Questions from members- there were none

Benefit Plan Changes

- Retirement Plans
  - The contribution level will be changed for the employer. The employer’s share will now be 6% as opposed to 6.4%
  - The employees will not notice a change to their paychecks.
  - The Presidents Cabinet has decided to supplement the .4% so that the employees do not notice a drop. We will be paying for this out of local money as opposed to state money.
  - The grandfathered people who are receiving 8.5% (a group from 1995) will still be supplemented at that level.

- Changes to Vendor Regulations
  - Right now we have eight vendors
  - In 2005 we changed the regulations so that we could get better products for the employees. As a result, we dropped several of our vendors.
  - In 2009 the IRS changed the vendor rules and required the employers to become more involved and so we held off on adding more vendors.
  - Now we have revised our regulations and it is being evaluated by the Board of Regents.
  - The plan is to have these regulations approved by August so that we can start taking applications from vendors in September.
  - What we did with the regulations is:
    - Brought them up to code with the IRS rules.
    - We incorporated some of the local policy changes.
    - There have also been big changes with the number of reps. for each company. Our maximum has always been two and now we have lifted the maximum.

- Teacher Retirement
  - The legislature did change the contribution amount for the employer. The employers share will now be 6%.
  - The employee share will not change.

- Return to work Retiree’s
  - Anyone who returned before 1/1/11 can work as much as they want without penalties or limits.
  - Anyone who retired on or after 1/1/11 has to have a 30 day break in service and they can work half time or less without any penalties.
However, if they want to work full time without any penalties, they have to take a break of at least a year. If you want to come back before the year is up, every month you work you will forfeit your annuity for teacher retirement.

- There is also a pension surcharge for people who retired after 9/1/05. The University is paying for this, and this is still continuing. This is only for benefit eligible positions. Furthermore, the surcharge does not come out of the departmental account. It comes out of a central account.

  o Insurance Program
    - Annual enrollment started today, July 11, 2011, and it will end August 5th.
      - ERS online will be up online and available for you to and make your changes.
      - The HR Annual enrollment website is also available to you. This one is geared more towards our employees. It should be easier to navigate than the ERS website.
    - Our fair is scheduled for July 21 on the 11th floor.
      - It runs from 9-12
      - ERS will do a presentation at 10:30.
      - All of the vendors will be attending as well.
    - Premiums
      - The rates have been posted and there is no change to the employee only plan for fulltime employees.
      - The amounts for the health insurance have been posted on the site and the dental program had a slight increase in the premium.
      - The rest of the rates are the same.
      - All of this will be effective September 1 and reflected on the October 1 paycheck.
      - We are now going to be paying 1% of salaries to ERS. This is new and required by law.
      - For the employees who are on the SKIP program, the supplement is going to end on August 1. The state is going to abolish this program. Those people who are on this program can apply for CHIP and for Medicaid as an alternative. If you qualified for SKIP you should also qualify for CHIP but there is no guarantee that you will get into these programs. Employees need to actively apply for these programs as soon as possible.
      - Opt out credit- You can wave your health insurance if you do not need health insurance from Tx. State because you are covered
under a family member or spouse you can opt out of the health insurance and take a $60 credit to buy dental and accidental death insurance with that money. Previously Tricare was not considered comparable coverage, but now it is.

- The tobacco user surcharge will start in January. A questionnaire will be sent out asking if you or any member covered under your insurance use tobacco. If you lie on this questionnaire and the insurance company finds out, you could lose your coverage. The surcharge is $30 per person up to three people. The maximum that a family will have to pay is $90. Anti-smoking drugs will now be covered on all of the plans in order to help encourage people to quit.

### Plan rules

- In the past, in order to get onto HealthSelect you had to prove that you were in good health. This is not the case this year. Any employees and their dependents who want to get on just have to sign up at open enrollment. This is rare.

- Scott and White is an HMO and they are now changing to an open access HMO. This means you do not have to have a primary physician give you referrals to the specialists. You just go to any of their providers. You still have to use their providers, but it makes things a little easier this way.

- Children under 26 can be added as dependents on your health insurance and they can be married. Any dependents that had to be dropped before can be added back on until they are 26 now. In order to be on the dental or life insurance the children cannot be married.

- The preventive services will be covered 100% starting in September. You will still have to pay your copay but the rest is covered.

### The Dependent Audit

- The deadline is this Friday, July 15, 2011, and if people do not respond or get all of their paperwork in, their dependents will be dropped August 1.

- In the June report it shows 56 people who were not certified yet. Most of those people were in the process of becoming certified and are now good, but we still have 6 more people left to contact.

- If your dependents are dropped they cannot just be added back on. They will be marked as ineligible. It will be very difficult to get them back on.
They will probably start doing these audits on a more regular basis.

**New Faculty Orientation Preparation Begins**
- Faculty orientation will be on August 19 on the 11th floor of JCK.
- We have all new faculty attend and even those people who started last spring will need to come to orientation.
- The academic departments are to report their new hires to benefits.
- The schedule is on the new faculty website.

**Work Life Updates**
- Bobcat Balance will continue
  - Bobcat Balance will be changing vendors
  - The new vendor is UTEAP
  - This is an older and more established vendor. Our old vendor is no longer providing the services we need and they suggested that we use UTEAP. This vendor is also giving us a better deal.
  - The phone number is going to change on September 1 and we will get everyone that number.
  - The definition of dependent has also changed. UTEAP says that a dependent is anyone who is eligible for your health insurance.
  - The UTEAP people will be at the ERS fair.
- Mother Friendly Worksite
  - This project is finally starting to take off.
  - A Needs Assessment Survey will be sent out soon.
  - This program has to be implemented by the end of December.

**FAQ**
- Can I cover parents or in-laws on my health insurance?
  - No.
- I know I have to wait six month to use my vacation time, is it the same for sick leave?
  - No.

**New Employee Introduction**
- Julie Eriksen was introduced as Vanessa Salazar’s replacement as our new Compensation Analyst.

**PeopleAdmin Upgrade for Easy**
- The new rollout date is set for Spring of 2012.

**Electronic PCR**
- Starting Monday, Electronic PCRs will become operational.
- We are only going to offer this initially to a small group.
We are doing it this way so we can work out any user problems in the system while the consultants are still here.

For this first session, we chose the departments who would be using it most. We chose the people who send out the most PCRs.

Starting next week we will be training Housing and Residence Life, Custodial Operations, the entire VPIT division, the VPUA division, Faculty Records, Geography, the Office of Sponsored Programs and Graduate College.

The training material is being evaluated and you will be given hard copies when you come to training and they will be available on the Human Resources website.

The Electronic PCR system will be enacted through the portal.

After we do this initial test group we will start training everyone else and the Electronic PCRs should be in full use by the fall.

Student Worker Appointments

The new Student worker numbers are out. Nothing except the funding will change. The new funding number is 12.

In July is when the 70% gets changed for the work study and in September both the 70% and 30% gets changed to 12.

If your students are already working in July then we would have already made the transition. There is an automated system that would change them on the funding and if they continue through August then you won’t have to make that change either. However, if you are hiring from then on you need to make sure that the funding source is 12 on the 70% and then in September it’s both the 30% and the 70%.

Be sure to separate those students who did not work over the summer and are not coming back for the fall. The same goes for the students who did work over the summer but are not coming back for the fall. Be sure to use the last time entry date.

We also want to remind you about the NOZUTIME report. We initiate that report every other month and we get what students are out there that have not had time entry within a certain time period. We asked that departments run this report in order to make sure their students are up to date and current.

Fall is coming pretty quick and it would be wise to submit your returning students PCR’s as soon as possible.

FAQ

When can students begin using their work study awards?

The dates that students can begin using their work study awards for Fall 2011 are printed on their eligibility letters. Upon completion of the
August commencement ceremony, funding is available for use for the fall semester.

- I just hired a new employee but do not know if they will be paid on the next payroll run. Where can I look online to find the PCR cutoff schedule?
  - In order for your staff or student employee to be paid on the next available payroll date, the PCR and support documents must be received in the Human Resources Master Data Center by the published payroll deadline schedule located at: http://www.txstate.edu/payroll/resourcesforms/calendars/deadlines.html.

- How do I promote a student or temporary employee into a regular position?
  - Students and temporary employees must compete for any posted vacancy. They will need to follow standard application procedures and apply for the position once it has been opened for recruitment via the PeopleAdmin employment system.

- I want to hire a student worker. How many class credit hours must they be enrolled in? What type of PCR should I prepare?
  - An undergraduate student must be enrolled for at least 6 semester credit hours in order to be a student worker unless the student is in the last semester of enrollment. During the summer sessions and mini session a student can work up to 40 hour per week if not enrolled with the stipulation they are enrolled in a minimum of 6 semester credit hours in the following fall semester. If the student has not worked on campus previously, you would create a Quick Hire PCR, attaching the I-9, W-4, Acknowledgement Form and, if a male between the ages of 18-25, a copy of the Selective Service registration notification found at www.sss.gov. If the student has terminated employment from Texas State and you wish to rehire, you would create a Quick Rehire PCR, attaching the same support documents unless the break in service was for a period of less than one year. Student employee PCRs are processed in the HR Master Data Center, JCK 314.

- I submitted a PCR to the HR Master Data Center. How can I verify whether it has been received or not?
  - All PCR entry is viewable by accessing PA20 in SAP GUI. Simply log into SAP and enter PA20 in the white text box and press ENTER.
    - Enter the PERSON ID number for the employee and click the green check
    - Highlight ACTIONS
• Click the “mountain” overview icon to see the list of actions that have taken place
• Highlight the action type you need and click the magnifying glass to verify the date the action was processed by the HR Master Data Center.

• Other
  o There were no more questions or comments.