

Provost's Council
February 19, 2014
3:00 – 5:00
Regents' Room (MB 3.106)

AGENDA

PEOPLESOFT TIMEKEEPING TRAINING

Anne Jett, Judy Verdon and William Lopez presented on the upcoming time and leave training to prepare for the transition from DEFINE to PeopleSoft in May, 2014. Anne mentioned that the time/leave module in PeopleSoft will not be available to everyone on May 1st, so her area has developed an interim process using Sharepoint. She mentioned that emails have already gone out to each area asking for someone to be designated as the “timekeeper” or the person who will report time/leave.

Anne stated that the timesheets will change and are encouraging each employee to report their time on a weekly basis (examples were provided to the Council members). Exempt employees will record exceptions only (i.e., sick days, vacation days, etc.). Non-exempt employees record positive time, or hours they worked (i.e. worked from 8 – 12:00 then 1:00 – 5:00). Anne stated that she hopes the interim process will not last more than 6 months, but that it could be Feb. 2015, before each employee will be responsible for entering their time into Peoplesoft. There are a few details that still need to be worked out, such as delegates and how faculty will enter their time (sick days) into the System. As of right now, the plan is for faculty to email their respective administrative assistant with exceptions and the administrative assistant will enter the time into the System.

PEOPLESOFT

Barbara Centeno, Associate Vice President for Human Resources, presented on faculty pay in P PeopleSoft. She reminded the Council that UTSA is part of the UT Share project which is comprised of the UT System Office and the UT System academic institutions. Because this is a shared project, UTSA was limited in customizing the new system to solely meet our needs. To that extent, the UT Share members did not opt to purchase the module that would allow faculty who are on a 9 month contract to spread their salary over a 12 month period. One of the problems is when a spread is selected and a faculty member receives a grant midway through the year and wants to pay part of their salary from the grant. The old system, DEFINE, was programmed to automatically recalculate the salary to account for the grant. PeopleSoft does not have that capability, so any changes would have to be calculated manually. As there is too much risk for error, the easiest route to take is to require all faculty to be paid on a 9 month contract – no spreading the salary over 12 months. Barbara reminded the Council that PeopleSoft is new to

her employees as well and they need time to become fully acquainted with the system and to work on a process to allow faculty to spread their salary. Barbara did mention that PeopleSoft will allow you to direct your salary via direct deposit to up to 3 bank accounts. With that added amenity, faculty can simulate a 12 month spread. Also, HR will annualize the 9 month salary for taxation purposes.

SACS UPDATE

Sandy Welch, Vice Provost for Institutional Effectiveness, presented to the Council a new SACS requirement that will look to see if the number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each academic program. This new requirement is not the same as ensuring that faculty are qualified to teach, but requires that the institution has the right amount of qualified full-time faculty to support the academic programs. This new requirement may be needed for our upcoming 5th year accreditation report.

Announcements:

Provost Office Reorganization

Great Conversation: Tues., Feb. 25, 2014; 6:00 pm – 9:00 pm at the ITC

Commencement Schedule at Alamodome:

COEHD & COS:	Sat., May 10, 2014; 10:00 am
COA, COB & COPP:	Sat., May 10, 2014; 4:00 pm
COE, COLFA & UC:	Sun., May 11, 2014; 2:00 pm