HR Forum Meeting Minutes
8/3/05


Agenda:

1. Topics of Interest from the Membership
2. Summer Insurance Enrollment
3. New Faculty Orientation
4. Graduate Student New Hire Process Changes
5. Review Legislative Changes
6. SAP Update - Good Friday holiday correction, directory information updates
7. Office Reorganization
8. Mid-year Compensation Review
9. UPPS Update
10. Calendar for PCR Processing
11. 3% Performance/Merit Increase
12. Changes to the EASY Application Process

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

Topics of Interest from the Membership - None

Summer Insurance Enrollment – Massey

HR Benefits staff are conducting summer insurance enrollment through August 19th. ERS has begun mailing employees their insurance information to their home address. In addition, the August Human Resources Bulletin contained information on insurance enrollment. Don’t forget, your office has a summer insurance enrollment liaison to help the employees in your area with their insurance enrollment questions.

- New Faculty Orientation – The Provost is conducting an orientation meeting on August 19th for all new tenure track faculty. On August 22nd from 8-12 in the Alkek Teaching Theatre, HR Benefits staff and Professional Development will present an orientation for all faculty that will include topics that are normally addressed during new employee orientation sessions I and II. A memo will be distributed to campus soon.

- Graduate Student New Hire Process Changes – Graduate Student new hire packets are to be forwarded (along with the PCR) to the Graduate College for review. This centralized process will assist HR in obtaining the necessary information for SAP entry. In addition, at the HR website, under the new
employee orientation link, the Graduate Assistant hiring packet can be downloaded.

- **Review Legislative Changes** – Don’t forget to read the August issue of the Human Resources Bulletin for a recap of the 79th legislative changes. Also, current employees who are eligible to receive the state longevity pay increase will see the adjustment in their October 1st paychecks.

- **SAP Update** – Good Friday holiday correction, directory information updates - The FAS team has developed a program that will automatically enter hours worked on Good Friday instead of having the employees make the entry. It is in the testing phase now and should be applied soon.

- **Prior to SAP**, HR would send out the Information Worksheet which employees would update. The information captured was printed in the University Directory and distributed. Now employees must update their information using the SAP/ESS menu to enter any home address changes. If employees have moved offices/phone numbers, etc., please send these changes to hp12@txstate.edu in Benefits for updates.

**HR Office Reorganization – Mr. Floyd Quinn**

Office reorganization – Rosie Olivo has been promoted to HR Analyst and will report to Jeff Lund in Compensation; Deborah Mathews and Bobbie Brandenberg will share duties in Employment and both will continue to report to Roxie Weaver.

- **Mid-year compensation review** – HR is making preparations for the mid-year compensation review. HR is currently establishing pay plan relationships and anticipates sending the survey document out for campus review in a few weeks. HR plans to begin the survey in early September. The campus is reminded that HR matches according to job duties, not job titles.

- **UPPS update** – Several policies were updated and are currently being reviewed; Outside Employment (04.04.06), Discipline (04.04.40), Grievances and Complaints (04.04.41), and Classification and Compensation (04.04.11). The new overtime policy Overtime (04.04.XX) is the result of trying to reduce the size and complexity of the current compensation UPPS.

- **Calendar for PCR processing** – Payroll will be sending out a memo on PCR processing and deadlines. It is important to adhere to the processing and PCR deadlines in order to make sure that new hires will receive their paychecks.

- **3% Performance/Merit Increase** – Employees hired between 1/1/05 and 2/1/05 will require performance reviews or memos processed through the proper channels, to be received by HR on or before 8/15/05, in order to be eligible for the pay increase.
• Changes to the EASY application process – A hard stop has been added to work history section that says “Check here if you have NO work history.” This hard stop will allow these applicants to be included in the pool. In addition, we added a statement in the “Work Experience” section that states that “See Resume” is not acceptable and will eliminate you from consideration.

• HR is currently working on developing a supervisor’s course. HR will visit various campus groups to solicit input from them. If you have ideas, you can email Floyd Quinn (fq10).