# Staff Council Questions for Human Resources | November 2023 Meeting

## Pre-Determined Questions

1. Would it be possible to work with the PeopleAdmin vendor to add the name next to the netID in the History tab when there is an Email Sent, “Posting Status Change” entry? For example, when a position is moved to the AVP position, currently there is an Email Sent entry that when opened shows the netID only. Having the name in addition to the netID would assist the hiring manager in knowing who they need to contact before beginning an email.

**HR Response**: We will inquire with the vendor.

2. Would it be possible to explore establishing the applicants' netID and ID number during the application or interview stage using a process similar to what occurs when students apply and are accepted to TXST? Currently, if a recommended-for-hire candidate who has accepted an offer of employment, does not complete section 1 of the I-9 process in a timely manner, it will jeopardize the date they are scheduled to begin with TXST as the Hiring Manager will be unable to submit their netID request which is needed as part of the N.E.W. I registration process.

**HR Response**: This would pose challenges on several fronts:

* IT security – we have explored this route with IT and were informed that the creation of a NetID would grant the user full access to the TXST network and would open the institution up to significant risk. IT security would not approve a change such as this, although we are working on a collaborative project with IT to streamline the NetID issuance process.
* budget – there would be an exponential increase in cost associated with the usage of Microsoft licenses for accounts for all applicants vs. those that are selected for hire.
* compliance – the completion of the i-9 in a timely manner is critical for compliance with federal regulations. Lifting or delaying this to later in the process would leave a gap in a high-risk area (federal requirement to certify that all hires are eligible for employment in the U.S.).
* It does have an impact on the processing of the PCR which gives employees access to University systems. By the time a Hiring Manager is submitting a N.E.W. I registration they should already have the NetID and A0# number.
* With the updated process, the completion of Section 1 of the Form I-9 does affect the NetID request. The new employee must complete Section 1 after the offer is accepted to provide the SSN and DOB which is required for the request of a new NetID.

**Additional discussion:** The background check authorization form is no longer required as a aprt of the hiring proposal in PeopleAdmin. The netID request field is now after the candidate has accepted their offer which then creates the ability to move forward with PCR processing in PeopleAdmin. HR encouraged open communication with hiring candidates regarding the importance of completing the i-9 in a timely manner. A delay in completing the i-9 does not hold up the hiring process. Hiring managers can collect date of birth and social security number verbally from top candidate to speed up the process.

3. What is a reasonable timeframe for workplace accommodations to be put in place, for example, hanging a shade, or installing a door? To add, what is a reasonable timeframe for ADA workplace accommodations for employees?

**HR Response**: Questions related to ADA accommodations should be referred to the ADA Coordinator. [ADACoordinator@txstate.edu](mailto:ADACoordinator@txstate.edu)

4. Would it be possible to start the hiring process once we enter the new faculty (plus GTAs and DTAs) in the “New Faculty Log?” Once all paperwork is received, make a list of “approved” employees. Make one of those items the “official” trigger to start workflows, so that they can get the key orders going, be able to purchase parking permits, can find their name when creating course schedules, etc. Why does everything have to hinge around PCRs? That should be for payment only since they get processed so late. I understand that it’s a SAP thing and that we are restricted to the constraints of the program. So, let’s find another starting point. Paperwork is usually already all received and ready to go months before the start of classes.

**HR Response**: We are working on streamlining the process for onboarding faculty. Note that this recently transitioned to HR (mid-June).

a. Every semester we have to wait to order keys until PCRs are processed, which creates a backlog for the key shop and nobody gets keys until well into the semester, which puts an extreme burden on large academic offices that need to let all of their new faculty, GTAs, and DTAs into their offices, which can be located all over campus.

**HR Response**: We are working on streamlining the process for onboarding faculty. Note that this recently transitioned to HR (mid-June).

b. Parking Services wants a copy of the PCRs. I feel this is a privacy issue. They should accept a list from HR, obtained from the “New Faculty Log.”

**HR Response**: Agree, and Parking Services has been advised that they should not require a new hire or hiring department to provide a copy of the PCR for issuance of a parking permit. If any examples of this arise in the future, please notify John Root, who oversees Parking Services.

c. ITAC allows them to access Canvas but only for the very specific courses on a list we provide. If they were in our system from the log entry date then we can move them around in CourseLeaf until we set the schedule and no matter where we put them, they have access to their course in Canvas. We inevitably have last-minute course changes and it’s difficult to let ITAC know every time we change something (we have approx. 350+ courses each semester). If faculty don’t have the right access to Canvas they cannot access textbooks for the course they’re teaching and therefore appear very unprepared to teach when classes start.

**HR Response**: Recommend referring this inquiry to ITAC or the department that oversees security roles for CourseLeaf.

d. Since faculty don’t show up in CourseLeaf until after PCRs are processed when students are registering, they only see the course as “unassigned.” Students typically do not like to sign up for “unassigned” courses.

**HR Response**: We are working on streamlining the process for onboarding faculty, which includes decreasing the turnaround time for PCRs. Note that this recently transitioned to HR (mid-June).

e. PCRs processing time also inhibits HB 2504 compliance. Faculty cannot upload their CVs and syllabi because they don’t have access.

**HR Response**: We are working on streamlining the process for onboarding faculty, which includes decreasing the turnaround time for PCRs. Note that this recently transitioned to HR (mid-June).

5. Why do grant staff have to have new PCRs submitted in September and October each year? I understand that October is the new grant fiscal year, but if it is a long-term grant, i.e. 5 years, funds are anticipated.

**HR Response**: This is a budget office requirement connected to fund code changes each fiscal year. Recommend referring this inquiry to the Budget office. I checked with the Budget office and Grants. This is not a Budget office requirement.

Costing updates for grants vary depending on the grant. for multi-year grants the end date can go past the 8/31 fiscal year end. The above question may need some additional discussion to see the best options for the situation.

1. Now that all staff positions and salary information can only be found via PeopleAdmin’s Position Management à Job Titles à Staff feature, I am wondering why the column to see the EEO category is not an option? While I have found and created my own personalized search to include everything except the EEO category, that item is required on certain documentation and for Staff Council to ensure appropriate balance in the various categories. Also, it would be helpful if the default search parameters included all of the following categories as the previous tables did when they were available on the HR website? (Job Code, Job Name, Pay Grade Code, Pay Grade Minimum, Pay Grade Maximum, FLSA, EEO)

**HR Response**: TXST’s system of record for FLSA position classification is SAP. As such, EEO category is stored in SAP, not in PeopleAdmin (PA). The current configuration of the SAP and PeopleAdmin system integration does not have the functionality to port all of the data fields from SAP to PA, and would require the initiation of an IT project to make this modification.

1. Per the announcement that International Employment/Hiring (except for J-1 scholars) has moved to HR, can you please clarify if this is for any international hire, including student workers and GA’s? If yes, can we get more information on what we need to provide when we determine we wish to hire an international employee? And will HR be generating the Hiring Letter and/or the SSN Recommendation Letter that is currently being provided by the ISSS office?

**HR Response**: The announcement and website indicated that the international employment functions that transitioned to HR only included Faculty and Staff hiring. International student employment remains with ISSS.

1. Can you please clarify the latest revision of UPPS 07-07-04 regarding the section on student employee termination? It now reads that letting a student go must go through the same process as letting a staff member go. So, if an office has a student worker that they wish to terminate, they will need HR and an AVP/VP to let them go involuntarily? Also, please clarify who staff are to contact when they have student worker related questions (i.e. hours, benefits, procedures, behavior issues, etc.) as previously HR has directed staff to Career Services, saying they "don't handle student worker matters", however, when reaching someone in Career Services, staff are directed back to HR. The HRIS team can answer questions regarding the PCR process of hiring students and some basic questions about student employment.

Here are the two sections referenced in the question:

07.07.04 -- 02.04

Involuntary Termination – an employee is separated from employment at the discretion of management, with or without cause. For involuntary terminations resulting from the illegal use of drugs, refer to [UPPS No. 04.04.45, Drug-Free Workplace](https://policies.txst.edu/university-policies/04-04-45.html).

Section 02.05 Termination for Cause – a type of involuntary termination resulting from a disciplinary action whereby an individual’s employment relationship with the university is severed. Terminations for cause must be approved by two levels of management (supervisor and next level) and coordinated through Human Resources.

**HR Response**: A group of stakeholders, including representatives from Career Services and HR, worked collaboratively to revise the policy and procedures pertaining to student employment. The resulting changes to UPPS 07.07.04 are a reflection of best practices. Student employees are employees and are thus covered by state and federal employment laws. TXST’s subject matter experts (SMEs) in employment law reside in Human Resources, so it would stand to reason that SMEs should be consulted and provide guidance to managers making decisions related to employment, regardless of whether those employees are classified as staff, faculty or students.

UPPS 07.07.04 states that terminations must be approved by two levels of management, and does not specify the levels of management be AVP/VP.

Questions may be directed as follows:

* hours and benefits – Benefits team procedures – may vary depending on the specific procedure
* performance-related matters (“behaviors”) – Employee relations team

It should be noted that Career Services will continue to provide support to students actively seeking employment with TXST or external employers.

1. Is it possible that sometime in the near future, NSNR staff may be treated more like permanent staff members in terms of parking rights, ID issuance, and building/IT access and permissions? While it’s understood that the NSNR classification is meant to be temporary, as TXST has evolved, many areas have long-term NSNR staff who lose access, ID privileges, and parking on 8/31 every year even though they are still active in SAP and their NetID is considered a Staff NetID. This causes administrative burdens to the NSNR employee as well as the administrative person in their area who must reinstate their privileges each year. Could the system be set to only remove their permissions when their separation PCR is processed?

**HR Response**: Parking Services oversees all parking privileges at TXST. As such, this question should be referred to them.

1. It is possible to either automatically, or through policy, have admins copied (or opt into being copied) when administrative task emails are sent to Directors, Deans, AVP’s, VP’s, etc.? Things that often get lost with those level of individuals are: Emails reminding them of HR deadlines, instructing them to write merit letters, work study allotments, Student Service Fee applications, etc. If the appropriate Admin support was copied, it is less likely that items would be missed/delayed.

**HR Response**: Admins are included/copied on general communications/announcements that are sent to managers (e.g., Leadership Beeline). The inclusion of departmental admins in all communications is a manager’s preference. As such, no standard policy or procedure can feasibly be applied.

1. Would it be possible to explore the expansion of UPPS 04.04.35 to include temporary/contract and/or NSNR employees under the fees and designated tuition waiver. In many cases, these are some of the individuals who would benefit the most from an opportunity to further their education. If expansion of the policy isn't permitted due to their employment status, there should still be a conversation of how Texas State could provide some form of tuition for these hard-working individuals.

**HR Response**: Expansion of tuition benefits has wide-ranging impacts and does not fall under HR’s purview. Question should be referred back to Staff Council for follow-up with decision-makers (e.g., President’s Cabinet).

1. Regarding the new SAP Timesheet Update released October 23:
   1. If a full-time or part-time staff/GA only works their regular 40 hours/week (8 hours/day) or 20 hours/week (4 hours/day), do they no longer have to submit their time as was available in the previous time entry tile? The only time I have seen the submit button is when you click enter records, but it can only be clicked when/if you select an attribute from the drop down menu and populate time into the hours box.

**HR Response**: Monthly Staff employees are to record “exception time” (time off or extra hours worked). GAs may be classified as exempt or non-exempt, depending on the position to which they are hired. GA position classifications can be found on the [Graduate College website](https://www.gradcollege.txst.edu/funding/assistantships.html). Employees should report time in accordance with the requirements identified for their respective FLSA classification. Note that the policy on timekeeping has not changed, just the method of entry. Visit the [HR website](https://www.hr.txst.edu/benefits/leave-and-time-reporting.html) for updated user guides and video tutorials.

* 1. Under each work day (Monday – Friday), for a full-time or part-time staff/GA, it shows 0.00/8.00 or 0.00/4.00 and at the very top, next to weekly recorded/target it shows 0/40 (or 0/20) and that only changes if/when you enter something from the drop down list and place hours next to that code (see screenshot immediately above).

**HR response**: This is all correct. The first number is the total of what is entered, the second number (40 or 20) is the number of hours based on FTE.

* + 1. This has many people concerned that their regular (non-Att/Abs) hours are not reflecting correctly and therefore, they won’t get paid appropriately. Can you provide guidance on this so that I can assure my staff?
    2. In the calendar grid on the left side, it shows multiple colors indicating various things (time completed, time missing, time rejected, etc.) and currently, as the regular working time (8 or 4 hours/day respectively) are not populating into the Weekly Recorded/Target area, the weeks are showing as orange indicating time missing. Will this be updated at some point to indicate to workers that their time is completed and accurate each week?

**HR Response**: When the time is approved by the supervisor it should reflect Time Completed. the color changes may not always happen right away. This may have to do with SAP processing time.

## Open Forum/Questions from the Chat

1. Is there any way for hiring managers to know whether or not the recommendation for hire has completed the background check on their own?

**HR Response:** we'll check with PeopleAdmin to see if there is a way to notify hiring departments. This would have to be done through integration with the BC vendor.

1. Once the PCR gets to HR/Faculty Resources, what is the estimated time - or what type of time frame - are we looking at for the PCR to be processed? Is the Net Id being released quicker than?

**HR Response:** The NetID is approved and released prior to the employee's first day. However, the creation is completed by ITAC. We are working with IT on an auto-approval of the NetID (to mimic the faculty process). This will likely launch in Spring.

1. Military Science has a unique situation when cadre/faculty are assigned to Texas State. Our faculty are none-paid, non-university employees, they are paid by the U.S. Gov't--Army. So far, I have not seen a category for non-paid, non-university employees. I will be getting new cadre in the next few months and need your guidance.

**HR Response:** We have a process for this. Please reach out to Katie or Teresa after the SC meeting for guidance! There is a PCR type to add Non-Pay Employees. Please contact me and I can show you how to find it. You will need to request their NetID and A0# before you can process the PCR.

1. There are a lot of changes happening to the rec for hire process. Where can we (hiring managers) go to review this new process? Is there a checklist or walk through for us to reference?

**HR Response:** HR is in the process of updating the hiring guides. The recruiters are working on updating the guides and are providing [virtual training/webinars for hiring staff and faculty](https://events.txst.edu/hr-org-dev-comm.html). [Faculty Recruitment Instructional Materials](https://facultyresources.provost.txst.edu/recruitment/toolbox/recruitment.html) are up to date and available.

1. I've checked my past Leadership Beeline emails and I can't seem to find the notice of the trainings for the new rec for hire process. I'd like to sign up for the one mentioned coming up in December, would anyone be able to share the link of where to sign up?

**HR Response:** Check out our course calendar and register for upcoming training via SuccessFactors Learning: <https://events.txst.edu/hr-org-dev-comm.html>

1. What is the ETA for the changes in Pay Plans? Meaning the compensation review from the outside company

**HR Response:** End of the fiscal year.

1. Is there a reason for all the user groups in People Admin. Why not just Committee member, hiring manager and Chair/Director? It is very confusing when hiring non-tenure, post-doctoral and staff.

**HR Response:** Yes, there is a reason for all the user groups due to the workflow approval process. Each group you belong to provides different access to the system, and different ways to interact with your open postings/requisitions. For faculty recruitment, the search committee chair user group is responsible for moving applicants to ‘Recommended for Hire’ state. (Equivalent to hiring manager user group access provided for staff recruitment.)

1. If a student worker is not performing their duties as hired, the supervisor has to go through "two levels of management" to not rehire for the next semester?

**HR Response:** This would apply if terminating for cause (e.g., mid-semester). No second-level approval is needed for choosing not to rehire after the employment term has ended.

1. Should we consider a student worker's "employment term" to be a semester?

**HR Response:** Yes, and would recommend the PCR reflect the end date of the employment term at the time of hire. This would mean you would need to submit a re-hire PCR if you wish to continue their employment. Also recommend that you set that expectation up front at the time of hire. If a student is hired in fall they often have the expectation that the employment will extend to spring. Make it clear up front!

1. What is HR’s role in the post-doc hiring process?

**HR Response:** Connect with HR offline.

1. Just out of curiosity what was the trigger for this "new" timesheet?

**HR Response:** Fantastic question. Selma Selvera could provide more insight.

1. Can LWOP time be entered> I couldn't find the correct time code for that

**HR Response:** Yes, this should still be able to be entered. If the time code is not available, check out the user guide that discusses how to customize your time codes. <https://www.hr.txst.edu/benefits/leave-and-time-reporting.html>

1. Does substitution mean that I cannot approve hours, or can my substitute and myself approve time in the same time period?   
   **HR Response:** Substitute simply means the substitute can approve time.  It does not take away the ability for the supervisor to approve time.
2. What is required on the part of supervisors to allow additional hours to use for Energy Conservation Days? Is there freedom to allow for a 30-minute lunch or for the employee to come in earlier or stay later to earn these hours vs having to work extra after hours ONLY? i.e. specifically events that are out of regular office hours?

**HR Response:** Earning time for Energy Conservation days should be allowed by supervisors in a manner that works best for the dept and employee. Additional comp time earning should be the managers discretion.

1. Who can we elevate the issue with parking and keys with?  
   **HR Response:** Parking services reports to John Root; Keys reports to Dan Costello.  
   **Staff Council Comment:** if you have key issues, please email the staff council email account and we will continue to work on these matters as part of previous concerns from other staff concerns submissions.
2. **HR Statement:** One item relating to PCRs that I wanted to add. HR only approves at the level of Master Data Center and Faculty Records. All workflow levels prior to HR are held with that respective approver. Please remember to use the workflow monitor to check your PCRs after you submit them to ensure that they make it to HR timely. I received a question relating to Provost level approval. HR does not have this approval level, as that is a VP approval level. We receive the PCR last in the workflow. To review the PCR workflow after you submit a PCR, please use transaction ZWFHCM6 in the SAPGUI program. To view a PCR initiated by someone else in your office for an employee in your department, please use transaction ZWFHCM7. As a reminder to the above, you need the Department Head Security role to use this. It relates to PCR processors and department heads.
3. Here are a couple of ways to electronically transfer sensitive or confidential information.[One Time Link](https://itac.txst.edu/support/secure-messages.html) and [TXST File Transfer](https://itac.txst.edu/support/file-transfer.html).