

## HR Forum

April 3, 2013

JEM – No Questions

Roxie

- Hiring an Hourly Employee Who Is Crossing Payroll Areas?
  - As reminder to campus community, we would like to revisit the scenario of the problems that occur when you hire an existing hourly employee to fill a salaried staff position within the same pay period (same month). In order to understand why this is an issue, you need to know there are three payroll areas; monthly salaried (M-1), semi-monthly hourly (S-1) and non-paid (no compensation). Regular status salaried faculty, staff and Graduate, Doctoral Research and Instructional Assistant employees are paid on the monthly payroll (M-1). Hourly Non-Student Non-Regular temporary staff (NSNR), task workers, hourly student workers, and hourly Undergraduate Instructional Assistants are paid on the semi-monthly (S-1) payroll run.
  - Due to two different types of payroll runs and the fact that only one payroll type is recognized per payroll period, employees cannot cross payroll areas within the same month.
  - If you select an existing hourly employee on campus to fill your salaried staff position, as a preventive measure to ensure a workable solution resulting in accurate payroll records, Human Resources will follow these steps:
    - The hourly employee will remain in their existing position for the remainder of the current month. If the hourly appointment is not possible for the duration of the month, the hourly employee should be terminated based on last day worked.
    - All hours worked on the hourly appointment must be entered and approved within the month earned and prior to the beginning of the new month.
    - On the first day of the next month, the employee could then be hired into the salaried position, attending New Employee Orientation on the first available Monday.
  - If hiring a current non-paid employee into a paid salaried or hourly position, or hiring a current salaried employee into an hourly position, the same course of action is required.

Michelle

- Audit by ERS:
  - ERS might ask for additional information for your qualifying life event. The University, and ERS do not need to see proof of documentation, instead ERS is auditing people. For example if an employee drops their child from their insurance within the thirty day window, because that child now has a job. This would take away the employee child premiums that they would have to pay. ERS will send a letter to that employee later on

asking them to provide proof of that qualifying life event. This could be in the form of a letter written by their child's employer with the date. If the employee does not respond ERS will send an email, and a reminder. After the second time if no proof is provided ERS will cancel the qualifying life event. The date on the proof provided must match up with the date given to the university when the employee first took the child off of their insurance. The date will then be clarified that it was within the thirty day window or not. The ERS has to be strict about this, because it is an IRS rule.

- 9 month employees
  - Human Resources sends list to departments regarding insurance
    - Will they stay, and how will they pay
  - Encourage lump sum in March so they don't have to worry about coming in every month
  - If employer over pays a refund will be given
- Disability Vendor
  - Change contract to Aon Hewitt
  - They administer plans
  - Where you send check will change and who has plans
- TexFlex
  - Debit card
  - Requires you to use pin
  - Some vendors change fee
  - If you use pin – no fee
- TexFlex Affordable Health Care Account
  - Healthcare down to 2,500 as opposed to 5,000
  - Daycare will not be affected
  - No change on claims and deadlines
- Time Keeping
  - Good Friday – ½ day off for Budget Eligible Employees
    - You get four hours for full time
    - Time 50%
  - If you do not work Good Friday, you still receive four hours
- Jury Duty
  - If you only stay in jury duty for two hours, then you have to come back to work. It is not eight hours of free pay if it does not last eight hours.
- Separation checklist
  - Phone and net ids together
  - Reminders to contact FI Master Data Center to terminate employee
- New Hire Checklist
  - Notify FI Master Data Center when you hire an employee
- Heather Phillips's Last Day
- EEO Online Classes

- Notification sent to employees to take class online. These classes will start in April.

LynnAnn

- Physical Skills Assessment Starts Today
  - Instructions under Human Resources
  - Flow chart
  - Snapshot of tracking system
  - How to schedule assessment
  - Information card
  - Pilot program participants
- No appeal if you cannot pass the test
  - After you receive an ok from equity ad Access you can call the candidate and conduct the Physical Skills Assessment test.

Jeff

- Performance Appraisals need to be sent to VP's office
- Employees who scored below a 300 need to be placed on a performance improvement plan. This plan should last 60 to 90 days.
- Give feedback after date you gave employee 60 or 90 days.
- Human Resources Acknowledgment Line
  - Human Resources wants to review with employees manager who even puts employee on plan
- Human Resources does not need agreement
- Checklist for supervisor - termination/Disciplinary Action
  - Check to see if there is an EEOC complaint
  - Check with Human Resources
  - Has employee applied for FMLA leave?
  - University wrongdoing on safety issues
- Q: Can a performance appraisal be help with employee's family?
  - A: No

JEM

- Use Employment checklist before you take some kind of action.
- Did you give employee time to improve?
  - Nelly (AH) will ask this question
- AH big on PIP's
- Training – train your employee
- Do you use an offer letter?
  - Talk to Human Resources before you send one
  - Often letter should show salary as monthly

## FAQ

- Q: I am thinking of retiring in the next year. How can I find out how much my TRS annuity will be?
  - A: TRS now has an interactive website that allows you to create an account and see your benefit information. Go to [www.trs.state.tx.us](http://www.trs.state.tx.us) to create your account. Click on the My TRS LOGIN link to register. Once you are logged in, you will find information such as your years of service and highest salaries. There is a retirement calculator that will help you get an estimate. You can also request a retirement packet from TRS with several potential retirement dates and TRS will send you all of the paperwork you will need when you are ready to retire.
  
- Q: I would like to drop my long-term disability plan since I don't think I need it anymore. When can I do this?
  - A: An employee can make a change to their benefits within 30 days of experiencing a qualifying life event. If you gain other insurance or a dependent gains employment are both examples of a qualifying life event. If the 30 day window has passed or you did not experience a qualifying life event, then you are able to make a change during Annual Enrollment every summer. If you have questions about a coverage change, please contact the Benefits Office for assistance.
  
- Q: I'm separating employment on April 12, 2013. When does my health insurance end?
  - A: All of your insurance coverage remains in place until the end of the month in which you separate employment (provided your normal out-of-pocket premiums are paid). In your case, health insurance will end at midnight on April 30, 2013. You can choose to extend your coverage month-to-month for up to 18 months under the Cobra provision. Once your coverage end date is entered in the system, ERS will automatically send you a notice of your rights and instructions on how to enroll.
  
- Q: Do students need to fill out a new W-4 each year if they claimed "Exempt"?
  - A: Yes, when an employee files an exempt status on their W-4 it is only valid for that current year. The exemption will expire on February 15th of the following year and the status will automatically default to single and zero until a new W-4 form is processed.
  
- Q: I need to update my address; is this something I can do online?
  - A: You can conveniently update your address with the University, Teacher Retirement System of Texas (TRS) and the Employees Retirement System of Texas (ERS) online.
  
- Q: If an employee is put on a performance improvement plan, do they need to sign it?
  - No. An employee should sign the form to indicate that they are in receipt of it and that they discussed their deficiencies with their supervisor. We have revised the form on line to remove the language that stated that the employee agrees with the PIP. The PIP is

still in effect regardless of whether the employee signs it or not. A witness can be brought in to sign the form if the employee refuses to sign it.