



HR Bulletin

February 2018

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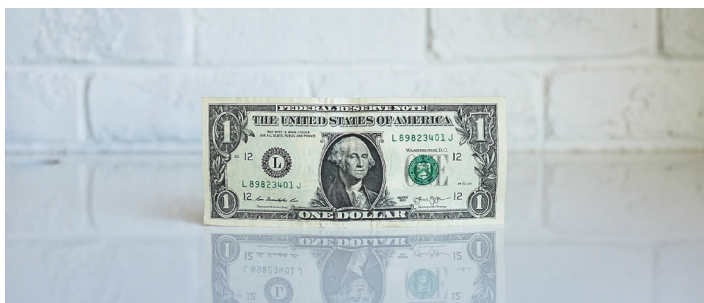
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TEXAS STATE
HUMAN RESOURCES

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

2018

W-4 FORMS DUE FOR EMPLOYEES CLAIMING "EXEMPT"



All employees who claim “exempt” on their federal income tax withholding (i.e., have no income tax withheld) must file a new W-4 form each tax year. If a new form is not completed, the University is required to withhold at the “single and zero” rate until a new form is received.

All W-4 forms should be entered via SAP Employee Self-Service or submitted to Benefits by **February 9, 2018**. Please send your form to Human Resources in J.C. Kellam, Room 360, or fax to 5.1942. You will find a new W-4 form at www.hr.txstate.edu/Forms/miscforms.html.

Due to the tax law changes, Form W-4 is under revision by the IRS. You should continue to use the 2017 form until a new 2018 form is published (expected sometime in February).

CENTRAL TEXAS MEDICAL CENTER **HEALTHCHECK** 2018 Pre-Event **BLOOD DRAW**

Tuesday, February 13, 2018 | 8 a.m. – 10 a.m. | JCK 460

(appointments scheduled every 15 minutes)

Texas State University is participating in HealthCheck again this year, and as a convenience have coordinated an on-site pre-event blood draw.

Pre-registration is required for the pre-event blood draw. To reserve an appointment, send your R.S.V.P. to worklife@txstate.edu.

For additional information about this event, contact Rose Trevino, Work Life Coordinator, Human Resources, at rt24@txstate.edu or 5.2557.

Save *the* Date

Wednesday, March 7TH

8:45 a.m. - 4:45 p.m. | LBJSC Ballroom

2018 FINANCIAL PLANNING AND RETIREMENT FAIR

- Presentations by TRS, ERS, Social Security; plus new sessions about the retirement steps at Texas State and a panel of Texas State retirees sharing their retirement experience
- Interactive booths
- Find ways to start planning for your financial future
- Speak one-on-one with financial planning experts
- Win a door prize!

Registration information will be distributed soon. Attendance at the Financial Planning & Retirement Planning Fair is considered work time with supervisor approval.

s a v e t h e d a t e

TEXAS STATE RESOURCES FAIR

Tuesday, March 27TH

11 a.m. - 1:30 p.m. | LBJSC Ballroom

This Fair is designed to give you an opportunity to meet staff from over 25 departments and learn more about their office processes and how they can assist you with your job responsibilities. This is your opportunity to have questions answered about a business process or service you use.

Be sure to check out the [Support Staff Resources@TXSTATE](#) website which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today!

For further information, contact Professional Development in Human Resources at 5.7899 or mmoore@txstate.edu



A Tax-Deferred Annuity (TDA) Plan is a voluntary 403(b) retirement program that allows you to save additional income for retirement through pre-tax or Roth after-tax contributions. Contributions are made through payroll deductions and may be invested in mutual funds, fixed or variable annuities with any one of the authorized vendors. There is no employer contribution with the 403(b) Tax-Deferred Annuity (TDA) Plan.

ELIGIBILITY

All employees who normally work at least 1,000 hours per calendar year and are not student employees are eligible to contribute to a TDA.

CONTRIBUTIONS

You can get started for as little as \$200 a year and contribute up to the general limit (\$18,500 for 2018) or 100% of your salary, whichever is less. In addition, you can contribute more if you are at least age 50 by year's end or if you have worked for Texas State for at least 15 years. Contact Human Resources for more information regarding how much you can contribute.

GETTING STARTED

Contact a representative on the list of authorized vendors found on the Human Resources website at www.hr.txstate.edu/benefits/Retirement-Programs-and-Information-/orpvendors.html. Complete the account application and other documents the representative will have. The completed documents must come to Human Resources before the payroll deduction can begin. The effective date of your plan will always be the first day of the month following the date Human Resources receives the paperwork.

MAKING CHANGES

You can start or stop your account or change the amount of your contributions at any time during the year. You can also change the company your contributions are going to anytime. Contact Human Resources if you want to make changes to an existing account. If you want to change how your funds are being invested, contact your vendor directly.

QUESTIONS

Follow up questions about the program may be directed to Human Resources at hr@txstate.edu or 5.2557.

COMPENSATION PHILOSOPHY

EVER WONDER HOW PAY IS DETERMINED?

Many employees have been wondering about how the university establishes pay. This is accomplished through an annual market and salary review process. Human Resources provides recommendations to President's Cabinet on the pay plan minimums for each staff position in the university pay plan. The university relies on data collected from various survey vendors that provide data from the relative labor markets. These relative labor markets for Texas State staff are the Local and University markets.

The salary data becomes a recommendation to change the pay plan minimum for each staff position in the university pay plan once the data and corresponding pay plan minimum recommendation is adopted by President's Cabinet.

All of this information and more is available to staff employees through the University's Compensation Philosophy. A link to the Compensation Philosophy is [here](#).

ANNUAL MARKET AND SALARY
REVIEWPROVIDE RECOMMENDATIONS TO
PRESIDENT'S CABINETPAY RECOMMENDATIONS
ESTABLISHED ONCE ADOPTED BY
PRESIDENT'S CABINET

Staff are encouraged to contact the Compensation Section at 5.2557 with questions or for more information.

GETTING A TAX REFUND OR PAY INCREASE?



Consider starting or increasing your contribution to a voluntary retirement savings account. Texas State staff and faculty are eligible to contribute to voluntary retirement savings plans in addition to your TRS or ORP retirement accounts.

You can start with as little as \$25 monthly up to \$18,500 annually (or more if you are age 50 or older).

Find more details here: www.hr.txstate.edu/benefits/Retirement-Programs-and-Information-.html

Visit Human Resources Benefits in JCK 360 or call 5.2557 for more information.

Be more than healthy, be *(emotionally)* well!

Contributing Author: Dr. Eric Schmidt, PhD, LPC-S, Department of Counseling, Leadership, Adult Education, and School Psychology

Over the weeks, wellness has focused on many aspects, such as physical, financial, and social. I hope you were able to prioritize your wellness and that you noticed a difference in how you felt, performed, or experienced life as a result. As you may recall, wellness refers to a **positive approach** you take to living in order to enhance your quality of life and achieve your full potential. Wellness requires a balance among 8 broad areas:



Our focus this week is on **emotional wellness**. We all have feelings! Feelings often drive our actions and choices, such as what we eat, what we buy, and whether/when we exercise. Emotional wellness, in many ways, is the starting point for many of our behaviors, successes, and setbacks. Therefore, how well we care for and are aware of our feelings can advance or thwart our progress toward overall wellness. Emotional Wellness basically involves one's ability, which can be enhanced with practice, to be aware of one's own feelings.

Feelings are often, mistakenly, defined as "good" or "bad" or "negative" or "positive". However, to characterize some feelings as "bad" can lead people to discount, ignore, or minimize certain feelings, such as anger or hopelessness. When this happens, those feelings could grow and show themselves in self-defeating ways. It is, therefore, important to recognize feelings and develop healthy ways of expressing and resolving them, especially those that you consistently experience.

The most intriguing characteristic of wellness is that when you develop one dimension of wellness, it has a positive impact on the other dimensions. Emotional wellness certainly fits this description. Consider these questions:

- Do you find yourself feeling a certain feeling regularly?
- Do you make decisions, such as diet, and later be unsure as to why you made those decisions?
- What do you do when you feel "stressed"?
- Are you able to recognize your feelings and take intentional, healthy actions to address them?

If you answered "yes" to any of these questions, it may indicate an area where you may benefit from focusing. Here are some ideas to get you started.

MANAGE STRESS:

Stress can damage both emotional and physical wellness. Find an outlet to manage your stress. For some, a workout helps alleviate daily stress. For others, a hobby helps keep them calm. WellCats has programs available to help manage stress.

SEEK BALANCE:

We are pulled in a million different directions daily, making balance hard. Be practical about your responsibilities and what you can feasibly accomplish. Being overwhelmed hinders productivity and focus, and can have physical implications as well.

ACCEPT MISTAKES:

Mistakes are inevitable. As hard as we may try, no one is perfect. It is important to acknowledge when you have done wrong, accept it, and then move on. The quicker you can address the error, the sooner you are able to move forward. If your mistake involves others, be sure to talk with them as soon as possible. Letting the issue fester can lead to even more stress.

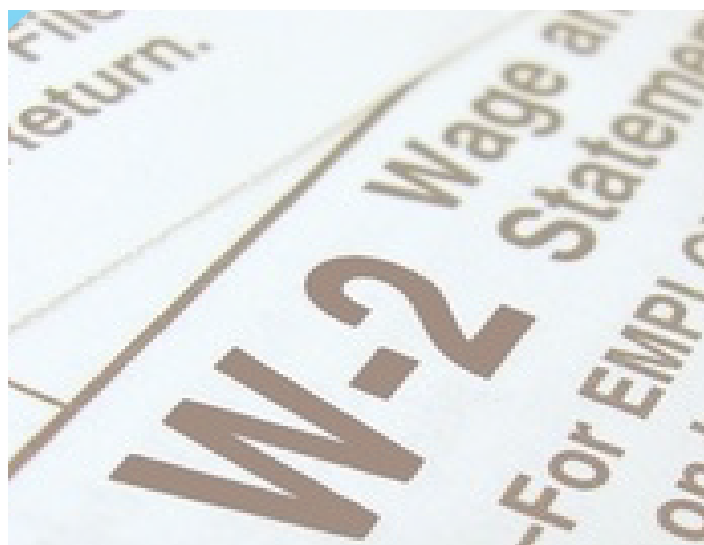
ACCEPT SUPPORT/HELP:

Often, getting things off your chest makes you feel better. Talk to someone about how you feel. Whether it is a trusted friend or a trained professional, you do not need to go through tough times alone.

WellCats cares about and provides services to enhance your total wellness. To learn more about our services, click [here](#). We looking forward to helping you be more WELL!

SAP: Texas State Employees elect your 2018 W-2 Online (Paperless Delivery)

- Instructions to elect online (paperless) delivery for Calendar Year 2018 on the SAP Portal are available at the [Payroll website](#).
- The election process is a one-time enrollment using our secure website.
- SAP will automatically send you an election confirmation email.



Benefits of the electronic W-2 Form:

- Access to your W-2 form in mid-January of each year
- Print the W-2 form at your convenience
- Ensure the security of your W-2 by stopping the annual mailing of a paper copy
- Have access to your W-2 before the traditional U.S. mail delivery
- Help the university Go Green and save money in printing and postage cost

Important Disclosure Information:

- Consent for online delivery is only required once
- Upon termination of employment, all former employees will receive a paper W-2 for their last year of compensation
- For those employees who do not elect online delivery, a paper W-2 Form will be mailed to the last known address on or before January 31, 2019. Update your address if different from 2017 for 2018 W-2Form.

All employees will be notified via email when the online 2018 W-2 forms are available on the SAP Portal in January 2019.

For any questions, please contact the Payroll and Tax Compliance Office at 512.245.2543 or payroll@txstate.edu.

The deadline for electing online 2018 W-2 (paperless) delivery is December 31, 2018

SAPTM

Welcome



Join us in welcoming our new employee Bobcats hired between December 1, 2017 and January 4, 2018.

gg

RACHEL N HAMILTON

Child Care Teacher
Child Development Center

BENJAMIN J BOURNE

Systems Support Specialist II
Computer Science

SHANEQUA C TERRELL

Administrative Assistant II
Advancement Services

JUSTIN A MORAVITS

Facilities Maintenance Worker I
Auxiliary Services

JENNIFER G JONES

Medical Assistant
Student Health

MEGHAN G STAUB

Events Supervisor
VP for University Advancement

AYSAR AM ABUALROB

Accountant II
Accounting Office

JESSICA M BAZALDUA

Administrative Assistant II
Office of the University Registrar

COURTNEY G BENJAMIN

Financial Aid and Scholarships
Processor
Office of Financial Aid and
Scholarships

THOMAS J BLAIN

Academic Advisor I
PACE Advising Center

CATARINA V GUERRA

Accountant III
Office of Research and Sponsored
Programs

SHELBY DUFF

Academic Advisor I
Education Advising Center

SABRINA D ZERTUCHE

Grant Specialist
Upward Bound

DANIELLE K CLARK

Academic Advisor I
PACE Advising Center

STEPHEN A WALKER

Assistant NCAA Certification Officer
Athletic Certification

ROBIN L STODDARD

Construction Contract Administrator
Facilities Operations

MERIDITH A HAYNES

Administrative Assistant III
Special Projects

ANNA S CHOWDHURY

Major Gift Officer
VP for University Advancement

ROBERT E MACE

Associate Director, Chief Water
Policy Officer
Meadows Center for Water and the
Environment

MARLENE S MORALES

Financial Aid and Scholarship
Advisor
Office of Financial Aid and
Scholarships

KAYCEE A BAKER

Custodian
Student Center

ANALISA V GOLDBLATT

UI/UX Designer
Office of University Marketing



NEW EMPLOYEE WELCOME

NEW II

Friday, February 9, 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, February 9.

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.



February 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
				In Limbo: Dilemmas Faced by Undocumented Students
			1	2
	NEW Health and Wellness Series: Emotional Wellness	Supporting Transgender/ Gender Diverse Students on Campus		
	From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State	College Mental Health, Part I: Understanding and Helping Your Students in Distress		New Employee Welcome (NEW) II
5	6	7	8	9
Teacher Certification Advising	NEW Understanding and Responding to Disclosures of Sexual Assault			The 5 Choices to Extraordinary Productivity
12	13	14	15	16
	NEW Health and Wellness Series: Gutsy Moves	Gift Acceptance/Purpose at Texas State		
	Post Award Services Available to the University Community	* Getting the Word Out: Marketing at Texas State	* Getting the Word Out: Marketing at Texas State	
19	20	21	22	23
		Basic Social Media at Texas State		
		Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State		
26	27	28		

(*) 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.

- **Teleflora:** Whether you're saying "I Love You," "Happy Birthday" or "I'm Sorry," say it with a fresh bouquet from Teleflora! Save 25%.
- **From You Flowers:** Save 25% on all flowers and gifts with From You Flowers, where elegance and flawless delivery are top priority and arrangements are hand-delivered.
- **Garmin:** No matter your fitness level or activity preference, Garmin has you covered! Save up to 30% on Garmin wearable devices.
- **Edible Arrangements:** Say "I Love You" with a sweet, delicious treat from Edible Arrangements. Save 10% on any freshly craft order.
- **LA Fitness:** Enjoy exclusive savings at LA Fitness! With state-of-the-art equipment, group classes and personal training, you can achieve all your fitness goals.

www.beneplace.com/txstate

CATHY PARKER

Registration Services Coordinator,
Office of the University Registrar

EMPLOYEE OF THE MONTH January 2018



Dr. Eugene Bourgeois, Cathy Parker, and Gary T. Ray

Cathy has been a dedicated University Registrar employee and considered the “go-to” person in the office. She consistently goes above and beyond helping out other areas in the office when they are understaffed. On several occasions since last September when she saw the Student Records area was down to two people, she adjusted her plans for the day, jumped in and started answering phones, worked the incoming email, and provided lunch relief. No one asked her to help out, she just saw the need and started working.

Cathy does what it takes to get the job done and does not hesitate to put in overtime if needed. She has identified issues with processes and took steps to reach out to areas affected to assist them in what needed to be done on their end. Departmental administrative assistants across campus depend on Cathy for her expertise and even though she does not work in Student Records or Schedule of Classes, she goes out of her way to assist in those areas and answer their questions.

If anyone has a project in the office that needs assistance, Cathy is usually the first one to step up and say she will help out. Even though she knows a

lot, she is willing to learn new processes whenever she can.

An example is her tireless efforts to evaluate and test Banner scripts so that advisors, students, chairs, deans, etc. receive accurate, timely information. Most people would just skim the surface of checking things; whereas, she delves deep into the data to make sure the end users are receiving accurate information. It is a tedious, manual process.

Cathy is dependable, friendly, helpful, hard-working and a team player. The student records and schedule of classes staff know that they can always depend on her to share her experience and insight when needed. Cathy is a true “teammate”.

*"Cathy is dependable,
friendly, helpful, hard-
working and a team player..."*

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

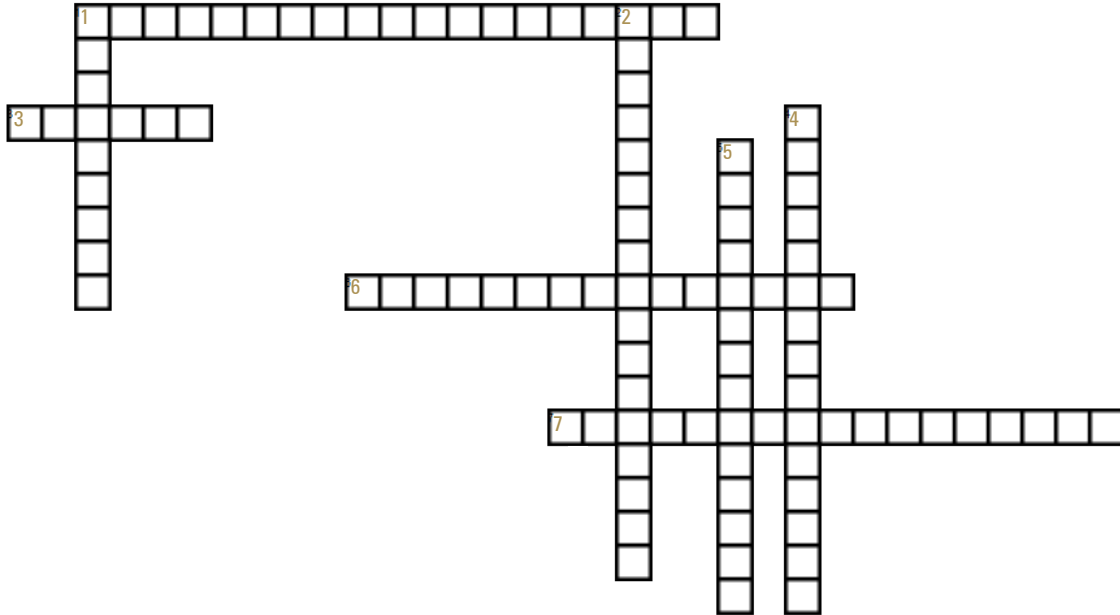
HR Crossword Puzzle

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 **February 9th**.

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



ACROSS

- 1 This plan allows you to save additional income for retirement
- 3 Forms due February 9th for individuals claiming this
- 6 These are helpful links available on the Support Staff Resources website
- 7 This month's focus for employee wellness

DOWN

- 1 One of this month's featured discounts
- 2 These will be available at the Financial Planning and Retirement Fair
- 4 Human Resources provides this to President's Cabinet for Compensation
- 5 The location for NEW II

Congratulations to last month's HR Crossword Puzzle winners!

Cynthia Arredondo | Manager, School Safety Education

Andrea Hankins | HR & Credentialing Assistant, Student Health Center

Holly Bazaldua | Administrative Asst III, Office of Advancement Services

Patricia Ferrer | Graduate Admissions Specialist, The Graduate College

Alma Machado | Administrative Asst II, Dean of Students

Emma Carberry | Student Development Specialist II, Retention Management & Planning

Michelle Villalpando | Budget Assistant, Philosophy

Sharon Birdsong | Sponsored Programs Accountant, Office of Research & Sponsored Programs

Hana Rubanka | Advisor, College of Education Advising Center

Elizabeth Cruz | Administrative Assistant II, Professional Development

We would like to recognize the following employees who were promoted or reclassified between December 1, 2017 and January 4, 2018.

Jason P O'Neill

Promoted to Coordinator, Housing and Residential Life from Administrative Assistant II, Department of Housing and Residential Life

Fasiha Feroz

Promoted to Administrative Assistant III from Administrative Assistant II, Office of Disability Services

Nikki K Herrera

Promoted to Administrative Assistant III from Administrative Assistant II, Department of Occupational, Workforce and Leadership Studies

Kelsey R Woodward

Promoted to Student Development Specialist I from Academic Advisor I, PACE Advising Center



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