HR Forum Meeting Minutes
5/3/06


Agenda:

1.  Topics of Interest from the Membership
2.  FY 07 Changes to the Group Insurance Program
3.  SAP Time Rule Update – “Unaccounted Work Hours”
4.  Separation Process Reminders – Separation Checklist
5.  HR Supervisor’s Course Taking Shape
6.  HR Website Updates
7.  Master Data Center
8.  Other

Mr. John McBride welcomed everyone to the meeting. The following information was presented to the membership.

Topics of Interest from the Membership - None

FY 07 Changes to the Group Insurance Program – M. Massey

Michelle Massey reviewed the few changes that are coming up. Health plan premiums will increase approximately 5%. The dental maintenance plan will increase premiums approximately 7.4%. All other plans will remain the same.

Summer Enrollment will be held July 24 through August 18th. Notices will be sent out soon with the details. Employees (re)enrolling in the SKIP program may start the application process in June. The applications are on line.

There will be an Insurance Vendor Fair on campus August 9th. It will be held in the Reed Parr Room, 11th floor of J. C. Kellam. Benefits will be sending out an announcement at a later date.

One of the new items for 2007 is the ability for employees to receive credit if they choose not to enroll in medical insurance through Texas State. If they have proof of being insured elsewhere, they will receive credit to apply to their premiums for Accidental Death or Dental Insurance. Full-time employees can receive $60 per month and part-time employees can receive $30.00
The Benefits Section would like to hire an intern to assist with the dissemination of information for summer enrollment.

Q. How does HR select interns? There is a new SHRM group on campus now and this would be good resource for interns. John requested that this information be sent to him on how to contact them. HR is always looking for good candidates.

Michelle reported that TexFlex members will be receiving a new convenience card this year.

**SAP Time Rule Update – “Unaccounted Work Hours”**

The example was given of someone leaving early one day and intending to make the time up later in the week – to actually work 40 hours a week. For some reason the person never made up the time resulting in only recording 39 hrs. SAP is now able to make an adjustment and only pay for actual hours worked.

Q. Would an employee receive a warning that this was happening?
A. No – not at this time. Employees can still enter vacation/comp/FLSA to cover the hours they are short.

**Separation Process Reminders – Separation Checklist**

Michelle reminded everyone to please complete the separation checklist for all employees separating from university. The forms are on the HR Website and this will insure separation PCRs are completed and submitted.

John reminded the group of the importance of processing PCRs for ALL new employees, including upper level administrative positions. This is the ONLY way they are put into the system.

**HR Supervisor’s Course Taking Shape – Floyd Quinn**

Floyd gave a brief overview of the progress of the HR Supervisor’s Course. Specific module areas have been identified and the committee is in the process of incorporating the specifics. It is being modeled after a similar course being offered at UT-Austin. Several members of the HR department went to UT and observed the courses being taught.

Q. Is the course going to be mandatory?
A. UT does not make their courses mandatory and ours will be very similar. It will probably be offered for 24 hours, in 8hr increments; or 1 full day a week for 3 weeks.

**HR Website Updates**
Floyd updated Forum Members on the improvements being made on the HR Website. HR is in the process of redesigning it and hopes to roll it out by Fall 2006 semester. Hopefully a demonstration can be given at the next HR Forum.

**Master Data Center – John McBride**

John reported that a proposal to create a Master Data Center has been approved. A committee has been formed to work out the details. This center will include all PCR processing (faculty, staff and student). Time administration will also move to the center as well as the payroll function that deals with processing paychecks. The target date for opening this center is July 1, 2006. At the present time, the committee is looking at the GOJA’s of positions to be included in the staffing of this center.

It is also possible that the Org Management area will be moved to this center. The locations of the center will be the area where ID Services is currently located, 3rd floor JCK. It is still undecided as to who will oversee the center.

**Other**

**Background Checks**

On March 27th President’s Council approved the proposal to begin background checks on all security sensitive positions on campus. This may also include some student positions. A third party vendor has been recommended to complete the checks for HR. The checks will include criminal, credit, credentials, and ID. The checks will go back for 7 years. A person’s employment will be contingent upon their passing the background check and will only be done on people selected for hire. The extent of the check will depend upon the type of position they applied for.

At the present time, the policy is being written and will cover issues such as privacy, who will see results, and who will cover the expense of the check. Estimated cost of $30-50 for each type of check and turnaround time is estimated to be 2 days. If the decision is made not to hire candidate, an additional $2 will be charged to cover cost of making a report to the candidate. The selected vendor will handle this duty.

John reported that at the present time HR only does a criminal check through the Department of Public Safety, which is only for Texas. This check is done for security sensitive positions only. Hiring managers are told only if a person fails the approved established background check standards, not any details.

Q. How are candidates tracked who have failed the background check and wait a few months and apply again? Is there a way to flag them?  
A. This might be possible, but the process needs to be worked out.

**Biennial Salary Survey Update**
John reported the Salary Survey Data for the university market had been recompiled for the university market using updated 05-06 data from CUPA-HR. Gordon Thyberg reported they do not know how much money will be available for use.

**Performance Evaluations**

Human Resources is still accepting revised CY05 Performance evaluations. The group was reminded that a signed evaluation had to be on file for all employees receiving merit increases through the salary review process.