



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Insurance	01/31	Vice President Administration & Finance	Human Resources	Employer Provided Health Insurance Offer and Coverage Affordable Care Act – 1095C	Affordable Care Act
Insurance	03/31	Vice President Administration & Finance	Human Resources	Transmittal of Employer Provided Health Insurance Offer and coverage – 1094C	Affordable Care Act Internal Revenue Service
Insurance	09/30	Vice President Administration & Finance	Human Resources	ERS - Employees Insurance Salary File	Employees Retirement System

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Ethics General Compliance	09/30	Vice President Administration & Finance	Human Resources	Annual Notifications – Employee ethics, Tax Sheltered Annuity availability, Drug Free Campus, Reporting arrests, Campus Safety, Non-Discrimination Statement, DAAPP Disclosure Notice	TTUS Regulation 01.05 Ethical Conduct
					TX Gov Code 572.051
					CFR 86
					OP 52.20 Ethics
					OP 52.25 Criminal Background Checks
					Internal Revenue Service 403(b)
Ethics	09/30	Vice President Administration & Finance	Human Resources	Employee Disclosure Forms – Conflict of Interest, Conflict of Commitment, Outside Employment/Activity	OP 02.40 Conflict of Interest
					Sec. 51.9337(b), as amended by Senate Bill 20
					TX Gov Code Title 5, Subtitle B, chapter 572
					Texas Government Code, Title 10, Subtitle E and F
Compensation	09/30	Vice President Administration & Finance	Human Resources	Salary Supplement Report	TX Gov Code 659.026
					HB12
Employment	09/01	Vice President Administration & Finance	Human Resources	Statewide Hiring and EEO Report	TX Labor Code, Section 21.504
					TX Labor Code, Section 21.552
					Texas Comptroller
Leave	10/01	Vice President Administration and Finance	Human Resources	Emergency Leave Report	TX Comptroller
					TX Govt Code 661.902
Employment	Monthly	Vice President Administration & Finance	Human Resources	New Hire Reporting	Texas Attorney General
					TX Admin Code 55.303
Employment	Monthly	Vice President Administration & Finance	Human Resources	Employment Statistics Reporting	US Bureau of Labor Statistics

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Employment	Quarterly	Vice President Administration & Finance	Human Resources	FTE Report	State Auditor's Office TX Gov Code 2052.103
Compliance Area	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws with Brief Description	
Disabilities	Vice President Administration & Finance	Director of Human Resources	Employee Access/Accommodations under ADA/504	Texas Commission on Human Rights Act, Employment Discrimination Tex. Lab. Code §§ 21.051-129; Unlawful employment practices Americans with Disabilities Act 42 U.S.C. §§ 12101-12213 Section 504 of The Rehabilitation Act of 1973 29 U.S.C. § 701 The Family and Medical Leave Act of 1993 Public Law 103-3	
Equal Employment Opportunity	Vice President Administration & Finance	Director of Human Resources	ADA; ADEA; Title VI and Title VII; Section 504; Title IX; Academic and Work Environment; Policies and Complaint Reporting/ Investigation Systems; Training of university officials; Hiring/Promoting Criteria and Process; Equal Pay; Equal Employment Opportunity	Tex. Hum. Res. Code §§ 121.001, .003(f); Rights of persons with disabilities Tx Gov't Code §§ 657.002-.007 Veterans Tex. Lab. Code Ch. 21; Discrimination Tex. Const. art I, § 3a; Equality Texas General Appropriations Act; Affirmative Action/Equal Employment Opportunity Executive Order 11246 Age Discrimination Act of 1975 42 U.S.C. §§ 6101-6107 Age Discrimination Employment Act of 1967 29 U.S.C. §§ 621-634 Americans with Disabilities Act 42 U.S.C. §§ 12101-12213	

Compliance Area	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws with Brief Description
				<p>Equal Employment of Veterans 38 U.S.C. §§ 4211-4215</p> <p>Equal Pay Act of 1963 29 U.S.C. § 206(d)</p> <p>Genetic Information Non-Discrimination Act of 2008 Public Law No. 110-233</p> <p>Immigration and Nationality Act 8 U.S.C. §§ 1101-1106</p> <p>Lilly Ledbetter Fair Pay Act of 2009 Public Law No. 111-2</p> <p>Section 504 of The Rehabilitation Act of 1973 29 U.S.C. § 701</p> <p>Title IX of the Education Amendment of 1972 20 U.S.C. §§ 1681-1688</p> <p>Title VI of the Civil Rights Act of 1964 42 U.S.C. §§ 2000d-2000d-7</p> <p>Title VII of the Civil Rights Act of 1964 42 U.S.C. §§ 2000e-2000e-17</p> <p>Uniformed Services Employment and Reemployment Rights Act (USERRA) 38 U.S.C. §§ 4301-4335</p>
Human Resources	Vice President Administration & Finance	Director of Human Resources	<p>Employment Benefits; FMLA; USERRA; Personnel Policies; Recruiting/Hiring; Supervisor Training; Termination/Departure/Early Retirement; Immigration; Equal Employment Opportunity Dual Employment; Employment Records Notice of Prohibitions; Employee Immigration</p>	<p>Tx Gov't Code Sec 411.1405 Criminal History</p> <p>Tx Gov't Code 672.001, Foster children</p> <p>Tx Gov't Code §§ 657.002-.007 Veterans</p> <p>Tex. Civ. Prac. & Rem. Code § 106.001; Discrimination</p> <p>Tex. Hum. Res. Code §§ 121.001, .003(f); Persons with disabilities</p> <p>Tex. Lab. Code Ch. 21; Discrimination</p> <p>Tex. Const. art I, § 3a Equality</p> <p>Texas General Appropriations Act; State budget</p> <p>Tex. Gov't Code §§ 667.001-.007; Multiple state employments</p> <p>Tx Gov't Code, Sect 656.001, 024, 025, 026; Employment openings</p>

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				Texas Govt. Code 552.024; Disclosing address/ phone number
				Tx Gov't Code, Sect 572.051 (c-d); Ethics: standards of conduct
				Tex. Educ. Code § 51.215; Access to applicant police records
				Tex. Gov't Code § 411.094; Higher Ed: Access to criminal history
				Tex. Gov't Code § 651.005 Selective Service registration
				Tex. Gov't Code §§ 556.004-.009, Political activities. Notice of prohibitions
				Age Discrimination Employment Act of 1967 29 U.S.C. §§ 621-634
				Americans with Disabilities Act 42 U.S.C. §§ 12101-12213
				Equal Employment of Veterans 38 U.S.C. §§ 4211-4215
				Equal Employment Opportunity Executive Order 11246 (OFCCP)
				Genetic Information Non-Discrimination Act of 2008 Public Law No. 110-233
				Lilly Ledbetter Fair Pay Act of 2009 Public Law No. 111-2
				The Equal Pay Act of 1963 29 U.S.C. § 206(d)
				The Family and Medical Leave Act of 1993 29 U.S.C. §§ 2601-2654
				Title IX of the Education Amendment of 1972 20 U.S.C. §§ 1681-1688
				Title VII of the Civil Rights Act of 1964 42 USC U.S.C. §§ 2000e-2000e-17
				Uniformed Services Employment and Reemployment Rights Act (USERRA) 38 U.S.C. § 4301-4335
				Cafeteria Plan Regulations 26 U.S.C. § 125

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				Consolidated Omnibus Budget Reconciliation Act (COBRA) Public Law No. 99-272
				Medicare, Medicaid, and SCHIP Extension Act of 2007 Public Law No. 110-173
				Patient Protection and Affordable Care Act Public Law No. 111-148 42 U.S.C §§ 18001-18122
				The Veterans' Readjustment Benefits Act 38 U.S.C. §§ 4211-4214
				Title IX of the Education Amendment of 1972 20 U.S.C. §§ 1681-1688
				Drug Free Workplace Act 41 U.S.C. §§ 701-707
				Employee Polygraph Protection Act 29 U.S.C. §§ 2001-2009
				Fair Credit Reporting Act (FCRA) 15 U.S.C. §§ 1681-1681x
				Federal Volunteer Protection Act Public Law No. 105-19 42 U.S.C. §§ 14501-14505
				Immigration and Nationality Act 8 U.S.C. §§ 1101-1537
				Deferred Compensation 26 U.S.C. § 457
				Employee Annuities 26 U.S.C. § 403
				Employee Retirement Income Security Act of 1974 (ERISA) 29 U.S.C. § 18
				Nonqualified Deferred Inclusion 26 U.S.C. § 409A
				Qualified Pensions 26 U.S.C. § 401
				Social Security Act 42 U.S.C. §§ 301-1397mm
				Consumer Credit Protection Act, Title III (CCPA) - Garnishments 15 U.S.C. § 1673
				Fair Labor Standards Act (FLSA) 29 U.S.C. §§ 201-219

Compliance Area	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws with Brief Description
				Federal Insurance Contributions Act (FICA) 42 U.S.C. §§ 401-434 Federal Unemployment Tax Act 26 U.S.C. §§ 3301-3311 Immigration and Nationality Act (INA) 8 U.S.C. §§ 1101-1537