WELCOME
Purpose

To facilitate two-way communication with campus departments on a variety of HR issues.
New Regents Rules: Grievances

Nelly R. Herrera
Associate General Counsel
New grievance rules

2.15 Grievances

Every employee of each Component, individually or through a representative that does not claim the right to strike, shall be entitled to present grievances to a hearing officer designated by the president concerning such employee’s wages, hours of work, or conditions of work. Such grievances shall not involve formal hearings.*

* TSUS Rules and Regulations, Chapter V
New grievance rules

- Applies to all employees including faculty
- Effective now
- Not a legal proceeding

TSUS Office of General Counsel
J.C. Kellam 1040
Phone: 512.245.2530
New grievance rules

- All issues (disciplinary/non-disciplinary) are considered grievances.
- Termination grievances are reviewed by VP. (No Grievance Review Board)
- Non-termination grievances:
  - Step 1: Department head
  - Step 2: VP, if necessary
New employee wellness program coming soon

Carolyn Clay
Director, Total Wellness
New employee wellness program

**Key collaborators**

- Human Resources
- Department of Health and Human Performance, Total Wellness
- School of Family and Consumer Sciences, Nutrition and Foods
- College of Health Professions
- Student Health Center
- Department of Campus Recreation
New employee wellness program

Components of the program

- Education
- Behavioral/social support
- Physical Activity
Steps involved

1. Form an Advisory Council
2. Assess Employees’ Needs and Interests
3. Develop Pilot Program
4. Market, Recruit, and Enroll
5. Assess Members
6. Implement Program: Education, Behavioral/Social Support, Exercise
7. Assess Members and Evaluate Program
8. Revise and Expand Program
Affordable Care Act

Employer Mandate
“Pay or Play”
Large Employer Requirements

- 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.
Headcount Tax Penalty

- Triggered if don’t offer coverage to enough full time employees
- $2,000 x total number of full time employees
- Estimate for Texas State = $8 million
Affordability Penalty

- Triggered on 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.

- $3,000 x each full time employee affected
Define Full Time Employee

- Work an average of 30 hours per week
  - Translates to 75% FTE or 1560 hours per year

- Different types of employees
  - Variable hour
  - Seasonal
  - Part-time
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

- Unpaid Family Medical Leave (FMLA)
- Break in service for some rehires
- Normal semester breaks
Challenge – Who is full time?

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

- Non-Student Non-Regular staff 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.
Challenge – Tracking hours

- Time entry must be prompt for us to monitor
- Assignments that don’t traditionally report hours or even count hours worked (task worker, stipends)
- Per course faculty – use formula of 2.25 hours worked for each semester credit hour of class time plus required hours for meetings or office hours
Challenge – What if qualify?

- If a non-benefits eligible employee exceeds the limit and is considered full time for ACA, we must offer coverage.
  - Student Health Plan doesn’t count as employer plan
  - Eligibility rules for the Group Benefit Plan through ERS have not changed
  - May have to consider coming up with an alternative health plan
Reporting Requirements - 2015

- To the IRS
  - Detail by month for every employee on 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).
Collaborative effort with ERS, legal counsel, Faculty Records, Graduate College, and IT.
Define different types of employees and how we track hours.
Review of policies and procedures.
Identify processes to collect data to satisfy reporting requirements.
Outside Employment & Activities
Policy update

- Board of Regents changed rule in May 2013
- UPPS 04.04.06
- All paid employment must be reported
- Some activities must be reported
- All public service activity must be reported
- New online form through the SAP Portal
FAQs

- Royalty from books?
- eBay store or seller?
- Avon, Mary Kay, Scentsy, or Younique sellers?
- Handmade crafts?
- Volunteer for a political campaign?
Demo of Online Form

- Log on to SAP Portal
- Go to Other Self-Service tab
- Self-Reporting of Outside Employment
  - Routes to Department Head for recommendation
  - Final stop at VP for approval
  - Confirmation email sent to employee and all approvers
Licenses, Credentials & Certifications

Tracking and reporting of required credentials
Credential Tracking

- Memo sent to department heads – September 29, input due November 1
- Must be required to perform duties (must have, not nice to have)
- Requested information:
  - Employee’s Person ID ("A" number)
  - Official Name of Professional License, Credential, or Certification
  - Duration of License, Credential or Certification
Credential Tracking

- Once collected, system will remind employee and supervisor of due date
- Consolidation/centralized tracking of required credentials and due dates
New Feature in SAP:
Supervisors can create reports for Performance Appraisals
Transaction ZHRTRAINRPT can be accessed by using the SAP GUI or the SAP Portal.

While logged into the SAP GUI, enter the ZHRTRAINRPT in the search box and hit Enter.

While logged into the SAP Portal, select the My HR tab:

The report will appear in the Detail Navigation Panel:
HR Master Data Center:  www.hr.txstate.edu/hrmasterdatacenter

Classes and Registration

• Introduction to Understanding Organizational Management and PCR Processing in SAP
• Understanding Organizational Management in SAP - Managing Positions
• Understanding Staff PCR Appointments in SAP
• Understanding Student PCR Appointments in SAP
• Understanding the Electronic PCR Process
• Calendar of Available Training Classes

Additional Online Training

• Understanding INFOTYPES in PA20- Training Presentation
• ZELST - Employee List - List of Employees within organizational unit
• Completion of ZHRPEOPLESEARCH and Request for NetID
• Basic Navigation for Use with SAP Reports
• ZNOTIME - Employees With No Time Entry Report
• ZHRTRAINRPT - Training & Development Activities and Required Certification & Training
## Certification and training screen shot

![Certification and training screen shot](image)

### Training & Development Activities & Required Certification & Training

#### Training and Development Activities and Required Certification and Training Report

- **Type**: Training and Development Activities and Required Certification and Training
- **Run Date**: 10/09/2014
- **Person ID**: A00003268
- **Period**: Current Calendar Year
- **Employee Type**: Staff

### Table

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<th>Position Text</th>
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- **Total Credits**: 23.00
- **100% Complete**: 100%

- **23.00**
2014 Employee Wellness Fair
Preliminary Data:

- Record number of vendors - 44
- Record number of participants - 603
- First time Seton’s Big Pink Bus for Mammograms - fully booked with 24 registrations
- First time CVS offered both pneumonia shots and whooping cough vaccines
- Walgreen’s continued offering of flu shots
- Largest number of grand prizes given - 6
Save the Date

Annual Support Staff Resources Fair

Wednesday, October 15, 2014
11 a.m. – 2 p.m.
JCK Suite 1100
Announcements

- Performance Management Project Update
- Self-Reporting of Relatives Employed at Texas State
- And....
It’s official!
We are now a part of the FSS Roster of Councils, Committees, and Teams!

www.txstate.edu/roster/standing/vpfss/Human-Resources-Forum.html
John E. McBride, Assistant VP, Human Resources, Chair

Office of the President
Mary Ann Mendoza, Executive Assistant, President's Office
Cynthia Prado, Equity & Access Analyst, Equity and Access

Athletics
Lacy Needham, Athletic Business Manager, Athletics Business Office
Mathew Worthington, Assistant Athletics Business Manager, Athletics Business Office

VPAA
Amy McAllister, Sr. Administrative Assistant, College of Education
Bertha DeLeon, Sr. Administrative Assistant, College of Applied Arts
Christie Stampley, Administrative Assistant III, McCoy College of Business
Dana Chapman, Sr. Administrative Assistant, Associate VP for Institutional Effectiveness
Holly Tipton, Sr. Administrative Assistant, Associate VP, Academic Affairs
Isabel Mathies, Sr. Administrative Assistant, Associate VP, Enrollment Management
Kathy Scott, Sr. Administrative Assistant, College of Liberal Arts
Kindra Colgin, Sr. Administrative Assistant, College of Fine Arts and Communication
Lillian Garcia, Sr. Administrative Assistant, College of Science and Engineering
Margie Rodriguez, Sr. Administrative Assistant, College of Health Professions
Mary Ann Trevino, Sr. Administrative Assistant, Office of the Associate VP for Research and Federal Relations
Melanie Liddle, Sr. Administrative Assistant, Honors College
Michelle Bohn, Sr. Administrative Assistant, University College
Robert Jackson, Business Manager, Round Rock Campus, Round Rock Campus
Stacey Rodriguez, Executive Assistant, Office of the Provost and VPAA
Sylvia Mobley, Sr. Administrative Assistant, The Graduate College

VPFSS
Carolyn Holesovsky, Sr. Administrative Assistant, FSS Planning
Karen Munoz, Sr. Administrative Assistant, Facilities
LaDonna Tate, Administrative Assistant III, Environmental Health, Safety and Risk Management
Mary Alice Gonzales, Administrative Assistant III, Auxiliary Services
Melinda Olivo, Sr. Administrative Assistant, Associate VP for Financial Services
Patricia Prado, Executive Assistant, VP for Finance and Support Services
Sylvia Cruz, Administrative Assistant III, Student Business Services and Bursars
Teresa Rudolph, Sr. Administrative Assistant, Office of Budgeting, Financial Planning and Analysis

VPIT
JaNele Barnes, Director, IT Operations, VP for Information Technology
Jessica Etzler, Sr. Administrative Assistant, Technology Resources
Karen Farnsworth, Sr. Administrative Assistant, Instructional Technologies Support Administration
Kathy Whetstone, Administrative Assistant III, University Library

VPSA
Albert Cheng, Business Manager, Student Center, Student Center
Debbie Chandler, Business Manager, Student Health Center, Student Health
Ethel Banks, Sr. Administrative Assistant, Counseling Center
Krista Haynes, Business Manager, Campus Recreation, Campus Recreation
LA Chafin, Executive Assistant, VP for Student Affairs
Mary Ann Ortiz-Moerke, Sr. Administrative Assistant, Dean of Students
Michelle Aguilar, Sr. Administrative Assistant, Office of Student Diversity and Inclusion
Norma Gaier, Director, Career Services, Career Services
Rita Staires, Business Manager, Housing and Residential Life, Department of Housing and Residential Life
Sandra Elliott, Administrative Assistant III, University Police
Sophia Joseph, Administrative Assistant III, Office of Disability Services
Wendi Rios, Administrative Assistant III, Retention Management
Paula Slocum, Administrative Financial Analyst, VP for University Advancement
Sharon Brennan, Executive Assistant, VP for University Advancement
HR Forum Committee

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

Congratulations HR Forum members!
Open Floor Discussions
What did you think? Comments about today’s HR Forum

I liked…

• Great information sharing
• Good relevant topics
• Format works nicely, openness
• Sandwiches = good!

Suggestions for next meeting: (Scheduled January 13, 2015)

I would like…

• RSVP for next time
We welcome your feedback

Contact us:
hrforum@txstate.edu
512.245.2557
Thank you