

## **HR Forum Meeting Minutes December 4, 2006**

**Present:** Kathryn Clarke; Kimberly Riojas; Deborah McDaniel; Sylvia Mobley; Pat Naylor; Sarah Pivonka; Tracy Ryan; Curt Shafer; Kay Yaklin; Maria Sanchez; Kathleen Whetstone; Sharon Nusbaum; Debra Boughton; Noragene Green; Elizabeth Mello

**Absent:** Michelle Aguilar; JaNelle Barnes; Debra Christian; Sandra Estaville; Lillian Garcia; Lanita Hanson; Joan Heath; Lisa Herman; Lori Hughes; Eva Luera; Janet Moseley; Milt Nielsen; Gwen O'Neill; Joyce Phillips; Pat Prado; Marion Randow; Gail Robinson; Gordon Thyberg; Don Volz; Yvonne Volz; Cindy Waggoner; John White

### **Agenda**

1. Topics of Interest from the Membership
2. Managing the Organization Structure Change Process (What needs to be done, when, and why)
3. Posting/Hiring Approval Process for December 18-20 Energy Conservation Days
4. Working at Home – State Law and University Policy
5. Work Life Update
6. Staffing Changes in HR
7. Other

John welcomed everyone to the meeting. The following information was presented to the members.

### **Topics of Interest from the Membership**

Pat Naylor asked if new employees starting to work in November would be able to use vacation time during the Christmas break. John explained that if they transferred from another state agency and had the time, then yes they could use it. Other wise, no they could not. He reminded everyone that departments are encouraged to give employees the opportunity to earn the time needed for EC days. To use vacation time an employee needs 6 months continuous prior state service.

John reported to the membership he had attended President's Council for a discussion regarding Texas State holidays not coinciding with SMISD holidays. He reviewed the history behind EC days and trying to maintain a full two (2) week break at Christmas. There is a possibility that our schedule may change next year. Members will be informed of any changes in the future.

### **Managing the Organization Structure Change Process (What needs to be done, when, and why)**

Rosie Olivo gave a presentation on Organization Structure Management. The HR organizational management responsibilities are:

- Create and maintain positions for staff (regular and hourly); student workers and graduate student positions other than those in Academic Affairs
- Create and maintain organizational units
- Create and maintain jobs

An organizational unit is a department and has a 10 digit cost center and an 8 digit organizational unit number. Organizational units have relationships between units and determine hierarchy structure. They also have positions.

Positions have relationships such as, supervisor of position, what org unit/department position belongs to, roles, cost center and other data. Positions have holders or may be vacant.

*Example: Human Resources is a department/organizational unit  
Organizational unit #50000160  
Cost Center 1412000000*

An organizational structure change can be:

- New organizational unit/department
- Reassignment of an org unit/dept
- The transfer of positions from one org unit to another org unit (includes staff, faculty, and student both vacant & filled)
- Change in reporting relationships such as reporting line (between one org and another) or a change in supervisor.

Organizational structure changes may affect the Enterprise structure; time administrator; mail code; new security roles (supervisor, department head, and time administrator) and the cost allocation.

Some of the common problems are:

- Failure to notify Human Resources of changes
- Workflow (unable to approve time)
- Cannot process a PCR for an employee
- Employee(s) not showing up in MSS
- Incorrect supervisor
- Incorrect time administrator

Rosie also reported there is a check list on the HR website to assist departments with their entire organizational changes. There was discussion of two helpful transactions within SAP. They are:

- ✓ PPSS – Display Structure  
Used to view reporting structure in the organization (which positions report to which positions)

- ✓ PPOSE – Organizational and Staffing Display  
Used to view positions in the organization

Remember: Organization structure change involves action from the department. If anyone would like to have a copy of the power point used for this presentation or has any questions they can contact Rosie at [ro03@txstate.edu](mailto:ro03@txstate.edu) and she will e-mail it to you.

### **Posting/Hiring Approval Process for December 18-20 Energy Conservation Days**

Floyd reviewed with the membership what is covered under the Acxiom Agreement on the background checks for employees. The original \$29 charges cover all checks for aliases, including married/maiden names. If a person has been married several times it does not cost any extra to check under all names.

He also clarified the time it takes to run the check. The checks are done on a rolling clock – if information is entered in their system at 4:00 p.m. that is the time the clock starts. The 24 hours will not expire until 4:00 pm the next working day (Saturday and Sunday do not count).

Members were updated on which departments would be open for the EC days (December 18, 19 & 20). Human Resources will be open and posting positions and filling jobs. All jobs must be received in Human Resources by 2:00 pm on December 20<sup>th</sup> to be posted. Anything received after that will be held until January 2<sup>nd</sup>. If the posting requires advertising HR must have it no later than 2:00 pm on the 19<sup>th</sup>. If the department does not want the EC days counted in the length of time a position is posted please notify Roxie Weaver.

New Employee Orientation for all new hires will be held on January 2<sup>nd</sup> at the usual time. We will also hold NEO on December 18<sup>th</sup> as needed.

A list of all essential offices open on EC days are on the HR webpage under the holiday link.

### **Working at Home – State Law and University Policy**

Michelle gave an overview/clarification of UPPS 04.04.01 Section 6 which related to employees working from home. This is only allowed if approved by the President and very specific information must apply. This is a state law, not just a university policy. If a person is approved to work from home for a period of time, it must be reported on the employee's timesheet as telecommuting and compensatory time cannot be earned. One of the reasons working from home is not approved very often is a concern regarding accident liability for the school. When approved, telecommuting must be monitored very carefully.

### **Work Life Update**

Michelle reported to the membership that the Work Life website is up and running. There will be sessions scheduled during the spring semester with speakers from the American Cancer Association in January. Also a discussion panel on Caring for Aging Parents will be held April 17<sup>th</sup>.

### **Staffing Changes in HR**

Michelle reported on the staffing changes in Benefits. Emily Ando will be leaving the university this month and Heather Phillips has been promoted to Supervisor in Benefits. Ashley Croan has also been hired in Benefits.

John reported that Paola Campesi is retiring and Deborah Mathews is filling in for her on a temporary basis until a new person is hired.

### **Other**

The question was asked why there was not a stop in SAP to keep employees from entering time off on holidays. Michelle explained that some employees actually do work on the holidays and are entitled to the overtime or their work schedule is more than their holiday entitlement so there can't be a hard stop to keep others from entering time.

John reported to the members that there is a possibility the university will implement the results of the salary survey submitted to PC.

Members decided to skip the Forum meeting in January so the next meeting will be February 5, 2007.

Bobbie Brandenburg reminded members to be sure and submit the original criminal history forms to her as soon as they submit their selection documents to Equity and Access on job postings. This will help speed up the process.

No further items were discussed.