

Texas Tech University Staff Senate

Meeting Minutes

September 3, 2008

Call To Order: 2008-2009 Staff Senate President, Ron Nail
3:00 PM, Senate Room, Student Union Building,

Officers Present: Ron Nail, President
Chris Leisinger, President Elect
Tamara Ginter, Treasurer
Len Markham, Secretary

Pledge: Chris Leisinger led the senate in the pledge

Len Markham: **Roll Call**—present 47 of 60 Senators.

Absent:

Administrative EEO: Pam Tipton

Professional EEO: Janet Veal

Clerical EEO: Melanie Chaffin-Poeling, Maria Micaela Vega, Ashley Arenivas, Becky Evans

Technical EEO: Audrey Pekowski

Crafts/Trade EEO: none

Service EEO: Brad Jury, Linda Champion, Alicia Marez, and Frances Watson.

Guests: Nathanael Haddox, Staff Ombudsman
Mary Jane Hurst, Special Assistant to the President
Janet May, Assistant Vice President, Human Resources
Byron Anderson, Sr. Administrator, AFISM
Karen Hopkins, Quality Service and Professional Development

Quorum: **78% of the Senate Body is in attendance, a quorum was present.**

Tamara Ginter: **Treasurer's Report for June, July and August was approved**

Committees: Ron Nail noted which committees still needed senator representation and sign up sheets were provided for committee assignment.

By-Laws - No report

Communications & Public Relations – No report

Elections – No report

Grievance- No report

Issues – No report

Nominations - No Report

Scholarship – No report

Technology – No report
Child Care Committee – No report
Salary Advisory Committee – No report
University Parking – No report.
Employee Recognition Committee – No report

Guest Speakers:

Janet May, Assistant Vice President

Human Resources' Update

Presented handout on New Hire Process Payroll Cycle

Reiterated that in Banner will still get end result, just have different steps.

Requesting position—request position from HR; must have secure funding (FOAP).

Position Posting—use Tech jobs to post position. Must have position number and FOAP. Make selection

Hiring applicant—still the same process except HP PAF going away and Banner E-PAF taking its place.

Some differences— E-PAF will be a fillable form that scrolls down and has electronic routing (all the way through process). E-PAF will allow electronic updating instead of data entry which should reduce errors. E-PAF and I-9 must be completed first. All biographical data must be obtained before beginning E-PAF

WTE (web time entry) Set up—employee must have eRaider access.

Time approval—can have up to 2 approvals per job; 1st level and then 2nd level, can set proxy if out, etc. Must turn proxy off when approver returns.

Cannot change FOAP for labor distribution (paper timesheets could change string) Must contact budget office for form to do a retro change process. This will be more of a manual process on the end user and payroll office and not through E-PAF

Employee can have up to 4 jobs each with different labor distribution

Payroll Cycle—15 day pay period (1st – 15th; 16th through end of month)

Two (2) business days for department approval time after pay period ends. Employee will still get paid if they have submitted their timesheet on the system even if supervisor does not approve. Will NOT get paid if employee has not submitted a WTE. Supervisors who continually abuse approval will go to vice presidents, deans, etc.

Three (3) business days payroll run cycle

Two (2) business days ACH transmission

Pay Day—will be 10th and 25th of the month. If pay day falls on weekend or holiday, will be paid before last work day (non-exempt employees only, exempt still paid on the first workday of the month).

W-2s for 2008 will be issued from Techris, 2009 will be issued in Banner.

Upcoming events—September 1, 2008, no more accruing of compensatory time for non-exempt employees and payment of overtime begins.

Late September—web time entry (WTE) go live with phased in implementation

Mid October – E-PAF and HR processes training begins

December 1st—Banner HR go live and E-PAF go live

Questions:

What if an employee is out sick?

No one can go in and complete an employee's time sheet but the employee. Supervisor can call Payroll before payroll closes. After closing, employee may not get a check for that pay period.

How will the sick pool leave work?

Will use Web leave entry to report sick leave pool time.

December 17th will be the last bi-weekly pay check for non-exempt hourly employees. January, 2009—non-exempt employees will get 3 pay checks: January 2nd for pay December 1-15th; January 9th, and January 25th.

Karen Hopkins, Employee Learning Initiative (ELI)

Thanks for your input on the Employee Learning Initiative and support the ELI website. The committee wants to know what is working for you and what we need to do to help you in your learning process.

The Staff Senate has been chosen to participate in a pilot survey as well as another random pilot group. Senators will get an email to complete a short survey regarding their learning opportunities and such here at Texas Tech University. Their input will assist the committee in tweaking the survey before distributing to all TTU employees.

President's Report:

Ron Nail met with Dr. Guy Bailey, new TTU President. Dr. Bailey is excited to work with the Staff Senate and will address the senate in the future.

TechSis will be locked for updates; Tech reports will not be locked, data will be out there and will function as usual until the switch to new system.

Announcements:

Mary Jane Hurst announced the David Callahan Ethics seminar, free and open to the public on September 9th, 3:30 – 4:30 pm.

Parliamentarian update—Ron Schulz will serve as the senate parliamentarian for 2008-2009.

Shirt order should be in by next meeting. The Staff Senate picture will be taken at the next meeting.

Apology for no snacks this month—Barnes and Noble no longer providing them, will order from Hospitality Services in the future.

Adjournment:

Adjourned at 4:15PM.