

# 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://texastuitionpromisefund.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

# Leave Administration cont.

Emergency Leave Type	When and How to use	References
<b>BRVS- Bereavement</b> [Absence Event]	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.	H.O.P. 4.20 Authorized Leave D. Emergency Leave Section 1
<b>EMCL- Weather Closure</b> [Time Reporting Code]	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.  Please Note: Weather Closure hours are not to be modified. If an employee works during a weather closure, they will report the approved weather closure hours and all hours worked.	H.O.P. 9.15 Campus Closure Due to Weather or Safety Considerations
<b>FACL- Facility Closure</b> [Time Reporting Code]	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.	H.O.P. 9.15 Campus Closure Due to Weather or Safety Considerations
<b>EMOTH- Emergency Other</b> [Time Reporting Code]	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.	H.O.P. 4.20 Authorized Leave D. Emergency Leave Section 2



# Leave Administration cont.

## Timesheet

Employee ID: \_\_\_\_\_  
 Empl Record: 0

Job Title: IT BUSINESS ANALYST I

\*View By: Week      Reported Hours: 8.00      [Previous Week](#)      [Next Week](#)  
 \*Date: 10/15/2018      Scheduled Hours: 40.00

Populate Time From: Schedule Information

From Monday 10/15/2018 to Sunday 10/21/2018

Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Total Hours	Time Reporting Code	Taskgroup	Billable		
8.00							8.00	BRVS - Bereavement - Salaried	PSNONCATSK	<input type="checkbox"/>	+	
								EMCL - Weather Closure	PSNONCATSK	<input type="checkbox"/>	+	-
								FACL - Facility Closure	PSNONCATSK	<input type="checkbox"/>	+	-
								EMOTH - Emergency Other	PSNONCATSK	<input type="checkbox"/>	+	-

[Apply Schedule](#)

- [▶ Reported Time Status](#)
- [▶ Reported Time Summary](#)
- [▶ Leave and Compensatory Time Balances](#)

[Absence Event - select to hide](#)

Absence Events Personalize

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>	10/15/2018	10/15/2018	Bereavement	8.00	Hours	<a href="#">Details</a>	Approved	Approval Monitor	Manager	<input type="checkbox"/>	<a href="#">Edit</a>

# 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/>



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



<https://www.facebook.com/UTSABenefits>