HR Forum Meeting Minutes
11/6/06


Agenda:

1. Topics of Interest from the Membership
2. Unreleased Time Entry Report Enhancements – SAP Transaction ZUTIME
3. New Option for Tax Deferred Accounts (Roth 403b)
4. Direct Deposit for Payroll Checks – ESS
5. Guidelines for Classifying Management Positions
6. Axciom Update
7. Other

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

Topics of Interest from the Membership – None

Unreleased Time Entry Report Enhancements – SAP Transaction ZUTIME – Michelle Moritz

Some enhancements have been made to the SAP Transaction called ZUTIME. A feature has been added to the selection which allows the user to select by organization unit or department and by time administrator. The report generates time that has been entered and has not been released to the supervisor or time entered, released to the supervisor but not approved by the supervisor. The date column shows the date that the action occurred. The transaction is now available to individuals who have a supervisor security role.

If you have questions, please feel free to call Selma Selvera or Teresa Duggins in our office at 245-2557.

New Option for Tax Deferred Accounts (Roth 403b)

The Roth 403b is a voluntary savings account where you can put money aside for your retirement. An individual can payroll deduct money into their savings account but the money set aside for a Roth account is not tax sheltered. In other words, your earnings are tax free and when the money is taken out you do not have to pay taxes on the deposits or earnings. There are no income limits under the Roth 403b like there are with a Roth IRA. The total combined limit of tax deferred and Roth contributions for 2007 is $15,500. You may want to do one or the other or a combination of both depending on your financial situation. Information about this new option
will be distributed in the near future. We anticipate implementing the Roth 403b option by December for the January 1, 2007 paycheck for the new tax year.

Q. If you already have a tax sheltered account, do you go to the same vendor or a different one?
A. No, you go to the same vendors such as TIAA/CREF, ING, Valic. They are offering tax deferred accounts, but now they can offer a Roth 403b too.

There will be more information about this option in an article in the Human Resources Bulletin.

**Direct Deposit for Payroll Checks – ESS**

Due to a Regents ruling last spring, the University is moving towards direct deposit for all payments including paychecks. In January 2007 employees will be required to sign up for direct deposit unless they chose to opt out in writing. Those not wanting direct deposit must provide written notification. The Payroll Office is working with Information Services to enhance employee web service through SAP which will allow employees to update their bank account information online. In addition, the direct deposit forms have been incorporated into the new hire packets.

**Guidelines for Classifying Upper Management Positions – Jeff Lund**

**Background**
- All employers use a sound, rational, logical and consistent means of classifying positions.
- This includes upper management positions.
- At Texas State this is accomplished by “whole job” analysis.
- Job classifications are based on two things:
  - Duties
  - Reporting relationships

**General Guidelines**
- Texas State has implemented guidelines for classifying and reclassifying positions to:
  - Director
  - Associate Director
  - Assistant Director

**Guidelines for Director**
- At a minimum, Director level positions must:
- Meet the criteria for FLSA exemption.
- Supervise Assistant or Associate Directors and other staff
- Have budget authority
- Perform highly advanced, strategic function
- Extensive latitude/autonomy for decision making
- If reporting to Admin Officer, may hire/fire
- Develop departmental strategic plan, policies, operating procedures, priorities and standards.

**Guidelines for Associate Director**
- At a minimum, an associate director must:
- Meet the criteria for FLSA exemption
- Perform advanced managerial duties over departmental function or operation(s).
- May manage multiple functions
• Assist in strategic planning and identify critical issues
• Assist in budget prep
• Recommend staffing decisions
• Must supervise staff and may supervise subordinate assistant director.
• Has some autonomy.
• Coordinate and evaluate departmental activities.
• Report to director or administrative officer.

Guidelines for Assistant Director
• At a minimum, an assistant director must:
• Meet the criteria for FLSA exemption
• Perform moderately complex managerial duties.
• May manage or assist in managing multiple programs.
• Assist in establishing goals and objectives.
• Supervise staff
• Assist in establishing and enforcing rules and regulations
• Assist in developing policies and procedures.
• Provide assistance regarding critical issues
• Coordinate and evaluate program activities
• May recommend personnel actions
• Moderately autonomous

Axiom Update

Bobbie Brandenburg (245-2557) is the contact point for Axiom background check information.

We are averaging about three and one-half days for the completion of a background check. However, some background checks are taking longer due to an inability to access information electronically. For example, if a background check is run on an individual in a rural area, access to the information by the county official is mainly by paper files.

A recent study was conducted on the length of time taken to complete a background check. The total number of days needed was 5.5 and 4.5 business days. The national checks are completed quickly, but once checks are conducted in rural counties, the completion time is extended.

HR is looking into a process that could allow a hiring department to hire an individual whose background check is being delayed. If needed, an individual could be employed in a non-student non-regular status contingent upon successful completion of the background check.

Q. Is a background check conducted on internal job postings?
A. Yes, if you are seeking employment in another department, a background check is conducted. However, if you are applying for a position within your own department then a background check is not necessary.

Other – John McBride

Overtime Expense Report: An Overtime Payment Report has been generated which shows that $455,000 has been spent on overtime for FY06. The report is by division, department and by
individual. The report is available for Forum members to review. For FY06, the University has paid out nearly one half million in overtime.

Q. Does the report include event pay?
A. Yes. The report does show that some of the largest amount of overtime paid is to the police department.

**Administrative Officers:** A memo is being prepared for President Trauth that will notify the Board of Regents that the titles of “Administrative Officers” will include the President, Vice Presidents and Deans only. All other titles presently in the pay plan will be excluded from the pay plan and moved to the unclassified title areas.

**Work Life Website:** Based on a suggestion from Forum members, the Work Life Program information has been incorporated into the New Employee Orientation program.

**Managing at Texas State Workshop:** Based upon verbal comments from participants, it appears that the program is very helpful. Additionally, the Provost wants the deans and chairs to participate in the workshop. A survey is being prepared to send out to the deans and chairs for their areas of interest.

**Floyd Quinn:** Floyd was unavailable to attend this month’s Forum due to an illness in his family.

HR Forum members were thanked for their contributions and input to the HR Forum meetings.

Reminder: Future HR Forum meetings will be held on the first Monday of every month from 2-3:30 in JCK 460.

January 2007 HR Forum meeting will be held on Wednesday, January 3rd in JCK 460 from 10-11:30.