Welcome HR Forum Committee

Function:

To facilitate two-way communication with campus departments on a variety of HR issues.
HR FORUM COMMITTEE

Thank you for a great year!
Expedited Searches

Dr. Gilda Garcia | Chief Diversity Officer
Director of Equity & Access
Title IX Coordinator
EASY Upgrade Information

Nancy Brister | Sr. Business Process Analyst
Lynn Ann Brewer | Employment Manager
EASY Upgrade Information

- Moving from PeopleAdmin 5.8 to PeopleAdmin SelectSuite 7.6

- Platform - SAAS (Software As A Service)
  - No software to install.
  - Software accessed entirely online.
  - No servers to maintain
Web Accessibility Tools

**Supported Plug-ins and Extensions**

- **Chrome Vox (Chrome)** - Screen Reader reads aloud text from the screen.
- **WAVE toolbar (Firefox)** – web accessibility tool.

**Mobile Friendly**
- User interface designed to adapt to the screen size of a device.
- Users can access content on mobile devices without needing to pinch or zoom.
- User-friendly buttons make the site easy to navigate.
Mobile Friendly

- Uses Responsive Web Design to orient itself based on the screen size of a device.
- Users can read content on mobile devices without needing to pinch or zoom.
- Thumb-friendly buttons make will make the site easy to navigate
PeopleAdmin SelectSuite Modules

- Position Management
- Applicant Tracking
- Onboarding
- Performance Management

Administration and Reporting
What is changing?

New Look and Features

- Inbox
- Watchlist
- Saved Search views
Demonstration Position Management

https://upgrade177.peopleadmin.com/hr/sessions/new
Volunteers for Pilot Testing and Training

- Please contact LynnAnn Brewer to be added to the list of participants
Questions

Nancy Brister
Sr. Business Process Analyst

Lynn Ann Brewer
Employment Manager
Affordable Care Act: Updates to Keep You in Compliance

Michelle Moritz | Associate Director, Human Resources
Refresher – Employer Mandate

- Will incur tax penalties if
  - Fail to provide minimum essential coverage to at least 95%* of full-time employees (and children), or
  - Such coverage is not affordable.

  *For 2015, the threshold is 70% of full-time employees.

- First month we are subject to penalties is September, 2015.
Two Types of Penalties

- **Offer of coverage** - Must offer coverage to minimum number of full-time employees

- **Affordability** – determined on an individual basis if
  - premiums for employee-only coverage are > 9.5% of household income, and
  - employee secures coverage on an Exchange, and
  - qualifies for a tax subsidy.
Define Full-Time Employee

Works an “average” of 30 hours per week
- 75% FTE
- 130 hours per month
- 1,560 hours per year (12 months)

Other types of employees
- Variable hour – most students, task, some NSNR staff
- Seasonal – summer camps
- Part-time – not variable but less than 30 hours/week
Measurement Periods

- 7/1/14 – 6/30/15 **Initial and Standard** or “look back”
- 7/1/15 – 8/31/15 **Administrative** (enrollment)
- 9/1/15 – 8/31/16 **Stability** (remain enrolled)

In addition, each new employee has an initial measurement period then rolls into the standard cycle as an ongoing employee.
Other rules to factor in

- Break in service - generally can only start counting over if break is at least 6 months
- Normal semester breaks
- Family Medical Leave (FMLA)
- Military Leave
Who is full-time at Texas State?

- **Student workers** – considered “variable” hour and can use “look back” period of 12 months

- **Non-Student Non-Regular staff are mixed**
  - Variable hour
  - Part-time
  - Full-time for short duration -- if expected to work 30 or more hours per week for more than 90 days, must offer coverage by 1st of 4th month
What happens if eligible?

If a non-benefits eligible employee exceeds the limit and is considered full-time for ACA, we must offer coverage – or report that they were eligible, but we did not. This goes against our threshold percentage for compliance.
New Reporting Requirements in January 2016

To the IRS
• Detail by month for each full time employee and part time employee offered coverage and whether they were considered full-time, offered coverage, enrolled, and their cost (to determine any employer penalties).

To the employee
• Detail of eligibility, enrollment and cost for filing with personal tax return (to determine subsidy or penalty).
New developments since October 2014

• Benchmarked with peers
• Retained legal counsel for interpretation of rules
• Released interim guidance June 11, 2015
• Analyzed 70% threshold for 2015; 95% for 2016
• Developing tracking reports for HR and departments
• Mapping data for IRS forms due in January 2016
Benefits News:
What to Expect for Plan Year 2016

Heather Steed | Manager, Benefits
TexFlex Updates

- ADP will be the new third party administrator for the TexFlex program effective September 1, 2015.

- There will be no administrative fees and no fee to use the debit card for PY2016.

- New debit cards will be mailed to all health care TexFlex participants in late August to be effective September 1, 2015. Payflex cards will expire after August 31, 2015.

- Dependent care accounts are not eligible to use the TexFlex debit card starting September 1, 2015.

- TexFlex health care maximum annual contribution is increased slightly to $2,550 and dependent care remains the same at $5,000.
Insurance Updates

Health Plans

- Starting January 1, 2016, the total out-of-pocket maximum will include both medical and pharmacy deductibles, copays and coinsurance.
- Referrals are no longer needed for any ophthalmology or optometry visits, including diagnostic, preventative, and treatment.
- The mental health office visit copay is reduced from $40 to $25.

Dental Plans

- DHMO rates decrease slightly; PPO rates increase slightly; Discount plan stays the same

All other rates stay the same

- Optional term life insurance, dependent term life insurance, short & long term disability
Rate Change from PY15 to PY16

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<th>PY15 Employee Pays</th>
<th>PY16 TXST Pays</th>
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“Choose to Quit” Program

- Program that encourages a tobacco-free lifestyle and allows tobacco users to have their tobacco user premiums waived for the plan year

- Upon successful completion of a tobacco cessation program under a physician’s direction, tobacco premiums will be waived for the remainder of the plan year and refunded for months in the current plan year

- Current Physician’s Affidavit on file will no longer be valid

- Must complete program each year
Other PY2016 Changes

- TRS employee contribution increases from 6.7% to 7.2%

- Texa$aver 457 plan contributions can be set up by a percentage starting with January 1, 2016 paycheck
Other PY2016 Changes

- ERS made a change to the way the insurance salary is calculated for <12 month employees

  - New instructions for calculating the monthly insurance salary for nine-month employees: Take the annual salary (nine-month salary for the academic year) and divide by twelve months

    For example:
    A nine-month employee’s annual salary is $45,000.
    Divide $45,000 by twelve months to equal $3,750 per month.

- Affects optional term life insurance, short-term disability, and long-term disability

- Salary changes will not be entered until September; AEN statements will show current salary only
Adding a Same-Sex Spouse

Qualifying Life Event – Marriage prior to 6/26/2015
- If already legally married, use QLE-MAR date of 6/26/2015 to add coverage effective July 1.
- Can add to medical, dental, and dependent life
- Only chance to add dependent life without EOI

Qualifying Life Event – Newly married
- Use date of marriage for a QLE-MAR to add coverage effective the first of the month following the marriage
- Can add to medical, dental, and dependent life
- Only chance to add dependent life without EOI

Annual Enrollment
- Add a spouse during annual enrollment for coverage effective Sept 1.
- Can add medical, dental, and dependent life. Dependent life requires EOI as a part of annual enrollment.

Same-sex spouse is now an eligible dependent for FMLA leave
CTMC Anesthesiology Resolution

- JCS Anesthesiology and United Healthcare have reached an agreement

- Until everything is finalized, JCS will continue to honor the in-network rates
Announcements

- Graduate Research Assistants vs Graduate Assistants
- Performance Management Project
- Staff Employee Mediation, Grievance, and Complaint Policy Changes
- Salary survey update
- Salary review
- Nepotism Policy - Self-reporting tool ready
- E-Verify
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512.245.2557
Thank you