Welcome!

HR FORUM

January 10, 2017
Welcome to 2017!
Performance Management Training
Round II

Tammy Coyle
Employee Relations Coordinator
Performance Management Training

• **Question:** Who is the audience for the Round II training?

• **Answer:** Both staff employees and Managers/Supervisors will benefit the two hour training
Performance Management Training Objectives

- describe the new performance review process and online workflow;
- list the performance criteria and corresponding assessments;
- understand how to self-assess;
- understand how to assess your employee(s);
- identify potential gap analyses between assessments, and;
- how to address assessment differences with your employee(s).
Performance Management Training Schedule

• Two hour trainings starting February 2\textsuperscript{nd} through April 28\textsuperscript{th}
• Go to \url{www.hr.txstate.edu/performance-management/training.html} to sign up through the SAP Portal link.
Contact

Tammy Coyle | tc23 | 5.2557
I-9 Update

Lynn Ann Brewer
Manager, Employment
Status

Total Requests Processed

Request Summary

Requests from Last 180 days Update
Completed 1679
Meets Company Standards 0
Does Not Meet Company Stds 0

Last Update: 1/6/17 10:21 AM
Contact

LynnAnn Brewer | lb64 | 5.2557
Good-bye Caremark.
Hello, OptumRx!

Heather Steed
Manager, Benefits
Prescription coverage now through OptumRx

- www.healthselectrx.com
- Effective January 1, 2017
- Combined card with HealthSelect
  - Call United Healthcare to request replacement if you haven’t received yours yet
  - 866-336-9371
  - Verify your address
OptumRx Quick Facts

• Same copays
  • $10 generic/$35 preferred/$60 non-preferred
• Check the formulary...

• Prescription costs are rolled into your total out-of-pocket maximums (includes network medical copays and coinsurance)
  • $6,550 per person/$13,100 per family
Contact

Benefits | hr@txstate.edu | 5.2557

OptumRx
866-336-9371 (United Healthcare)
Volunteers

Jeff Lund
Manager, Compensation / Employee Relations
Eligibility -04.04.09

- Current staff
  - Different capacity/duties than current job
  - Different account manager/supervisor
  - Complete volunteer release form
Not eligible:

- TSUS Board of Regents members
- Students performing duties associated with class work
- Sponsored program human subjects
Volunteer Programs

- Divisional VP must approve program
  - Define need to the university
  - Define contributions of the volunteer
  - Confirm availability of resources
  - Perform criminal background checks
  - Prohibit volunteers from operating university/heavy equipment
  - Have volunteers complete volunteer release form
Policy considerations

• Update:
  • Id specific volunteer/community events for staff to participate
  • No usage of university vehicles or equipment
  • Leave time must be used to volunteer
  • Also reviewing UPPS 040406—Outside Employment and Activities
WellCats Activity!
Travel Time

Jeff Lund

Manager, Compensation / Employee Relations
<table>
<thead>
<tr>
<th>If…</th>
<th>And…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are going to be out of town for one day,</td>
<td>You are taking a train, bus, or plane,</td>
<td>Travel time from portal to portal is considered compensable. Eating time and travel time to airport or bus/train station is not compensable.</td>
</tr>
<tr>
<td>You drive all night,</td>
<td></td>
<td>Drive time from portal to portal is considered compensable time.</td>
</tr>
<tr>
<td>You are going out of town more than one day,</td>
<td>You are driving,</td>
<td>Drive time from portal to portal is considered compensable time.</td>
</tr>
<tr>
<td>You are going out of town more than one day,</td>
<td>You are a passenger (in a plane, bus, train, or car) and you are not working while being a passenger,</td>
<td>Travel time during your normal work hours (except meal periods) on working days, as well as normal work hours during non-working days (i.e. Saturdays, Sundays, and holidays) is considered compensable time. Travel time outside of those regular working hours is non-compensable.</td>
</tr>
<tr>
<td>You are going out of town more than one day,</td>
<td>You are a passenger (in a plane, bus, train, or car) and you are working while being a passenger,</td>
<td>Time spent working is considered compensable time.</td>
</tr>
</tbody>
</table>
FAQ resource:

- [http://www.hr.txstate.edu/FAQ/CompensationFAQ.html](http://www.hr.txstate.edu/FAQ/CompensationFAQ.html)
Contact

Jeff Lund  |  jl21  |  5.2557
Announcements
Save the Date

April 11, 2017
Contact Us
hrforum@txstate.edu
512.245.2557
Thank you!

HR FORUM