

Human Resources Forum Meeting
January 5, 2008

Questions from members

Vanessa Salazar, new HR Analyst was introduced to members.

Effective February 1, 2009 paper courtesy copies of all PCR's will be discontinued. A draft copy of the memo being distributed to all department heads and administrative support staff. Any questions need to be directed to Deborah Mathews via email. This process change is in preparation of implementation of electronic PCR's. Faculty records will continue for all faculty appointments.

Work Life Events Scheduled

To help employees stay fit and keep their New Year's Resolutions the Work Life workshop will focus on how to make the most of your HealthSelect benefits through their programs. Join us on 1/14/09 from 9:30 am - 11:00 am, JCK 460.

Then on January 23rd the Work Life Program and the Child Development Center will partner to host a new parent support group called "Parents Helping Parents". The purpose of the group is to bring parents together to network with other parents and discuss challenges and share practical advice about child care. The meeting begins at 11:45 am to 1:00 pm at the Child Development Center. Jacqueline Skrivanek, Nutrition Coordinator will present information on "Proper Nutrition for a Child's Healthy Weight."

On January 28, 2009 the Cancer Support Group extends an invitation to any employee, friend, or family member interested in sharing support, ideas, and information about Cancer. The meeting will be from 12:00 pm – 1:00 pm, JCK 412.

For more information on work life events visit the website at www.worklife.txstate.edu/

New Hire Process for Mid-Year Faculty and Benefits- Eligible Graduate Students.

Reminder: send all new faculty or benefits eligible graduate students to the Benefits office for enrollment.

Family & Medical Leave – Fed makes changes effective 1/15/09

Family Medical Leave went in to affect 1993. There has been some minor changes along the way, but this is the first major change. The purpose of the changes is to improve communication between employers and employees. There will be new forms on HR Website. Employers will not be able to contact physicians directly for clarification on justification.

FMLA is not paid leave. More information will be in updated UPPS 04.04.30.

E-Verify Update

The US citizenship and Immigration Services (USCIS) published a final rule requiring certain federal contractor, including college and universities, to participate in the Department of Homeland Security E-Verify system, and internet-based method of checking the eligibility of individuals for legal employment. The rule is effective January 15, 2009 and applies to federal

contracts with a value of \$100,000 or more and a performance period longer than 120 days. The final rule also applies to subcontracts from covered contracts that have a value over \$3,000.

Important Update – Summary of I-9 Form Changes (as of 12/15/08)

There will be a new version of the Form I-9. A summary of the changes was distributed to members. For more information please visit www.uscis.gov

Review of GMS Relocation service Activity for CY08

Human Resources has had 13 inquiries since GMS's inception in August. They range from Community tours while interviewing, pricing on moves, etc. HR has worked with several departments as well as helping out some of our employees families and friends. If your department is interested in GMS (Global Mobility Solutions) please refer to the HR website under "What's New" or call Tammy at 245-5583.

January/February SAP Training Activities

Jan. 13, 2009	Understanding Organizational Management in SAP 9:00 am – 11:00 am JCK 623
February 11, 2009	Introduction to Understanding Organizational Management and PCR Processing in SAP 1:30 pm – 5:00 pm JCK 623
February 17, 2009	Understanding Staff PCR Appointment in SAP 3:00 pm – 5:00 pm JCK 623

Review of Job Audits and Job Specification Revisions for CY 08

Completed 159 Audits with a 6 day turn around per audit for FY08.
Have reviewed 36% of job descriptions, which is 11% above the number required by state.

Meeting was adjourned.