HR Partners Forum

Office of Human Resources

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

May 22, 2019

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

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

• Welcome
• Guest Speaker: Amber Skripka, Security Services
• Department Updates
  • Benefits – Georgina Anguiano Elliott
  • HRIT – Ron Golenski
  • Day ONE – Claudia White
  • Compensation – Denise Moore
  • Leave Administration – Pamala (Pam) Howard
  • Employee Relations – David Díaz
Benefits

Georgina A. Anguiano Elliott
Benefits Manager
Your Benefits Team

Veronica Longoria
Georgina Anguiano-Elliott
Sheryl Robisheaux
Elizabeth Corrales
Roberto Romero

Office of Human Resources
Benefits – Agenda

• New Insurance Enrollment System
• Annual Enrollment
HR Information Technology

Ron Golenski
Director HR IT Operations
HR IT Team

Martha Hinojosa  Ron Golenski  David Meyer  Sal Hernandez

Rodney O’Neal  Olga Hernandez  Mike Martin Records

Office of Human Resources
HR IT – Agenda

- News on 9.2 Upgrade
  - [https://www.utsa.edu/bis/psupgrade/](https://www.utsa.edu/bis/psupgrade/)

- Availability of On-Line eForms training

- CBC Process Enhancements via use of DocuSign

- Revised Separation Process
eForms Online Training for Staff/Faculty Functions

- Online training for staff/faculty will be ready June 1
- eForms for Faculty specific functions will be ready July 1
- Introduction to eForms
- New Position Request eForm
- Appointment (Hire/Rehire) eForm
- End Appointment (Term/Voluntary & Involuntary) eForm
- Retirement eForm
- Position Attribute Change eForm
- Job Attribute Change eForm
- Transfer eForm
- Person of Interest eForm
- Business Information Services Support & eForms
Your Day O.N.E Team

Danielle Brayely  Claudia White  Cory Thomas  AJ Salazar

Lawrence Bencomo  Mauro Martinez

Office of Human Resources
Day ONE – Agenda

- Summer Assignments
- eForm Tips
eForms
Your Automated HR Solution is Here!
eForms Overview

- Submit your forms proactively up to 30 days in advance
- Get your assignments with an effective date the week of 6/1 in as soon as possible. Forms must be “completed” to guarantee that they will be finalized before the PeopleSoft 9.2 upgrade.
- A process called the base table update (BTU) has to be run for the eForm to update PeopleSoft
- Approved vs Completed
eForms Overview

- Forms cannot be routed if there are budget issues

- If you are submitting late hires or late terminations, please annotate in the notes the reason for the late submission. (after the effective date)

- Conduct the search match for hires and rehires
  - Incorrect spellings of names, special characters, surnames, incorrect social security numbers
  - Double Identities are create
eForms Overview

- Effective dates on Job Attribute Change (JAC) forms to extend appointments, need to be prior to the end date on the active assignment. For example, if the employee has an end date of 5/31/2019 and you want to extend them, the effective date on the JAC to extend them must be prior to 5/31/2019. Many forms have a date of 6/1 or 6/3. HR cannot change this date so the forms have to be sent back to change the date.

- If the employee has terminated you are not able to extend them with a JAC, you will need to rehire the employee with an appointment form once there is a term row entered in PeopleSoft.
eForms Overview

- All new employees must report to HR with original documents on the first day of employment to complete their I-9. (Rehires need to complete an I-9 if they have not worked at UTSA within 1 year)

- During busy times, HR cannot hold your E-forms that have problems. E-forms will be sent back to make room in the que for other forms. For example: cbc not submitted, effective dates more than 30 days out, multiple forms for the same person/position
eForms Overview

- Update all, “Reports to” positions when a supervisor leaves your department, using a Position Attribute Change (PAC) form. Positions cannot have a “Reports to” position open, blank, terminated.
Choose the right form for summer faculty contracts:

- If the summer empl record is active choose Contract Addition form.
- If their summer empl rec is Inactive, choose the Appointment form

Faculty contracts can be sent no more than 30 days prior to the effective date

All faculty summer contracts must have an end date

Contracts cannot overlap
eForms Overview
(Academic Units)

- There are no benefits awarded with summer contracts. If you have a faculty member starting this summer with benefits, please let HR know. There are special measures that have to be taken to award benefits on summer contracts.

- All faculty summer contracts must have an end date.

- Contracts cannot overlap.
eForms Overview
(Academic Units)

- If you have new faculty that need email/network access, you can submit their faculty contract 30 days in advance. If access is needed prior to the 30 days, you will need to complete a 0% faculty assignment through SharePoint.

- Please attach the offer letter or memorandum for new faculty.
eForms Resources

- [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/)
eForms Online Training for Staff/Faculty Functions

- Online training for staff/faculty will be ready June 1
- eForms for Faculty specific functions will be ready July 1
- Introduction to eForms
- New Position Request eForm
- Appointment (Hire/Rehire) eForm
- End Appointment (Term/Voluntary & Involuntary) eForm
- Retirement eForm
- Position Attribute Change eForm
- Job Attribute Change eForm
- Transfer eForm
- Person of Interest eForm
- Business Information Services Support & eForms
Questions ?
Compensation

Denise Moore
Compensation/Employment Manager
Your Compensation Team

Patty Martinez
Denise Moore
Karen Collins
Catina Rover
Bruce Tingle
Jeff Thomas
Your Employment Team

Denise Moore

Cheryl Huguley

Jennifer Evetts

Ron Fosmire

Office of Human Resources
Compensation – Agenda

• Discuss BU and position updates

<table>
<thead>
<tr>
<th>UTSA Business Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS01 President</td>
</tr>
<tr>
<td>UTS02 VP of Academic Affairs</td>
</tr>
<tr>
<td>UTS03 VP of Business Affairs</td>
</tr>
<tr>
<td>UTS04 VP of Research</td>
</tr>
<tr>
<td>UTS05 VP for External Relations</td>
</tr>
<tr>
<td>UTS06 VP of Student Affairs</td>
</tr>
<tr>
<td>UTS08 VP Intercollegiate Athletics</td>
</tr>
<tr>
<td>UTS11 VP Information Management Tech</td>
</tr>
<tr>
<td>UTS12 VP for Inclusive Excellence</td>
</tr>
<tr>
<td>UTS13 VP for University Relations</td>
</tr>
<tr>
<td>UTSA1 UT San Antonio</td>
</tr>
</tbody>
</table>

• Unit Transfer/re-org Checklist
Compensation

Staff Annual Performance Evaluations

- Evaluations are due to HR by March 1st
- UT System Chancellor – certification requirements
- Merit Exercise
Compensation

Evaluation submission

➢ There are two options to deliver the completed evaluations to HR:
  
  ➢ Option 1. The preferred method is electronically. This will require that once the evaluation has been completed, it must be scanned and sent via email to HR-Records@utsa.edu
  
  ➢ Option 2. The traditional delivery method. Mail paper form via campus mail to HR-Records

➢ Please contact x7875 if you need technical assistance with these forms.
Leave Administration

Pamala Howard
HR Advisor
Your Leave Administration Team

Karen Garcia
Pamala Howard
Melanie Vigil
Cassandra Flores
Leave Administration – Agenda

- Veterans Health
- Vacation Roll Over
Medical and Mental Health Care Leave for Certain Veterans

- 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 Administration of the United States Department of Veterans Affairs, including physical rehabilitation.

- Administration of the United States Department of Veterans Affairs, including physical rehabilitation. Leave granted under this section may not exceed 15 days each fiscal year.
Medical and Mental Health Care Leave for Certain Veterans

- Employees will submit their leave request to their immediate supervisor in advance when possible.
- Employees will provide HR – Leave Administration documentation after attending an appointment with the VA Health Administration by emailing leaveadmin@utsa.edu

https://www.utsa.edu/hop/chapter4/4-20.html#MedicalMental
Maximum Vacation Carryover for September 1, 2019

- Vacation hours exceeding carry over limit is converted to sick leave at the end of each fiscal year.

- Maximum number of Vacation hours carried forward can be found at http://utsa.edu/hr/Leave/VacationAccruals.html

- All employees can view their balances in Employee Self Service (ESS).
Training and Development

Training and Development
Your Training & Development Team

Diane Pina

Wanda Boller

Jennifer Gamez

Yanelly Guerrero
Training & Development

- New eForms online classes in development; should be available in May

- New toolbox class SD 322 Academic & Research April 16, 2019
Training & Development

- Newsletter available online at http://www.training.utsa.edu/

- Services include:
  - Customized workshops/retreats/assessments
  - Work with your Subject Matter Experts for class development and facilitation skills
  - Act as a resource for you
Employee Relations

David Diaz
Executive Director
Employee Relations
Your Employee Relations Team

Kathleen Carter-Stiggers  
David Díaz  
Christina Davis
Employee Relations – Agenda

- Employee Assistance Program (EAP)
Upcoming Forum

➤ TBD
Thank you for attending class!

Please complete the electronic evaluation form

Go to: www.training.utsa.edu

- Click ‘Today’s Class Schedule’ (green tab)
- Click ‘Evaluations’ (blue tab)
- Click ‘Load classes’ (orange tab)
- Highlight today’s class
- Click ‘Start Evaluation’
- Click ‘Give Feedback’
- IMPORTANT ‘1’ is LOW and ‘7’ is HIGH
- Please add your comments at the end!
Thank You!

Your partner for successful solutions

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