Welcome!

HR FORUM

April 10, 2018
Introducing:

Ms. Cristine Black
Assistant Vice President for Budgeting,
Financial Planning, and Analysis
DACA Student Employment

Jesse Silva
Assistant Director, Student Diversity and Inclusion

Michelle Sotolongo
Student Development Specialist I
Contact

Jesse Silva | js202@txstate.edu | 5.2278
Michelle Sotolongo | ms84@txstate.edu | 5.2266
Staff Credentials

Jeff Lund
Manager, Compensation

Marsha Moore
Director, Professional Development
TO: Department Heads and Administrative Support Staff
FROM: Mr. John E. McBride, Assistant Vice President, Human Resources
SUBJECT: Action Required by June 1, 2018 - Staff Credentials Information

As a result of an internal audit of university credentialing procedures for employees, Human Resources is implementing procedures for identifying, reporting, and tracking of certain licenses, certifications, and other credentials for staff (See UPPS 04.04.03 Staff Employment).

To comply with audit results, Human Resources is collecting the following information for each staff position that requires by federal law, state law, the university, or any other regulatory authority the possession of a credential, license, or other certification as a condition of employment.

For each staff position with such a requirement, you are requested to provide the following:

- Employee’s Person ID (“A” number) or indicate vacant if currently unfilled
- Employee’s name
- Employee’s pay plan job title
- Official name of professional license, credential or certification (no abbreviations)
- Duration and expiration date of license, credential or certification
- Specific source of the credential (statute, law, policy or regulation)

Human Resources has developed a tracking and reporting system within SAP for any credential, license, or certification that is required as a condition of employment. SAP functionality supports managers in tracking their employees’ credentials by providing a reminder 30 days prior to the expiration date of their employee’s credential(s). This will assist in ensuring that each employee’s credential is maintained and kept current.

Human Resources will input into SAP credentials that have been vetted by HR as required as a condition of employment. Credentials vetted and approved by HR will be required to be included as minimum requirements in job postings and will be added to the job specification for the affected title. Unapproved credentials will not be stored, tracked or used as minimum requirements.

To assist us in meeting the audit response timeline, please provide this information to Human Resources via Excel spreadsheet by June 1, 2018. The spreadsheet should be sent to Jeff Lund at JL21@txstate.edu. Please do not provide a paper copy of the individual credentials at this time.

Questions should be addressed to either Jeff Lund (jl21@txstate.edu) or Blake Bissing (bsb106@txstate.edu) in Human Resources or at 5.2557.
Overview

Result of internal auditor’s report

Linkage between LCC, job descriptions, and job postings.

Vetting process--absolute requirement tied to essential functions
Information to provide by June 1, 2018

For each staff position with such a requirement, you are requested to provide the following:

• Employee’s Person ID (“A” number) or indicate vacant if currently unfilled
• Employee’s name
• Employee’s pay plan job title
Information to provide by June 1, 2018

Continued:

- Official name of professional license, credential or certification (no abbreviations)
- Duration and expiration date of license, credential or certification
- Specific source of the credential (statute, law, policy or regulation)

Do not send paper copies at this time.
Why is the specific credential needed?

Determine if staff position requires the possession of a credential, license, or other certification as a condition of employment:

- by federal law,
- state law,
- the university, or
- any other regulatory authority
• Human Resources will input into SAP credentials that have been vetted by HR as required as a condition of employment.

• Credentials vetted and approved by HR will be required to be included as minimum requirements in job postings and will be added to the job specification for the affected title.

• Unapproved credentials will not be stored, tracked or used as minimum requirements.
Some offices will continue their specific tracking system for internal requirements or steps leading up to attainment of credential/license:

- Student Health Center
- University Policy Department
- Facilities Operations
Contact

Jeff Lund | jl21 | 5.2071

Marsha Moore | mmoore | 5.8112
HR Web Development Project

Vanessa Salazar
Communication & OD Specialist
The scope

- Project designed to facilitate navigation for both internal and external users, and enhance web readability.

- Project is part of an HR communication goal, focused on improving the online organization of HR services, tools, and resources.

- Project is divided into two major parts:
  - (1) revamp existing HR area websites, and;
  - (2) restructure the entire HR site and create new websites tailored for HR’s specific user groups.
Accomplishments

Phase one: Complete!
All our HR area sites complete

Currently moving forward with streamlining all our HR resources
What’s next - Upcoming launch: May 1

Revamp of our HR Homepage

Revamp of our About Us

Revamp of our HR Forms

new Veteran Employment & Support
Coming soon

• Revamp of Researchers site
• Revamp of Managers
• Create a new website for Retirees

• Revamp expected to be complete prior to December 31, 2018 due to SACS.
In the meantime...

- Hosting a preview of the site to include the upcoming changes.
- If you would like to participate, let me know!
Contact

Vanessa Salazar | vs21 | 5.2631
Benefits Updates: BCBS Referrals & Request for Payment of Leave

Heather Houston
Manager, Benefits
BCBS Referral Process

• Switch to BCBS changed the process slightly
  
  • PCP issues referrals for specialists
  
  • Initial referral is ONLY for a consult and/or office visit
  
  • Specialist is not able to perform in-office procedures on initial visit
BCBS Referral Process (continued)

• But now it’s back to normal!

  • Prior authorization is no longer required for procedures and injections that are done in the office

  • This means you can get a (minor) procedure done on your initial consult with a specialist if they deem it necessary
Other BCBS updates

- Continuing to add to the network (New Braunfels)

- Durable Medical Equipment (DME) requests that are under $1000 no longer require an authorization
Other Insurance updates

- Summer Enrollment Dates: June 25 – July 27

- ERS Board of Trustees approved a rule to allow State of Texas Vision plan to qualify for the opt-out credit
Request for Payment of Leave

- Leave & Time Forms

- Now requires signature from employee

- Incorporates payment of leave for hours worked in another department (the process formerly known as “event work”)
Contact

Heather Houston | Houston@txstate.edu | 5.2577
Staff Support Resources Fair
&
Human Trafficking Training

Marsha Moore
Director, Professional Development
Texas State Resources Fair—3.27.18

29 Offices represented

264 Employees in attendance

- Academic Affairs – 75
- Finance Support Services – 90
- Information Technology – 38
- President’s Office – 4
- Student Affairs – 45
- University Advancement – 6
- Chartwell’s – 2
Be the One in the Fight Against Human Trafficking
The State of Texas Office of the Governor (OOG) is educating its citizens about the risks and indicators of human trafficking and to equip them with the knowledge about how to respond appropriately when they see it.

Estimates of cases of human trafficking in Texas:

- Over 300,000 victims, including
- 79,000 young victims
President Trauth has made viewing of this video mandatory for:

• President’s Cabinet
• Direct reports to members of the President’s Cabinet

Video is available in SAP Training and Development for any faculty and staff member.

You can also access the video here.
Major Types of Trafficking:

- Of adults for forced labor, e.g., on agriculture, food service, factory work or sales
- Of adults for sex, in strip clubs, brothels, massage parlors, street or internet prostitution
- Of children under the age of 18 for forced labor
- Of children under the age of 18 for sex

Someone is trafficked if force, fraud or coercion is applied to make the trafficked person work or if a child under the age of 18 is trafficked for sex by any means, regardless of whether the trafficker has to use force, fraud or coercion.
Video contains:

- Misconceptions with human trafficking
- Red flags for minor and adult sex trafficking
- Red flags for labor trafficking
- How you can be the one

Learn about how You Can Be The One. It is better to make a call/report and be wrong than leave someone enslaved a moment longer.
Contact

Marsha Moore | mmoore | 5.8112
Announcements
Contact Us
hrforum@txstate.edu
512.245.2557
Thank you!

HR FORUM