas will be impacted:

1. Insurance premiums will be higher
2. Loose state longevity pay
3. Vacation roll-over will be impacted (based on FTE)
4. Fee-payment for classes will no longer be available
5. Cost of parking permit
6. Service awards are only for full-time employees

This information will be listed on the HR website under FAQs

## Top 5 Master Data Center Inquires

R. Weaver reviewed the top 5 questions from employees to the MDC.

*I would like to hire a Non-student, Non-regular temporary hourly employee (NSNR). Where do I look for guidance on the policy and procedures?*

UPPS 04.04.03, Section 13, provides clarification on the selection and hiring of staff NSNR hourly employees. These employees are non-benefits eligible and work on a temporary basis.

*I currently have a NSNR employee working in my department but I am not sure how long I can employ them. What is the policy?*

NSNR employment is per fiscal year and there are limitations if the employee is working 20 or more hours per week. A NSNR employee working 20 or more hours per week is limited to a period less than 4.5 months per FY. The work can be continuous or sporadic but the total working period cannot exceed the less than 4.5 month limit. Once an employee, working 20 or more hours per week, reaches the 4.5 month period, eligibility for benefits is possible and the employee ceases to be considered a NSNR temporary employee. If you employ a NSNR employee and they reach the point of 4.5 months and there is still a need for their services, work hours must be reduced to less than 20 hours per week and employment may continue. Each new FY allows the employee to work 20 hours or more for a period of less than 4.5 months.

Each position in SAP is established with a SAP Personnel Subarea that indicates whether a position is part-time or full-time. If you hire a NSNR into a full-time position and then reduce their hours to part-time the HR MDC must be notified to amend the subarea on the position. Please contact Rosie Olive ([ro03@txstate.edu](mailto:ro03@txstate.edu)) providing the SAP position number and effective date.

*My department posted a regular status staff position and we would like to hire someone who is currently working as a NSNR hourly employee on campus. What procedure do I need to follow?*

Once the selection of the employee is approved by Equity & Access, the hiring departments must follow specific steps to ensure a smooth transition. Within SAP, an employee cannot cross payroll areas within the same pay period (NSNR employees are paid on the S-1 bi-monthly payroll; regular status employees are paid on the once a month M-1 payroll). Your NSNR employee must complete their temporary hours within the previous month of the new hire date of the regular staff position.

*The supervisor for several of my department's employees has changed. What steps do I need to take to correct the reporting relationship in SAP?*

In SAP, each employee holds a position. Each position reports to a designated supervisor's position. To request a change in the reporting relationship to a new supervisor's position, please complete the Supervisor Change Request Form. This form is located under the Organizational Management header on the Human Resources Master Data Center web page located at <http://www.hr.txstate.edu/hrmasterdatacenter.html>

*How can I determine who the active employees are in my department? I do not remember if I terminated all of my students or temporary employees.*

It is possible to review your department's employee list in SAP to confirm that all employees appearing on the list are in fact still employed in your department at Texas State. If you find employees who are no longer employed on the list, please take the necessary actions, via PCR to remove them. You can access your employees by logging into SAP and completing the following steps:

### **ZELST – Employee List**

**Use SAP transaction ZELST to produce a list of employees. You will see the employee's name, job title, organizational unit, most recent hire date, term date, Texas State ID number and assignment number (personnel number).**

#### **Instructions:**

- **Log into SAP Portal**
- **Click on SAP Easy Access tab**
- **Enter ZELST in the white transaction field box and hit enter (if there is no transaction box displayed, click on the gray triangle between Menu and System to produce the box)**
- **Click on "Get Variant"**
- **Remove your user ID from the "created by" box**
- **Click Execute**
- **Highlight the variant TIME ADMINS/By org unit**
- **Click green check**
- **Enter your org unit number in the organizational field (i.e., 50000160)**
- **Click Execute**

**You can vary your selection by date, employment status (active or withdrawn), employee group, etc. If you use "other period" be sure to put the same date in all four date fields. As in most standard SAP reports, you can filter/sort columns or download the data to a spreadsheet.**

#### E-Verify Update

The Federal government has postponed implementation until May. There are still many questions that need clarification.

#### New Form I-9

The new form has been delayed until May. HR had posted the new I-9 on the website, but it has now been removed and the old form has been reinstated.

#### Mediation, Grievance and Complaint Checklist

A checklist has been created to aid HR in processing mediation, grievance and complaint paperwork. The form is on the HR website and members are free to review it if an employee relations situation arises.

Other

VPFSS office has published a memo regarding the elimination of courtesy copies of completed PCR's. Previously HR had mailed a copy of the completed PCR back to the original departments for their records. This has become too costly and PC has given approval to discontinue the process.

Performance Evaluation Deadline: February 28, 2009

UPPS 04.04.01 provides a tuition payment benefit, but the classes must be tied to employee's job requirements.

Reminder: Texas State has a relocation service with GMS which can be used for any candidate, at no cost. Amanda Burris, GMS representative will attend the March Forum meeting.

Meeting was adjourned.