

HR Forum Meeting Minutes
5/4/05

Present: M. Bird, L. Garcia, J. Dorsey, K. Whetstone, E. Luera, P. Naylor, M. Nielsen, S. Nusbaum, S. Pivonka, M. Randow, G. Robinson, T. Ryan, C. Schafer, R. Moerke

Agenda:

1. Topics of Interest from the Membership
2. BCBSTX Termination of Contract with CTMC Update
3. Time Management/Accounting for Holidays, Energy Conservation Days, and University Closures
4. HR Job Audit Procedures

Mr. Jeff Lund welcomed everyone to the meeting. The following information was presented to the membership.

BCBSTX Termination of Contract with CTMC Update – Joyce Manske

Referencing the recent article in the May Human Resources Bulletin, campus wide emails and the 4/27/05 article published in the Austin American Statesman, negotiations are still pending between BCBSTX and CTMC.

There was an article in the May HR Bulletin that stated a potential increase in the HealthSelect rates. We mentioned it as a percentage only, but some employees called to find out the actual rate changes. They are as follows:

Coverage Type	FY 2005 Rates		Proposed FY 2006 Rates	
	Employee	Texas State	Employee	Texas State
Employee Only	0.00	\$315.56	0.00	\$341.25
Employee+Spouse	\$180.16	\$495.73	\$196.22	\$537.47
Employee+Child(ren)	\$120.063	\$436.19	\$131.38	\$472.63
Employee+Family	\$300.79	\$616.36	\$327.60	\$668.85

Note that these are the proposed full-time employee rates. The part-time proposed rates have not been released yet.

Time Management/Accounting for Holidays, Energy Conservation Days, and University Closures – Joyce Manske

The SAP team decided to include the ½ day on Good Friday in the Holiday Schedule so that employees that did work that ½ day could still enter additional work time. This is not possible when using the “University Closure” code. But, the time off given to employees for Good Friday has caused some problems for timekeeping within SAP. SAP consultants are working to resolve this issue.

As a reminder, University closures are different than holidays. These are declared by the President usually due to inclement weather. The campus gets a memo stating the exact hours that fall into the university closure. So if an employee leaves earlier or comes back later than those designated hours, the employee must use their own comp time or vacation time or be placed on LWOP for those hours not included in the university closure.

Energy Conservation Days are neither holidays nor university closures. They are actual work days that we designate to have skeleton crews. If an employee is not scheduled to work during these days, they must use comp time first and vacation second to cover these days off. They cannot use sick time. If they have no comp or vacation available they must be placed on LWOP which can be done easily in SAP time entry. In the February or March HR Forum, a question was asked concerning the procedure for part-time employees in regard to LWOP status during EC days. After research we found that an exception was made to allow this back on 05/20/1997. A memo clarifying the procedures for part-time employees, who can be put on LWOP for EC days even though they may have vacation, will be issued soon.

Q. Are there any other ways to record a university closure such as when a building is shut down for several days due to power outages?

A. HR will look into the SAP timekeeping issues involved in this type of closure.

HR Job Audit Procedures – Jeff Lund

A requisition sent through approval channels via the People Admin “EASY” system is required prior to the initiation of any audit. The work flow for the requisition is the same as the old Request to Fill a Position (RFP) and requires Department Director, Dean/Department Chair, VP, and Budget Office/Grants Accounting approval as indicated in the Approval for Funding Section.

If a new position being audited is to be subsequently posted, a job posting must be added as part of the requisition. This is also accomplished via the People Admin “EASY” system utilizing the original requisition submitted when requesting the audit. At the time the audit is approved, the HR office (when contacted by the hiring manager) will flow the requisition back to the hiring manager. Account managers do not need to create another requisition.

A New Position Data Form (NPDF) must be added via the People Admin “EASY” system for any new position being added to the university’s organizational structure. While the data from this form is part of an SAP process, the NPDF itself resides in the “EASY” system. The NPDF can be attached to the attached to the “EASY” system requisition.

Once all required documentation is received, Human Resources notifies account manager of receipt and places the audit on the audit schedule. Audits are placed on the schedule in

the date order of receipt of all required documentation. Audits are performed in the order that they appear on the schedule.

The Human Resources' target date for completion of an audit is three (3) working weeks from the date all of the required documentation is received. Please note: the audit request is placed on the audit schedule after all of the documentation is received by Human Resources.

The account manager does not need to take any additional action if a position is reclassified. The reclassification result will be implemented automatically by Human Resources via SAP organizational management. If a pay increase is requested by the account manager in conjunction with a reclassification, the account manager will need to forward a PCR through approval channels to Human Resources upon receipt of the reclassification audit result.

(Remember: a pay increase for a reclassification is required only if the employee's salary would otherwise be below the pay plan minimum for the new title. A salary increase of 15% is recommended. No ULP increase is required until 2 years after the most recent personnel action.)

If the audit is for a new position to be posted, Human Resources will review the job posting attached to the requisition for appropriate minimum qualifications and will contact the department if any changes are needed.

A recent review of the time it takes to complete the audit process revealed that HR takes about 3 weeks to complete a reclassification or new position audit. This is within the 2-3 week turnaround time that HR requires for audit completion. The job audit "clock" starts when HR receives all of the documentation necessary to complete the audit.

HR is also considering changes to the job audit process to streamline it and make it easier. We are asking that Forum members provide us with any ideas they may have to improve our processes. We are considering adopting the "Fast Class" system from the Cal State University system.

Q. There are several positions posted for the Round Rock Higher Education Center whose starting salary is considerably higher than the same type of position offered at Texas State. Doesn't that cause an equity and morale problem?

A. HR is not involved in what salary is posted by an account manager. If the salary is within range, and the funds are available, then it is up to the account manager to make that decision.

Closing Remarks:

Jeff Lund reminded the Forum Members that the next HR Forum meeting will be on June 1, 2005, Alkek 105/106 from 10-11:30 a.m.