HR FORUM MARCH 5TH, 2012

Michelle Moritz and Floyd Quinn conducted HR Forum Meeting due to Mr. McBride being out of the office.

- Healthcare Select
  - HealthSelect changes to go in effect on 9/1/2012. ERS will transition from Blue Cross to United Healthcare as per a contract by the Board of Trustees. There will be no change of insurance since United Healthcare is a third party. Changes that will occur will be to primary care physicians, networks and hospitals.
  - If you meet the deduction co-insurance maximum it should carry over.
  - Prescriptions will not change you will still stay with Caremark.
  - No word yet on if dental will change under United Health.
  - More information will be available at the upcoming Annual Enrollment.

- Workshops
  - Lunch and Learn Financial Education Series – Texa$aver Plan representatives will give a presentation which will be held on April 4th from 11:45 to 1PM.
    - This will be available to employees and staff.
    - Registration offered through Professional Development.

- The Dangers of Tobacco
  - Work Life will be hosting The Dangers of Tobacco on April 19 at 10:30 AM to mark Cancer Awareness Month.
    - Registration offered through Professional Development.

- Energy Conservation Days
  - UPPS 04.04.16 Overtime and Compensatory Time was revised last September.
  - Section 5 deals with the timing of payroll deadlines and the retroactivity process.
    - Employee must ask permission to take time off.
    - New employee gets regular time off to use vacation, but the supervisor can make them take FLSA overtime.
    - If the employee is getting close to 100 hours, the supervisor can make them take time off on FLSA.
    - If an employee is sick and wants to use sick time, the manager is not allowed to make the employee use FLSA time.
    - Only for vacation or state compensation.
    - New section on energy compensation days.
      - If you do not work you need to take LWOP.
      - For each hour in advance, the supervisor must provide to the employee ample opportunity to gain hours of comp time.
      - Part time usually does not earn comp time. A supervisor will need to work out a plan.

- Timing Payroll deadlines
  - Payroll runs as needed the 20th of the month.
Texas State pays excess if FLSA is over 100 hours.
Look at LWOP – enter LWOP after payroll, and it will take out money later.

CY11 Performance Appraisals
- Calendar year 2011 April 1 to Vice President.
- HR by April 15th.
- New forms on ER website.
- Get GOJA also on comp page.
- March 19 Performance plan to staff calendar year 2012.
- Calendar year Market Study – Look at pay plan relationships.

PCR Updates
- Seven training classes have been held with two left to go.
- Electronic process to attendees when done with training.
- Use by March 20, early training changes – notify when payroll is locked.
  - Go to payroll website for the dates payroll is locked.
  - Email to set PLID and Net ID.
  - Go to second email to activate PLID and Net ID.

Training calendar built for March, April and May.
- Sign up for classes on the Master Data website for training.

How to Hire a NSNR-Temporary Employee and How to Post a Requisition

Grant PI Website
- For grant managers to navigate HR places.

Office Coverage
- Manage employees’ time.
- HR will not be open during Spring Break.
- Voicemail message – send you to Floyd Quinn or Michele Moritz.
- Contact Julie Eriksen for calendar year appraisals.

Next meeting will be April 2.