



Welcome!

HR FORUM

October 16, 2018



Introducing:

Madeline Davila

Director, Payroll and Tax Compliance



Position Funding Process:

Cristine Black

Asst VP, Budgeting, Financial Planning & Analysis



Introducing:

Wendy R. McCoy

Director, Environmental Health, Safety, and Risk Management



HR Restructure

John McBride

Assistant VP, Human Resources

Meet the team!

- Vanessa Salazar | Manager, Communications & Development | vs21@txstate.edu
- Laura Gonzalez | Communications & Development Specialist | lg1187@txstate.edu
- Jordan Guerrero | Systems Support Specialist I | jag273@txstate.edu
- Margie Cameron | Training Specialist | mb86@txstate.edu
- Karen Hollensbe | HR Representative | kh48@txstate.edu
- Patty Cano | Senior HR Administrative Assistant | pad65@txstate.edu
- Elizabeth Cruz | HR Assistant | ec1310@txstate.edu

- *TBD* | *HR Representative*



- **Team structure:**

- review titles and duties
- new additions to the team

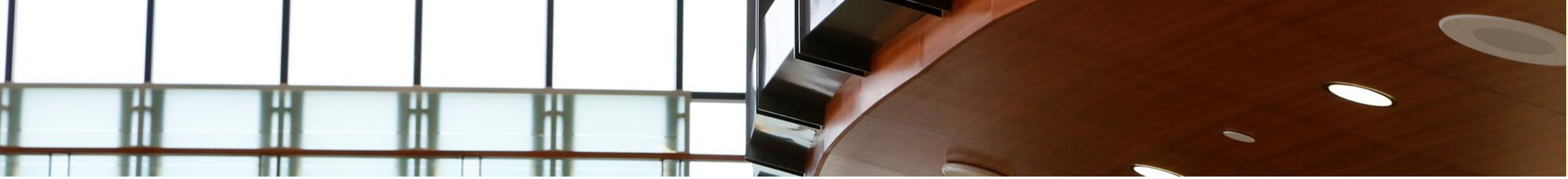
- **Revamp:**

- our new area's title
- current learning categories
- workshop and training intake forms and evaluation questions
- Managing@TXSTATE
- NEW II content

- **Other new opportunities**

- Create and implement new training & certifications
- Provide more inclusiveness and accessibility for employees with disabilities
- Deeper analysis on types of workshops provided by other departments
- Investment in new learning management systems
- Online and web based training and availability





Meet the Employee Relations Team

- **Tammy Coyle** | Manager, Employee Relations | tc23@txstate.edu
- **Cindy Keilers** | Employee Relations Specialist | ck24@txstate.edu



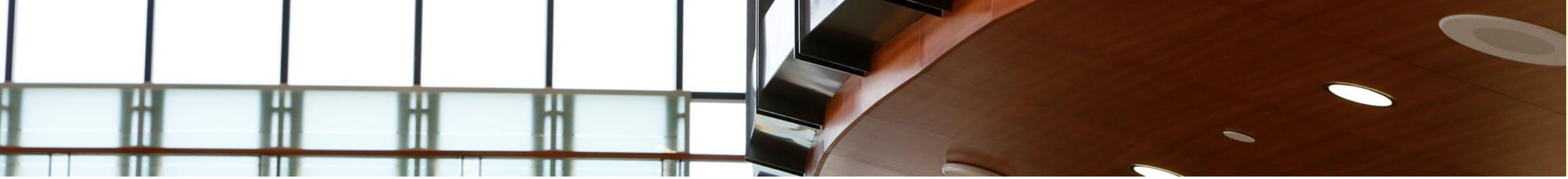
Meet the HR Master Data Center Team

- Katie Bonner, Manager, HR Master Data Center, katiebonner@txstate.edu
 - Personnel actions for benefits-eligible staff and non-academic graduates
 - University Longevity Program
 - Salary Review
 - Special Reporting
 - Manage all areas of the MDC
- Teresa Duggins, HR Analyst, td01@txstate.edu
 - Personnel actions for hourly staff
 - Maintains the University's SAP organizational structure for staff, student workers and non-academic graduate students
 - Supervisor change requests
 - SAP HR Security Requests for non-academic divisions
- Lisa Gonzalez, HR Analyst, lisag@txstate.edu
 - Personnel actions for hourly student workers
 - Back-up for student worker employment verifications



What is the HR Master Data Center?

- Maintains the organizational structure in SAP and SAP HR Security
- Processes personnel actions (PCRs)
 - Staff
 - Hourly student workers
 - Graduate students not in Academic Affairs
- FY 18 Statistics
 - Over 24,000 PCRs processed
 - 5,400 PCRs processed August-September 2018
 - 1581 SAP Org Supervisor Changes
 - 128 SAP Security HR Forms
 - 101 Reclassifications



Meet the Compensation Team

- Blake Bissing | Manager, Compensation
- *TBD* | *HR Analyst*



Job Title Consolidation Project

Blake Bissing
Manager, Compensation



Current State

- Over 650 titles in the University Pay Plan for approximately 2,100 employees
 - With a roughly 3-to-1 title-to-employee ratio, several of our titles have single incumbents
- 30% of the titles have a direct match to a job in the market
 - The remaining 70% are “plugged” to jobs either horizontally or vertically in the pay plan
- Over 30% of the titles are either Directors (including Assistant and Associate) or Coordinators
- Lack of integration between online pay plan, PeopleAdmin, and SAP
 - Each requires manual entry and creates potential information gaps between Compensation, Communication, and Master Data Center
- Job audit process being used for essential title changes or salary adjustments
 - Initiating a requisition, filling out a JAF, auditing by department head, VP, budget, and HR, etc. adds up



Methodology for Consolidation

- Create job families for positions that are currently distinguished by department or program
 - Coordinators, assistant/associate VP's, directors, program managers, and business managers
- Compress most multi-level titles into 1
 - Mainly low/single incumbents in Unclassified titles
 - Retain Senior level managers employees within the job family
- Consolidate jobs with similar duties described in job descriptions
 - Maintenance/Facilities technicians, IT positions, and administrative assistants
 - Preserve titles and families that require a license, credential, or certification

Proposed Future State

- Reduce the number of titles from 650 to at around half or less
 - Easier to track jobs to market
 - Less administrative upkeep for pay plan titles
- Establish formal governance on the creation of titles within the pay plan
 - Does it exist in the market? Does it require an LCC? Does it supervise positions of a similar function? Etc.
- Extend the pay ranges from 67% to 75%
 - Intended to promote the use of the length of the range instead of moving pay grades
- Increase use of functional titles
 - Gives the departments the flexibility in conjunction with the previous bullet to create their own career paths



Contact

Blake Bissing | bsb106@txstate.edu | 5.4359



Time Reporting

Michelle Moritz

Associate Director, Human Resources



Methods and Due Dates

- SAP Portal Employee Self-Service
 - Must be entered by the employee and approved by the supervisor on a weekly basis
- Paper timesheet
 - Must be signed by the employee and the supervisor.
 - The Department Time Administrator must make entries into SAP no later than the 5th business day after the end of the calendar month.
- Retroactive periods
 - Employee in SAP Portal Employee Self-Service can go back 7 weeks
 - Department Time Administrator can enter the current and previous fiscal year
 - Human Resources must enter anything older



Tips and Reminders

- Be aware of the payroll processing dates especially for leave without pay entries.
- You can project out through the end of the calendar month to avoid overpayment.
- Any adjustment entered after payroll runs can be picked up on the supplemental pay date.



SAP Reporting Tools Available to Supervisors

- CATS_DA – Display Working Times – use to focus on certain dates or type of entries
- ZNOTIME – Employees With No Time Entry – produces a report of employees who have not entered anything at all during the date range selected. Suggest running this monthly.
- ZPTDLYLV – Daily Leave Balances – provides a snapshot of leave balances as of the current date or can be used to go back to a specific date for available balances.
- CATS_APPR_LITE – Approve Working Times – can be used instead of relying on the Worklist and sometimes is the only way to access pending entries.
- ZUTIME – Unprocessed time report – provides a report of time entered but not approved yet.



Looking forward...

- Expect more audits
 - Ad hoc due to an investigation of an allegation or violation of policy
 - Spot checking for areas previously non-compliant
 - Overall to monitor patterns
- Action items
 - Learn how to use SAP reporting tools
 - Review your departmental policy
 - Communicate expectations on procedures and deadlines



Contact

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Selma Selvera | ss24@txstate.edu | 5.2557



Processing New Hires

Heather Houston
Manager, Benefits



Updates for Hiring Managers/Admins

- Updated Welcome & Offer Letters
 - <https://www.hr.txstate.edu/Hiring-Manager/EmpLtrs.html>
 - Instructs employee to view NEW website and register for NEW I
 - Preferred method for welcome/offer letters is to send by e-mail
- In the works:
 - Web registration for hiring managers/administrative support to register new employees for NEW I

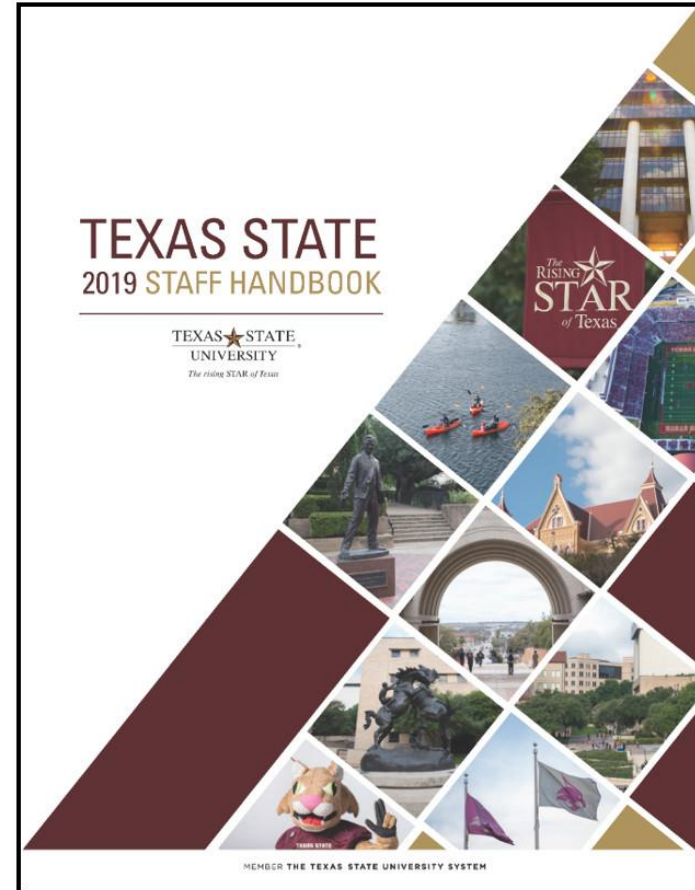


Contact

Heather Houston | Houston@txstate.edu | 5.2577



Staff Handbook





Contact

Laura Gonzalez | laura.gonzalez@txstate.edu | 5.6810



Announcements | Open Floor Discussions

A photograph of a field of pumpkins, with several large pumpkins in the foreground and many smaller ones in the background, all resting on a bed of straw. The pumpkins are bright orange with dark green stems.

We sincerely appreciate
your participation!



Save the Date

February 12, 2019



Contact Us

512.245.2557



Thank you!

HR FORUM

