



## 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.

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

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<b>Ethics General Compliance</b>	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)
<b>Ethics</b>	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
<b>Compensation</b>	09/30	Vice President Administration & Finance	Human Resources	Salary Supplement Report	TX Gov Code 659.026
					HB12
<b>Employment</b>	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
<b>Leave</b>	10/01	Vice President Administration and Finance	Human Resources	Emergency Leave Report	TX Comptroller
					TX Govt Code 661.902
<b>Employment</b>	Monthly	Vice President Administration & Finance	Human Resources	New Hire Reporting	Texas Attorney General
					TX Admin Code 55.303
<b>Employment</b>	Monthly	Vice President Administration & Finance	Human Resources	Employment Statistics Reporting	US Bureau of Labor Statistics

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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

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

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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. §§ 12101-12113
				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

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				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