



# HR Bulletin

January 2017

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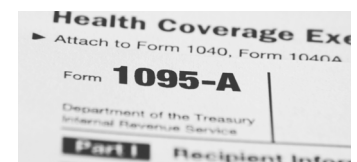
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TEXAS STATE  
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to [hr@txstate.edu](mailto:hr@txstate.edu)

# Texas State Blood Drive

The next Blood Drive will be held on January 19 from 9 a.m. – 3 p.m. in JCK 1100. “We Are Blood” (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit on a regular basis to allow employees to donate blood on campus because there is no donation center in San Marcos.

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 3  
lives**

To register, go to [www.inyourhands.org](http://www.inyourhands.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!



**Thursday,  
January 19**

**JCK 1100  
9 a.m. – 3.p.m.**

## *Performance Management Assessment*

**February  
through  
April**

## *Training*

Performance assessment training will be the second round of training for the new performance management process. It will cover how to assess employees, self-assess, schedule and conduct a 1:1 meeting and send the performance assessment for signatures.

Register online through the [SAP Portal](#) and click on the Training and Development tab. Choose the date and time which works best for you in the Course Catalog, under Organizational Excellence.

More information is available on the [Training section](#) of the [Performance Management website](#).



# 1095 Tax Forms for Medical Coverage

Be on the lookout for 1095 forms in the mail in January and February. The information on these forms is provided to help you complete your 2016 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 75% FTE employees (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 February.

These forms are provided to complete your 2016 taxes and avoid the [individual shared responsibility provision](#) of the Affordable Care Act. You can also check out the [ERS FAQs](#) for more information about the forms.

## What are Your Spring Development Possibilities?

Look for an e-mail shortly before the spring semester begins with your link for the Spring Preview, the combined workshop listing for workshops coordinated through the offices of Faculty Development, Information Technology Support, Professional Development/Human Resources, and Technology Resources.



## New HealthSelect Prescription Coverage Begins January 1

OptumRx begins operation as the new administrator for HealthSelect prescription benefits effective January 1, 2017. United Healthcare began mailing new ID cards that contain both medical and prescription coverage information. If you have not received your new card, you can call 866-336-9371 to request another be sent.

If you are currently taking prescriptions that are set to refill through mail order, those prescriptions should transfer over to OptumRx. You will need to update OptumRx with billing information. You can find more details about that transition at the link below.

[www.ers.state.tx.us/ERS-News/OptumRx-mail-service-and-specialty-pharmacy-transition/](http://www.ers.state.tx.us/ERS-News/OptumRx-mail-service-and-specialty-pharmacy-transition/).

Visit [www.healthselectrx.com](http://www.healthselectrx.com) for more information about the program and questions regarding the transition.

# 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 2017. Find out more details about your medical benefit plans here:

[www.ers.state.tx.us/Employees/Health/Overview/](http://www.ers.state.tx.us/Employees/Health/Overview/).

### HealthSelect

#### IN-NETWORK DEDUCTIBLE

\$0

#### NON-NETWORK DEDUCTIBLE

\$500 per person/  
\$1,500 per family

#### COINSURANCE MAXIMUM

\$2,000 per person  
(in-network)

\$7,000 per person  
(non-network)

#### TOTAL OUT-OF-POCKET MAXIMUM

\$6,550 per person

\$13,100 per family  
(no maximum if  
non-network)

### Consumer Directed HealthSelect

#### IN-NETWORK DEDUCTIBLE

\$2,100 per person

\$4,200 per family

#### NON-NETWORK DEDUCTIBLE

\$4,200 per person

\$8,400 per family

#### COINSURANCE MAXIMUM

None

#### TOTAL OUT-OF-POCKET MAXIMUM

\$6,550 per person

\$13,100 per family  
in-network

\$13,100 per person

\$26,200 per family non-network

### HMOs

#### IN-NETWORK DEDUCTIBLE

\$0

#### NON-NETWORK DEDUCTIBLE

N/A (no non-network benefit)

#### COINSURANCE MAXIMUM

\$2,000 per person  
(in-network)

\$7,000 per person  
(non-network)

#### TOTAL OUT-OF-POCKET MAXIMUM

\$6,550 per person

\$13,100 per family  
(no maximum if  
non-network)





# Reminders for Hourly Student Worker Appointments

Did your hourly student worker graduate or will not be returning to your department for the Spring 2017 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 on campus.
- 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.
- 4 Student PCRs must be submitted to the HR Master Data Center by the established [PCR deadlines](#) for the month of January 2017. If you have questions, please contact Lisa Rodriguez at [lv04@txstate.edu](mailto:lv04@txstate.edu) or 512.245.2557.

## Hours Worked Tracking Report for Benefits Eligibility

The HR Master Data Center staff is tracking the number of weeks an hourly Non-Student Non-Regular (NSNR) temporary staff employee is employed if working 20 or more hours per week. This report is also available for departmental use; please find instructions on our [website](#).

To ensure compliance with [UPPS 04.04.03](#), the number of work weeks for an NSNR employee must be less than 4.5 months. At the point of reaching 19 weeks of working 20 or more hours per week, the NSNR employee should be terminated or their hours reduced to 19.75 hours or less per week.

The HR MDC staff will notify, via email, the time administrators for each department appearing on our tracking report when they have NSNR employees approaching the work week limit. Notification will start at 17 weeks followed by weekly reminders.

This tracking is secondary to the Affordable Care Act working hours monitored by the Benefits staff. NSNR employees must not exceed 130 hours per calendar month. Additional information concerning the Affordable Care Act is available on our [website](#).

# MONEY THEME #1

## Spending

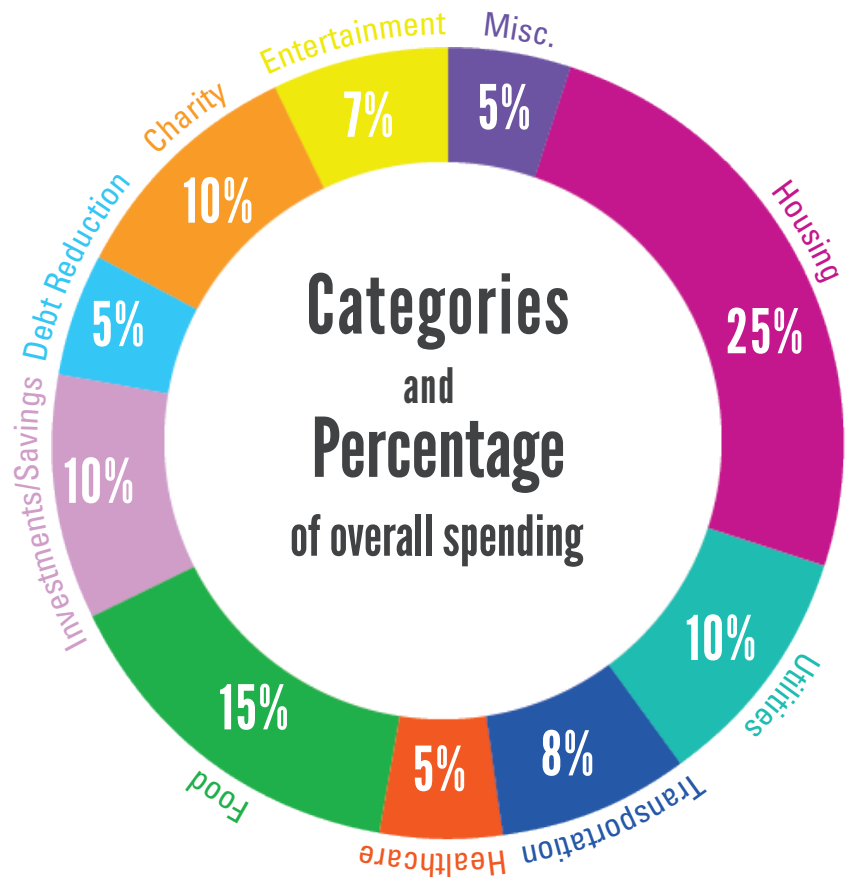


Contributing Author: Kimberlee Davis

Financial wellness is a part of the overall wellness model. To review, financial wellness means we have come to a place where we experience minimal stress over finances, created a sound financial foundation, and created a plan to achieve future goals dependent on financial stability. There are five common themes around money. In this article we are going to focus on the theme of spending.

First, what are we spending our money on? For most of us the categories are: housing, groceries, clothing, coffee shops, personal care, hobbies, entertainment, and all categories that satisfy our basic needs such as survival, belonging, power, freedom, and of course, fun. We all have spending categories which are unique to our situation. The biggest influence is where we fall in our life cycle.

Understanding these choices is our second challenge, "How much are we spending and on what?" We refer to this process as either creating a budget or a spending plan. Spending plan sounds a bit sexier. This means keeping up with the dollars spent and what you're spending them on. This piece is key and difficult, no doubt about it. I challenge you to track every single dollar you spend for one month. Keeping receipts and labeling items on the receipt works great. But, don't forget the house payment, car payment, utilities, etc. Whether you pay cash or credit track it. Then separate each expense into categories mentioned earlier. I like to then figure out what percentage of my spending is on each category. Remember these categories are unique to you.



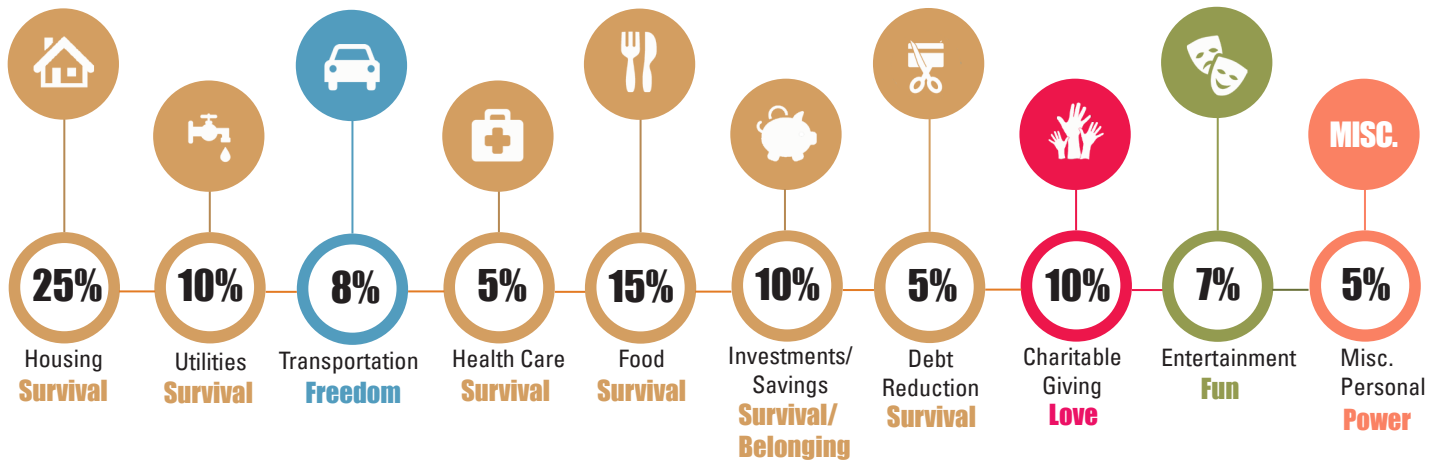
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## HIGHLIGHTS

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Third, I like to refer to as the “big reveal”. This is where I take the category and assign a need to that category. Ask yourself, “What does my spending suggest I value the most?” Our goal is to become mindful at those moments when the way we spend our money does not align with our values. Based upon my values, ask yourself “Am I ok with what I am spending to satisfy my needs?” If I am, I am going to feel better about my finances than if I were not.

Here’s an example, at one point in my life I was going for coffee twice a day at a coffee shop near my office. I would always go with students. This really fulfilled my need for belonging. There are approximately 251 work days a year. Let’s assume I went for coffee with my students just once a day for 200 days. I like a Skinny Vanilla Latte at \$4.85 a pop. That’s \$970 a year on coffee and belonging. Then I examined how else I could fulfill that particular need without spending \$970 a year to do so.

We can put our values first and make spending decisions that better align with who we are. This is referred to as value-based spending or income allocation. With a little knowledge regarding what we are doing, we can end up in a place where we experience minimal stress over finances.



## Veteran Job Fair

On November 10, 2016, the Office of Human Resources attended a state-wide job fair for Veterans coordinated by the Texas Veterans Commission at Embassy Suites in San Marcos. There were 200 registered job seekers from all over central Texas. Over 40 employers from San Marcos and the central Texas area attended the fair.

The event was dedicated to putting our veterans and their families back to work. Representatives from the Texas State Human Resources Office met with Veterans and spoke to them about our job opportunities, benefits, and professional development.

Any questions regarding veterans employment may be directed to LynnAnn Brewer ([lb64@txstate.edu](mailto:lb64@txstate.edu)) or Bobbie Brandenburg ([bb27@txstate.edu](mailto:bb27@txstate.edu)) at 512.245.2557.



# Welcome

## New Employee Bobcats

*Join us in welcoming the following employees hired between November 14, 2016 and November 28, 2016.*

**Mark S Moore**  
Graduate Admissions Specialist  
The Graduate College

**Sylvia L Sanders**  
Graduate Admissions Specialist  
The Graduate College

**Amanda M Cardoso**  
Duplicating Equipment Operations  
Printing Services

**Amanda N Price**  
Librarian  
University Library

**Michelle L Hudnall**  
Administrative Assistant II  
Core Systems

**Brenda O Ferrer**  
Library Assistant II  
University Library

**Chance A Freeman**  
Grant Senior Coordinator  
Tx School Safety Center

**Kathleen M Gregorczyk**  
Nurse, RN  
Student Health

**Pamela Alvarez**  
Administrative Assistant II  
Counseling, Leadership,  
Adult Education and  
School Psychology

**Olga Ybarra**  
Financial Aid and  
Scholarship Advisor  
Office of Financial Aid and  
Scholarships



## NEW EMPLOYEE WELCOME (NEW) II

Friday, January 13, 2017

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

Bobcat Stadium - Football 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 13.

NEW is designed to provide useful information to new employees 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 hired during the past month.

Breakfast and lunch is served.

For more information, contact Professional Development at ext. 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
2	3	4	5	6
9	10	Allies Training	12	New Employee Welcome (NEW) II 13
16	17	18	Texas State Blood Drive College Mental Health I: Understanding and Helping Your Student in Distress 19	All About Employment NEW Health and Wellness Lunch and Learn Series: Balancing the Scale 20
* Surveys 101 Series - Part 1: Developing a Survey for Quality Improvement 23	* Surveys 101 Series - Part 1: Developing a Survey for Quality Improvement Pre-Award Services Available to the University Community 24	25	26	Reconciling Departmental Accounts 27
**Survival Spanish 30	31			

(\*) Workshop offered either dates.

(\*\*) Survival Spanish consists of 8 Mon & Wed sessions between January 30 - February 22

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:** Frontpoint makes protecting your home simple – with security solutions that fit your home and lifestyle. Save up to \$350 on an alarm system.
- **Advance Auto Parts:** Save 20% on car parts with AdvanceAutoParts.com! Use Advance Auto Parts to get quality parts fast—plus enjoy stellar service.
- **Glasses.com:** Shop top brands of prescription eyeglasses and sunglasses with one of the most trusted retailers today, Glasses.com. Save an extra 20% on orders of \$100!
- **Tickets at Work:** Your next adventure awaits! Save on admission to the nation's most popular theme parks, special events and attractions with TicketsatWork.
- **24 Hour Fitness:** This year, you're going to keep your New Year's resolution to get in shape! Enroll in 24 Hour Fitness for \$0 down and enjoy discounted monthly dues.



[www.beneplace.com/txstate](http://www.beneplace.com/txstate)

## HAVE YOU VISITED BOBCAT BALANCE LATELY?

Bobcat Balance is Texas State's Work Life Employee Assistance Program (EAP).

We're here to help you balance life's challenges so you can get back to celebrating your everyday successes.

More information is available in the following [brochure](#), [newsletter for supervisors](#), [newsletter for employees](#), and [newsletter for employees \(en espanol\)](#)

Call toll-free at 855.884.7224 or visit [www.worklife.txstate.edu](http://www.worklife.txstate.edu)

User name: **txstate** | Password: **txstate**

Visit Bobcat Balance today!



[www.worklife.txstate.edu](http://www.worklife.txstate.edu)





# MICHELLE AGUILAR

Senior Administrative Assistant,  
Student Diversity and Inclusion

## EMPLOYEE OF THE MONTH December 2016



Dr. Sherri Benn, Michelle Aguilar and Dr. Joanne Smith

Michelle has worked at Texas State for 20 years as an Administrative Assistant and Senior Administrative Assistant for the Department of Housing and Residence Life. Her current role is Senior Administrative Assistant for Student Diversity and Inclusion (SDI).

Michelle strives for excellence in all that she does. She is competent in all of her job duties and is the go-to person for everyone on our staff. She oversees 5 other administrative assistants and is the time administrator for our office. Although these responsibilities may be common for her title as Senior Administrative Assistant, what makes her uncommon is her commitment to serving students at Texas State by providing a solid foundation for the staff of SDI.

A solid foundation is what is needed in an office that produces innovative and ground breaking programs and services that support underrepresented students and marginalized students. Some of these programs include Equality University (a conference-like experience where students, faculty and staff, and community members can explore topics such as racism, cultural and racial identity and sexual orientation), Mama's Kitchen (a program that provides a free meal for over 400 Texas State students), Bobcat Preview Diversity Presentation (an interactive program that provides incoming freshmen with an experience that relays the message that Texas State embraces diversity). Other programs include ALLIES of Texas State and programming that supports the LGBTQ community. In addition, SDI also implements Veteran student programs that support Texas State military veterans.

Michelle ensures that all systems are go, paperwork is submitted, contracts are signed, food is ordered, human resources paper work is turned in on time and all loose ends are tied. In essence all of her efforts make the SDI office successful and competent to carry out its mission and the mission of the university namely ensuring that we have a diverse campus that is welcoming to all. Michelle is a major backbone to that goal. She works long hours to ensure Texas State students have the best experience possible.

Michelle is dedicated to Texas State's mission of providing excellence in serving the educational needs of the diverse population of Texas and the world beyond. Michelle's primary function is to support the Assistant Vice President for Student Affairs who also serves as the Director of Student Diversity and Inclusion. This multifaceted role for Michelle is very complex. She not only provides support for the Director, but also provides guidance and leadership to the other 5 administrative support staff members under the umbrella of SDI including Student Support Services, Educational Talent Search, Rural Talent Search and Upward Bound Senior Grant Secretaries. Michelle is a mentor and role model to all of these staff members.

Every office should have someone you can rely on to accomplish tasks, step in at the last minute when someone is sick or had a family emergency. All offices need someone who anchors the rest of the team so that they do not unravel under pressure or get so far from their mission and goals that they lose sight of their desired outcome. Michelle is that person for us in the office of Student Diversity and Inclusion.

*Congratulations, Michelle, on your dedication, professionalism and hard work!*





*Back Row (Left to Right): Chris Murr, Marivel Garza, John Sculley, Jennifer Obenhaus, Gary Ray*  
*Front Row (Left to Right): Dede Gonzales, Criss Jass, Jennifer Massey, Nina Toomer, Renee Jurell, Allison Abernathy, Amparo Castro, Byron Kerr*

# Texas State Quarterly Team Award

## Financial Aid and Scholarships Customer Service Team

The Texas State Quarterly Team Award was presented to the Financial Aid and Scholarships Customer Service Team. The team members include: Nina Toomer, Allison Abernathy, John Sculley, Amparo Castro, Marivel Garza, Judy Adle, Jennifer Massey, Renee Jurell, Jennifer Obenhaus, Byron Kerr and Criss Jass.

Excellent customer service was provided to current and prospective students and their families, staff, faculty and other customers. The Financial Aid and Scholarships Team provides customers with knowledge of complex financial aid procedures and regulatory law. This understanding has assisted families to pursue their dreams of higher education and provided compliance assured access to close to \$350,000,000 to Texas State University.

The Office of Financial Aid and Scholarships hired and trained additional temporary staff for 8 weeks prior to their first customer contact. The team proactively contacted hundreds of customers for a variety of financial aid issues. The team added customer services quality control measures across all public access to ensure the highest standards in service. The team's outreach efforts have increased and are all being handled by current staff in addition to their normal duties. Some of these outreach efforts are: Bobcat Days, Senior Send Off, Quad Outreach and New Student Orientation.

The Financial Aid team provides many one to one communications with students and families to assist them with paying for their education. The team also provided training and federal updates to Texas State employees to assist their clients with academic, financial and career decisions.

Even though this team manages thousands of service opportunities each year, they continue to strive for excellence in customer service. They are generous and compassionate to internal and external customers while maintaining the highest level of compliance integrity for Title IV programming.

*Congratulations to the Financial Aid and Scholarships Customer Service Team on its achievements and outstanding efforts!*



*Happy New Year*



*From all of us at Human Resources*

