

HR Forum
May 07, 2007 -2:00-2:40
Lampasas Room 202

Present: Kay Yaklin, Amy Frisbie, Josie Garrott, Arlette Campos, Pat Naylor, Sarah Pivonka, Julie Henry, Lori Hughes, Rose Trevino, Floyd Quinn, Michelle Moritz, Bobbie Brandenburg

Floyd opened the meeting by thanking everyone for attending.

He introduced Rose Trevino who gave a Work Life Program update.

On May 18th, Dr. David Jones will be addressing the Cancer Support group on campus. If anyone has any questions this would give you a direct avenue to address the issues. Michelle Moritz stated that Dr. Jones' contact information will be published in the HR Bulletin.

July 26th in JC Kellam, Room 460 there will be a presentation by Dr. June Blades, Director of the Child Development Center. She will share ideas and future plans for the center. Also, a representative from CCMS will discuss options for child care tuition assistance. Professional Development will send out registration information in July.

Floyd mentioned that starting in June, Diana Harrell and her marketing staff will begin work to redesign the EASY website. Traffic reports estimate that for calendar year 2007 the site will receive 250,000 hits. This amount of web activity places the site just behind the main Athletics page for overall university activity. We hope traffic from the university's website to the EASY site will be seamless for visitors. We would like the design of the site's pages to be similar to those of the university's website. Also, we would like the "redirect" from our server to the PeopleAdmin server to be unnoticed by visitors.

Floyd gave an update on market survey pay adjustments. There are \$500,000 in method funds available at this time. To adjust the university and local market titles would take approximately 1.6 million dollars. To adjust just the local market titles would cost the university approximately \$680,000. We are recommending to PC that they address the local market with the funds currently available and address the needs of the university market at a later date. Dr. Trauth has directed that these adjustments must be processed in time to make the payroll cutoff for June 1 pay checks.

Performance Appraisals

Human Resources has received 89% of staff performance appraisals. Please provide any remaining appraisals to us immediately so they may be processed in time for this year's salary review.

Managing@TXSTATE

Our second course has just ended and we received very good feedback. We will be surveying all attendees in the next 90 days to evaluate both the content and the delivery of the course modules. The course we designed for deans and chairs that was initially scheduled for May has been postponed until September.

We are looking into incorporating a Work Life component into the class.

Data on Demand

HR has just signed up for CUPA's Data on Demand (DOD). We purchased a one year membership. DOD provides us immediate on-line access to survey information on an "as needed" basis. This is an important new query capability for our compensation section.

A question was asked if the \$500,000 is strictly budgeted for market adjustments and Floyd replied "yes". There are separate funds available for salary review.

Lori Hughes asked how adjustments to non-method titles would be handled and Floyd answered that each division would need to find the money to finance those increases within their existing budget.

Retro-Active Payments

Floyd discussed retro active payments. It is against state regulations. Everyone should get paid as they do the job. It becomes a problem when people are paid outside the month they actually performed the work. This recently came to light when the Comptroller reviewed the University of North Texas books. Michelle stated that SAP can handle retro active payments, but it is against state rules. We presently do not report student workers to the Comptroller, but we may in the future.

The question was asked what if you have someone that worked a year ago, does that mean they won't get paid? Michelle stated they would get paid, but the routine business process of retro payments must be stopped.

Roth 403b Tax Deferred Accounts

Michelle stated the Roth 403b TDA plan is up and running. The May HR Bulletin gave an overview of the plan. Some, but not all, of the approved vendors are offering the Roth option.

SAP ERP 2005 Upgrade

Michelle stated the new version of SAP ERP 2005 is presently being tested. SAP will be unavailable June 14 – June 18 to switch over to the newer version. Keep in mind that all hourly time needs to be entered and approved by the 19th.

There will be one process change. Unprocessed time entries will no longer escalate to the departmental time administrator. Instead, supervisors will receive an email message once per day if they have new or

unprocessed workflow items. Using workflow, supervisors will be able to view and approve all employees at one time instead of one at a time. Departmental time administrators will need to be more proactive using ZUTIME to assist with late time entries.

UPPS 04.04.01 Miscellaneous HR Policies & Procedures (Tuition Fee Payments)

This UPPS was approved by PC on March 30, 2007; however, it is not official yet. The significant changes include eliminating the waiting period to qualify for class release time and fee payments for academic courses. It will go into effect when the final document is reviewed and posted on the web site.

Open for questions

Q. Does HR have a form to request use of wellness program time?

A. No, but we are adding it to the Leave Approval form. Lori Hughes stated that the Library had a form and she would share it with anyone that wanted it.

The FAS web site is being redesigned and will be shown at a future HR Forum to solicit feedback.

Meeting ended at 2:40pm