HR Forum Minutes 5/7/12

- Questions from the members.
  - There were no questions.

Benefits (Michelle)

- Group Benefit Program Updates from ERS
  - Health Select vendor transition issues
    - United Healthcare taking over administration of Health Select on September 1, 2012.
    - New insurance cards will be issued in August.
    - Employees should verify their address.
    - Employees should make sure that their Primary Care Physician is on the plan – Primary Care Physicians must be changed before September 1.
    - Employees should be reminded that they do not need to change anything on their plan because Health Select is not changing.
  - Blue Points
    - Program under Personal Health Manager with Blue Cross: earn points by completing activities, then trade points for goods.
    - Points do not transfer to United Healthcare and will expire August 31, 2012.
  - Gym Memberships
    - United Healthcare and Blue Cross have similar programs.
    - Employees should make sure that their gym is in the United Healthcare network.
  - Case Management
    - Voluntary Program – helps people manage chronic conditions
    - Will transfer to United Healthcare.
    - Employees undergoing treatment should make sure that their provider is on the plan. If not, there are options.
  - ERS Board of trustees
    - Meeting is May 22, 2012 – they will make decisions on our plan design changes for next year.
    - They will publish notes a week later.
  - Annual Enrollment
    - July 2-August 10
    - They will schedule a two-week enrollment period for each agency.
    - Enrollment period will be listed on Employee Benefits Statement.
    - Statements will be mailed out in late June.
    - ERS is hosting several fairs and webcasts across the state. Do not know if we will be on their schedule yet.
• HR will schedule webcast if we are not on schedule.
  • July 16-August 10 ERS will have a webcast dedicated to United Healthcare transition.
    ○ Tobacco user certification request
      ▪ If you certify usage of tobacco, you will pay a surcharge.
      ▪ Every employee is now **required** to certify whether or not they use tobacco.
      ▪ 3.73% use tobacco here at Texas State.
      ▪ Instructions for tobacco use certification will be in the next HR Bulletin.

• SAP Learning Solutions Module
  ○ Professional Development and ITAC use this module for class registration and information.
    ▪ IT is working on developing an EEO online class.
    ▪ The class will transition to a completely online class and will no longer be offered in the classroom.
    ▪ This transition will take place **sometime in the near future**.
  ○ Compliance training on TRACS
    ▪ Being transitioned over to SAP as well

• Worklife
  ○ Nursing Mother Rooms
    ▪ Up and running
    ▪ New mother kits are available for employees that are expecting
      • Tote bags
      • Cooler bags for bottles
      • Book on breast feeding
  ○ Summer Camps
    ▪ VPFSS sent out an email with a list of all available camps provided by the different departments.
    ▪ Rose is adding the list to the Worklife website.
  ○ Staff Service Awards – notification process
    ▪ Ceremony on Tuesday, 5/8/2012
    ▪ Developed new program, generated list of honorees, sent list to Special Projects
    ▪ Special Projects sent invitations to the honorees and supervisors and provided the list to the executive assistants in each VP’s office to be distributed to the departments.

• Michelle’s FAQs
  ○ What is state longevity pay?
    ▪ State Longevity Pay is a payment in addition to base salary authorized by the State of Texas for full-time staff employees based on years of service with the State of Texas.
    ▪ Employees earn $20 per month for every two years of service even if that service was not in a full-time position (including student employment).
Further details are outlined in the Staff Handbook and in UPPS 04.04.11 University Compensation and Classification, Section 4.05.

- When is Annual Enrollment?
  - This year Annual Enrollment will be from July 2 – August 10, 2012. It is during this period you can make changes to your insurance and TexFlex elections without a qualifying life event.

- When an employee terminates, is their remaining sick leave balance automatically donated to the sick leave pool?
  - No. The employee must designate the number of hours to donate by completing the Texas State Sick Leave Pool Request/Donation form and submit it to Human Resources for processing.

- Does Texas State offer any summer camps for children?
  - Yes, a list of the summer camps offered by various departments can be found on the work life website summer camps tab at [http://www.worklife.txstate.edu/SummerCamps.html](http://www.worklife.txstate.edu/SummerCamps.html).

- Does Texas State offer tuition assistance for my dependents?
  - No. However, full-time employees are eligible for paid class release time and Texas State pays most of the fees for enrollment in academic courses.
  - Details are outlined in UPPS 04.04.01 Miscellaneous HR Policies and Procedures, Section 2 [http://www.txstate.edu/effective/upps/upps-04-04-01.html](http://www.txstate.edu/effective/upps/upps-04-04-01.html).

**MDC, Employment, Compensation (Floyd)**

- E-PCR Update (Roxie)
  - Electronic PCR training provided by the MDC has been completed.
  - Additional training classes are offered as needed.
  - Faculty Records E-PCR training for academic departments will be completed soon.
  - Once all training is complete, the MSS tab will be lifted and all PCRs must be submitted electronically.
  - 1,713 E-PCRs have been received since February – approximately 600 E-PCRs are processed per month.
  - The E-PCR transition has been very successful. There have been few issues and complaints.
  - The most common issue is browser compatibility. ITAC is working on these problems.
  - One more training session will be provided by the MDC. It will take place from 9:00 am – 12:00 pm on Wednesday, 5/9/2012 in room 623. Employees may find the class registration form on the MDC website.

- Automatic 90-day termination of inactive hourly employees (Roxie)
  - New program – will be in effect in June.
  - Hourly employees will be terminated automatically if there is no time entry for 90 days.
  - Program will be run once a month, and will terminate any inactive appointments.
  - Everyone is encouraged to submit their time weekly.
• Departments will be notified before the program is implemented.

• Temp Services RFP Update (LynnAnn)
  o In the process of making temp services available in BobCatalog.
  o We will be negotiating rates and awarding contracts to vendors.
  o RFP released on March 30 – due from vendors May 22
  o Held a mandatory conference two weeks ago – 12 companies attended
  o July 2 – notification and awarding of contract
  o August 1 – execution of contract
  o This fall, temporary services will be available to hire through BobCatalog.

• Camp Worker Background Checks (LynnAnn)
  o All camp workers must have a current background check.
  o Send a list with names and DOBs to Bobbie for DPS background check.
  o Turnaround time for criminal history checks is 1-2 days.
  o Checks must be run before their first day of work.

• Market surveys (Jeff)
  o Will be presented to the President’s Cabinet, date: TBD
    ▪ Compensation philosophy, also available on the compensation website
    ▪ Overview of the cost to implement pay plan changes
    ▪ Pay Plan relationships as they exist now
    ▪ Market index
    ▪ Turnover data
    ▪ Data analysis for positions in local and university markets
    ▪ Track no-cost-reallocations: no initial cost

• 04.04.18 Drug Testing (Floyd)
  o Up for regular review
  o Supervisor Guidelines
    ▪ Contains all of the process related content that was contained in the UPPS
  o Next step: conduct focus groups
    ▪ Request has been sent to Professional Development
    ▪ 5 or 6 people in focus group
      ▪ Brief presentation
      ▪ Go through guidelines
      ▪ Gather info and additional questions from group

• Floyd’s FAQs
  o I have a student who will be graduating in May and returning as a graduate student in the fall. Can the student work during the summer as an hourly student worker?
    ▪ The student will be able to work as an hourly student worker during the summer provided they are enrolled in nine hours of graduate level courses for the Fall semester and have met the requirements for graduate student employment.
Can a graduate student in a salaried graduate position be an hourly student worker during the summer months and then go back to their original salaried graduate student position in the fall?

- A graduate student in a salaried graduate position can be employed as an hourly student worker during the summer.
- Due to the change in payroll areas (salaried to hourly), it is important to remember that an employee cannot change payroll areas within the same pay period (same month).
- The effective date for the hourly appointment would need to be effective at the beginning of the next month.
- If approved by the Graduate College and the student is returning to the salaried position in the fall, the same situation would exist. In either case, due to the change in payroll area, you will need to submit an Additional Appointment PCR instead of a Change in Position PCR.

I am a PCR initiator for my department. Electronic PCRs are now used instead of the paper form. Once I complete the E-PCR form and hit the Check & Send button, I see yellow flags. What does this mean?

- The yellow warning signs are used to alert you to possible changes or situations.
- These symbols do not prevent you from proceeding with the routing of the PCR through the electronic flow.

Our office employs an hourly student employee who will graduate in May. Due to office work load, we wish to continue his employment on an hourly basis as a Non Student Non Regular (NSNR) employee. The employee has requested a one week break prior to reporting back to work in the NSNR position. Can I just prepare a Change in Position PCR?

- A Change in Position PCR is used to move an employee from one position to another provided there is no break in service. In this instance, the employee has requested a one week break; therefore, a Change in Position PCR cannot be used.
- The first step would be to initiate the student appointment separation effective the last day worked as an hourly student worker (time entry should support this date).
- Once you have a confirmed return to work date, prepare a Quick Rehire PCR for the NSNR appointment. Remember to attach the NSNR hiring packet support documents.

My department employs several student workers who are paid through work study. If I fail to submit a Change in Cost Distribution PCR once their work study allocation is depleted, what will happen? Is there a system in place that will ensure funding? How do I know what departmental accounts are being used?

- Once the balance of their work study allocation is depleted, the SAP system automatically rolls the funds over to your department’s regular student wage cost center and fund.
- You can determine what costing is being used by accessing your student’s appointment record in PA20. Select info type 001-Organizational Management and view by using the eye glass option.
- The text in the Enterprise Structure area will display the default costing.
- If alternate funding is necessary, you will need to submit a Change in Cost Distribution PCR.

- **Conclusion (John)**
  - Any questions?
    - None
  - Electronic PCR
    - Took 8 years to implement.
    - When Academic Affairs has completed training, the entire university will be using the system.
  - UPPS 04.04.18
    - Secured 80 questions following presentation.
    - Goal was to answer all of these questions before re-exhibiting this information.
    - We will use focus groups to avoid misunderstandings and miscommunications and would appreciate your input on the issues.
  - Temp Services
    - All vendors that would like to provide temps through BobCatalog must agree to abide by the requirements of the university.
    - We will publish the cost for all agencies that are selected.
  - Market Study
    - Each one of the VPs has responded with their recommendations. A report for changes in pay plan relationships will be generated based on these recommendations and submitted to Mr. Nance. Mr. Nance will submit the changes to the President’s Cabinet for approval.
    - Cost changes will be determined.