



HR Bulletin

March 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 FINANCIAL PLANNING & RETIREMENT FAIR



Wednesday, March 7th
8:45 a.m. - 4:45 p.m.
LBJSC Ballroom

Find details about the educational sessions [here](#).

Even if you don't attend the educational sessions, stop by the exhibitor booths and check it out.
Don't miss out on this opportunity to take charge of your financial future!



1 blood donation can save up to 3 lives

Texas State Blood Drive

Monday,
March 19

JCK 1100
8:30 a.m. - 3:30 p.m.

One blood donation
can save up to
three lives

The next Blood Drive will be held on March 19 from 8:30 a.m. – 3:30 p.m. in 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:

- 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.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.

TEXAS STATE RESOURCES FAIR

Tuesday, March 27TH

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

The next Texas State Resources Fair is scheduled for Tuesday, March 27 in LBJSC Ballroom from 11 am-1:30 pm. This is your opportunity to have questions answered about a business process or service you use. 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.

Be sure to check out the [Support Staff Resources@TXSTATE](mailto:SupportStaffResources@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 with questions at professionaldev@txstate.edu or call 5.7899.

PERFORMANCE MANAGEMENT REVIEW TRAINING



You're invited to come learn about the updated changes, new features and less steps in the enhanced Performance Management Review process! Workshops for all employees, discussing these updates will be held in **April 2018**.

Register online through the SAP portal and click the Training and Development tab. Choose the date and time which works best for you in the Course Catalog under Organizational Excellence.

Monday, April 2nd
2 p.m. – 3 p.m.

Friday, April 27th
10 a.m. – 11 a.m.

Monday, April 30th
2 p.m. – 3 p.m.

4 steps in the performance review process

- step 1 *Employee completes self- assessment*
- assess each goal, job duty, competency and behavior by selecting the appropriate rating/ assessment value
 - send to manager for assessment

- step 2 *Manager completes the employee's assessment*
- ask for feedback from employees' team members or previous supervisors
 - review badges and notes received in the system

- step 3 *1:1 Meeting*
- A sit down session between the manager and employee to discuss the employee's performance for the 2017-2018 cycle.

- step 4 *Acknowledgements*
- Acknowledgements from the employee and the employee supervisor.

New features:



Goals and Job Duties have been combined into one section.



Assessment values and descriptions have changed.



The number of Competencies have decreased from 14 to 7.



The number of Behaviors have decreased from 7 to 4.



I'M PAYING LESS IN TAXES NOW!

WHAT TO DO WITH THE EXTRA MONEY?

Take advantage of the recent tax cuts and prepare for a more secure financial future. How? Consider starting or increasing your contribution to a voluntary retirement savings account. Texas State staff and faculty are eligible to contribute to tax-deferred retirement savings plans in addition to your TRS or ORP retirement accounts.

You can start with as little as \$25 a month up to \$18,500 annually (more if you are age 50 or over). Find more details here: www.hr.txstate.edu/benefits/Retirement-Programs-and-Information-.html

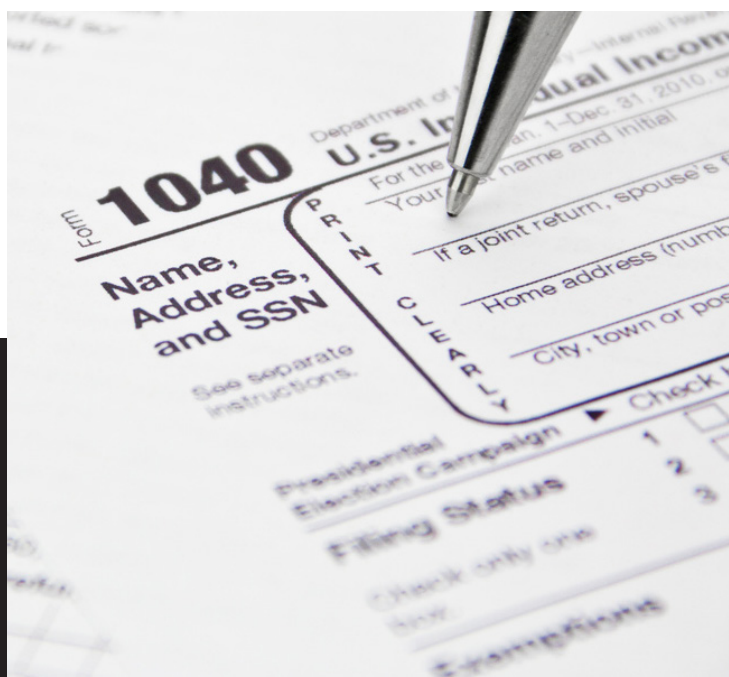
Contact the HR Benefits staff in JCK 360 or call 5.2557 for more information.

HAVE QUESTIONS ON TAXES...

Bobcat Balance provides for a free telephonic consultation with a tax specialist to help with tax questions or tax preparation. A 25% discount off the tax preparation fees is also available.

Find out more through Bobcat Balance [here](#).

**BOBCAT BALANCE
CAN HELP**



New | Master Data Center Website

We are pleased to introduce the newly revamped [Master Data Center](#) (MDC) website, which went live today! As part of the Human Resources website revamp program, the MDC site is the last “HR area” site to undergo renovations to better meet the needs of our users.

The revamp was designed and implemented to facilitate navigation for both internal and external users. As such, the MDC site was restructured and reorganized to include its own home page and sections that distinguish organizational management, staff and student PCR processing, training, and other PCR resources. The MDC FAQ section has also been updated to include more comprehensive content. The head of MDC, Katie Bonner, and her team Teresa Duggins and Lisa Gonzalez, were key players in tailoring the content and sharing their vision for the site, keeping their main audience in mind.

We look forward to more changes to our website throughout the year. Now that we are complete with the first phase of the HR Website Revamp project, which focused on refreshing all the sites for our specific HR area, we can focus on creating new websites for our different user groups. Our next rollout includes a renovation of our HR homepage and About Us sites, and the launch of a new website geared toward employment support for Veterans.

For questions regarding the new site or on the upcoming changes, please contact hr@txstate.edu.



MAIN MENU

- Organizational Management
- Staff PCR Processing
- Student PCR Processing
- Training and Tutorials
- PCR Resources
- FAQ^s

NEW FORM | REQUEST FOR PAYMENT OF LEAVE

Effective **March 4, 2018** a new step has been added to the Request for Payment of Leave form.

The purpose of this form is to request lump-sum payment of FLSA Overtime and Vacation Leave balances. Until now, this form has been generated by the department head and submitted directly to Human Resources for processing. Human Resources is relying on the fact that all time entry has been completed and approved so the hours to pay are accurate.

The new step adds the employee and supervisor signature certifying that all time entry has been entered and the remaining balance to be paid is accurate. This is to ensure payment is not made prior to the employee and supervisor having a chance to finalize time entry, especially at the time an employee is separating from the university.

During the separation checkout process, supervisors need to ensure that their employee submits all time promptly and that entry is complete before sending the form to Human Resources.

The form has been updated on the [HR website](#). All previous versions need to be discarded.

Questions may be directed to Selma Selvera at ss24@txstate.edu or 5.2557.



Visit with Leah Cuellar (lb1123@txstate.edu) in Benefits about 90 days in advance of your retirement date to talk about retiree insurance and other forms to get your retirement benefits started. Click [here](#) to find a retiree checklist to help you navigate the steps in the retirement process.

SAP: TEXAS STATE EMPLOYEES Elect Your 2018 W-2 Online and Choose 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

SAP
TM

WELLNESS

spiritual health



*Contributing author: Teresa L. Zapp M.Ed.
Senior Lecturer in Curriculum & Instruction, College of Education*

Ask ten people the meaning of spiritual health and you're likely to get ten different answers. It's a deeply personal thing. Most standard definitions include a connection with a personal source of power, the feeling of purpose or meaning in life and knowing that which brings you joy and tranquility. Whatever the definition, most agree that developing spiritual health has many mind/body benefits.

The pathways to enhanced spiritual health are as varied as those who choose them. It's important to find what works best for you so why not experiment! Here are some ideas for enhancing your spiritual health:

BE MINDFUL IN THE MOMENT

- Be present and alert. Savor every moment!
- Look for the silver lining.
- Experience gratitude on a deep level. Be grateful not just for your meal but for the cook, farmer and plants/animals that supplied it.

MEDITATE

- Focus within and release thoughts.
- Imagine a place that brings you peace.
- Try various breathing techniques.
- Listen or move rhythmically to music.

EXPRESS YOURSELF

- Write, color, paint or draw your thoughts.
- Positively affirm who you are and what you need.
- Engage in regular prayer or chant mantra if it feels right.
- Attend meaningful group events or religious services.

ENGAGE IN A MIND/BODY PRACTICE

- Swim, run, walk, bike or dance if you enjoy it.
- Get a massage.
- Try yoga, Thai Chi, or Qi Gong.
- Be purposeful about relaxation.
- Eat well.

SEEK JOY

- Connect with others through donation, service or time.
- Do what you love!
- Always be true to yourself.

We are all connected. When one grows spiritually, we all benefit. And so, may you all have happy spiritual healing experiences!

Welcome



Join us in welcoming our new employee Bobcats hired between January 8, 2018 and February 5, 2018.

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KYLE D HOKE

Assistant Coach
Football

LAURA L STONE

Program Staff
Tx School Safety Center

VAL R GOMEZ

Custodian
Campus Recreation

REBECCA A FLYNN

Data Entry Operator
Office of Undergraduate Admissions

ESTHER PALACIOS

Custodian
Department of Housing and Residential Life

KYNDRA E GILLEY

Accountant II
General Accounting Office

NORA S MACDONALD

Administrative Assistant II
Facilities Operations

VICTORIA B LEONARDO

Grant Specialist
Upward Bound

GINA M WATTS

Library Specialist
University Libraries

AMAIRANY VILLA

Administrative Assistant II
Office of Disability Services

ALBERT HERNANDEZ

Maintenance Coordinator
University Libraries

KEYAWNA L BONNER

Grant Specialist
Upward Bound

KASSIE D HAND

Administrative Assistant II
Health Professions Academic Advising
Center

KATHARINA I REDLIN

Administrative Assistant II
English

YVONNE N YBARRA

Cashier
Transportation Services

KRISTEN N COLE

Custodian
Department of Housing and Residential Life

DONNA C BRYSON

Grant Specialist
ALERT Center

HASMIN C RAMIREZ

Grant Specialist
Student Support Services

GEORGINA D CANTU

Custodian
Department of Housing and Residential Life

ALEC B MEYER

Programmer Analyst I
Enterprise Systems

IZA N MARTINEZ

Administrative Assistant III
Associate VP for Institutional Effectiveness

ANISSA M AGUILAR

Grant Specialist
PACE Advising Center

GWYNNE L HAMER

Master Teacher
Child Development Center

MELISSA GARZA

Academic Advisor I
McCoy Academic Advising Center

CAROLINA R RATLIFF

Supervisor, Access Services
University Police

ELIZABETH C LONGORIA-CARDENAS

Accountant II
Accounting Office

AMANDA K RITTER

Academic Advisor I
McCoy Academic Advising Center

VICTORIA R STEPHENS

Administrative Assistant II
Office of Undergraduate Admissions

ANN M RODRIGUEZ

Administrative Assistant III
Office of Research and Sponsored Programs

ABDIEL REYES

Systems Support Specialist II
Office of Financial Aid and Scholarships

TONY M HALE

Facilities Maintenance Worker I
Department of Housing and Residential Life

LATRICIA D TYSON

Custodian
Department of Housing and Residential Life

JERILYN M GREENHAW

Nurse, LVN
Student Health



NEW EMPLOYEE WELCOME

NEW II

Friday, March 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, March 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.



WELCOME SPRING

ENERGY CONSERVATION DAYS
Spring Break | March 12-16



March 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
			QPR - Suicide Prevention Training **7 Habits of Highly Effective People 1	NEW College Alcohol and Drug Trends: What is my Role in Prevention? 2
IN(ability): Disability Does Not Mean Inability 5	Credit Card Acceptance at Texas State 6	Financial Planning and Retirement Fair 7	Bridging Learning to Life: Helping Students Transition into the Workplace **7 Habits of Highly Effective People 8	New Employee Welcome (NEW) II 9
spring break				
12	13	14	15	16
Texas State Blood Drive 19	*Survey 101 Series: Part I: Developing a Survey for Quality Improvement NEW Health and Wellness Series: Feeding the Whole Person 20	*Survey 101 Series... NEW Health and Wellness Series: Meditation for Spiritual Wellness: There's a Way That Works for You! 21	**7 Habits of Highly Effective People 22	***Teambuilding 23
26	Understanding the University's Sponsored Program Policies 27	***Teambuilding 28	**7 Habits of Highly Effective People 29	30

(*) Workshop is offered either date. (**) Workshop is 5-part course. (***) Workshop is 2-day course.

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.

- **Avis** : Life is nonstop – Avis is here to keep you moving. Save up to 25% on rentals, plus enjoy more great offers when you join Avis Preferred.
- **2920 Sleep**: 2920 Sleep offers mattresses, pillows and sheets delivered to your door. Save over \$2,000 on suggested retail! Plus get an additional \$200 instant member savings.
- **Brooks Brothers**: Shop stylish modern apparel and accessories with Brooks Brothers! Save 15% on regularly priced merchandise at stores, by phone and online.
- **AC Lens**: For trendy eyewear at low prices go with AC Lens! Save 15% on contacts and 25% on glasses. AC Lens has the lowest prices—guaranteed!
- **Suburban Propane**: Use Suburban Propane—the nation's trusted, reliable propane provider. You'll save up to 30% on gas and \$250 off installation and equipment!

www.beneplace.com/txstate

DR. JENNIFER BECK

Director,
Retention Management and Planning

EMPLOYEE OF THE MONTH February 2018



Dr. Joanne Smith and Dr. Jennifer Beck

Dr. Jennifer (Jen) Beck currently serves as the Director of Retention Management and Planning and she is the epitome of what an exceptional employee is and should be. Being that the office's primary goal is to assist with student retention, she is always searching for ways to reach a population that needs additional assistance. A good example of this is that she had the vision to pilot a session during New Student Orientation that is geared toward first-year commuter students. In order to improve the retention rate for this population, she felt that it was important that the students and their families felt like they were a part of the Bobcat Family from the very beginning even though the students do not live on campus. Through her tireless efforts and leadership, the office was able to implement numerous programs such as the Brilliant Bobcats Academic Success Series, Bobcat Bond Mentoring Program, Parent & Family Relations, Students Who Are Parents, PAWS Alert, Peer Leader Program, Welcome Tents and Student Appreciation Programs. These programs mentioned would not be as successful without her support and guidance.

If you were to consider the qualities that make up a good leader: honesty, integrity, dedication, commitment, positive attitude, empowering; these are words that describe Jen. Her trust in her staff allows them room to learn, to grow, and through this model, the staff are able to expand their knowledge, skill set and professional development. Jen is not only a good leader but she is a servant leader first. She always puts the interest of others first especially students.

Another quality she possesses is her ability to mentor students and staff alike. Several staff members are first time

supervisors. Jen is willing to sit down and talk through issues with them on how to get the most out of staff while still supporting their needs and the needs of the office.

Jen has tremendous ability to build partnerships and foster relationships, not just within the division but across the university. She serves on numerous divisional and university-wide committees such as the Student Affairs Council, Enrollment Management, Orientation Planning Committee, Retention Council, Admission Standards Committee, Professional Development Advisory Council, and Financial Literacy Committee. She is sought out because of her dedication and willingness to be a team player.

Jen's decision making is led by her primary focus on the students and what is best for them. She devotes a great deal of her time working to identify students that can be served better through retention efforts. With this in mind, she has used data to lead the way in identifying these subpopulations to serve. From former foster care youth to students who are parents to women in the sciences, Jen seeks out opportunities to engage students and provide resources and support to guide them to their path of success. She has worked to create and expand the Parent and Family Relations program continuing to grow and improve the events and services to parent and family members of Texas State students.

Jen is truly a good ambassador for the university and deserves to be recognized for her hard work, dedication, and commitment to Texas State and beyond.

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

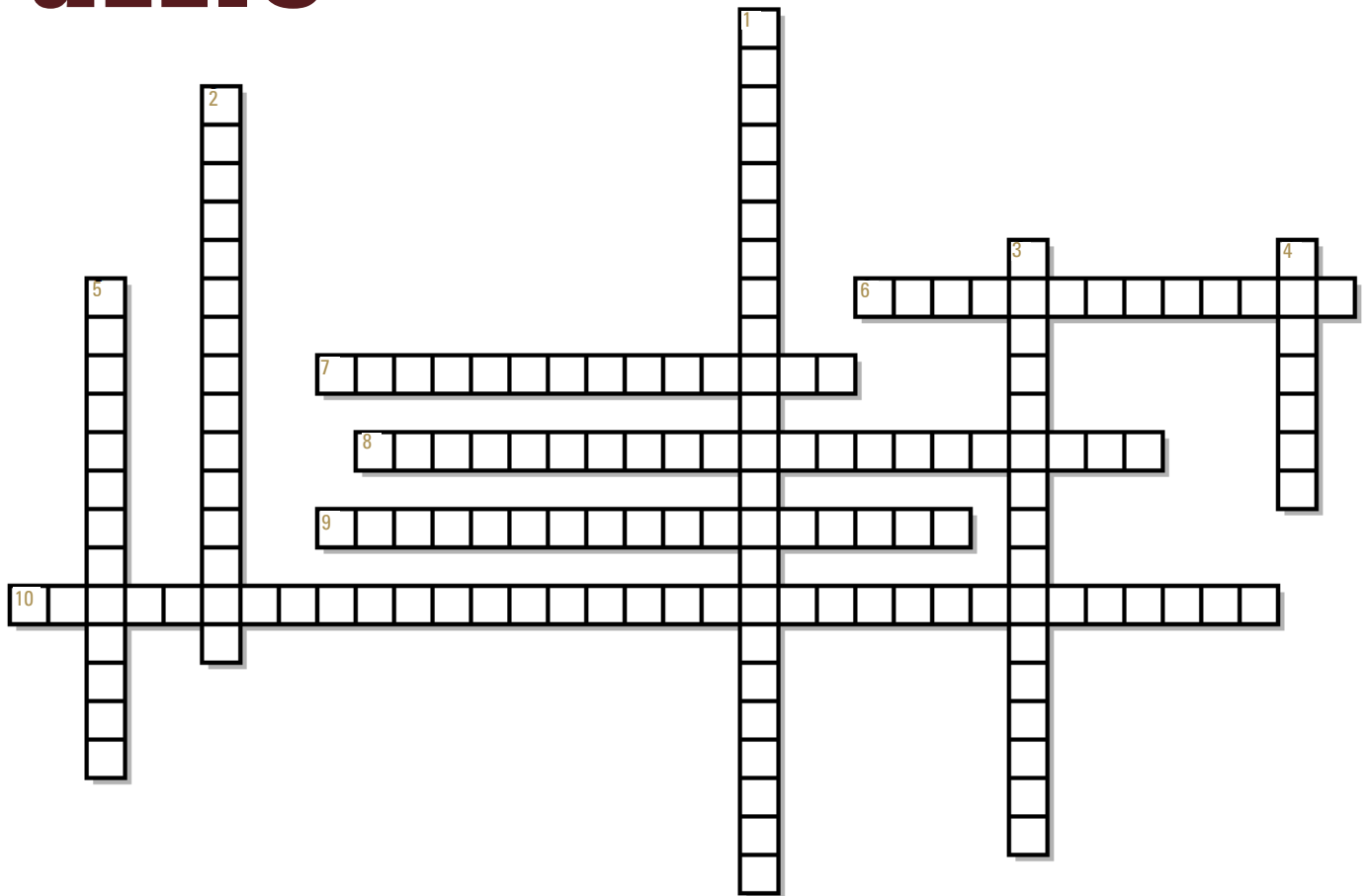
HR Crossword Puzzle

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 **March 9th**.

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



ACROSS

- 6 Name of the service that provides phone consultations with tax specialists
- 7 One of this month's featured employee discounts
- 8 Location for helpful links to business processes, services, electronic forms etc.
- 9 The leave form that has recently been updated to be effective March 4
- 10 This is an option for contributing the extra money from tax cuts

DOWN

- 1 First step in the performance review process
- 2 The focus of this month's wellness article
- 3 The HR area that just launched a website
- 4 Location for the March blood drive
- 5 Location of the Texas State financial planning and retirement fair

Congratulations to last month's HR Crossword Puzzle winners!

Rebecca Torres | Graduate Funding Specialist, The Graduate College

Sylvia Cruz | Administrative Asst III, Student Business Services & Bursars

Aja Varnado | Administrative Asst II, Round Rock Campus

MaryAnn Hollingsworth | Administrative Asst III, Custodial Operations

Jenny Ramirez | Store Clerk I, Department of Health and Human Performance

Mary Anderson | Online Course Developer, Office of Distance & Extended Learning

Anthony S. Guardado | Head RRC Librarian, Round Rock Campus Library

Roxanne Muños | Accounting Clerk II, Student Business Services & Bursars

Melanie Morales | System Support Spec II, The Graduate College

Jessica Bazaldua | Administrative Assistant II, Veterans Affairs Office

We would like to recognize the following employees who were promoted or reclassified between January 8, 2018 and February 5, 2018.



LAUREN G CLAWSON

Promoted to Contract Specialist from Administrative Assistant III, Procurement and Strategic Sourcing

NICHOLAS R GRAVOIS

Promoted to Coordinator, Marketing and Promotions from Athletics Intern, Strutters/Ticket/Mktg/Cheer

ROBERT C PAYNE

Promoted to Supervisor, Lab Services Technician from Sr. Lab Services Technician, Department of Engineering Technology

MARY A ORTIZ-MOERKE

Reclassified to Business Manager, Dean of Students from Sr Administrative Assistant, Dean of Students

LAURA E MURRAY

Reclassified to Business Process Analyst from Accountant II, Advancement Services

JAMES J NORTON

Reclassified to Supervisor, Electrical Distribution from Crew Supervisor, Electrical Distribution, Utility Operations

DANIELLE L ELROD

Reclassified to Construction Program Analyst from Accountant I, Facilities Planning Design



This information is available in alternate format upon request from the Office of Disability Services.