



# HR Bulletin

August 2016



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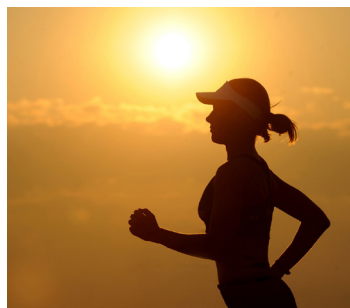
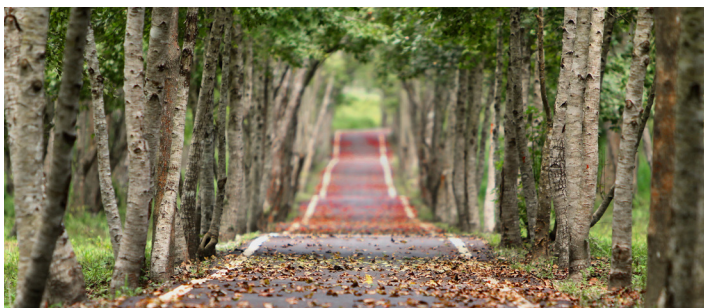
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TEXAS STATE  
HUMAN RESOURCES

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

# FY2017 Holiday Schedule

The Board of Regents approved the FY17 Holiday Schedule at the May 2016 meeting. Texas State will observe the following holiday schedule and energy conservation days for FY17:

Labor Day September 5, 2016

Thanksgiving November 24 - 25, 2016

Christmas December 19 - 30, 2016 (December 19 -21 are energy conservation days)

Martin Luther King Jr., Day January 16, 2017

Spring Break March 13 - 17, 2017 (energy conservation days)

Memorial Day May 29, 2017

Independence Day July 4, 2017

This schedule includes thirteen paid holidays and eight energy conservation days. Further details are posted on the HR website at [www.hr.txstate.edu/Holiday-Schedule.html](http://www.hr.txstate.edu/Holiday-Schedule.html).

## Deadline to Spread 9-Month Salary Over 12 Months: Friday, August 26

Faculty, staff and graduate students who want to change their salary spread election must do so by **Friday, August 26, 2016**.

To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31). Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year.

Please note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This could increase the federal income tax withholding percentage for that month. Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

Election forms are available from Human Resources or on our website at [www.hr.txstate.edu/Forms/miscforms.html](http://www.hr.txstate.edu/Forms/miscforms.html). If you have questions, please contact Debbie De La Cruz ([dad145@txstate.edu](mailto:dad145@txstate.edu)) or 245-2557.





# Summer Enrollment Ends Soon

For Plan Year 2017

The last day to make changes to your insurance coverage is **August 12!**

Changes made during Summer Enrollment take effect on September 1 and you'll see any premium changes on your October 3rd paycheck. If you miss this chance to make changes, you'll have to wait until next year or have a qualifying life event to make changes.

This year ERS introduced some new plans including a vision plan and a high-deductible health plan.

You can find more information about Summer Enrollment on the [HR Website](#). You can make your changes online by logging in to [www.ers.state.tx.us](http://www.ers.state.tx.us). Or, stop by the Benefits Office in JCK 360 and we can help you make your changes online.

## TEXFLEX Reminders

For Plan Year 2016 (September 1, 2015 – August 31, 2016)

- Health Care Flexible Spending Accounts have a \$500 rollover. Amounts between \$25 and \$500 left in your health care account will rollover to use in PY2017.
- If you elect to switch to the Consumer Directed HealthSelect during summer enrollment, amounts between \$25-\$500 left in your Health Care Flexible Spending Account will be converted to a limited use Flexible Spending Account for dental and vision expenses only.
- Deadline to file claims for PY2016:
  - 12/31/2016- for healthcare claims between 9/1/2015 – 8/31/2016
  - 12/31/2016- for dependent care claims between 9/1/2015 – 11/15/2016. Dependent care accounts do not have a rollover, but do have a 2 ½ month grace period.



# Texas State Blood Drive

The next Blood Drive will be held on August 30 from 9 a.m. – 3 p.m. on JCK 1100. The Blood Center of Central Texas brings their mobile unit on a regular basis to allow employees to donate blood on campus since 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

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

- Click on the link above.
- In the “Donate Blood” Button.
- Click on the “Make an Appointment” Button.
- Search by our scheduled drive date, or zip code, or Group Code:

A059

- Click on our schedule of available appointment slots and book your donation time!



**One blood  
donation  
can save  
up to 3  
lives**

**Tuesday,  
August 30**

**JCK 1100  
9 a.m. – 3 p.m.**

## Employee Wellness Fair

**Tuesday, October 4 | LBJSC | 10 a.m. - 3 p.m.**

***Mark your calendars to attend the 9<sup>th</sup> Annual Employee Wellness Fair!***

The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.

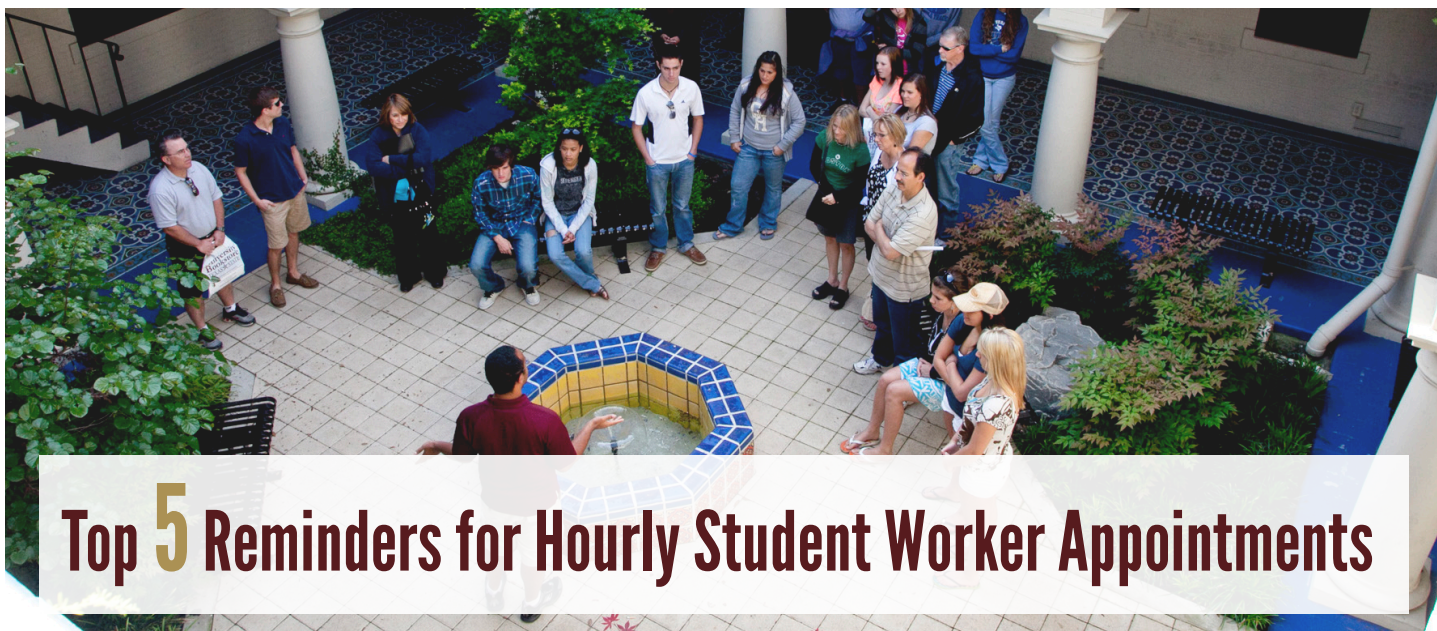
- Flu shots will be offered free with an employee ID and United Healthcare card.
- Blood pressure check stations.
- Door prizes awarded for attendance.
- Mammograms will be offered through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus, free with an employee ID and United Healthcare card.



Photo courtesy of pixabay







## Top 5 Reminders for Hourly Student Worker Appointments

**1** Send in a separation PCR for your student workers who will not be returning for the fall semester.

**2** Select the correct effective date of separation when submitting a separation or end additional appointment PCR. The effective date should be the last day actually worked. Use SAP transaction CATS\_DA (Display Working Times) to verify the last date of time entry.

**3** Review your existing student worker appointments to verify whether they are still active or the position is no longer needed. Use SAP transaction ZNOTIME – Employees with No Time Entry to see employees with either no time entry or time entry that is not current.

**4** If you have returning student workers for the fall and you know their first day of employment, please submit the PCR as soon as possible.

**5** If your department is eligible to hire work-study students, refer to the chart for accounting line information.

### From July 1, 2016 – August 31, 2016

Department	%	Fund	Cost Center
Departments that have an E&G/ Designated Method fund account to use for work study	30	200001101 <sup>6</sup>	1032811015
	70	450006101 <sup>7</sup>	1032811011
Student Service Fee accounts (fund 30000010xx)	30	300001101 <sup>6</sup>	Your Cost Center
	70	450006101 <sup>7</sup>	1032811011
Departments without E&G/Designated Method fund accounts to use for work study	30	Your Fund	Your Cost Center
	70	450006101 <sup>7</sup>	1032811011

### From September 1, 2016 – June 30, 2017

Department	%	Fund	Cost Center
Departments that have an E&G/ Designated Method fund account to use for work study	30	200001101 <sup>7</sup>	1032811015
	70	450006101 <sup>7</sup>	1032811011
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	70	450006101 <sup>7</sup>	1032811011

# 3 KEY COMPONENTS OF THE NEW PERFORMANCE MANAGEMENT PROCESS

ROAD MAP TO THE PERFORMANCE MANAGEMENT PROCESS (JUNE 1 - MAY 31)



## COMPONENTS

### Performance Plan

*The Performance Plan kicked off the performance management process by giving you the opportunity to establish the goals, job duties, competencies, behaviors, work environment and physical demands for the year. The deadline for supervisors to create the plan was July 31.*

### Mid-Cycle Review

*The mid-cycle review is an informal 1:1 meeting between supervisor and employee to discuss the evolution of goals and the overall performance plan, previously established. Adjustments to goals may occur, where appropriate. Formal assessments are not provided, but conversations may be documented, if desired. Mid-cycle reviews should occur between October and November.*

### Performance Review

*The process in which both direct supervisor and employee formally meet 1:1 to discuss and assess the overall performance of the year, according to the expectations set in the plan. Along with the supervisor assessment, the performance review process now gives employees the opportunity to self-assess based on their perceptions of performance throughout the cycle. The performance review process should be complete by May 31.*

# PERFORMANCE PLAN

## AS A SUPERVISOR, I HAVEN'T COMPLETED THE PLAN FOR MY STAFF. WHAT DO I DO?

If you haven't completed the Performance Plan yet, it's not too late to start. You can do so by having initial performance conversations with your teams and coming up with one or two goals for the year. Once loaded into the software, you can finish the plan by adding the job duties, work environment and physical demands (The competencies and behaviors are automatically part of the plan).



## WHERE CAN I GET HELP TO COMPLETE THE PLAN?

There are many online user guides in our Performance Management's [Tools and Resources website](#) to assist you establish the performance plan for the year. Online video tutorials in our [Training website](#) are also available to walk you through creating goals and adding the remaining components of the plan.

**Online Video Tutorials**  
**AVAILABLE!!! [Click here](#) to**  
**learn more!**

## I'VE COMPLETED THE PLAN. NOW WHAT?

Once the plan is complete, supervisors will electronically submit the plan to their employee(s) for review. Once the plan is reviewed, the employee will electronically send the plan back to the supervisor in order to have the 1:1 meeting.

During the 1:1, supervisors and employees should review the plan and clarify any questions regarding expectations for the year. The following are some examples of the different topics you can discuss:

- Review of goal(s): How will progress be assessed? Are the timeframes and resources realistic?
- Review of duties: Are they representative of your essential responsibilities? How do they support the goal(s)?
- What are the competencies and which apply to you?
- What are the behaviors?
- Do you have any professional development goals and/or requirements for the year?
- What do the new assessment definitions mean to you?
- Are you on the same page regarding expectations?



*Establishing and discussing the plan sooner rather than later facilitates performance conversations and helps you better prepare for the Mid-Cycle Review. Remember to use the new software as much as you can to journal progress by creating notes and also provide positive feedback to staff through badges.*

*If you have any questions, please forward them to the Performance Management team at: [performancemgmt@txstate.edu](mailto:performancemgmt@txstate.edu).*





# TIMEKEEPING FOR TRAVEL AND TRAINING



## OVERTIME AND OUT OF TOWN TRAVEL

An employee does not automatically qualify for overtime compensation or State comp time simply because they have traveled during the week.

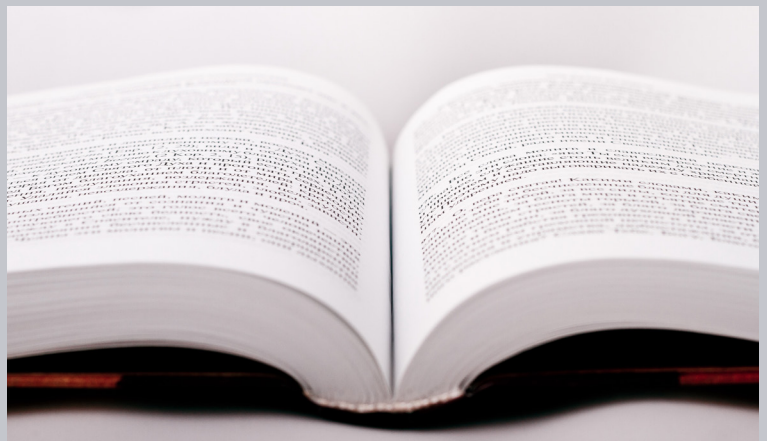
Nor are they in compensable “travel status” the entire time. Please consult [this chart](#) when figuring compensable travel time and overtime.

## OVERTIME AND TRAINING TIME

Most, but not all, of the time spent attending training events on or off campus can be considered compensable time. Time spent in training need not be counted as hours worked if ([all criteria must be met](#)).

### CRITERIA

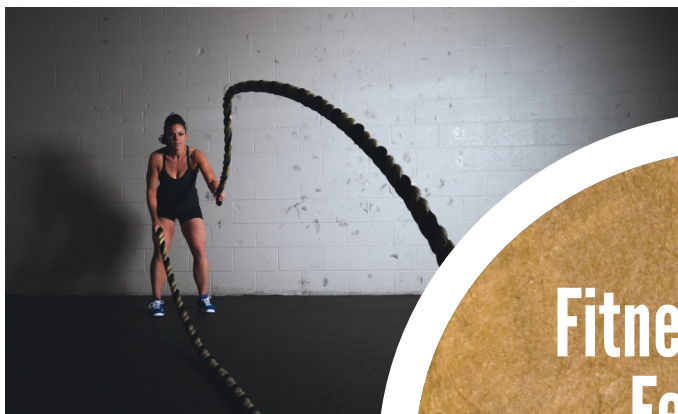
- Attendance is outside the employee’s regular work hours
- Attendance is in fact voluntary
- The course, lecture, meeting is not directly related to the employee’s job, and
- The employee does no productive work while in attendance.



Put another way, training that is required of the employee, that is not voluntary, that is related to the employee’s job, is approved by the employee’s manager, *or* is productive is considered compensable time. This compensable time can be considered towards the accrual of State comp time or FLSA overtime.

Any questions concerning compensable travel or training time should be directed to the HR compensation section at X2557.





## Fitness Testing, Feedback, Basic Exercise Programming



- *Are you thinking about beginning an exercise program?*
- *Have you made positive health behavior changes in the last six months and are interested in knowing whether these changes are working?*
- *Do you want to know whether your current exercise routine is effective?*
- *Would you like to know more about your current health status?*
- *Are you feeling stuck and need a little motivation to get moving?*

If you answered “yes” to any of these questions, then we invite you to sign up for Fitness Testing, Feedback, and Basic Exercise Programming.



This service involves two visits to the Human Performance Laboratory with a trained health and fitness professional. During the first visit, you will undergo an array of tests designed to assess your body size and composition, cardiovascular fitness, muscular strength and endurance, and flexibility. During the second visit, you will learn more about your current health and fitness status and how you compare to others your age and gender. Also, during this meeting, you will be given an individualized exercise plan based on your results and goals. As a way of monitoring your progress, you may also return to the lab at a later date for retesting. At that time, you can see if the changes you have made and the exercise program you are following are working.

If you would like to know more about Fitness Testing, Feedback, and Basic Exercise Programming or interested in signing-up, please contact Tara Real ([ter29@txstate.edu](mailto:ter29@txstate.edu)).

To improve your overall wellness, join WellCats today! Wellcats is Texas State's employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 5.8358 or [CC61@txstate.edu](mailto:CC61@txstate.edu) or visit [www.worklife.txstate.edu/wellcats.html](http://www.worklife.txstate.edu/wellcats.html).

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



# Welcome New Employee Bobcats

*Join us in welcoming the following employees hired between June 13, 2016 and July 5, 2016.*

**Luis C Lopez**  
Custodian,  
Campus Recreation

**Sarah K Chestnut**  
Library Assistant II,  
University Library

**Jose E Coll**  
Director, School of Social Work  
Social Work

**Thomas F Shewan**  
Associate VP, Facilities  
Facilities

**Jerry Kvick**  
Air Conditioning Mechanic II,  
Facilities Operations

**Antonio V Ramirez**  
Administrative Assistant II,  
Office of the University Registrar

**Allison M Abernathy**  
Financial Aid and Scholarship  
Advisor,  
Office of Financial Aid and  
Scholarships

**Ronald R Cooley,**  
Treasury Analyst  
Treasurer

**Kristine A Wright**  
Grant Specialist,  
University College

**Erin E Hanson**  
Administrative Assistant II,  
Office of Financial Aid and  
Scholarships

**Melissa R Lopez**  
Parking Services Officer,  
Transportation Services

**Mark E Steele**  
Coach  
Strength and Conditioning

**Christine E Hailey**  
Dean, Science and Engineering,  
College of Science and  
Engineering

**Amanda N Newkirk**  
Administrative Assistant II,  
Office of the University Registrar

**Robert D Guster Jr**  
Assistant Coach,  
Men's Basketball

**Beaux A W Cochran**  
Police Officer,  
University Police

**Sarah N Ripley**  
Administrative Assistant II  
Office of the University Registrar

**Florence G Dayley**  
Academic Advisor I,  
Science and Engineering  
Academic Advising Center

**Jonathan C Lopez**  
Police Officer  
University Police

**Michael S George**  
Coordinator, Team Operations,  
Football

**Michael C Robinson**  
Administrative Assistant II,  
Office of University Registrar

**Casey J Wilson**  
Administrative Assistant II  
Office of the University Registrar

**Megan B Kidd**  
Undergraduate Admissions  
Specialist,  
Office of Undergraduate  
Admissions

**Julie A Zehnpfennig**  
Academic Advisor I,  
McCoy Academic Advising Center







## NEW EMPLOYEE WELCOME (NEW) II

Friday, August 12, 2016

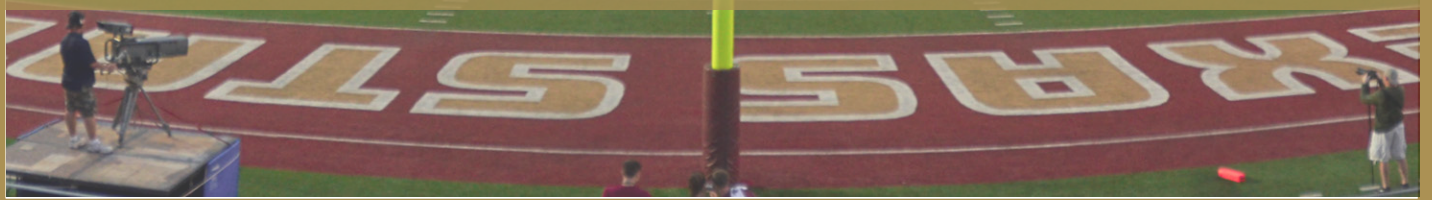
8 a.m. - 1:30 p.m.

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, August 12.

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 employees hired during the past month. New faculty members are also invited to attend. Breakfast and lunch is served. For more information, contact Professional Development at ext. 5.7899.



## New Faculty Orientation Set for August

Texas State is getting ready to welcome a new group of faculty members to campus this fall. At orientation, new faculty members will receive benefits information, a temporary parking permit, ID card, required EEO training and information about resources available to faculty members.

New Faculty Orientation is:

**Tuesday, August 23, 2016**  
**8:00 a.m. – 1:00 p.m.**  
**JCK 11<sup>th</sup> floor**

A website has been created to help your new faculty at [www.ada.txstate.edu/newfaculty](http://www.ada.txstate.edu/newfaculty).

All new faculty members must attend New Faculty Orientation. Department administrative support staff should register new faculty members by completing the New Faculty Log and submitting it to Alaina Archer at [asa65@txstate.edu](mailto:asa65@txstate.edu).



# AUGUST 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
	Earn Your Degree While Working Full Time	(**) For the Record: What You Really Need to Know About Records Management	(**) For the Record: What You Really Need to Know About Records Management  NEW Health and Wellness Lunch and Learn Series: Healthy Joints Carry Some Weight	Travel Policies and Procedures
1	2	3	4	5
	(**) Securing Confidential Information	(**) Securing Confidential Information		NEW Employee Welcome (NEW) II
8	9	10	11	12
15	16	17	18	19
		The 5 Choices to Extraordinary Productivity		
22	23	24	25	26
	Texas State Blood Drive			
11 29	30	31		

(\*\*) Workshop offered either dates.

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





## What are Your Fall Development Possibilities?

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

## 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.*

- **Sprint:** Save on your monthly wireless bill by switching to Sprint! Lower your current rate, plus activate a new account and get a \$100 reward card.
- **Samsung:** Enjoy special deals on Samsung TVs, tablets, PCs and more! Plus, get free shipping on orders over \$50.
- **Hewlett-Packard:** Save up to 15% on select HP desktops, laptops, all in ones, tablets and Office Jet Pros. Sign up now and start saving!
- **Liberty Mutual:** With Liberty Mutual, you could save up to \$519 on quality auto, home and renters coverage! Get a no-obligation quote today.
- **Apple:** Shop the latest innovative technology from Apple! Enjoy exclusive pricing on the Apple TV, MacBook, Apple Watch and more.



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





*Stacey Rodriguez and Dr. Eugene Bourgeois*

## STACEY RODRIGUEZ

*Executive Assistant,  
Office of the Provost  
July 2016*

*“Stacey is the first to offer assistance even if the situation does not involve her or her office.”*

Stacey Rodriguez, Executive Assistant, Office of the Provost was selected as the Texas State Employee of the Month for July 2016.

Stacey handles many things for the university on a daily basis. This includes Provost’s calendar, supervision of clerical staff, President’s Cabinet items, coordination with President’s Office, projects and assignments for the Provost from President’s Cabinet, Council of Academic Deans, University Leadership Assembly, Administrative oversight of staff functions, draft correspondence, policies and reports.

Stacey works with faculty, staff, students and even outside organizations. She always takes the time to go above and beyond her normal responsibilities. Stacey follows up on any work between offices to make sure that they have what they need and that everything is taken care of. Stacey is the first to offer assistance even if the situation does not involve her or her office. She truly is a team player when it comes to this university being the “team.” Her level of internal customer service is above and beyond any measuring tool.

Stacey is always helpful and professional in all interactions either by phone or by email. She represents the Office of the Provost and Vice President for Academic Affairs well by her interactions with other offices. Stacey pleasantly answers any question in a knowledgeable manner and is a valuable employee who goes above and beyond for the sake of kindness, productivity, and this university.

***Congratulations, Stacey, on your diligence, professionalism and hard work!***







Picture left to right: Dr. Margarita M. Arellano, Ismael Amaya, Leslie Bulkley, Alexander Villalobos, Dr. Gloria Martinez-Ramos, Dr. Daniel Vasquez, Dr. Joanne Smith, Gerardo Altamirano, Naomi L. Valdez (not pictured)

# Texas State Quarterly Team Award

## *Hispanic Policy Network Team*

The Texas State Quarterly Team Award was presented to the *Hispanic Policy Network Team*.

This event was coordinated with Texas State's Common Experience Theme of "Bridged Through Stories" by embracing and celebrating immigrants into American society. Not only are faculty and staff invited, but also students were welcome to attend and be further engaged in our Common Experience through events like this one. The company of several hundred students, faculty, staff and community members celebrated this ceremony under the archway at the Undergraduate Academic Center (UAC).

This was the first time the U.S. Department of Homeland Security's U.S. Citizenship and Immigration Services performed such an event on Texas State Campus. With 50 inductees taking the Oath of Allegiance on campus, Texas State became 220-year-old tradition marking the point when immigrants become U.S. Citizens. As their final step to become Citizens of the United States of America, this event held great significance to the participants as well as their families and the Texas State community. It enriched cultural competency of the Texas State population with regard to candidates that represented 27 different nations,

this highlights internalization and globalization.

This was a collaborative effort with support from the Hispanic Policy Network. The team collaborated across all sections of the university, to create an event that highlighted internationalization and globalization. It supported the university strategic plan by supporting and contributing to the university cultural development. It showcased the importance to internationalize university curriculum. It provided a student centered educational experience that fostered retention and success. One of our own students was naturalized during this event and modeled a successful process of naturalization to other students who aspire to be naturalized. This event highlighted regional diversity and exhibited a sample of representation potential ethnic makeup of our region.

This team altruistically created a program that highlighted all the very important virtues of education as reflected on the UAC arch. Auctoritas - the sense of one's standing gained through experience, industriousness and service to others; Gravitas - a sense of dignity, seriousness and duty; Humanitas - an appreciation for refinement, civilization and learning; and Veritas - truthfulness.

*Congratulations to the Hispanic Policy Network Team on its achievements and its outstanding efforts!*



# Human Resources Brings Home the 2016 THEHRA Innovation Award

The Texas Higher Education Human Resources Association (THEHRA) selected Texas State's Human Resources Office as the winner of the 2016 THEHRA Innovation Award for its new Nepotism Tracking System. The innovation allows employees to use the self-service SAP portal to report relationships to comply with state law and university policy.

The criteria used for selection of the Innovation Award include quality, efficiency, added value, replication, creativity, and effectiveness. The team responsible for its creation (Michelle Moritz, LynnAnn Brewer, Roxie Weaver, Joyce Munoz, Mark Piersol) presented the tool to the THEHRA membership at the association's June summer meeting. Nominations for the development and successful implementation of innovative programs were reviewed by HR professionals across the state.

THEHRA was founded in 1975 and has a membership of more than 500 human resources professionals from over 64 college and university campuses across the state of Texas. The award was acknowledged with an association press release, website announcement, engraved plaque, a letter to the University President, and \$500 donation to the institution.

Past award winners includes Texas A&M University, Sam Houston State University, University of North Texas, and Texas A&M International University.

*Congratulations to the team on their achievement and its outstanding efforts!*





We would like to recognize the following employee who was promoted between  
June 13, 2016 and July 5, 2016.

**JaNelle Barnes**

Promoted to Assistant VP, IT Business Operations  
from Director, IT Business Operations VP for Information  
Technology



TEXAS  STATE<sup>®</sup>  
HUMAN RESOURCES