HR Forum Meeting Minutes  
10/5/05


Agenda:

1. Topics of Interest from the Membership  
2. SAP Training  
3. Performance Evaluation Processing  
4. Tracking Employees Terminated for Cause  
5. EASY Training  
6. Hiring Matrix Tutorial  
7. Holding Exempt and Non-Exempt Jobs Simultaneously  
8. HR Staff Development Presentations  
9. HR Crystal Ball for the Future  
   a. Job Line Dies  
   b. Professional Development Needs  
   c. Tuition Payments for University Employees  
   d. Revision of Grant Titles  
   e. HR Supervisor’s Course – Director’s Vision  
   f. Professional Financial Advisor for Employees  
   g. Work Life Coordinator  
   h. Online Audit System  
   i. Online Exit Interview  
   j. Job Requirement Validation  
   k. Background Checks  
   l. Future Salary Survey for University Market

Mr. John McBride welcomed everyone to the meeting. The following information was presented to the membership.

Topics of Interest from the Membership – None

HR is aware of the payroll problem for hourly employees and the SAP team is working on this issue. The SAP team hopes to have it corrected so that it does not happen again next year as the University crosses fiscal years.

Last year graduate student interns conducted a communication study for HR. One of the study recommendations was to put more specific information in the subject line of emails.
such as “Urgent Action Required”. At the present this is not possible, but HR is hopeful that this will change. Please make sure that you read emails that come from the VPFSS as they may contain important HR information for your departments.

**Employment, Compensation – Floyd Quinn**

SAP Training – SAP training team will start offering HR Management PCR training modules again for any MSS user who needs training on how to complete a PCR. Be on the lookout for these new training classes that will be available soon.

Evaluation Processing – If a current employee is hired, transferred or promoted in the months of October, November and December, the annual performance evaluation will not be prepared until the completion of 6 months in the new position. Also, please do not send initial 6 month evaluations to HR, maintain them in the department.

Tracking of Employees Terminated for Cause – HR will soon be tracking applicants terminated for cause through the EASY application system. Should an applicant apply for a position that appears on our Discipline Log list, we will designate that applicant as restricted. Any future applications will generate an email notice to HR to alert them of a pending application from one of the restricted users. HR staff will then research the reason for termination and using the email system will notify the HR Director/Asst. Director and account manager.

Q. How far back have you been tracking this information?
A. We began back in 1999. So when reviewing this information, keep in mind the recency and relevancy of the termination. Remember, employees allowed to resign in lieu of termination are not on the list.

EASY Training - HR provides one-on-one training for EASY users. EASY users are defined as the hiring manager or their KEY support person. Please contact Bobbie Brandenburg at 245-2557 for training.

Matrix Tutorial - The HR Matrix Tutorial is online. This tutorial is designed to assist managers with the employment selection process. Please review the tool which can be accessed from the HR Home Page and provide us your comments.

Teaching University Classes - Classified/non-exempt employees may not teach university classes, including University Seminar classes, which are considered exempt level work. An employee is not allowed to fill FLSA exempt and non-exempt positions concurrently.

Staff Development - The HR department is offering the following classes in October and November. If interested, contact Professional Development to register.

Oct 19, 2005, 2:30-4:30  Performance Appraisal Process
Nov. 1, 2005, 2:30-4:30  Classification Process
HR Crystal Ball for the Future – John McBride

Job Line – On October 14th the Job Line will no longer be available. As with other systems in the past, the Job Line is in need of repair and it is too costly to go to a new system. In FY04, HR processed around 8,050 applications. Now, in FY05 HR has received about 16,500 applications due the accessibility of the EASY system.

Professional Development Needs – During the evaluation process, you may suggest what additional training your employee may need. HR is having an intern go through all of the evaluations and list what is described for training needs. HR will be forwarding this list to Professional Development for incorporation into next year’s calendar of training.

Tuition Payments for University Employees – Texas State was not aware that it is possible for an employer to pay for an employee’s tuition until recently. It appears that the University can pay for tuition providing the classes are job related. HR will be proposing changes to UPPS 04.04.01 to provide guidelines.

Q. Where can we read about this?
A. There are state statutes and government codes that have addressed this issue. In addition, there may also be some IRS implications for employees if their tuition is paid. HR will be working to address these areas soon.

Q. I have heard that employees have not been held accountable for the payment of fees from the University when they decide to leave Texas State employment. Is there a way that can be tracked?
A. Under UPPS 04.04.35 there are several programs for professional development. If an employee applies and is accepted in one of these programs and elects to leave the University, there are methods for employee accountability.

Revision of Grant Titles – HR had a meeting with Dr. Covington in July to discuss academic and division grant titles. HR is working with Dr. Covington to expand these titles to address the University’s needs. Covington is pursuing academic titles to meet his needs at this time.

HR Supervisor Course – HR anticipates that the Supervisor’s Course will be an intensive course that will continue for several months with sessions ranging from 2-4 hours. HR Forum members and others will receive a survey on what topics to include in this course. Those who complete the course will receive a certificate.

Professional Financial Advisor for Employees – HR is working towards trying to get the University to provide free financial advising information for employees by contracting with a financial advisor.

Work Life Coordinator – It has become increasingly difficult for employees to balance work and home life issues. The latest Work Life Task Force survey indicated a desire
and need for a Work Life Coordinator position. HR would like for such a position to be assigned to HR.

Online Audit System – In the past, it has taken HR 20-30 days to complete an audit. Presently it only takes about 10 days for completion. HR is looking at the possibility of having an online audit process which will include an employee “self request” feature and a tracking feature.

Q. What about departments who are in critical need of an audit for a new position? Won’t the “self request” method flood the system?
A. HR will work with the departments to make adjustments as well as implementing certain controls on the “self request” feature.

Online Exit Interview – HR is looking at the State’s online exit interview process and working to see how the University could use this system or something equal to it.

Q. How does it work?
A. When an employee leaves, they are given a link to complete the exit interview. There are about 10 questions to answer and this information is captured and generated into a report which is forwarded to HR.

Job Requirement Validation – HR has received direction from President’s Cabinet to implement a validation system for degree and other job requirements. HR recently met with Dan Biddle who trained some HR and Equity and Access staff on the validation process. This process is designed to hold up in court and HR anticipates this process will be available by next year.

Background Checks – HR is waiting for clarification from PC regarding the various aspects of conducting background checks.

Salary Survey for University Market – HR has met with all of the divisions to receive feedback on the salary survey process. The Provost may be looking towards using the CUPA national survey for university market data for the next biennial salary survey. In addition, the Southland Conference is expanding to include Texas A&M-Corpus Christi and Arkansas State.

**REMINDER/CHANGE: The next meeting of the HR Forum, November 2nd will be in JCK 460.**

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