HR Forum Meeting Minutes
6/1/05


Agenda:

1. Topics of Interest from the Membership
2. New Position Data Form (NPDF) Process
3. New Mailing Label Process
4. Benefits Issues
   a. CTMC/BCBSTX Contract Negotiations
   b. SAP Calculation Rule for Good Friday – Status
   c. PCRs for Terminating Faculty and Grad Students
5. Staff Pay Increase Planning for 9/1/05

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

Topics of Interest from the Membership

Q. Sometimes I’m not available in person to approve a new position but can approve it by phone. Who can get this done if I am out?
A. Roxie Weaver or Bobbie Brandenburg can help you establish access to the EASY program for another person in your absence.

Q. If someone takes on new responsibilities, when can I give pay increase or is it a reclassification?
A. The account manager decides when to give pay raises. If the duties are permanent and do not fit the title for that job title, then we can look into a reclassification.

Q. Has the issue of updating GOJAs been addressed at PC?
A. Yes it has. There have been complaints about how long it takes and that it is too much paperwork. But on the other hand when you want to address merit, you need data upon which to base decisions. If you don’t have an updated GOJA, then you have problems.

• Reminder – Per the VPFSS notification to the campus in March, 2005 as of 9/1/05 the minimum job requirements on all postings must match the minimum job requirements in the GOJA for the position being posted. We will be sending out a reminder about this soon.
• Reminder – GOJAs need to be updated annually (See UPPS 04.04.20 Staff Performance Appraisal Policy).

New Position Data Form (NPDF) Process – Rosie Olivo

“All About The When, Where, How And Why”

Agenda
- New Position Data Form
- PA20 under SAP/GUI

Objectives
- Upon completion of this presentation you will be able to:
  - Know when you need to complete the NPDF
  - Where to find the NPDF form
  - Where you can find the information to complete the form
  - How to complete the form
  - Why the NPDF form is needed
- A position must exist in SAP before an action can be initiated
- Human Resources (Rosie Olivo) is responsible for setting up new positions for:
  - All staff position (salaried staff and hourly positions)
  - All student worker positions
  - Graduate students positions (non-academic)
- New Position Data Form (NPDF)
- Hourly staff (Non Student Non Regular - temporary)
- Student worker
- Grad students (non academic)

Topic One
(New Position Data Form and PA20 under SAP/GUI process was presented)

Topic Two
- PA20 in SAP GUI is Display HR Master Data
  - You will search by the person’s ID number or by last name
  - Look at “Organizational Assignment” you will find the information to complete the NPDF

Summary
- Lesson learned……..
- Where to find the New Position Data Form
- How to fill out the NPDF
- Where you can find the information to complete the NPDF
- When you need to complete the NPDF

TIP:  Vacant positions can be used again to hire someone else.
Contact information Rosie Olivo - Email: ro03@txstate.edu
Phone: 52673
New Mailing Label Process – Jeff Lund

Label Ordering Process

- When ordering labels, use the form on our web page.
- There are 2 Sections and 6 categories for requesting label information
  - Section 1: Extraction type
    - Indicate:
      - General Employees
      - Department Heads only
      - Admin Officers only
  - Section 2:
    - Category 1: Gender
    - Category 2: Personnel Area (i.e. division)
    - Category 3: Full time/Part time
    - Category 4: Employee Group (Faculty, Staff, Student)
    - Category 5: Payroll Area (Paid Monthly/Semi-Monthly)
    - Category 6: Miscellaneous (any other criteria)
- Include contact person for the request:
  - Name, phone number, e-mail
  - Submit to HR
  - Questions? Contact Deborah Matthews X 2557
- Instructions on how to mail merge label spreadsheet into word template available on web site.
- Give us feedback to let us know if this process meets your needs.

A memo will be sent out soon about the new label process and the instructions and form will posted on our web page.

Q. Will the labels work on different programs?
A. The information is in the form of a spreadsheet and you can merge the information onto whatever type of labels you want to use.

Q. How do you know if the labels being requested are for University business?
A. Once we get a request from a department, we assume that it is for legitimate business purposes only.

Benefits Issues – Michelle Massey
a. CTMC/BCBSTX Contract Negotiations – A memo was sent out by Bill Nance announcing that Adventist Health System and BCBSTX have agreed to extend their current contract through June 30, 2005 in an effort to complete current negotiations.

b. SAP Calculation Rule for Good Friday – Status – Currently SAP is still trying to work out the calculation rule for Good Friday so that current balances are correct. An email will be sent out when this situation has been corrected.

c. PCRs for Terminating Faculty and Grad Students – For insurance and other purposes, a PCR must be done on faculty and grad students who are not coming back in the fall.

**Other – John McBride**

Interim Status - As many of you know, some people in interim positions lost their jobs. In order to ease this situation, interims could continue in their position (for no more than 4 ½ months) if an essential business need was established.

In HR, Don Fehlis who was the Assistant HR Director for Compensation, will not be returning to HR. Jeff Lund filled this position while Don Fehlis was working on the FAS project. The Assistant HR Director position has been filled by Floyd Quinn who will be on board on 6/13/05. Linda Sendaula, Sr. HR Analyst, was an interim and this position will be filled by Jeff Lund effective 6/13/05. Michelle Massey will be returning to her position as Assistant HR Director for Benefits which was filled by Joyce Manske, effective 6/1/05.

HR Communication Study – Communications from HR may be changing in the future. Recently, communications interns conducted a study and came up with some recommendations on how HR could improve their communications with the campus community. We will be implementing some of these changes in the near future.

UPPSs – UPPS 04.04.11 is being revised with overtime policy issues being a separate UPPS. HR is currently working on developing an alcohol and drug testing policy as well as uniform reference checking procedures. The Nepotism and Related Employment (UPPS 04.04.07), Outside Employment/Activities (UPPS 04.04.06), Staff Employee Grievances and Complaint Policy (UPPS 04.04.41), Disciplining and Terminating Staff Employees (UPPS 04.04.40) and Faculty and Staff Checkout Procedures--Termination of Employment (UPPS 04.04.50) have all been revised and are in the process of approval.

**Staff Pay Increase Planning for 9/1/05 – John McBride**

Higher education was not included in the state pay raise. However, PC is still in the planning stages for implementing a 3% raise (1% across the board and 2% merit) which will be effective 9/1/05 for staff. In addition, HR will be conducting market adjustment surveys this coming fall.
Q. Is there anything being done about “masking” the information on salaries?
Sometimes they are not “up front” about what they are making and what they are doing?
A. We have to accept the job matching responses we receive on salary surveys. However, if you have specifics on a certain title please let us know.

Q. Who will be eligible for the pay increases?
A. We have developed about 40 questions that have to be answered by PC when a pay increase occurs, and eligibility is one of the questions.

Q. I know that they are going to increase the parking permits, but are they making any plans for deducting the parking permit costs out of our paychecks?
A. They are working on this possibility, but we have no answers for you at present.

Closing Remarks:

John McBride reminded the Forum Members that the next HR Forum meeting will be on July 6, 2005, Alkek 105/106 from 10-11:30 a.m. Mr. Floyd Quinn, new Assistant HR Director will be a presenter.