Welcome!

HR FORUM

January 10, 2017

Welcome to 2017!

Performance Management Training Round II

Tammy Coyle

Employee Relations Coordinator

Performance Management Training

- <u>Question</u>: Who is the audience for the Round II training?

- <u>Answer</u>: Both staff employees and Managers/Supervisors will benefit the two hour training

Performance Management Training Objectives

- describe the new performance review process and online workflow;
- list the performance criteria and corresponding assessments;
- understand how to self-assess;
- understand how to assess your employee(s);
- identify potential gap analyses between assessments, and;
- how to address assessment differences with your employee(s).

Performance Management Training Schedule

- Two hour trainings starting February 2nd through April 28th
- Go to www.hr.txstate.edu/performance-management/training.html to sign up through the SAP Portal link.

Contact

Tammy Coyle | tc23 | 5.2557

I-9 Update
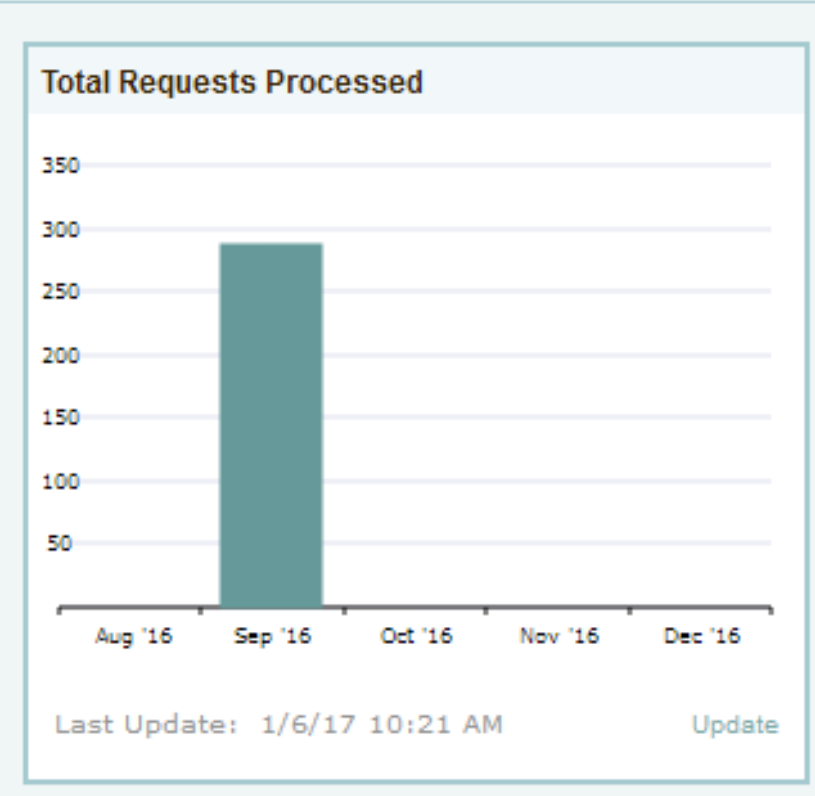
Lynn Ann Brewer

Manager, Employment

TEXAS ★ STATE

HUMAN RESOURCES

Status

Total Requests Processed

(Bar chart showing Total Requests Processed with Sep '16 at approximately 290; other months Aug '16, Oct '16, Nov '16, Dec '16 near zero. Y-axis: 50, 100, 150, 200, 250, 300, 350)

Last Update: 1/6/17 10:21 AM   Update

Request Summary

Requests from	Last 180 days ▼	Update
Completed		1679
Meets Company Standards		0
Does Not Meet Company Stds		0

Contact

LynnAnn Brewer | lb64 | 5.2557

Good-bye Caremark.
Hello, OptumRx!

Heather Steed

Manager, Benefits

Prescription coverage now through OptumRx

- www.healthselectrx.com
- Effective January 1, 2017
- Combined card with HealthSelect
  - Call United Healthcare to request replacement if you haven't received yours yet
  - 866-336-9371
  - Verify your address

OptumRx *Quick Facts*

- Same copays
  - $10 generic/$35 preferred/$60 non-preferred
- Check the formulary…
- Prescription costs are rolled into your total out-of-pocket maximums (includes network medical copays and coinsurance)
  - $6,550 per person/$13,100 per family

Contact

Benefits| hr@txstate.edu | 5.2557

OptumRx

866-336-9371 (United Healthcare)

Volunteers

Jeff Lund

Manager, Compensation / Employee Relations

Eligibility -04.04.09

- Current staff
  - Different capacity/duties than current job
  - Different account manager/supervisor
  - Complete volunteer release form

TEXAS STATE
HUMAN RESOURCES

Not eligible:

- TSUS Board of Regents members
- Students performing duties associated with class work
- Sponsored program human subjects

Volunteer Programs

- Divisional VP must approve program
  - Define need to the university
  - Define contributions of the volunteer
  - Confirm availability of resources
  - Perform criminal background checks
  - Prohibit volunteers from operating university/heavy equipment
  - Have volunteers complete volunteer release form

Policy considerations

- Update:
  - Id specific volunteer/community events for staff to participate
  - No usage of university vehicles or equipment
  - Leave time must be used to volunteer
  - Also reviewing UPPS 040406—Outside Employment and Activities

WellCats Activity!

Travel Time

Jeff Lund

Manager, Compensation / Employee Relations

| If….	And…	Then…
You are going to be out of town for one day,	You are taking a train, bus, or plane,	Travel time from portal to portal is considered compensable. Eating time and travel time to airport or bus/train station is not compensable.
You drive all night,		Drive time from portal to portal is considered compensable time.
You are going out of town more than one day,	You are driving,	Drive time from portal to portal is considered compensable time.
You are going out of town more than one day,	You are a passenger (in a plane, bus, train, or car) and you are not working while being a passenger,	Travel time during your normal work hours (except meal periods) on working days, as well as normal work hours during non-working days (i.e. Saturdays, Sundays, and holidays) is considered compensable time. Travel time outside of those regular working hours is non-compensable.
You are going out of town more than one day,	You are a passenger (in a plane, bus, train, or car) and you are working while being a passenger,	Time spent working is considered compensable time.

Q & A

FAQ resource:

- http://www.hr.txstate.edu/FAQ/CompensationFAQ.html
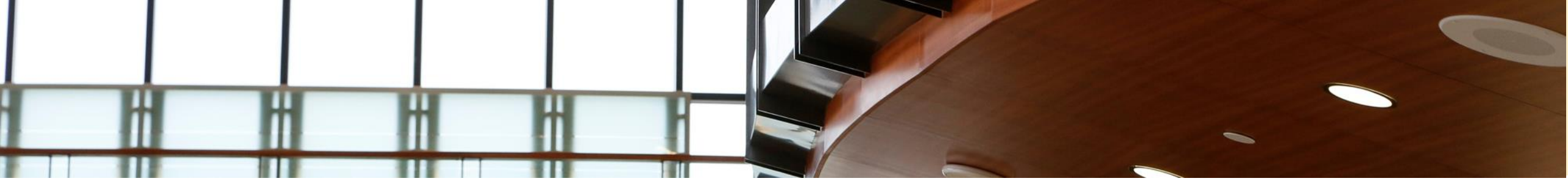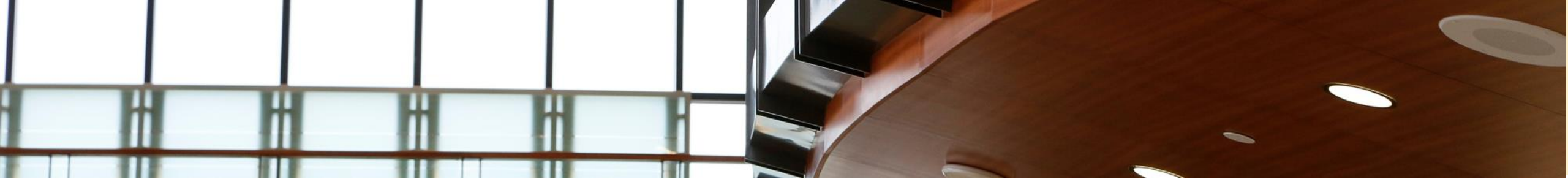
Contact

Jeff Lund | jl21 | 5.2557

Announcements

Contact Us

hrforum@txstate.edu

512.245.2557

Thank you!

HR FORUM