HR Partners Forum

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>5.22.2019</td>
<td>8:30am-10:00am</td>
<td>BB, University Room, 2.06.04</td>
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Type of meeting: HR Partners Forum

HR Partners Forum website:
http://www.utsa.edu/hr/partners/

**Guest Speaker: Amber Skrpika – Security Services**

Security Services – Separation Process and Policies

**Georgina Anguiano-Elliott - Benefits**

**Discussion**

- New Insurance Enrollment System
- Annual Enrollment

**Notes**

- Annual enrollment July 15-July 31
  - Updates posted online [https://www.utsa.edu/hr/Benefits/AE.html](https://www.utsa.edu/hr/Benefits/AE.html)
  - Coverage Option Letter (PIN) emailed on July 15th
  - BC/BS and ExpressScript (ESI) will continue as our medical and prescription vendors
  - UT Select Medical & Delta Dental Plus premiums will increase
- New Benefits Enrollment System coming in 2020

**Ron Golenski - HR IT**

**Discussion**

- News on 9.2 Upgrade
  - Additional information can be located at [https://www.utsa.edu/bis/psupgrade/](https://www.utsa.edu/bis/psupgrade/)
- Availability on of Online eForms training
  - Online training for staff/faculty will ready June 1
  - eForms for Faculty specific functions will be ready July 1
- CBC Process Enhancements via us of DocuSign
- Revised Separation Process

**Notes**

http://www.utsa.edu/hr/partners/
## Claudia White - Day ONE

**Discussion**

- Summer Assignments
- eForms Tips
  - [https://www.utsa.edu/hr/eForms](https://www.utsa.edu/hr/eForms)
  - [https://www.utsa.edu/hr/eForms/FAQ/](https://www.utsa.edu/hr/eForms/FAQ/)

**Notes**

- If a current employee is transferring within the University, **Gaining** dept must complete the transferring e-form

## Denise Moore – Compensation

**Discussion**

- Discuss BU and position updates
- Re-org checklist
- Performance Evaluations
  - Evaluations are due to HR by March 1st
  - UT System Chancellor – certification requirements
  - Merit Exercise

**Notes**

http://www.utsa.edu/hr/partners/
### Pamala Howard - Leave Administration

**Discussion**

- **Veterans Health**
  - Benefits-eligible Veteran Employees may be granted leave without a deduction in salary or loss of vacation time, sick leave, earned overtime credit, or state compensatory time to obtain medical or mental health care administered by the Veterans Health  
  [https://www.utsa.edu/hop/chapter4/4-20.html#MedicalMental](https://www.utsa.edu/hop/chapter4/4-20.html#MedicalMental)

- **Vacation Roll Over**
  - Maximum vacation carry over for Sept 1, 2019
  - Maximum number of Vacation hours carried forward can be found at  
    [http://utsa.edu/hr/Leave/VacationAccruals.html](http://utsa.edu/hr/Leave/VacationAccruals.html)
  - All employees can view their balances in Employee Self Service (ESS).

**Notes**

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### David Diaz – Training & Development

**Discussion**

- Newsletter available online at [http://www.training.utsa.edu/](http://www.training.utsa.edu/)
## Discussion

- Employee Assistance Program (EAP)

## Notes

- Employee Assistance Program website: [https://www.utsa.edu/hr/EmployeeRelations/eapinfo.html](https://www.utsa.edu/hr/EmployeeRelations/eapinfo.html)