HR Partners Forum

Office of Human Resources

http://www.utsa.edu/hr/partners/

October 30, 2018

https://www.facebook.com/utsaemployment/

https://www.facebook.com/UTSABenefits
Agenda

• Welcome

• Department Updates
  • HRIT – Ronald (Ron) Golenski
  • Benefits – Georgina Anguiano Elliott
  • Day ONE – Claudia White
  • Employment – Ronald (Ron) Fosmire
  • Leave Administration – Pamala (Pam) Howard
  • Training & Development – Judith (Judy) Verdon
HRIT

- Telecommute
- Communicating
  - How to contact HR
  - http://www.utsa.edu/hr/
- HR System Issues
  - Communicating System Issues
  - Describe process for requesting reports
  - PeopleSoft v.9.2 update
Benefits

• IRS 1095-C Online Consent
  • https://federationx.talx.com/ClaimsAwareHelper/?whr=https://sso.it.utsa.edu/idp/shibboleth&wctx=TWN-W2

• Office of Employee Benefits Monthly Newsletter
  • https://www.utsystem.edu/offices/employee-benefits/newsletter
  • New Online Insurance Enrollment System 2020

• Texas Tuition Promise Fund (TTPF)
  • https://texas tuitionpromisefund.com/

• Rowdy Wellness Health Fair
  • Oct. 31 10am-1pm Sombrilla
Day O.N.E.

- eForms overview
- Person of Interest (POI)
- Employee Assistance Program (EAP)
eForms

Your Automated HR Solution is Here!
eForms Overview

• Submit your forms proactively up to 30 days in advance
  • Retroactive actions cannot be completed in eForms
  • Approved terminations cannot be changed

• A process called the base table update (BTU) has to be run for the eForm to update PeopleSoft
  • Approved vs Completed
eForms Overview

- Conduct the search match for hires and rehires
  - Incorrect spellings of names, special characters, surnames, incorrect social security numbers
  - Double Identities are created
- Actions for the same position or person should be sent separately
- 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
eForms Overview

• 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)

• Send new employees to HR to complete their I-9s
  • Incorrect email addresses
eForms Resources

- https://www.utsa.edu/hr/eForms

- https://www.utsa.edu/hr/eForms/FAQ/

- Introduction to eForms Class
  - November 15, 2018  9:00-12:00
Person of Interest (POI)

- Office of Research Integrity Review
  - Visiting Scholars
  - Visiting Researcher
  - All research titles
  - All POIs that are international (country of origin)

http://research.utsa.edu/research-funding/forms-policies-guidelines/
Employee Assistance Program (EAP)

• UTSA Employees and Family Members
• Provides 8 free counseling sessions/year
• How to Use:
  • Call 1-866-EAP-2400 or 210-615-8880
  • Identify Yourself as UTSA Employee
  • Speak with an In-Take Counselor
  • Choose location near home or work
  • Evening & weekend emergency number
Services provided by EAP

- Depression
- Anxiety
- ADHD and Conduct Problems
- Stress Management
- Parent Training
- Domestic Violence

- Interpersonal, Familial or Marital conflicts
- Grief: Death or Dying
- Substance Abuse
- Trauma: Abuse/Neglect
- Financial, Health, or Legal Difficulties
Employment

• STARS online training module, upcoming videos & faculty workshops
• STARS user survey
Leave Administration

- Telecommute
- New Time Reporting Codes (TRC) for Emergency Leave
### Emergency Leave Types

<table>
<thead>
<tr>
<th>Emergency Leave Type</th>
<th>When and How to use</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BRVS- Bereavement</strong></td>
<td>An employee may take emergency leave with pay, due to the death of an immediate family member. The leave may not exceed 3 workdays up to 24 hours. It will be entered as an absence event, “BRVS”, through the timesheet.</td>
<td>H.O.P. 4.20 Authorized Leave D. Emergency Leave Section 1</td>
</tr>
<tr>
<td><strong>EMCL- Weather Closure</strong></td>
<td>UTSA Campus closed because of a weather event. Only to be used when approved by the President and a notification has been sent. It will be entered through the timesheet using the “EMCL” TRC.</td>
<td>H.O.P. 9.15 Campus Closure Due to Weather or Safety Considerations</td>
</tr>
<tr>
<td><strong>FACL- Facility Closure</strong></td>
<td>A UTSA facility (offices, buildings etc.) is closed. Only to be used when approved by the President and a notification has been sent. It will be entered through the timesheet using the “FACL” TRC.</td>
<td>H.O.P. 9.15 Campus Closure Due to Weather or Safety Considerations</td>
</tr>
<tr>
<td><strong>EMOTH- Emergency Other</strong></td>
<td>This is a HR Leave Administration time reporting code and should not be used by timekeepers. This TRC will be used for approved emergency military leave and extensions of emergency leave, approved by the President, for an individual employee.</td>
<td>H.O.P. 4.20 Authorized Leave D. Emergency Leave Section 2</td>
</tr>
</tbody>
</table>
Leave Administration cont.
Training & Development

• Continue to offer the same services we currently do, without interruption, as we transition to telecommuting.

• Continues to update, as well as create new content based on our customer needs.

• Services include:
  • Customized workshops/retreats/assessments
  • Work with your Subject Matter Experts
  • Act as a resource for you
Upcoming Forum

• February 26, 2019
  8:30 a.m. – 10:00 a.m.
  BB University Room 2.06.04

• June 25, 2019
  8:30 a.m. – 10:00 a.m.
  BB University Room 2.06.04
Thank You!

*Your partner for successful solutions*

http://www.utsa.edu/hr/partners/

[Employment](https://www.facebook.com/utsaemployment/)

[Employee Benefits](https://www.facebook.com/UTSABenefits)