Welcome!

HR FORUM

April 14, 2020
Hiring Delays

LynnAnn Brewer

Talent Acquisition Manager
Human Resources
Process to post a position or recommend a hire

- Use the Position/Personnel Funding Approval form provided by the Budget Office
- Attach to new posting with all approval signatures
- Or on posted or closed posting attach to the Rec for Hire
- Close no hire due to financial measures have received blanket approval from E&I
- Repost as a later date and add to applicant pool
Contact

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OD & Communications

UPDATES
Content

• Transitioning to virtual
• Stay connected with HR
• Other announcements
Transitioning to Virtual

NEW II

- All new employees are invited to attend virtually
- Second Friday of the month | 8:30am – 10am
- Adapted agenda
Transitioning to Virtual

- Courses
  - All courses are now provided via Zoom
  - Schedule available in our [new calendar](#)
  - Partnering with instructors and helping participants
Stay connected with HR

• Open for business!
• Website:
  o HR Workplace Updates for COVID-19
  o News slider
  o Official COVID-19 TXST
• HR Bulletin
Announcements

• Out now!
  ○ Academic Release & Tuition Support Form
  ○ UPPS 04.04.35
thank you

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Benefits Updates

Heather Houston
Manager, Benefits
Human Resources
N.E.W. I Updates

- Still hosting NEW I every week
- Registration is a MUST!
- Conducting via Zoom meeting and need the new hire's personal e-mail to send a welcome letter with Zoom link and a virtual packet
- We will also be including a printable, temporary parking permit
- Find what you need on the HR Forms Page
Benefit Plan Updates

- Many of our benefits companies are making updates related to COVID-19
- We have compiled a list of updates that we know of so far and will be updating as we go
- Find these updates on the Benefits Page slider
Retirement Process Updates

• Retiree meetings are being conducted via phone and e-mail
• TRS retirees can now fax their paperwork directly to TRS
• Employees retiring in the next 3 months can register for an appointment by visiting www.hr.txstate.edu/retirement
Summer Insurance Payments for Faculty/Grads

- Sending notifications for faculty, graduate assistants, and staff that are less than 12-month employees
- Personalized email for each person with their amounts
- For those unsure if they are working over the summer – can still prepay and will not be billed during the summer
- Does not extend insurance coverage if they are separating and not returning in the Fall
Contact

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The Performance Management: Dates to Remember

Tammy Coyle
Manager, Employee Relations
Human Resources
June 1

Process of identifying what you want to accomplish and creating a plan on how to achieve your desired results within a specific time frame.

Performance Planning Tool is used to create SMART goals, set objectives, establish duties and responsibilities.

April - May 31

The formal assessment of employee performance for the year based on previously established goals and performance criteria.

Performance Planning Tool is used throughout the process, beginning with:
- self-assessment
- manager assessment
- one-on-one meeting
- acknowledgments

October - November

An informal one-on-one meeting between supervisors and employees to assess progress on previously established goals and objectives.

Performance Planning Tool is used to record and monitor progress.
Dates to Remember

- **October/November** – Informal Mid cycle review
- **April 1** – Review forms are launched
- **May 31** – Review is completed
Other Important Dates to Remember

**February 1** | If a new employee is hired after February 1st of the Performance Cycle, no plan needs to be created or performance review needs to be completed.

**April 1** | If a new employee is hired after February 1st of the Performance Cycle, no plan needs to be created or performance review needs to be completed.
Performance Review Steps

**Step 1** | Employee Self-Assessment
**Step 2** | Supervisor Assessment
**Step 3** | Supervisor & Employee 1:1
**Step 4** | Employee Acknowledge
**Step 5** | Manager Acknowledge
Contact

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Remote Working and COVID-19 Leave

Michelle Moritz
Associate Director, Human Resources
General Workplace Policy (UPPS 04.04.01)

Revised effective March 6, 2020

Key changes:

- Added guidance regarding children in the workplace
- Expanded guidance on allowing flexible work schedules
- Expanded options, process and expectations for remote working
  - Changed level of approval for remote work/telecommuting:
    - Remote work (less than 30 days) = department head
    - Telecommuting (more than 30 days) = vice president
- Developed new form to request remote work or telecommuting
Teleworking forms

- Placed new forms on HR website under Leave and Time
- IT quickly developed an Adobe form to facilitate mass requests in response to pandemic
- New form in SAP Employee Self-Service ready to launch to replace the Adobe form

If your current teleworking form has expired or is about to, use the new SAP form. Must complete a new form to extend the approval each time.
Families First Coronavirus Response Act (FFCRA)

New federal legislation that requires TXST to provide employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

Effective 4/1/2020 – 12/31/2020

Applies to all TXST employees including student workers
Qualifying Reasons for Leave

1. you are subject to federal, state, or local quarantine or isolation order *(does not include our local shelter-in-place ordinance because we are an essential employer)*

2. you are advised by a health care provider to self-quarantine

3. you are experiencing COVID-19 symptoms and seeking medical diagnosis

4. you are caring for someone subject to quarantine order or advised to self-quarantine

5. you are caring for your child whose school or place of care is closed

6. you are experiencing any other substantially-similar condition specified by US Dept of HHS *(none yet)*
Emergency Paid Sick Leave

- No waiting period
- Receive up to 2 weeks *(80 hours or two-week equivalent for part timers)*
- For reasons 1, 2 or 3 - Paid at 100% of regular pay up to $511 per day
- For reasons 4, 5 or 6 - Paid at 2/3 of regular pay up to $200 per day
Expanded Family & Medical Leave (FMLA)

- Must be employed at least 30 calendar days
- Up to 10 additional weeks for reason 5 only
- Paid at 2/3 regular pay up to $200 per day
Procedure to Request Leave

• Developing two new request forms in SAP Employee Self-Service *(COVID-19 Leave Request)*

• Must attach valid documentation
  • Reasons 1 – 4 include dates, name of govt entity ordering quarantine, name of health care provider advising self-quarantine, name and relation of person you are caring for during quarantine
  • Reason 5 include name and age of child(ren), name of school or place of care closed, statement that no other person will be providing care

• Workflow routes to supervisor, department head, Dean/AVP, Human Resources
Once HR approves, will generate auto notifications and allocate hours to enable employees to do time entry.

Created 3 new time codes based on reason:
- COVID Emer Sick Pay Full (reasons 1-3)
- COVID Emer Sick 2/3 Pay (reasons 4-6)
- COVID Exp FMLA

- Enter total number of hours absent, not a 2/3 prorated amount.
- Built in edits for maximum hours allowed and to calculate correct pay rate.
- Max hours based on FTE or average daily hours worked over last 6 months for students and NSNRs x 10 days.

Will be new infotypes in SAP to view using PA20 storing dates, reason, max hours and pay rate.
Key Points

- Only eligible if unable to work or telework
- Not intended to replace lack of work
- Stay-at-home or Shelter-in-place orders do not qualify as a reason
- Can choose to use own accrued leave instead for full pay
- Do not have to exhaust own accrued leave before using COVID Leave
- Cannot use own accrued leave to supplement the 2/3 rate
- Policy exception to use regular sick leave for child care ended March 31
• Donation of leave or sick leave pool is not an option for child care.
• Can use these new leaves intermittently, do not have to be consecutive days.
• Charged to same cost distribution as regular salary.
• Expanded FMLA is combined with regular FMLA (limit of 12 weeks over a rolling 12-month period)
• Pay cycle cutoff dates are important, especially for monthly employees receiving 2/3 pay rate.
Contact

HR Benefits team at hr@txstate.edu or 5.2557