HR Forum Meeting Minutes
9/7/05


Guests: Teresa Duggins and Rose Trevino

Agenda:

1. HR organization chart changes
2. Grad Student Insurance Meetings
3. Forms Updated on HR Website
4. SAP Time Entry
5. Job Posting Requirements
6. Mid-year Salary Review
7. PCR Deadlines
8. University Smoking Policy
9. HR Supervisor’s Course
10. Revised Audit Process Document
11. Biddle Validation
12. Project Staff Positions

Mrs. Michelle Massey welcomed everyone to the meeting. The following information was presented to the membership.

HR Organization Chart Changes – M. Massey

A revised HR organization chart was provided to the membership. The revised chart is also available for viewing at the HR website. M. Massey introduced Teresa Duggins who has returned to HR and will be performing employment verifications, personnel records management and leave administration. Another new addition to HR is Rose Trevino who will be providing assistance in workers’ compensation claims.

- Grad Student Insurance Meetings – There will be a grad student insurance meeting on 9/7/05 from 2-4 in JCK 460 and another to be held on September 8th from 12:30-2:30. These meetings will provide information regarding employee and student insurance options. This information is also available at the HR website.
- Forms Updated on HR Website – The NEO Welcome Letter and Department Checklist and the Request for Payment of Leave have been updated.
- Good Friday – For those who worked on Good Friday, SAP has been automated to calculate and update the time worked.
• SAP Time Entry – Please make sure that employees are saving and releasing time entry. Failure to save and release in a timely manner results in miscalculations of time earned/taken.
• The maximum vacation carry over function in SAP has been implemented (8/31/05) and has been working well.

**Job Posting Requirements – Floyd Quinn**

Since the September 1, 2005 deadline is now upon us, it’s important that account managers know how the GOJA information will be used in concert with the job posting to ensure the timely advertisement of job vacancies. Human Resources will follow the following process when reviewing job vacancy advertisements and approving them for posting:

• HR staff will review the duties in the proposed posting for overall consistency with the GOJA on file for the position.
• HR staff will review the knowledge, skills, and abilities (KSAs) as described in Section 6 of the GOJA for consistency with the job posting. (REMINDER: New/Revised GOJAs are required for each position to be posted.)
• If the KSAs in the GOJA are consistent with the information contained in the posting, the position will be posted as submitted.
• If the KSAs in the GOJA are not consistent with the information contained in the posting, HR will notify the contact person in the department. An adjustment to the GOJA documentation may be necessary prior to HR approving the posting for the position. Alternatively, the job posting may be revised to be consistent with the GOJA documentation.

**Mid-year Salary Review** – Currently meeting with division managers to review the survey descriptions and pay plan relationships. Management has until September 30th to provide input on changes to these documents. We plan to initiate the survey in early October.

**PCR Deadlines** - PCRs received by the deadline dates will receive priority handling and should easily be reflected on the next payroll unless there is a problem that cannot resolved on a timely basis. PCRs not making the deadline dates will be handled only on an “as time allows” basis and may have to be processed for a subsequent payroll. The same is true for the Student/Hourly time entry deadlines. Budget/Grants/Graduate College for the regular and supplemental cycle are as follows:

<table>
<thead>
<tr>
<th>Payroll Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Payroll</td>
<td>8th of the month</td>
</tr>
<tr>
<td>Supplemental Payroll</td>
<td>22nd of the month</td>
</tr>
<tr>
<td>November Supplemental **</td>
<td>18th of the month</td>
</tr>
<tr>
<td>December Regular Payroll **</td>
<td>2nd of the month</td>
</tr>
<tr>
<td>December Supplemental **</td>
<td>12th of the month</td>
</tr>
<tr>
<td>January Supplemental **</td>
<td>21st of the month</td>
</tr>
<tr>
<td>March Regular Payroll **</td>
<td>3rd of the month</td>
</tr>
</tbody>
</table>

*After receiving feedback at the Forum and following up with Gordon Thyberg, we were informed that the Budget Office will no longer be signing on PCRs.
**University Smoking Policy** - Just a reminder, the university has established policy guidelines regulating smoking on campus. These guidelines apply to all faculty, staff, students, and visitors.

- Smoking is not permitted in buildings and vehicles owned, leased, or under the supervision of the University.
- Smoking is not permitted within 20 feet of a building entrance, open window or air intake.
- Smoking is permitted in outdoor areas provided that they have not been designated as smoke-free areas.
- The Quad and Alkek Library and Academic Service Building breezeways have been designated as smoke-free areas.

Employees or students who observe violations of this policy should make the person aware of these restrictions. Refusal to comply or continued violations should be reported to the appropriate management official who ensure enforcement.

**HR Supervisor’s Course** – In the process of a needs assessment for this course. Meet with Staff Council on September 13th. Also preparing to survey the campus. Any thoughts on workshop content can be e-mailed to fq10.

**Revised Audit Process Document** – Updated for ease of use.

http://www.humanresources.txstate.edu/pay_plan_index.htm

**Biddle Validation** – Currently making arrangements for Dan Biddle to come to campus to discuss validation of job posting requirements. There is a big push underway by the Department of Labor (DOL) in this area.

**Project Staff Positions** – UPPS 04.04.03 is being revised to allow for the hiring of an employee (under certain conditions) as project staff. See draft change below:

“SYSTEM PROJECT STAFF” POSITIONS”

Upon identification of a legitimate administrative business need and with the approval of the appropriate vice president, department heads may hire non-permanent, fixed-term, benefits-eligible staff on a project basis. These non-permanent, fixed-term staff may be employed on an as-needed basis to provide full-time support for targeted activities over a predetermined, limited time basis. These positions will be classified using titles in the University Pay Plan, but may be designated as “System Project Staff” in the job posting.

The criteria associated with these positions follows:

1. These positions are subject to the regular new position audit procedures found in UPPS 04.04.11 “University Classification and Compensation Policy.”
2. Upon audit approval, these positions can be posted with a shortened five-day timeframe. A normal selection and hiring process must be followed with approval of the Office of Equity and Access.
3. The positions will serve fixed-term, non-permanent, 12 month renewable appointments.
4. The positions are benefits-eligible consistent with State of Texas requirements.
5. If the System Project Staff position becomes permanent, the incumbent will have the option to apply for the permanent position.
6. These positions will be renewable in additional 12 month intervals, with a maximum of 36 months total.
7. At the end of the project or the end of the 36 month period, whichever occurs first, the position must be reposted with an accompanying full job classification audit.

**Hiring Process Matrix** – A draft power point tutorial of the Hiring Selection Matrix was presented as an overview of the process. HR, in conjunction with Equity and Access, will meet to finalize this presentation.

*PCR deadline for regular payroll is due 9/8/05.

*The state longevity program (with the new changes) will be run 9/14/05.