We’re glad you are here!
Purpose

To facilitate two-way communication with campus departments on a variety of HR issues.
Why are you here?

You serve a significant role!

You are a point of contact between HR and your department.
Why are you here?

• HR recommended your name based on:
  o Your frequent interaction with us.
  o Broad based representation membership.

• You were approved by your vice president!
Icebreaker & Introductions
Exercise
How your role interacts with HR

Summary of responses

1) Report activities and topics of HR Forum for division.

2) Help administrative assistants and assistant vice presidents with various HR issues, including but not limited to hiring, staffing, benefits, employee relations, and compensation issues.

3) Work heavily with the SAP, EASY system, and are responsible for creating requisitions and ad hoc forms for new positions, reclassification audits, promotions, and/or awards.

4) Provide HR support to units or divisions, through financial processes, PCRs and time administration.

5) Some have HR manager and HR coordinator roles, and are involved with retirement requests, employment information, employee relations issues, including separation.

6) Some oversee student employment processes, policies and grievance procedures.
Dr. Gilda Garcia
Title IX
What’s Coming...
Title IX

Brief summary

Title IX today is about maintaining an environment that is free from sexual discrimination.

What is sexual discrimination?

- Sexual Harassment
- Sexual Assault
- Sexual Exploitation
- Sexual Intimidation

- Sexual Misconduct
- Dating Violence
- Domestic Violence
- Stalking
  - Physical
  - Verbal
  - Electronic
Three things to do when someone tells you they have been sexually assaulted:

1. Provide for their safety
2. Call Equity and Access
3. Ask more questions

Online training for Title IX expected in the Fall of 2014 for Faculty, Staff and Students.

Office of Equity and Access
J.C. Kellam 840
Phone: 512.245.2539
Annual Enrollment Highlights
Summer 2014
Important Dates

- Annual Enrollment window: June 30 – August 1
- Texas State phase: July 14 – July 27
- Last possible date to make changes for the new plan year – close of business August 1
What's New: Medical

- **Health Insurance Changes**
  - Waiting period for part time – 1st of month following 60 days
  - Premiums increase by about 7% (dependent coverage/part-time employees)
  - Out-of-pocket maximum benefit established
  - Hearing aid benefit increases to $1,000 per ear every 36 months
  - Breast pumps for nursing mothers will be covered at 100% of the retail cost
What's New: Dental

- **State of Texas Dental Choice Plan enhanced benefits**
  - Preventative services excluded from annual maximum
  - Four periodontal cleanings per year
  - After annual maximum benefit is reached, plan will still pay a 40% benefit

- **Humana Dental DHMO**
  - Premiums increase by about 7%
What's New: Dental

- State of Texas Dental Discount Plan (new)
  - Discount program for dental services
  - Participating dentists have agreed to accept a discounted fee from participants as payment-in-full for dental services performed
  - Not eligible for opt-out credit
  - Premiums are not tax-sheltered
What's New: Tex Flex

- Health Care Account – Effective 9/1/2014 participants can roll over up to $500 in unspent funds to the next plan year

- Grace period through November 15 is valid for current plan year only

- Administrative Fee Holiday! $12 annual administrative fee waived for PY2015

- Tex Flex debit card fee is still in place ($15 annually)
**What’s New: Prescriptions**

- Copayments for generic medications have been reduced

<table>
<thead>
<tr>
<th></th>
<th>30 day supply</th>
<th>30 day supply - Maintenance</th>
<th>90 day supply - EDS/Mail Order</th>
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<tr>
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<td>$30</td>
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<tr>
<td><strong>Tier 3</strong></td>
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<td>(non-preferred)</td>
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How Do I Make Changes?

- Online through [www.ers.state.tx.us](http://www.ers.state.tx.us)
  - Access My Account
  - Click on Benefits Enrollment Link
- Call ERS 877- 275-4377
  - Please only call during our phase - July 14 - 27
- Come by Benefits in JCK 360
  - Assist with ERS website navigation
  - Help with questions about Annual Enrollment
Adding dependents

- When enrolling new dependents in coverage, you will be required to provide eligibility documentation.

  - Aon Hewitt, partnering with ERS, will request specific documentation, such as a birth certificate or marriage license.

  - Employees **must** respond or dependent will be deemed ineligible and all of dependent’s coverage will be canceled.
Graduate Student Employees

- Updated Insurance Eligibility Acknowledgment Form – 2 parts
- Must enroll in first 30 days, have a QLE, or wait until annual enrollment
- Informational meeting: August 27th Alkek Library 105, 10:00 am
Reminders...

- TRS employee contribution will increase from 6.4% to 6.7% on the October 1 paycheck.

- Process September 1 salary changes as quickly as possible - ERS uses 9/1 salary data as a snapshot for annual salary calculations for life insurance and disability coverage.
State Longevity Pay

- Entitlement based upon total state service
  - Includes all state time in Texas – higher education, temporary worker, student worker, state agencies
- Must be full-time staff on the first of the month
- Amount not prorated
- $20 per month for every 24 months of state service; max of $420 per month

<table>
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<th>At Least</th>
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<td>504 months</td>
<td>No limit</td>
<td>$420</td>
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University Longevity Pay

- Refer to UPPS 04.04.11 University Classification and Compensation, Sec. 04.04

- A regular staff employee is entitled to receive a 1.5% increase to base pay every 2 years (maximum of 4)

- Increases are awarded on the first of the month following 24 months of regular service

- If any of the following actions occur, the employee assumes a new eligibility date and restarts the program, becoming eligible for 4 more ULP increases
  - Promotion
  - Reclassification to a title with a higher pay grade resulting in a pay increase
  - Re-hire of a staff employee who previously received ULP increases
  - Reallocation of the employee’s job title to a higher pay grade resulting in a pay increase (such as a market-related increase)

- Not eligible for ULP
  - Employees covered by departmental career ladder
  - Certain positions in Academic Affairs - provost, associate provost, associate vice presidents, assistant vice presidents, and college deans (including associate and assistant deans).
Allocation of Funds to Cover Cost

- Monthly program is run by HR to award ULP and state longevity to the eligible employees for the month
- Report is sent to Budget and costing is moved to the employee’s salary line
- An automatic email is sent to the employee’s department with the employee’s name and position
- Use PA20-Display HR Master Data and view infotype 0000-Actions to display the ULP/state longevity action(s)
- Infotype 0008-Basic Pay will show the new monthly salary (includes the ULP increase) as well as a second row with the amount of state longevity pay
**Example of IT0000-Actions**

![Overview Actions (0000)](image)

<table>
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<tr>
<th>Start Date</th>
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<th>Action Type</th>
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Example of IT0008- Basic Pay

![Display Basic Pay (0008)](image)

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<th>I. A.</th>
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<td>1110</td>
<td>State Longevity Pay</td>
<td>200.00</td>
<td>USD</td>
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What did you think?

Comments about today’s HR Forum

<table>
<thead>
<tr>
<th>What Worked</th>
<th>What didn’t work</th>
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<tbody>
<tr>
<td>Rebranding!</td>
<td>Tight space</td>
</tr>
<tr>
<td>Open layout conducive to participation</td>
<td>Too cold</td>
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<tr>
<td>Title IX very informational</td>
<td>Long introduction</td>
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<tr>
<td>Good audio</td>
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<tr>
<td>Good to be fed!</td>
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<tr>
<td>Good schedule during the day and week.</td>
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Suggestions for next meeting:

1) Senior Admins group picture!

2) More variety of food

3) Please share PowerPoint
We welcome your feedback

Contact us:

hrforum@txstate.edu
jm05@txstate.edu
512.245.2557
Thank you