Welcome!

HR FORUM

February 19, 2019

Happy New Year!
Welcome to 2019

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Changes to NetID and Rec for Hire Processes

Nancy Brister

Sr. Business Process Analyst/Certified PeopleAdmin Site Administrator

Why the change?

- The change will create a unique identifier in PeopleAdmin making integration with SAP possible.

- This change will also set the stage for the implementation of electronic Onboarding for new employees.

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Who is affected?

- Hiring Manager and Chair/Director level user groups in PeopleAdmin

- Department head and administrative support staff who have the SAP Department Head security role.

What is changing?

- Departments will need to acquire NetID and Texas State ID earlier in the process
  - Hiring managers and Chair/Director level user groups will need to work with colleagues in their offices who have the SAP Department Head security role such as administrative support staff who can run ZHRPeopleSearch and submit NetID request.

- The Rec for Hire will have two new required fields
  - NetID
  - Texas State ID

What is changing?

- Staff Provisioning
  - Will require HR approval **–** job offer accepted
  - New email notification and status - HR Ready

- New Request Type
  - Non-paid Staff

New PeopleAdmin Rec for Hire Fields

Texas State User/Net ID Information

* **Texas State NetID -**

This field is required.

* **Texas State ID -**

This field is required.

(Include "A")

Departments are responsible for requesting and reactivating the Texas State NetID prior to submitting the hiring proposal. Legal names must be entered when submitting NetID requests. Click here to go to NetID.

Save   Next >>

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New Options in NetID Request

When?

- Early March implementation

- Additional communication will follow

Questions or Concerns

Staff - LynnAnn Brewer - [LB64](LB64) 5.6583

Faculty - Lyndi Wittekiend - [LG40](LG40) 5.3628

PC Salary Updates

Blake Bissing
Compensation Manager

Additional Pay Raise – Who and Why?

- **Memo sent by the President's Office on January 22nd**
- Intended to provide added support to those who earn less than $30K/year
- Not included with merit
- 2% increase for those making $20K and below
- 1% increase for those making between $20K and $30K

Salary Adjustment Parameters?

- Effective January 1, 2019
- Employees had to be merit-eligible to qualify
- 187 employees affected
- With merit, employees received a 2-3% increase in their annual salary
- Total annualized cost to the university: $45K

Job Title Consolidation Status

Blake Bissing
Compensation Manager

Why, again?

- Over 700 titles for roughly 2,000 incumbents
- Low percentage (~30%) associated with a job in the local or university market
- Overhead involved to process effective title changes
- Job Profile Builder implementation
- Not intended to restrict compensation or career growth opportunities
- Primarily to address HR backend and administrative processes

What will this look like?

- More generalized job (and not position) descriptions

- More jobs priced to the market

- Increased use of functional-position titles

- Lengthened pay ranges to facilitate pay increases rather than reclassifications

- Less incumbents above pay grade maximum

Project Status

- **Drafted a proposal presented to President's Cabinet**
- Methodology:
  - Created job families for positions that are currently distinguished by department or program
  - Compressed most multi-level titles
  - Consolidated jobs with similar functions described in job descriptions
- Reduced overall job count to approximately 250
- Formed a working group consisting of two representatives from each division and one from staff council

Project Status

- Working group has conducted two meetings

- First went over the objective of the project

- Second was for representative feedback on proposal

- Currently in the process of consulting individual members to review jobs within their particular divisions and refine proposal

- **Revised proposal will be presented to President's Cabinet for approval**

Concerns raised

- Perceived loss in status
  - Low to single incumbent, Sr level positions
  - Can be addressed through the use of position titles
- Pay grade discrepancies (current to proposed)
  - May only affect large groupings of unclassified positions (assistant/associate directors, assistant/associate vice presidents, etc.)
- Only two Administrative Assistant titles instead of four
  - **Currently have five Admin I's, effectively three levels**
  - **Reporting relationships between Admin III's and Sr Admin's in the same department**
  - **Reviewing other institutions' levelling based on duties**

Contact

Blake Bissing| bsb106| 5.4359

Development & Communications Updates

Vanessa Salazar

Manager, Development & Communications

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What we've
been up to

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What we've been up to

New II

- Refreshed agenda and presentation
  - Equity & Inclusion presentation in the morning
  - Added student perspective
  - Refreshed menu
  - Signed contract with Boko!
    - On dates when he is unavailable, members of the Strutters and/or Cheerleaders welcome our new employee Bobcats!
- Coming soon - Inviting department representatives to participate

What we've been up to

Course offerings and trainings

- Created and implemented online evaluations

- New JCK 460 room distribution!

- Secured Mental Health First Aid training for Texas State University

- Created new What do you want to learn? form so you can share your ideas for new training topics! *(Scroll to the bottom of the website.)*

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What we've been up to

New way to promote learning and development opportunities

- One monthly email sent two weeks prior to month

    - Last email sent on February 11 - *Re: March Workshops & Trainings*

- Reinforce new trainings in our HR Bulletin

- New learning and development catalog for semester!

SPRING 2019
Learning & Development

View the Spring 2019 Catalog

What we've been up to

Field trip to Round Rock

- Met with the administration, led by Dr. Rehbein

- Met with Dr. Barb Sanders of Health Professions

- Met with Lara Seaton at the School of Nursing

- Toured all facilities and tested training room(s) audio/visual

- Listened to training needs and brainstormed solutions to help streaming and bridge development and communications between our two campuses

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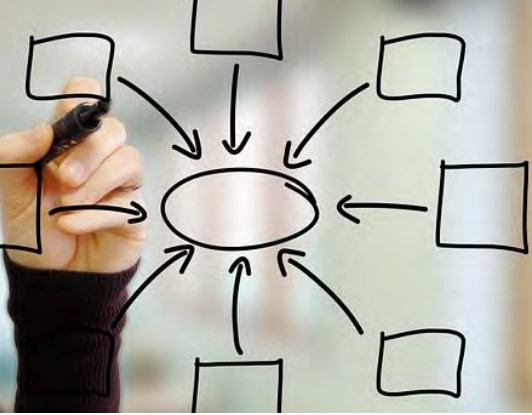
Where we're headed

Where we're headed

- Rebrand the area

- Revamp the Professional Development website to reflect merge with Communications team

- Recategorize and define learning categories to make them intuitive for our participants

- Implement of certification programs

    - Business Processes certificate program

    - Leadership certificate program

- Revamp Managing@TxState

- Look for more ways to promote employee educational resources

- Research and recommend online training opportunities

- Identify training and learning needs and implement suggested new training topics

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Contact

Vanessa Salazar| vs21 | 5.8112

Income Tax for Employees Working Outside of Texas

Heather Houston

Manager, Benefits

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Out-of-state employees need to have taxes withheld!

- Currently TXST has about 25 employees that live and work outside of Texas in a state that has a state income tax.

- Until this point, employees were responsible for making state tax payments (if applicable) as they were not withheld from their paycheck.

- Payroll & Tax Compliance has been working hard to set up a process within SAP to allow for withholding for these states (if applicable).
  - Alabama, California, Colorado, Illinois, Kansas, Kentucky, Missouri, Mississippi, Ohio, Utah, Virginia

Process

- Upon hire, HR will notify Payroll Director of any employees that are living and working outside of Texas

- Payroll Director will reach out to employee directly to correctly identify those that need to be set up with a work location outside of Texas

- Once completed, employee will be able to make updates to state taxes through SAP (similar to Federal W-4)

How can you help? If your department is hiring someone that lives outside of Texas and their state is not on the list on the previous page – give us a heads up!

Contact

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Financial Education Offerings

Heather Houston

Manager, Benefits

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Financial Planning & Retirement Fair

Wednesday, April 10, 2019 | LBJ Student Center Ballroom

- Please encourage your leadership to promote attendance
- Can be counted as work time with supervisor approval

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Departmental Presentations – Retirement Options

Would employees and supervisors in your department benefit from more information about our retirement plans and savings plans opportunities?

YES!

Presentations Offered

TXST Retirement 101	TXST Steps to Retirement	Combination of both	Other ideas?

- Many employees have reached out to us afterwards to take action
- Need approximately 1-1 ½ hours for presentation and Q & A

Contact

Heather Houston| hh19| 5.2577

Announcements | Open Floor Discussions

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Save the Date
April 9, 2019

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Contact Us

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Thank you!

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