



HR Bulletin

January 2018

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TEXAS  STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu



Texas State Blood Drive

Wednesday,
January 10

JCK 1100

8:30 a.m. - 3:30 p.m.

The next Blood Drive will be held on Wednesday, January 10 from 8:30 am – 3:30 p.m. on JCK 1100. [WE ARE BLOOD](#) (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit to allow employees to donate blood on campus since there is no donation center in San Marcos. Prior to donating, you must:

Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

One blood
donation can save
up to
three lives

To register, go to www.weareblood.org

- Click on the "Donate Blood" Button
- Click on "Make an Appointment" Button
- Search by our scheduled drive date, or zip code, or our Group Code: A059
- Click on our schedule of available appointment slots and book your donation time!

NOTE: Time spent donating blood is entered as "Blood Donor Leave" in the SAP Portal. Employees are entitled to donate blood 4 times per fiscal year (UPPS 04.04.30).

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or 5.7899.

What are Your Spring Development Possibilities?

Look for an email shortly before the spring semester begins with your link for the Spring Preview, the combined workshop listing for Faculty Development, Information Technology Support, Professional Development/Human Resources, and Technology Resources.

SPRING 2018 | JANUARY 31

TUITION REIMBURSEMENT DEADLINE



The update to [UPPS 04.04.35: Professional Development and Educational Opportunities](#) outlines how employees can receive reimbursement of certain fees after successful completion of course(s) by submitting the [Academic Fee Reimbursement Form](#).

A new requirement in the UPPS is that only the [online academic reimbursement form](#) is accepted, due to the discontinuance of the [paper form](#). For more details, visit www.txstate.edu/pdevelop/academic-reimbursement-policy.html.

The revised policy also enforces stricter deadlines for submission. The deadlines for the acceptance of the academic reimbursement form are: 12th class day for fall and spring semesters, and 4th class day of the first summer session for both summer sessions.

Employees enrolled in courses for **Spring 2018** must complete the [online academic reimbursement form](#) by **January 31**. Late online submission will only be accepted when approval is routed through the employee's Cabinet member and the VPFSS.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

1095 TAX FORMS FOR MEDICAL COVERAGE

Be on the lookout for your 1095 forms in the mail in January and February. These forms are necessary to complete your 2017 income taxes.

1095-B: Employees enrolled in health coverage through ERS (HealthSelect or an HMO) will receive a form 1095-B to show coverage for the employee and all covered dependents. The form will come directly from your health plan provider. If you are in a waived status for health coverage, you will not receive this form.

1095-C: All employees at least 75% FTE (whether enrolled or not) will also receive a form 1095-C. Additionally, 50 - 74% FTE employees enrolled in health coverage will receive this form. This form will come directly from Texas State. These forms will be sent out in late January.

These forms provide information to help you complete your 2017 taxes and avoid the [individual shared responsibility](#) provision of the Affordable Care Act.

Top Reminders for Hourly Student Worker Appointments



Did your hourly student worker graduate or will not be returning to your department for the Spring 2018 semester? If so, a PCR will need to be processed to terminate their employment record.

- 1** | Use SAP transaction CATS_DA (Display Working Times) to verify time entry completion and approval by the student's supervisor.
- 2** | Run SAP transaction ZHRPEOPLESEARCH (Employee Search for History) to determine if the student has more than one appointment.
- 3** | If no additional appointment, prepare a Separation PCR and indicate the actual last day worked as the effective date for the action. If an additional appointment does exist, prepare an End Additional Appointment PCR.

Student PCRs must be submitted to the HR Master Data Center by the established PCR deadlines for the month of January 2018. If you have questions, please contact Lisa Gonzalez (lv04@txstate.edu) or 5.2557.

It's a new year — DEDUCTIBLES AND COINSURANCE START OVER!

Every January 1, deductibles and coinsurance payments start over. See below to find out what your maximums are for calendar year 2018. Find out more details about your medical benefit plans here: www.ers.state.tx.us/Employees/Health/Overview/.

Plan	In-Network Deductible	Non-Network Deductible	Coinsurance Maximum	Total Out-of-Pocket Maximum
HealthSelect	\$0	\$500 per person \$1,500 per family	\$2,000 per person (in-network) \$7,000 per person (non-network)	\$6,550 per person \$13,100 per family (no maximum if non-network)
Consumer Directed HealthSelect	\$2,100 per person \$4,200 per family	\$4,200 per person \$8,400 per family	None	\$6,550 per person \$13,100 per family in-network \$13,100 per person \$26,200 per family non-network
HMOs	\$0	N/A (no non-network benefit)	\$2,000 per person (in-network) \$7,000 per person (non-network)	\$6,550 per person \$13,100 per family (no maximum if non-network)

COMPENSATION REFRESH

The [Compensation](#) area would like to start the year out with a little fun. See if you can find all of the compensation related words below!

Here is also a friendly reminder of the services provided by Compensation:

Job Audits | Job Descriptions | Salary Research | Salary Data

Q	E	T	Y	I	O	P	A	D	F	H	J	C	K	L	Z	C	V	B	N	M	Q
C	N	H	D	F	U	R	Y	K	C	U	L	O	Y	T	D	E	R	F	X	B	E
R	U	Y	I	K	O	F	T	J	E	F	K	M	L	U	V	N	A	P	N	A	T
S	U	J	M	D	F	Y	O	U	D	B	K	P	B	Y	E	L	O	F	D	M	Y
L	O	O	P	F	U	J	K	N	O	T	F	E	I	R	D	Q	U	I	K	C	I
A	R	E	H	E	Y	U	I	N	T	Y	G	N	L	O	E	B	R	U	M	A	P
A	R	I	N	C	S	A	O	T	G	A	S	S	T	U	E	E	O	B	E	N	A
N	R	E	C	L	A	S	S	I	F	I	C	A	T	I	O	N	O	F	T	N	L
P	E	R	O	T	L	Y	U	E	M	D	L	T	G	R	A	C	T	O	J	B	N
L	S	J	O	B	A	U	D	I	T	O	F	I	A	H	O	H	U	S	E	H	K
U	T	C	T	A	R	Q	U	A	R	T	B	O	S	N	E	M	O	U	E	S	A
M	Y	L	F	I	Y	E	I	S	A	B	O	N	D	U	M	A	X	I	M	U	M
P	H	I	L	O	S	O	P	H	Y	F	R	O	T	N	G	R	I	M	E	S	H
A	L	G	S	C	U	F	A	B	M	I	G	H	T	Y	C	K	V	K	A	G	N
Y	S	H	A	E	R	G	L	U	B	R	U	E	Y	T	F	R	U	T	Y	B	O
G	A	L	E	F	V	O	L	K	R	T	N	U	I	Y	T	J	O	D	E	T	L
R	F	O	N	G	E	R	P	T	U	Y	B	L	U	E	Y	T	L	U	G	E	T
A	G	N	P	A	Y	P	L	A	N	Y	S	I	T	J	U	M	N	E	R	D	B
D	R	G	L	T	U	A	U	F	C	L	A	S	S	I	F	I	E	D	R	Y	E
E	E	A	G	E	L	E	G	A	L	A	P	N	A	G	Y	N	C	A	N	U	D
S	D	T	E	A	D	R	T	I	A	D	O	O	T	G	G	I	R	U	T	I	O
F	S	E	U	R	R	U	I	L	S	C	U	P	E	Y	D	M	S	M	G	P	A
U	V	N	A	P	N	A	G	K	S	A	I	A	D	E	L	U	A	S	T	R	Y
Y	J	T	D	O	O	T	G	R	I	D	T	S	Y	R	R	M	L	I	U	F	T
J	U	U	C	U	P	E	Y	U	F	H	S	G	E	I	G	H	T	Y	L	Y	O
O	N	Y	A	I	A	D	E	G	I	B	O	O	T	R	U	E	Y	T	A	J	K
E	N	R	D	T	S	Y	R	E	E	P	A	D	Y	T	N	U	I	Y	E	U	I
I	T	O	E	Y	E	G	R	U	D	S	I	A	H	Y	B	L	U	E	S	A	O

word search

Compensation

Reclassification

Benchmark

Maximum

Salary Survey

Job Audit

FLSA

Philosophy

Pay Grades

Pay Plan

Plug

Legal

Unclassified

Classified

Minimum

NEW YEAR FOR WellCats

Start your year off well with WellCats! Our program offerings will help you achieve your New Year's resolutions and make lifestyle changes that last.

As a registered member of WellCats, you have access to all of the services listed to the right.

Want to hear what members are saying about WellCats? Check out our [Testimonials](#) and [Member of the Month](#) links!

For more information on WellCats, visit www.worklife.txstate.edu/ and click on the "WellCats" tab. Registration is on-going. Employees can join anytime.

Our goal is to help make Texas State one of the healthiest places to work!



- Open swim at the Aqua Sports Center
- Racquetball at Jowers Center
- Group exercise classes at various locations throughout campus
- Lunch 'n Learn sessions covering a variety of wellness topics
- Subsidized membership at the Student Recreation Center (for the first 200 members)
- Health behavior change coaching sessions
- Hands-on cooking classes
- One-on-one nutrition consultation
- One-on-one fitness testing, feedback, and basic exercise programming
- Walk With Ease, water classes, and Qi Gong for individuals with arthritis and other chronic conditions
- On-line wellness resources

Welcome



Join us in welcoming our new employee Bobcats hired between November 13, 2017 and November 27, 2017.

gg

JONATHAN D SOWELL

Information Security Analyst I
Information Security Office

JOEL E SOTO

Construction Contract Administrator
Facilities Operations

VIRGINIA R BOWMAN

Sr Administrative Assistant
Development

JULIA A GROS

Academic Advisor I
University College Advising Center

KRISTEN E CANTU

Academic Advisor I
Round Rock Campus

MICHELLE P HAGEMAN

Administrative Assistant II
Computer Science

ALFREDO MEDINA IV

Administrative Assistant I
Office of Undergraduate Admissions

JARROD COOK

Guard
University Police

CAMILLE S REASOR

Grant Coordinator
Texas Justice Court Training Center

JOE A GARCIA

Carpenter I
Facilities Operations

JESSON A GIL

Administrative Assistant II
Athletics Business Office

CHELSEA N STALLINGS

Research Associate
Advancement Services

ANDREY TUPIKOV

Electrician II
Facilities Operations

THERESA A SHICK

Coordinator, IT Projects
VP for Information Technology



NEW EMPLOYEE WELCOME

NEW II

Friday, January 12, 2018

8 a.m. - 1:30 p.m.

End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, January 12.

NEW is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff employees hired during the past month. Breakfast and lunch are served.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.



January workshops

The featured workshops are coordinated through Professional Development.

Registration in the [SAP Portal](#) opens for each workshop **three** weeks prior to the workshop date and closes the week prior to the workshop date.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
		Texas State Blood Drive	*Securing Confidential Information	New Employee Welcome (NEW) II
8	9	*Securing Confidential Information	10	11
		NEW Health and Wellness Series: Games Aren't for Kids	*Mobile and Smart Device Security	
15	16	*Mobile and Smart Device Security	17	18
	Allies Training			
22	Pre-Award Services Available to the University Community	23	24	25
				26
NEW E-NPO Training	NEW Health and Wellness Series: Mind Matters			
29	30	31	30	

(*) Workshop is offered either date.

Please visit [Professional Development's workshop website](#) for further information.

Texas State Employee DISCOUNT PROGRAM



To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Frontpoint** : Janura
- **Advance Auto Parts**: With Advance Auto Parts, you get trusted advice and save on parts and accessories that keep your ride running right! Save 20%.
- **Glasses.com**: Save an extra 20% on orders of \$100 or more from Glasses.com! Enjoy free shipping, free CR-39 lenses and a 100% satisfaction guarantee.
- **TicketsatWork**: Make your next vacation memorable with TicketsatWork! Save on admissions to popular theme parks, special events and attractions.
- **TurboTax**: Get your taxes done right and keep more of your hard-earned money with TurboTax, the nation's #1 best-selling tax software. Save 15%!

LARA SEATON

Nursing Program Services Coordinator,
St. David's School of Nursing

EMPLOYEE OF THE MONTH December 2017



Dr. Debbie Thorne, Lara Seaton, Dr. Marla Erbin-Roesemann and Dr. Ruth Welborn

Lara has been with the School of Nursing (SON) since 2009 prior to the opening of the school.

Starting a new school within Texas State University is a daunting task; starting a new school on a campus that is over 60 miles away from the main campus brings new challenges in uncharted waters. Lara has embraced those challenges. She has networked with offices across Texas State to include IT, UPD, and the Registrar's Office to ensure faculty, staff, and students have technical, safety, and classroom necessities to be successful.

She has been the lead on many new processes and initiatives and has helped organize the department. Her professional demeanor, as well as her quick smile and laugh, are unique to her personality. Lara is able to maintain her composure in difficult situations and handles all issues with sensitivity and confidentiality. She assists with staff hiring and is the point person for all student evaluations of faculty and clinical sites in both the undergraduate and graduate programs, which is a massive undertaking each semester. Lara also makes sure the schedule of classes is submitted for the SON and works closely with the director to make sure the information is correct. Several iterations are needed each semester to accomplish this but she

completes all assignments with a smile. Her "get it done" attitude is appreciated and motivational to many.

In addition to dealing with the schedule of classes and evaluations, Lara is the time keeper for the SON processing multiple requests for leave on a daily and weekly basis. She makes sure all the time is accurately accounted for and that the director is informed. Lara serves as the point person for the SON website and has written the newsletter for the School, which includes taking photos at events. Everyone has words of praise when speaking about Lara and she is beloved member of the SON team.

Professional, accommodating, organized, patient, and team player are words used by her work colleagues to describe Lara. One of her qualities, team player, has definitely been put to use during the last two years when she had to step into the roles of two staff with major tasks in the school. Lara assisted while replacements were found and ensured that day-to-day tasks were completed. Lara's ability to assist in various positions embodies the definition of team player.

Congratulations, Lara, on your dedication, professionalism and hard work!



Texas State Quarterly Team Award

Radiation Therapy Group-Marrow Donor Outreach Team

The November Texas State Quarterly Team Award was presented to the Radiation Therapy Group-Marrow Donor Outreach Team. The team members include: Dr. Ronnie Lozano, Mrs. Dora Lopez, Madelin Busbee, Mattilyn Ender, Cynthia Gomez, Michael Macha, Beatriz Martinez, Brittany Mayfield, Karen Medoza, Leslie Nava, Joshua Navas, Monica Rayos, Sarah Richter, Hannah Sheehan, Laura Smith, Samantha Sorbo, Shelby Storm, Tien Tang, Brittnay Brashear, Cassidy Brune, Allie Bryant, Lara Buysman, Lynette Garcia, Benjamin Gore, Brooke Hanley, Jacob Price, Alaska Reed, Diana Salcido, Katherine Sawyer, and Anakaren Zapata.

The National Marrow Donor Program has the world's largest marrow donor registry of over 12.5 million people that helps cure more than 75 different diseases. A tremendous need still exists in registering Latinos. In fact, a Latino has less than half the chance of getting a marrow donor match than a white person. Studies, observations, and testimonies support that there are barriers that exist related to inaccurate perceptions of both the registration and donation process, including a fear of pain. What studies have shown is that myths about registration and donation are pervasive and need to be dispelled in order to increase the number of potential donors in these registries. Thirty-two Radiation Therapy Program students, who have chosen a major in this cancer related profession, enrich their lives as they work with cancer survivors, family members who have lost loved ones, marrow donor drives, and community and national agencies involved in educational development. These students become the extensions of Texas State as Ambassadors working with students at other Texas universities to educate and recruit others to become

marrow donor registrants.

In October, the team visited UT Rio Grande Valley and registered 787 potential marrow donors. Records by the National Marrow Donor Program show that the outreach team has registered 7,441 potential donors outside of the Texas State campus. Including the Texas State marrow drives, the team has helped to register $14,661 + 7,441 = 22,102$ potential donors. The outreach alone (off campus) has resulted in 17 actual marrow donations for recipients ranging from age 2 to 68; and ranging in geographic location of those recipients from Mexico City, Florida, New York, Tennessee, to Spain, France, and Brazil among other locations. On the Texas State campus, the data show 42 actual marrow donations and 66 marrow donor matches. These marrow drive efforts on and off the Texas State campus have produced 59 students who have moved forward to save lives of patients including children with leukemia and other blood cancers.

The team's legacy as community servant leaders is evident as the institutions continue to hold marrow drives after their visit. Although the outcome is no match for the level of spirit and enthusiasm this team incorporates to bring together large numbers of students, the outreach boosts interest and support for an annual event for each campus.

The Radiation Therapy Group has worked diligently to register 22,102 students to the national marrow donor registry. The team celebrates 59 lives saved through marrow donors registered at Texas State and other campuses through this outreach program.

Congratulations to the Radiation Therapy Group-Marrow Donor Outreach Team on its achievements and outstanding efforts!

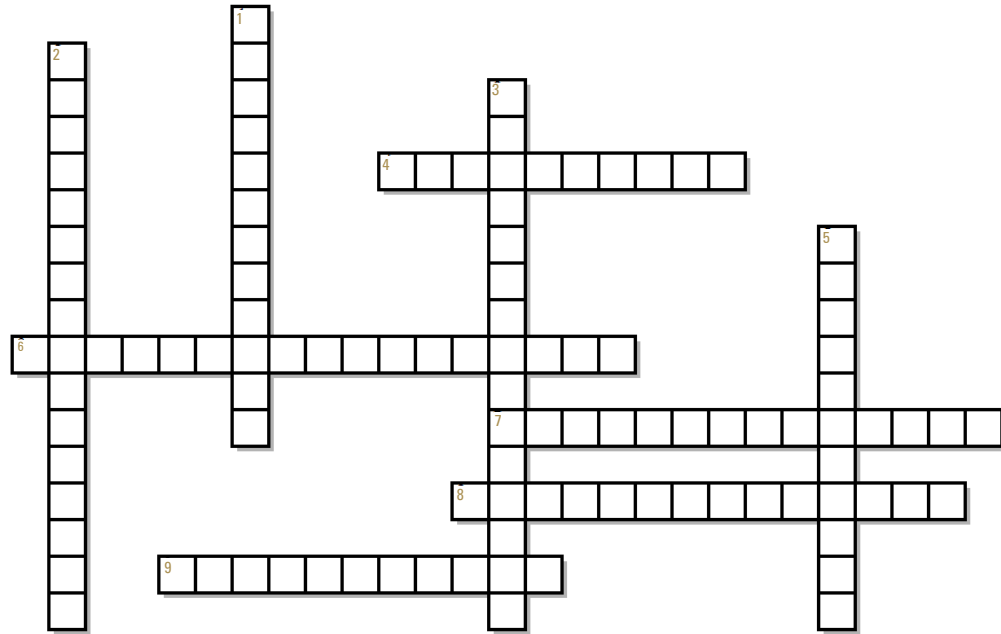
HR Crossword Puzzle

Readers are invited to have some fun completing our **HR crossword puzzle**!

Print this out, fill it in with answers found in this month's bulletin, and send it in.

Scan or send a picture of your completed puzzle to hr@txstate.edu by **January 12th**.

Ten random puzzle winners with all of the correct answers will receive a prize from HR!



ACROSS

4 This unit visits campus often

6 The Radiation Therapy Group- Marrow Donor Outreach Team visited this University recently

7 This is a service provided by Compensation

8 If I don't get my academic reimbursement form in on time it has to go through

9 This starts over on January 1

DOWN

1 The forms necessary to complete 2017 income taxes

2 This is where PCRs are submitted

3 This SAP transaction is used to determine if a student has more than one appointment

5 One of the many WellCats activities

Congratulations to last month's HR Crossword Puzzle winners!

Cynthia Agold | Inventory Control Clerk, Department of Housing and Residential Life

Veronica Mazuca | Video Network Specialist II; Instructional Media

Crystal Salinas | Accountant I; SRC

Melissa Skasik | Administrative Assistant II; College of Education

Synthia Tuma | Procurement Specialist; Meadows Center for Water & the Environment

We would like to recognize the following employees who were promoted or reclassified between November 13, 2017 and November 27, 2017.

Laramie A McWilliams

Promoted to Assistant Dean, Students
from Student Development Specialist I,
Dean of Students

Austin Meyer

Promoted to User Services Consultant II
from User Services Consultant I,
Client Services



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