HR FORUM MINUTES
November 5, 2007


Meeting was called to order by Mr. McBride. Deborah asked everyone to email names of designated representatives and appointees to dm09@txstate.edu. This will enable HR to have an up to date attendance chart for FY 2008.

Mr. McBride reported that updates on pay plan adjustments in response to the salary survey results. Also have other issues of interest to everyone.

Mr. Quinn gave a demonstration on the new look for the Employment Site. Colors have been changed to provide a better transition from Texas State main website. The employment web site does not reside at Texas State, it is maintained by PeopleAdmin. There will be additional changes at a later date with updated photos. The operation/functions still operate the same.

The Master Data Center is moving forward. Human Resources has a schematic of the design and is being drawn to scale. At the present time we do not have an implementation date. Progress is being made slowly.

A report was given on the possibility of bridging SAP with PeopleAdmin data to make it more usable for information. This will benefit Texas State with wider range of reports being accessible. More information will be forthcoming.

Mr. Quinn gave an update on the Business Warehouse; where we are and lessons learned. It was reported that we have three levels of users; end users, power users and executive users. They all have different analysis needs. When we look at analysis from the business warehouse we are concerned about consistency of terms. This will allow for consistency in reporting.

The university market salary increase effective date is November 1. Employees receiving an increase will receive that increase December. Not everyone in the University Market received an increase. These are not performance based increases but rather plan maintenance adjustments. Anyone in a pay grade that is below the new minimum will receive an increase. This survey is being run at 96%, utilizing CUPA data. All increases must be approved by the Vice Presidents by November 13th. That information will be given to PC with all needed changes made. There will not be a need for a PCR on anyone. All increases will be done automatically within the system so there is no need to process individual PCRs. Employees and account managers will be notified in writing of the amount of the individual raises. The plan will also be updated on the website.

Michelle Moritz gave a demonstration on CATS_DA (display time data). This program is very good to review employee’s pending time. By entering the employee’s personnel number and entering all, you will be able to review any time entered in SAP. This is one way to track if employees are keeping current with the time entry. It records when it is entered, as well as the time.
The question was asked if there is a way the time administrator can release time that is locked if employee is out of the office. Anyone time administrator with this problem can contact Selma Selvera or Teresa Duggins for instructions on how to release the approved time.

It is also possible to track how much time employees have used for vacation, sick leave, etc. This report makes it very easy monitor time earned and time used for every employee in the department. CATS_DA can also be utilized to track the history of changes made to employee’s time.

Anyone wanting training on CATS-DA can contact the benefits office.

Michelle Moritz reported the FY2007 overtime payment summary report analysis has been run. It has not been released to the Vice Presidents yet. Anyone want to review the report can see Michelle after the meeting. The report is set up by department and employee. This report is sent to Mr. Nance and a copy given to the other VPs. Curt Schafer asked about percent used for separation payouts and Michelle reported that was not covered in the report.

All leave forms have been updated and placed on the HR website.

The University Directory has been completed and will have retirees in it this year.

Mr. McBride asked what the number 1 HR related concerns were in each department? What information do we need to make clearer to the campus? One issue is retroactive PCRs. The state says retroactive payments cannot be paid, unless Human Resources writes memo to the State of Texas stating a mistake was made on the original payment. Once an employee has been compensated for work already done, you cannot go back and pay an additional amount for the work done.

Another question asked was can the criminal background check authorization be made part of the application process. Reason it is not part of the application at this time is we must have a live signature and not one prepared by the computer.

Other issue mentioned was the fee waiver form. Is there a way to send a notification to employees? Deborah reminded everyone that the new form is on the web and information is in the UPPS 04.04.01. The deadline remains the same each semester (5 days prior to registration for classes). Mr. McBride stated the only reason the forms are given to HR is for us to verify if the employee is eligible.

Lori Hughes asked why the departments could not see how applicants found out about the positions they applied for. The question is still on the application, it is simply not available for everyone to see. It is utilized for reporting purposes. B. Brandenburg reported that 90% report they found out about the positions via Texas State website. Human Resources is tracking these statistics.

Mr. McBride requested members bring questions to our next meetings that are recurring issues.

Having no further business the meeting was adjourned.