

WELCOME

HR FORUM | July 12, 2016

TEXAS  STATE[®]
HUMAN RESOURCES

HR Forum Committee

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



Two Factor Authentication

Mr. Ken Pierce
Vice President, Information
Technology

Performance Management Goal Setting

Tammy Coyle

Coordinator, Employee Relations

Contact

Tammy Coyle | TC23 | 5.2735

Website: www.hr.txstate.edu/performance-management.html

performancemgmt@txstate.edu

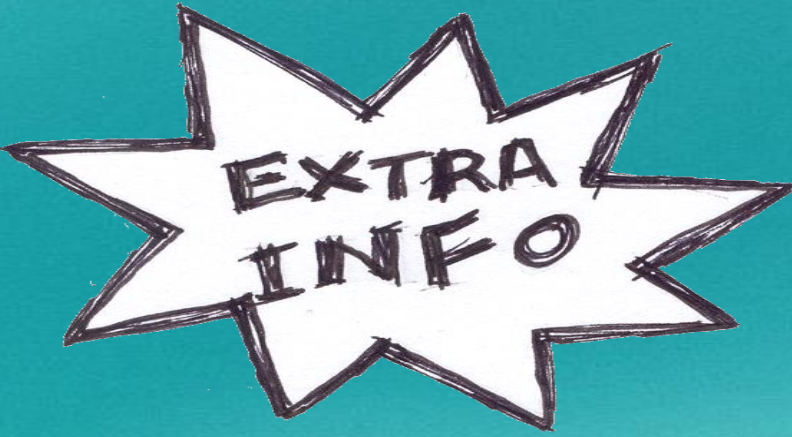
Salary Review

Roxie Weaver
Manager, HR MDC

What's the



- GOOD NEWS! Dr. Trauth distributed the Merit Pool for FY17 memo to all employees on June 24, 2016 to announce merit pool funding.
- The FY 2017 Salary Review Instruction for Staff Employees memo and step-by-step instructions were distributed by John McBride to Dept Heads, Deans, Asst/Assoc VPs and Vice Presidents on June 30, 2016.
- The instructions apply to the awarding of a merit increases effective 9-1-2016; payable 10-3-2016.
- Regular faculty whose employment began on or before 9-1-2015 are eligible.
- For staff to qualify for merit, eligibility was determined by two qualifiers:
 1. Regular staff whose employment began on or before 9-8-2015
 2. CY2015 Performance Appraisal was received and recorded in Human Resources indicating a performance score in excess of 300. Appraisals were due in HR by 5/31/2016.



- Merit recognition is completed by entry into pre-prepared spreadsheets; accessible to each designated Dept Head based on the organizational unit and reporting relationships in SAP.
- An exception to normal policy does allow eligible classified employees to receive a merit increase even if it results in their salary exceeding the max for their job title.
- Grant and other externally funded budgets are expected to participate in this recognition program.

3-Step Salary Review Process

The entry process will follow three steps and require completion within the designated date range.

1. July 1 – July 16, 2016: Dept Heads will access the SAP GUI transaction ZSALREV and complete merit entry (Dept Heads may include Chairs, Directors, Deans, Asst and Assoc VPs, Provost, VPs and the President).
2. July 17 – July 23, 2016: Merit entry is reviewed by the Deans and Asst/Assoc Vice Presidents.
3. July 24 – August 5, 2016: Review of merit entry and approval is completed by the Vice Presidents and records are locked.

Once the records are locked, any changes at that point will require approval from the applicable vice president and the assistance of the HR staff.

How are the Merit Pools Calculated?

- Pools were calculated on June 24, 2016 based on eligible employee salaries in effect as of June 1, 2016.
- Any salary, personnel or position changes administered after June 23, 2016 will not affect your merit pool.
- Merit pools were calculated for Method of Finance accounts and funding is provided. Merit pools were calculated for other funds as well, but non-Method funds will have to finance their own raises.
- Questions regarding your merit allocations should be directed to the Budget Office at 5.2376 or budget@txstate.edu.

NOW WHAT?

- Today is July 12th.....Your Dept Heads now have only 5 days to finalize their merit entry!
- If a performance appraisal was not received or the employee was not hired into a staff salaried position as of 9-8-2015, their name will appear on the SR spreadsheets but the record will be blocked from any merit entry.
- SR spreadsheet entry replaces the need to submit a PCR UNLESS your employees are grant funded. Grant funded employees were not awarded merit allocations by the Budget Office. Submittal of a Change in Pay PCR is required to recognize a merit increase.
- If your Dept Head is not seeing “his/her” employees on their spreadsheet, chances are the reporting relationship in SAP is not current. Please contact myself or Katie Bonner in HR for resolution.
- Just because an employee may qualify for merit recognition is not a guarantee they will receive a merit increase. Recognition is at the discretion of the department head to award the amount they deem appropriate.

Great News!

- Once all the merit spreadsheet entries are completed and approved by the Vice President, HR and IT get busy and spend the period of 8/6/2016 – 8/22/2016 finalizing all records.
- If you were recognized with a merit increase, entry will be made to your appointment by a mass download action on 8/23/2016.
- Remember, the merit increase is effective 9-1-2016 but will not appear in your paycheck until your October 3rd check.

NOW...
it's happy
dance time!



Contact

Roxie Weaver | RW08 | 5.2733

Katie Bonner | KB1367 | 5.2673

Fair Labor Standards Act (FLSA) Update/

Introduction to Job Analysis Form

Jeff Lund

**Manager, Compensation &
Employee Relations**

FLSA Update

- Effective date: December 1- (changes in place Nov)
- PC reviewing positions within \$6K of new minimum
- No decision yet
- HR reviewing impact on titles, pay plan, and US1100 program

Job Analysis Form (JAF) Update

- New Job Analysis Form (JAF) on web site
- Simplified replacement for GOJA
- Used for reclassification and new position audits only

Contact

Jeff Lund | JL27 | 5.2557

I-9 & E-Verify Late Report

Lynn Ann Brewer
Manager, Employment

Contact

Lynn Ann Brewer | LB64 | 5.6583

Summer Enrollment Highlights

Heather Steed
Manager, Benefits

When?

- July 11 – August 12
 - Our assigned phase: July 31 – August 12
- Summer Enrollment Fair:
Thursday, July 28 | JCK 1100
10 am – Noon | No registration required



Key Changes

- Adding new health plan: Consumer Directed HealthSelect (HDHP with HSA)
- Adding new vision plan: State of Texas Vision
- Rates increase for State of Texas Dental Choice and HealthSelect
 - Full-time employees still receive 100% employee-only contribution and 50% contribution toward dependent premiums
 - Rates for covering dependents increase about 7%
 - <http://www.ers.state.tx.us/2016-Rates/>

HealthSelect Plan Changes

- Out-of-pocket maximums increase
- Beginning January 1, 2017, United Healthcare Services, Inc. will become the third-party administrator for prescription drug coverage (replaces Caremark)
- <http://www.ers.state.tx.us/SE/>

Calendar Year	In-Network Out-of-Pocket Maximums* Consumer Directed HealthSelect, HealthSelect of Texas, HMOs	Out-of-Network Out-of-Pocket Maximums* Consumer Directed HealthSelect only
2016	Individual: \$6,450 Family: \$12,900	Individual: \$12,900 Family: \$25,800
2017	Individual: \$6,550 Family: \$13,100	Individual: \$13,100 Family: \$26,200

*Out-of-pocket maximums are based on federal regulations and may change from year to year.

Contact

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or

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Announcements



Contact us:

hrforum@txstate.edu

512.245.2557

Save the Dates

**Next HR Forum:
October 11, 2016**

Thank you

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