

HR Forum Meeting
December 3, 2007

Janelle Barnes; Arlette Campos, James Dorsey, Lillian Garcia, Jo Ann Gardner, Janelle Laca, Lori Hughes, Eva Luera, Elizabeth Mello, Pat Naylor, Sharon Nusbaum, Sarah Pivonka, Curt Schafer, Angie Mendez, Betty Boyd, Aaron Sinkar, Michelle Moritz, Floyd Quinn, John McBride, Deborah Mathews

Mr. McBride opened the meeting and thanked everyone for coming. He then asked what the last increase employees received was. Curt Schafer responded that it was a market adjustment of the pay plan. It had nothing to do with employee's performance. Generally the process went smoother, even with two last minute changes in the process. Notifications were sent to each employee receiving an increase and to each account manager. The President has not sent out notification as of this date.

Mr. McBride reminded the group that the local market increases given in May and this University Market process actually started in 2005. The last adjustment employees received was in 2001.

Mr. McBride asked what the top 10 issues for the group were. There were none given.

Mr. Quinn reported the Student PCR processing and employment verifications have officially moved to Human Resources. All information and forms have been added to the Human Resources website. The point of contact is Lisa Vallejo (245-4602). Any questions should be directed to her.

The Master Data Center has a projected opening date of February 1, 2008. Progress has been made. Meetings with the contractors have gone well, the furniture has been ordered and the colors and carpet have been selected. We are now waiting for construction to begin.

Mr. Quinn reminded everyone that performance appraisals would begin January and February, unless a department is on a separate cycle. Human Resources must receive the appraisals by April 15. They are due to the Vice Presidents by end of April.

Ms. Moritz reported the paycheck received in December is the last paycheck for the 2007 tax year. Some employees may want to complete a new W-4 for the new tax year. Also if they are participating in earned income credit that also expires at the end of December. They must complete a new W-5 to participate for tax year 2008.

IRS has announced that the limits for the 457 TexaSaver plan and 403b tax deferred accounts will stay the same for 2008.

If an employee is claiming exempt on their W-4, they must fill out a new form by February 15. Otherwise their status will default to Single with 0 exemptions and taxes will be withheld from their paycheck. A reminder will be sent out at later date.

W-2s will be available in late January. Payroll will send out a notice later and they will be printed this year, as usual. There is a possibility that in the future it will be electronic.

Ms. Moritz gave demonstration on the TRS Retirement Estimate calculator, located on the TRS website. It has been available for several years, but has had some slight changes/updates. If you go to the HR website, click on Benefits. Scroll down to Retirement Programs, you'll find a direct link to TRS; or you

can go directly to the TRS website. It contains a lot of information and can answer questions employees may have.

To access your personalized Estimate Calculator log in with your PIN. If you do not have a PIN you need to complete the form to request a pin, mail it in to TRS and they will mail you your PIN. It takes approximately two to three weeks.

You can also use the general calculator and key in your own amounts. For the demonstration Michelle utilized the general access. There are two different; one for regular members and one for grandfathered members. The rules changed in 2005. If you met the certain conditions on 8/31/05 you were grandfathered. The major difference is that if you are grandfathered you would use 3 years average salary. For those who are not grandfathered, you use 5 years average salary.

Employee enters a proposed retirement date; membership start date; birth date, beneficiary birth date (if you have multiple beneficiaries leave blank); relationship (spouse or non-spouse); years of service and salary. The calculator will provide the benefit amount available under the different payout options.

New IRS rules for younger non-spouse beneficiaries (more than 10 years younger than you) may limit certain options available. There will be more information in the February Bulletin.

UPPS Updates:

04.04.30 – All forms from this UPPS are now posted on the HR Website. The changes made to this UPPS have been approved (effective 11/6/07), but has not been posted to the web. One clarification for this UPPS is if an employee becomes ill while on vacation, they can utilize their sick leave.

The emergency leave section has been rewritten and clarified.

If an employee completes their time sheet through ESS (employee self service) time must be reported weekly.

04.04.43 – Worker Comp policy also approved 11/6. The biggest change is the Student Health Center will no longer treat workers comp injuries. It is not on the web yet.

Mr. McBride asked if there were any questions regarding the new wireless policy. He informed the group the policy is not an HR policy and all questions need to be directed to the Finance office.

He mentioned that 70% of employees do not really understand the needs and processes for retirement. Benefits will host a retirement fair in April and encouraged everyone to attend. The fair offers the opportunity for employees to ask questions directly of the providers.

Work Life has proposed the University place a retirement investment counselor on retainer. Many private sector corporations have eliminated retirement for employees completely. That is the nature of the economy.

Mr. McBride informed the group that an article in the Austin American Statesman reported it is now mandated by law all public school employees must be finger printed and have background checks done.

At the present time Bobbie Brandenburg runs all staff background checks and approximately 20% of potential employees have records.

Michelle gave a Quiz on what scenarios trigger FLSA payment

- Payment for overtime earned when a balance is already at 100 hrs

- Transfer to another department – gaining department can choose to accept balance or not

- Change from non-exempt to exempt

- Termination

- Manager discretion

- Student workers/hourly workers are paid for anything over 40 hours.

Mr. McBride encouraged members to send any topics they wish to discuss at meetings to HR.

Having no further business the meeting was adjourned.