



Human Resources Compliance Calendar

Revised date: 08/11/2020

Compliance: Dawn Fisher

Month	Report Name	Due Date	Entity
January	Legislative Budget Board (LBB) insurance actuals	Jan	LBB
	Employer Provided Health Insurance Offer and Coverage Affordable Care Act – 1095C	01/31	Employee
February			
March	Transmittal of Employer Provided Health Insurance Offer and coverage – 1094C	03/31	IRS
April			
May			
June	Annual Review of Policies		
	Web Accessibility Review – HR Website		
July	Audit Applications for Notice of Availability	July	
August	Legislative Budget Board (LBB) insurance estimate	Aug	LBB
	Workforce Analysis		
	Recruitment/EEO Plan Review		
September	ERS - Employees Insurance Salary File	09/30	ERS
	Annual Notifications – Employee ethics, Tax Sheltered Annuity availability, Drug Free Campus	Annually	Employee
	Equal Employment Opportunity (EEO) Report	09/30	Comptroller
	Statewide Hiring Practices – Annual Report	09/30	Comptroller
	HB 12 on website	Fall	659.026
	Employee Disclosure Forms	Fall	Policy 3.325
	DAAPP Disclosure Notice	Fall	
October	Annual Optional Retirement (ORP) Report	10/01	THECB
	Emergency Leave Report	10/01	Comptroller
November			
December	Salary Supplement Report (HB12)	12/16	St Auditor

Ongoing – Daily/Monthly

- Employees Retirement System monthly reconciliation
- New hire reporting monthly– Office of the Attorney General
- Employment Statistics monthly– Bureau of Labor Statistics

- Employee Training – EEO Discrimination, Sexual Harassment, Employee Ethics, Child Protection, Campus SaVE – within 30 days of hire and every two years thereafter
- ACA Notice for Coverage
- Policy and Procedure Review
- Workplace notices
- Applicant Hiring Review
- EEO/Recruitment Plan
- Student verification/grades/work hours/selective service
- Federal and state compliance – EEO,ADAAA, FMLA, FLSA, Title VII, Title IX, GINA, USERRA , DOL, I9, E-verify, Background Checks
- Banner Security – HR Banner Module
- IPEDS SIC/SOC Codes
- International Work Eligibility/Visa Sponsorship
- Employee Grievances/Complaints/Conflict Resolution
- Public Information Requests
- Educational Incentive
- HIPAA
- Confidential employee information
- Employee required Licensure/Certification review

Quarterly

Full Time Equivalent (FTE) Data – Texas State Auditors

Veteran Workforce Summary – Comptroller

Cyclical

Biennial – Legislative Workforce Summary – October - 2018

Six Year - Texas Workforce Commission Division of Civil Rights – Personnel Policies and Procedural Systems (hiring/promotion, performance evaluations, disciplinary actions, workplace accommodations, equal employment opportunity including sexual harassment, compensation)

Last – Jan, 2016

Next – Jan, 2022

Three year – Texas Department of Public Safety – Access and Dissemination: Background Checks

Last – October, 2019