



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 received 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.



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Summer Enrollment & New Onboarding Checklists

Heather Houston
Manager, Benefits



When is it?

Now – July 27

www.ers.Texas.gov

JCK 360 for paper forms

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!



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**



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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.



Record Keeping Procedures (16.0)

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.



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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



Save the Dates
October 16, 2018



Contact Us

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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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