Welcome!

HR FORUM

July 10, 2018
Introducing:

Ameerah McBride

Chief Diversity Officer & Director of Equity and Access
PeopleAdmin System Enhancements

LynnAnn Brewer
Manager, Employment
PeopleAdmin 18.A Release

What are the enhancements?

- Upgraded landing page
- Internal job board
Upgraded Landing Page

- Easy to use inbox allowing users to see all action items without changing user groups
- Ability to filter and sort inbox
- New widgets that answer simple questions like how many applications did I receive each day in the past 7 days?
- New data visualization
Internal Job Board

- Post jobs on a job board that is visible only to internal employees
- Allow SSO (Single Sign On) for internal users to login to the applicant portal
Demonstration

Link
Contact

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Compensation Policy Changes
(UPPS 04.04.11 including University Longevity Pay)

Jeff Lund
Manager, Compensation
Major Policy Changes

- Clarifies and distinguishes promotion from reclassification.
- Replaces the GOJA with the Job Analysis Form (JAF).
- Explains effective dates for reclassifications.
- Explains new conditions under which an employee’s salary may exceed the maximum of the pay range.
- Expands definitions of market adjustment and merit increase and deletes performance increase.
- Differentiates involuntary from voluntary transfer and explains details of both.
- Explains special circumstances regarding transfer compensation for classified staff.
- Defines bonus pay as a one-time, non-base pay award.
- Removes event work as an option for compensating staff for additional duties, instead directing to overtime procedures in 04.04.16.
ULP Changes

- Limits ULP increases to four per lifetime, with grandfathering for current staff.
- Athletics coaches’ positions and others are excluded from receiving ULP.
Contact

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Summer Enrollment & New Onboarding Checklists

Heather Houston
Manager, Benefits
When is it?

Now – July 27

Qualifying Life Events:

During Summer Enrollment all events must be done by Benefits staff; cannot be made online!

E-mail hr@txstate.edu to process!

www.ers.Texas.gov

JCK 360 for paper forms
What’s changed?

Dental (State of Texas Dental Choice):

- Max benefit increases from $1,500 to $2,000
- Max orthodontic service benefit increases from $1,500 to $2,000 and it covers adults!
- After max benefit is met, plan will pay 40%... But only for in-network providers
What’s changed?

Vision (State of Texas Vision):

- Copay for routine eye exam reduced from $25 to $15
- One routine eye visit per year (previously there was a 12-month waiting period)
  
  *frames/contact allowance still has 12-month waiting period
What’s changed?

Opt-out Credit

• Now applies to vision effective September 1
  • $60 credit ($30 if part-time) can be applied to dental, vision, and AD&D coverage
What’s changed?

Rates

• Slight increase for HealthSelect (1/2 %)
• HMOS will increase an average of 5%
• State of Texas Dental Choice will increase about 4.5%
• State of Texas Vision rates will decrease by 10%
New Onboarding Checklists

• Hiring Manager Checklist: Steps to fill & post a position

• New Employee Onboarding: Manager’s Steps

• New Employee Onboarding: Administrative Steps
Contact

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Policy Changes: University Leave & Wellness Program

Michelle Moritz
Associate Director, Human Resources
UPPS 04.04.30 University Leave Policy

• Donation of sick leave to an individual - added section with rules and procedures (04.13)

• Health care leave for veterans – if going to a VA, max 15 days per FY (10.01)

• Leave without pay for staff – changed from 12 months to 6 months; no longer has to go to VP for approval (13.0)
• Performance leave – clarified max of 32 hours is per employee per FY

• Administrative leave for tenured faculty administrators – added section to document current practice (12.02)

• Vacation payout process – changed request form to require employee signature. If time records appear incomplete, HR may request further certification.
Faculty sick leave (4.10)

• Must report leave for time missed from “carrying out normal, negotiated workload responsibilities (teaching, research, and service)” -- not just time missed teaching class.

• Record in hours, including partial day absence.

• If miss continuous period, must include all workdays. Example: sick 3 days but only teach class and office hours M/W. Unable to work Tuesday, so must record 24 hours of sick leave.
What is a workday for faculty?

- The semester begins the date faculty are to report to duty and ends on the last day of commencement.

- Not required to report days between commencement and first day required to report to duty next semester...or Spring Break.

- Faculty appointed 12 months follow the same calendar as staff.
Outlines two acceptable methods
1) Online entry in SAP Portal self-service
   Deadline: must be entered and approved weekly

2) Complete a paper time report signed by employee, supervisor and entered by the departmental time administrator
   Deadline: must be entered by the 5th business day after the end of the calendar month
Record Keeping cont’d

• Can still do retroactive corrections, but additional hours worked will not be accepted more than 12 months after the work is performed.

Retroactivity windows:
Self-service – 7 weeks back
Departmental time admin – current FY and previous FY
UPPS 04.04.32 Employee Wellness Program

- Added *WellCats* as a component of the overall wellness program and listed approved activities.

- Employees can still use paid wellness leave for activities outside of *WellCats*.

- Wellness workshops and the Employee Wellness Fair are work time with supervisor approval.
Contact

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New SAP Security Role Certification Process

Michelle Moritz
Associate Director, Human Resources
SAP Management Controls Audit

Action Item – develop a process to ensure the security roles assigned to employees are still appropriate based on current job duties.

Collaborative effort between IT, Financial Services, Human Resources, and Faculty & Academic Resources.
What do I have to do?

- Supervisors will receive a work item in their SAP worklist.
- Open transaction and see all roles assigned to their direct reports.
- Click on each role and certify employees still need this role.
- Help available – description of role, transactions included, email contact for questions
- If need to remove a role, click remove and will auto send request to ITAC.
When?

- In July, will kick off all divisions except Academic Affairs.
- Academic Affairs will conduct their review in October.
- Certifications are due within 30 days.
- This will become an annual review process.
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Announcements
Contact Us
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512.245.2557
Thank you, Jeff and Marsha, for making HR Forum what it is today. We’ll miss you!

Thank You
Say “cheese”!
Thank you!

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