Welcome!

HR FORUM

October 16, 2018
Introducing:

Madeline Davila

Director, Payroll and Tax Compliance
Position Funding Process:

Cristine Black
Asst VP, Budgeting, Financial Planning & Analysis
Introducing:

Wendy R. McCoy

Director, Environmental Health, Safety, and Risk Management
HR Restructure

John McBride
Assistant VP, Human Resources
Meet the team!

- Vanessa Salazar | Manager, Communications & Development | vs21@txstate.edu
- Laura Gonzalez | Communications & Development Specialist | lg1187@txstate.edu
- Jordan Guerrero | Systems Support Specialist I | jag273@txstate.edu
- Margie Cameron | Training Specialist | mb86@txstate.edu
- Karen Hollensbe | HR Representative | kh48@txstate.edu
- Patty Cano | Senior HR Administrative Assistant | pad65@txstate.edu
- Elizabeth Cruz | HR Assistant | ec1310@txstate.edu
- TBD | HR Representative
• Team structure:
  o review titles and duties
  o new additions to the team

• Revamp:
  o our new area’s title
  o current learning categories
  o workshop and training intake forms and evaluation questions
  o Managing@TXSTATE
  o NEW II content

• Other new opportunities
  o Create and implement new training & certifications
  o Provide more inclusiveness and accessibility for employees with disabilities
  o Deeper analysis on types of workshops provided by other departments
  o Investment in new learning management systems
  o Online and web based training and availability
Meet the Employee Relations Team

- Tammy Coyle | Manager, Employee Relations | tc23@txstate.edu
- Cindy Keilers | Employee Relations Specialist | ck24@txstate.edu
Meet the HR Master Data Center Team

- Katie Bonner, Manager, HR Master Data Center, katiebonner@txstate.edu
  - Personnel actions for benefits-eligible staff and non-academic graduates
  - University Longevity Program
  - Salary Review
  - Special Reporting
  - Manage all areas of the MDC

- Teresa Duggins, HR Analyst, tdo1@txstate.edu
  - Personnel actions for hourly staff
  - Maintains the University’s SAP organizational structure for staff, student workers and non-academic graduate students
  - Supervisor change requests
  - SAP HR Security Requests for non-academic divisions

- Lisa Gonzalez, HR Analyst, lisag@txstate.edu
  - Personnel actions for hourly student workers
  - Back-up for student worker employment verifications
What is the HR Master Data Center?

- Maintains the organizational structure in SAP and SAP HR Security
- Processes personnel actions (PCRs)
  - Staff
  - Hourly student workers
  - Graduate students not in Academic Affairs
- FY 18 Statistics
  - Over 24,000 PCRs processed
  - 5,400 PCRs processed August-September 2018
  - 1,581 SAP Org Supervisor Changes
  - 128 SAP Security HR Forms
  - 101 Reclassifications
Meet the Compensation Team

- **Blake Bissing** | Manager, Compensation
- **TBD** | HR Analyst
Job Title Consolidation
Project

Blake Bissing
Manager, Compensation
Current State

- Over 650 titles in the University Pay Plan for approximately 2,100 employees
  - With a roughly 3-to-1 title-to-employee ratio, several of our titles have single incumbents

- 30% of the titles have a direct match to a job in the market
  - The remaining 70% are “plugged” to jobs either horizontally or vertically in the pay plan

- Over 30% of the titles are either Directors (including Assistant and Associate) or Coordinators

- Lack of integration between online pay plan, PeopleAdmin, and SAP
  - Each requires manual entry and creates potential information gaps between Compensation, Communication, and Master Data Center

- Job audit process being used for essential title changes or salary adjustments
  - Initiating a requisition, filling out a JAF, auditing by department head, VP, budget, and HR, etc. adds up
Methodology for Consolidation

• Create job families for positions that are currently distinguished by department or program
  • Coordinators, assistant/associate VP’s, directors, program managers, and business managers

• Compress most multi-level titles into 1
  • Mainly low/single incumbents in Unclassified titles
  • Retain Senior level manages employees within the job family

• Consolidate jobs with similar duties described in job descriptions
  • Maintenance/Facilities technicians, IT positions, and administrative assistants
  • Preserve titles and families that require a license, credential, or certification
Proposed Future State

- Reduce the number of titles from 650 to at around half or less
  - Easier to track jobs to market
  - Less administrative upkeep for pay plan titles

- Establish formal governance on the creation of titles within the pay plan
  - Does it exist in the market? Does it require an LCC? Does it supervise positions of a similar function? Etc.

- Extend the pay ranges from 67% to 75%
  - Intended to promote the use of the length of the range instead of moving pay grades

- Increase use of functional titles
  - Gives the departments the flexibility in conjunction with the previous bullet to create their own career paths
Contact

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Time Reporting

Michelle Moritz
Associate Director, Human Resources
Methods and Due Dates

• SAP Portal Employee Self-Service
  • Must be entered by the employee and approved by the supervisor on a weekly basis

• Paper timesheet
  • Must be signed by the employee and the supervisor.
  • The Department Time Administrator must make entries into SAP no later than the 5th business day after the end of the calendar month.

• Retroactive periods
  • Employee in SAP Portal Employee Self-Service can go back 7 weeks
  • Department Time Administrator can enter the current and previous fiscal year
  • Human Resources must enter anything older
Tips and Reminders

- Be aware of the payroll processing dates especially for leave without pay entries.
- You can project out through the end of the calendar month to avoid overpayment.
- Any adjustment entered after payroll runs can be picked up on the supplemental pay date.
SAP Reporting Tools Available to Supervisors

- CATS_DA – Display Working Times – use to focus on certain dates or type of entries
- ZNOTIME – Employees With No Time Entry – produces a report of employees who have not entered anything at all during the date range selected. Suggest running this monthly.
- ZPTDLYLV – Daily Leave Balances – provides a snapshot of leave balances as of the current date or can be used to go back to a specific date for available balances.
- CATS_APPR_LITE – Approve Working Times – can be used instead of relying on the Worklist and sometimes is the only way to access pending entries.
- ZUTIME – Unprocessed time report – provides a report of time entered but not approved yet.
Looking forward...

• Expect more audits
  • Ad hoc due to an investigation of an allegation or violation of policy
  • Spot checking for areas previously non-compliant
  • Overall to monitor patterns

• Action items
  • Learn how to use SAP reporting tools
  • Review your departmental policy
  • Communicate expectations on procedures and deadlines
Contact

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Selma Selvera | ss24@txstate.edu | 5.2557
Processing New Hires

Heather Houston
Manager, Benefits
Updates for Hiring Managers/Admins

- Updated Welcome & Offer Letters
  - https://www.hr.txstate.edu/Hiring-Manager/EmpLtrs.html
  - Instructs employee to view NEW website and register for NEW I
  - Preferred method for welcome/offer letters is to send by e-mail

- In the works:
  - Web registration for hiring managers/administrative support to register new employees for NEW I
Contact

Heather Houston | Houston@txstate.edu | 5.2577
Staff Handbook
Contact

Laura Gonzalez | laura.gonzalez@txstate.edu  | 5.6810
Announcements | Open Floor Discussions
We sincerely appreciate your participation!
Save the Date

February 12, 2019
Contact Us
512.245.2557
Thank you!
HR FORUM