

HR Partners Forum

2.26.2019	8:30am-10:00am	Business Building, University Room. 2.06.04
Type of meeting	HR Partners Forum	
Attendees	Electronic Sign-In	
Benefits		
Discussion		
<ul style="list-style-type: none">• Tax From 1095c (ACA) Update<ul style="list-style-type: none">○ Employer-Provided Health Insurance Offer and Coverage Insurance, provides you with information about the health coverage offered by your employer. In some cases, it may also provide information about whether you enrolled in this coverage○ The paper form is out to employees by Jan 31. If consent submitted, employee will receive it prior to Jan 31.○ Online consent form saves \$\$\$ and is faster<ul style="list-style-type: none">▪ Online consent avoids mail being returned○ Appointments<ul style="list-style-type: none">▪ Limited Walk-In▪ Mostly handled via phone, Microsoft Teams, Skype or other electronic software▪ Office visited arranged between HR Benefits Rep & Customer• Voluntary Separation Incentive Program (VSIP)<ul style="list-style-type: none">▪ 156 eligible faculty that met the rule of 80 as of Aug 2019▪ Deadline to accept is April 10, 2019▪ Separation date Aug 2019▪ Accept one time lump sum payment▪ This is not a retirement program• Teacher Retirement System (TRS) Return to Work Retirees<ul style="list-style-type: none">▪ For additional information, please follow link, for employer: https://www.trs.texas.gov/Pages/re_audit_noncompliance_impact.aspx https://www.trs.texas.gov/Pages/retirees_ear_monthly_limits.aspx for retiree: https://www.trs.texas.gov/TRS%20Documents/trs_news_retiree_dec2018.pdf• Faculty Summer Insurance<ul style="list-style-type: none">▪ Faculty Summer Allocation details coming soon▪ Double deduction June - Aug		
Conclusions		

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Day One

Discussion

- E-Forms Update
 - Submit forms proactively up to 30 days in advance
 - Retroactive actions cannot be completed in eForms
 - Approved terminations cannot be changed
 - Base Table Update (BTU) has be run for the eForm to update in PeopleSoft; cannot run while payroll is being run
 - Use SEARCH Match for hires/rehires
 - Avoids creating double identity
 - Wrong SS#
 - Name may be incorrect
 - Send new employees to HR to complete I-9's
 - Day ONE has to send forms back that cannot be edited or corrected
 - Day O.N.E will add comments to the eForm if there are problems or issues
 - Actions for the same position or person should be sent separately
 - Staff benefit eligible employees hired in STARS
 - Complete the Day O.N.E. form
 - Complete the appointment eForm (new hire)
 - Transfer form (active employee moving to a new position)

Conclusions

- eForms Training
 - New/Change Package: 4/9/2019 8:30-12:00, NPB 1.412
 - Faculty Training: 4/12/2019 9:00-12:00, NPB 1.412
 - Online training coming soon (tentative May 2019)

Leave Administration

Discussion

- Wellness Incentive Policy
 - Exercise – 30 minute, 3 times a week (with supervisor approval)
 - On Campus Wellness Seminars
 - Without deduction in salary or leave time and must be approved by your supervisor
 - Earn Additional Leave
 - Receive up to 8 hours of leave when you complete and submit:
 - Complete your annual physical- provide proof of your physical
 - Complete a Health Risk Assessment
 - May be completed during your annual physical
 - Fill out the application for Wellness Incentive, Additional Leave, <http://www.utsa.edu/hr/Forms.html#12>

Conclusions

- Dr's note can be submitted as long as the note indicates employee had a physical

Employment/Compensation

Discussion

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- Staff Annual Performance Evaluations
 - Performance year runs Feb. 1, 2018 thru Jan. 31, 2019
 - Annual staff performance evals should be conducted during the month of Feb
 - Evals are due to HR by March 1
- Submission of Evals
 - Electronically is the preferred method. Scan and email to HR-Records@utsa.edu
 - Dept has a copy and tracking
 - Traditional delivery method- mail form via campus mail

Conclusions

- If employee transfers from another dept- new dept manager/supervisor should work with prior supervisor to complete evaluation
- Post Doctoral students still need to have an performance eval completed
- If 160 day performance eval was completed for an employee, an annual performance evaluation is not required.

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Training & Development

Discussion

- Continue to offer the same services we currently do, without interruption, as we transition to telecommuting.
- April 24, 2019 Admin Toolbox Celebration
- Services include:
 - Customized workshops/retreats/assessments
 - Work with your Subject Matter Experts
 - Act as a resource for you
 - Internal consultants
 - Customized training for depts.
 - Provide analysis
 - Change management
 - FREE
 - Electronic sign-ins & evaluations; will be implemented for all trainings Dec 1

Conclusions

Employee Relations

Discussion

- No Update

Conclusions

HR IT

Discussion

HR Partners Forum

- Guest Speaker: Ben Garcia, Dan Byrd & Mary-Margaret Echevarria
 - Telecommute Issues
 - Collaboration tools: Skype, Microsoft TEAMS
 - Skype going away Fall 2019
 - New Phone System out Summer 2019
 - Video/audio option available
 - Default telephone ZERO cost to dept
 - OIT can make an assessment and recommendations for telecommute equipment if needed
 - Office 365 training available
 - TEAMS mobile app available

HR IT

- HR will still have a presence on campus
 - Continue to offer the same services we currently do, without interruption, as we transition to telecommuting
- Communication
 - Various ways on HR website to contact HR
 - ASK HR link- responses/follow-up within 24 hours
 - How Can I Help You? There will soon be a HELP button posted on the website
 - Staff Directory
 - Group Email
 - Any ideas/suggestion – let HR know
- PeopleSoft 9.2 Update
 - New v 9.2 testing to begin Nov 2018; implementation will be late June 2019
 - Impact: Some screens may change but overall no new functionality will be included
 - Provide a more intuitive experience of using the PeopleSoft applications, through different devices such as desktop, smartphones and tablets
 - The fluid homepage brings together information that will assist a user in understanding what's happening and what needs their attention, while providing an easy way for the user to navigate to key parts of the PeopleSoft system. The Tile orientation will help the user navigate to a fluid page (or even a classic page), but the tile also can provide valuable information in its own right
 - All changes to the system will be frozen (except serious break-fix) on March 1st
 - Campus Testing Starts April 1st
 - Implementation Scheduled June 1st
 - Each campus is identifying their Top 5 enhancement projects. So far in the HCM area our top projects are:
 - Implement the new Portal
 - Tile Navigation and Fluid Orientation
 - Complete enhancements for the T&L system
 - Implement Manager and Employee Self Service
 - Acquire a Time Clock type collection system
 - eForm Enhancement
 - The Operating Committee will review the input from each of the six USHARE campuses and create a single consolidated list. (March/April)
 - Work will start on that list after the first phase of 9.2 is completed, probably in July 2019.
 - Will update you at the next HR Partner meeting.

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Conclusions	
	<ul style="list-style-type: none">○ Objective: Position the campuses to implement new enhancement. Phase I of multi-phased project.○ Will update you at the next HR Partner meeting.