



## HR SPOTLIGHT

### Let's Celebrate!



Darius Anderson, Housing Warehouse Specialist for the Facilities and Maintenance Services was the Grand Prize winner of the 51" Samsung Plasma Television donated by Challenge Office Products, Inc..

### Special Thanks to Our Sponsors

We would like to thank all of the vendors for their sponsorship of the Benefits Fair. Those donating prizes included Challenge Office Products, AFLAC, Chase Bank, City Office Supply, CoreStaff, Fidelity, Great American, Harvard Risk Management, Humana Dental, ING, Integrated Health Services, Liberty Mutual, MetLife, Minnesota Life, Office Effects, Payflex, Smart Financial, TexaSaver, TIAA-CREF, TSU Athletics, United Healthcare, University of Houston Employee Assistance Program, Walmart, and Valic.

### Work-Life Wellness News

Ready – Set – Trek to the Rec! Yes, it's time for the TSU Recreation and Wellness Center 2013 Wellness Fair, scheduled for Wednesday, September 18, 2013 from 10 a.m. to 2 p.m. in the Rec Center Gym. Please be sure to stop by your TSU Work-Life Wellness Program table for some great giveaways and the latest information regarding maintaining a healthy lifestyle. For detailed information regarding the Wellness Fair, please contact lisha Voltz, Wellness Program Manager at ext. 6896 or email her at [voltzid@TSU.EDU](mailto:voltzid@TSU.EDU). See you there!

## FEATURE STORY

# A SUCCESSFUL 2013 BENEFITS FAIR

The Human Resources and Payroll Services 2013 Benefits Fair was a huge success! With more than 300 employees attending the event, held at the Science and Technology Building, twenty-four vendors provided information about medical/dental/life insurance, retirement, investments, saving, payroll and wellness. Each year, the Benefits Fair provides an opportunity for employees to meet with vendors to get answers to benefits questions prior to the Open Enrollment Period.

Planning for the Benefits Fair began several months prior to the event date and required the expertise of other university departments. We would like to give special recognition to the following departments for their assistance in this year's fair: Special Events, Custodial Services, Labor Force, Sodexo Catering, Parking Enforcement, Campus Security, OIT, Marketing, and Staff Council. Thank you for helping us to make the fair a success.

We look forward to seeing you next year!



HR ON THE MOVE NEWSLETTER IS A TEXAS SOUTHERN UNIVERSITY DEPARTMENT OF HUMAN RESOURCES & PAYROLL SERVICES PUBLICATION

## No More Timesheets!

Get ready University Family! Payroll is implementing WEB TIME ENTRY for the entire university. Payroll began this process June 1, 2013 and currently, Human Resources and Payroll Services, Procurement Services, Warehouse Operations, Accounts Payable, Budget, Treasury, General and Student Accounting, Research Financial Services and the Office of the VP for Administration and Finance have already implemented web time entry. Training is simple and straight forward. If you are ready for your department to be trained, contact Payroll Services for scheduling.

The web time entry training guide is available in the Payroll Services office, Hannah Hall 135.

Elaine Coleman, ext.7883

Brenda Hodge, ext.7379

Miraf Bihon, ext.7060

## Mandatory Training Requirements! Sexual Harassment & Ethics Training

In accordance with University Policy, every employee must complete Sexual Harassment & Ethics training EVERY YEAR. For the FY 2014, these required trainings must be completed no earlier than \*August 1, 2013 and no later than September 30, 2013. Once you have completed the training, please bring a copy of your acknowledgement forms and training certificates to HR Records, Hannah Hall 126.

*\*If you completed these trainings prior to August 2013, you must retake these mandatory trainings in order to meet the training requirement.*

For assistance, contact Sanya Sinclair, HR Generalist (SinclairSA@tsu.edu).



## What's To Come-Update

In Fall, 2013, the Department of Human Resources and Payroll Services will implement the new and improved PeopleAdmin Hiring System 7.0. Some of the new features will include: improved applicant process, improved functionality for navigating the system for hiring managers, more options for pre-screening applicants, new search committee evaluation options and much much more!

Additional information regarding training sessions will be forthcoming.

## Benefits Highlights/Notices

### It's Staff Performance Evaluation Time!

It is that time of year again when staff employees and managers meet to discuss their performance over the past fiscal year and set new goals for the year ahead. **This year our goal is for 100% of eligible employees to be evaluated before the University deadline of September 30, 2013.** For assistance, contact Margaret Harper, HR Business Administrator (holbertme@tsu.edu) or Sanya Sinclair, HR Generalist (SinclairSA@tsu.edu).

### Tobacco Certification

Employees must certify their status as a tobacco user or non-user, as well as the status of any dependents enrolled in the state health plan --- even if the employees do not use tobacco and their covered dependents do not use tobacco. **If you have already certified tobacco use, you do not have to certify again.**

If you do not certify yourself and your dependents by August 31, 2013, you and your dependents, ages 18 years and older, will be charged a monthly tobacco user premium of \$30 per person, up to \$90 per household per month. Dependents under the age of 18 will be charged the premium only if they are certified as tobacco users; they will not be charged if they fail to certify.

To certify, please call Employees Retirement System (ERS) at 866-399-6908.

### Short-term & Long-term Disability Carrier Change

ERS has elected Aon Hewitt Absence Management, LLC to be our disability insurance carrier starting September 1, 2013.

There will be no change in cost for Long-term Disability coverage. Short-term Disability premium will increase to \$0.30 from \$0.26 per \$100 of monthly covered salary.



### Personnel Action Form & Supplemental Salary Form Tips

As we prepare for the 2013-2014 Fiscal Year, please adhere to the following:

1. The HR PAF deadlines on www.tsu.edu Faculty & Staff – Human Resources – Important Dates. PAFs for September, payable October, must be in HR by August 28th.
2. Properly completing a PAF:
  - a. FTE is number of hours worked per week divided by 40
  - b. Please indicate the hours worked and percent time on PAF
  - c. For employment date terminations, the 'To' is the last day you want to pay the employee
  - d. The correct PAF to use is: HR0100 Rev. 05/13
  - e. Please make sure HR has a letter on file indicating who is authorized to approve PAFs in your absence
  - f. Please indicate the Supervisor and extension on all PAFs

- g. Please indicate the Web Supervisor on all hourly employees
  - h. Please submit a justification with PAF, indicating a reason for salary increases or title changes
3. Properly completing the Supplemental Salary Form
    - a. Please submit a justification of how supplemental work performed varies from regular scope of work
    - b. Letter indicating type of work performed
    - c. Days and hours work was performed
    - d. Regular job schedule
  4. Using correct TSU titles for students
    - a. Students (Undergraduate I, II or III) - Please indicate duties
    - b. Graduate Assistant (Hourly Range \$10.50 - \$18.00)
    - c. Graduate Teaching Assistant (Monthly)
    - d. Graduate Research Assistant (Monthly)
- If you are unsure, please call HR Compensation at ext. 7716.