



HR Bulletin

December 2016

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TEXAS STATE
HUMAN RESOURCES

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



Goodbye, Caremark...

Hello, OPTUMRx®

Beginning January 1, 2017, OptumRx will become the new prescription drug plan administrator for HealthSelect plans.

A FEW IMPORTANT THINGS YOU SHOULD KNOW:

- Continue to use your Caremark prescription benefits through December 31, 2016.
- Be on the lookout for new cards. In late December, you should receive a new combined medical and prescription ID card. You can begin using that card in January.
- If you take a maintenance drug and use the prescription mail service, you should order at least a 60-day supply to get you through the transition. If you have an active, refillable prescription, it will be transferred to OptumRx in January.
- Expect to receive information in the mail from OptumRx in the coming weeks about benefits and drug coverage.

Visit www.healthselectrx.com for more information about the program and questions regarding the transition.

Need to Make Tax Changes for 2017?

- W-4: Make your changes to your W-4 tax status by using Employee Self-Service in the SAP Portal. You will find the W-4 under the Benefits and Payroll Tab. Easily make your changes online or come by JCK 360 to submit a paper copy.

If you would like the changes to be effective with your January 2 paycheck, be sure to make the changes no later than December 10! Changes made after December 10 will take effect on the next paycheck. Remember, you can make changes to your W-4 at any time throughout the year.

- Tax Deferred Accounts: The IRS recently announced the new contribution and benefit plan limits for 2017. For 403(b) and 457 elective deferrals, the limits remained unchanged from 2016.

If you would like to make changes to your voluntary 403(b), please complete the TDA Salary Reduction Agreement found on the HR website or in JCK 360. For changes to your 457, contact TexaSaver at www.texasaver.com or 800-634-5091.



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. Sign up through the SAP Portal.

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](#).

Happy
Holidays

From all of us at Human Resources



Fair Labor Standards Act Delay of New Overtime Rule

The following notification was released to all faculty and staff by the Vice President for Finance and Support Services on November 21, 2016:

Dear Members of the University Community:

A federal court in Texas has issued an order that makes it uncertain how the FLSA's overtime pay exemptions apply to employees who would be impacted by the new rules that were to go into effect on December 1. Because of the court's order, those rules will not go into effect as expected. To ensure that we are able to follow the laws that govern how employees are paid under the FLSA, we have revised our plans and will be delaying the implementation of any changes at this time.

This rule would have impacted an estimated 4 million workers nationwide, including approximately 300 staff here at Texas State.

In light of this injunction, we will delay making any employee classification or FLSA overtime status changes at this time pending a final ruling by the federal court system or action by the Department of Labor.

If you were one of the 300 employees notified by letter earlier this week of a classification or FLSA overtime status, no further action is required on your part and you can disregard the letter received from Human Resources. Those changes will not be made at this time and nothing about your classification, overtime exempt status, or timekeeping practices will change.

If you have any questions about this matter, please contact Jeff Lund in Human Resources at email jl21@txstate.edu or 512.245.2557.

Sincerely,

Eric Algoe

Vice President for Finance and Support Services



OVERTIME RULES

for conferences and training

The FLSA provides guidance related to attendance at conferences and training events. This guidance is summarized here.

Note: Overtime rules and compensable time are *not* affected by the federal court injunction to delay FLSA's overtime pay exemptions.

Time need not be counted as hours worked if all of the criteria listed here are met:

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

If these criteria are not met the time spent in attendance at a training event, conference or workshop is considered compensable time.

Remember training is considered compensable work time if it is:

- 1) involuntary;
- 2) related to the employee's job;
- 3) during regular working hours, or;
- 4) productive.

Review the [Compensable Time FAQs](#) on the Compensation [website](#).

Questions? Please contact HR Compensation Section at 512.245.2557





HR Communications Survey for Staff

TELL US WHAT YOU THINK

If you are a staff member, you may have seen an e-mail sent by John McBride inviting you to participate in our short [HR Communications survey](#). Thank you to those who have already participated. For those staff members who have not taken the [survey](#), we hope you take this opportunity to let us know your experiences and preferences regarding receiving HR communications.

Human Resources plays a key role in communicating important news on federal laws, policies and benefits. We understand that your communications preferences may differ from those of other colleagues across campus. We need your help in determining how to ensure that you receive the HR news that you need, the way you need it.

This [survey](#) is for staff members only.

The deadline for participation is Monday, December 12.

What is involved?

The time to complete this [survey](#) is approximately eight minutes.

Your responses are completely anonymous. IP addresses are not collected.

If you have any questions about the survey, please contact [Vanessa Salazar](#).



NEWLY REVAMPED BENEFITS WEBSITE:

Our newest addition in the HR website upgrade program

We are pleased to introduce the newly revamped [Benefits website](#), which went live mid-November. As part of the Human Resources website upgrade program, the [Benefits website](#) is the latest site to undergo renovations to better meet the needs of our users.



One of the main improvements is an organization of content making it easier to find what you are looking for regarding your Bobcat benefits. The new site includes a homepage, where you can access a [summary of the benefits](#) available to you, along with [insurance programs](#), [Work Life](#), [retirement](#), [leave and time reporting](#) and [FAQs](#) specific to Benefits. Each selectable item on the homepage leads you to more information regarding your topic of interest.

We look forward to more upgrades throughout our website as we move toward 2017.

<http://www.hr.txstate.edu/benefits.html>

Did you participate in TEXFLEX last year?

You can carry over a maximum of \$500 in your TexFlex health care account. You can log in to your TexFlex account at www.texflex-fsa.com to view your balances.

You have until December 31, 2016 to file any claims incurred between September 1, 2015 – August 31, 2016. On January 1, 2017, any amount over \$500 left from the last plan year will be forfeited.

The TexFlex Dependent Day Care does not have a carry-over. The last day to submit claims for day care expenses incurred between September 1, 2015 – November 15, 2016 (2 ½ month grace period) is **December 31, 2016**.



Financial Wellness:

A word about the upcoming holiday season and spending

*Contributing Author:
Dr. Kimberlee Davis, School of
Family and Consumer Sciences*

According to a recent Gallup poll, Americans are expected to spend on average \$908 on gifts this holiday season. This is the expectation. Now, what do you plan on spending? Here are several tips which consumers have agreed help.

1 Set a number

Consider what you can afford or pay credit card purchases off quickly and stick to that amount. I expect to spend \$750.

2 Determine who you're buying for Make a list and prioritize:

- | | |
|---|--|
| 1. Daughter (Hanna): Trip to NYC | 6. Cousin and her husband: Karen & Jim \$60 |
| 2. (Very) special friend (I don't kiss & tell): \$300 | 7. Cousin and her husband: Vicki & Jon \$0; going to visit |
| 3. Granny: \$100 and flower beds planted | 8. Karen L. \$30 |
| 4. Friends: Karen & Ron \$60 | 9. Jan L. \$30 |
| 5. Friends: David & Anne \$0; going to visit. | 10. Rod \$30 |

3 Put thought into your gifts

First and foremost, time and experiences are always the best gifts you can give. This type of gift shows you know and understand the other person. Think back, was your best holiday really because you got a most wanted gift or was it time someone spent with you playing with that gift? Did the gift really matter or was it the time spent? For me, another Christmas, when I was really strapped, I got Christmas ornaments that showed I knew the person and would mean something to them. Couples with new babies got "Baby's first year" themed ornaments. My dad loved football so he received a football themed ornament. My friend Jan loves wine so a wine themed ornament worked.

So, make a plan using these tips and by following them you are giving yourself a gift - a less stressful holiday season...at least when it comes to spending.



Last Chance in December to elect a 2016 Electronic W-2 form

SAP: Go paperless in December and enter to win a Texas State T-shirt!

This month: Elect the W-2 online delivery of your annual W-2 Form to automatically enter for your chance to win a Texas State University T-Shirt!

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

Congratulations to the October T-shirt give-away winners!

Bailey Jo Crawford - Administrative Asst I, Office of Undergraduate Admissions

Angela Nicole Behnke - Grant Senior Secretary, LBJ Inst for STEM Education Research

Annette Hamon - Coord, Events & Publication, University News Service

Another three winners will be chosen this month!

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 costs

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, 2017.

Notifications regarding the availability of the online 2016 W-2 forms on the SAP Portal are sent to all employees via e-mail in January 2017.

For any questions, please contact the Payroll and Tax Compliance Office at 5.2543 or payroll@txstate.edu.

The final deadline for electing online (paperless) delivery is December 31, 2016

SAP™





Two options for filling a temporary position

Internal process or use the TSUS Marketplace temporary staffing vendors

1 Internal Process

- Hiring managers may request, search, and view the temporary job-posting applicants.
- Allows hiring managers to hire Non-Student Non-Regular (NSNR) temporary staff.

The NSNR:

- is a university employee
- is not eligible for employee benefits
- has limitations on work hours, and limits on workdays
- may work less than 20 hrs/ week on a continuous basis
- may work short assignments
- may work intermittently throughout the year
- total hrs worked must be less than 130 hrs/ calendar month

2 TSUS Marketplace

- Has two contracts in place for departments to create purchase orders for temporary staffing workers to fill department's work needs.
- The vendor lists the job titles and hourly rates for temporary staffing vendor workers.

Please contact Human Resources at 512.245.2557 with any questions.

Veteran's Employment Preference in Interviews and Selection

Last year on September 1, 2015, Senate Bill 805 re: veterans hiring practices was signed into law. The bill made revisions to the [Texas Government Code 657. Veteran's Employment Preferences](#). The bill specifically included institutions of higher education and provided new guidance for interviews.

The new code requires that for each job posting, the hiring agency shall interview at least one individual qualified for veteran's employment preference if the total number of individuals interviewed for the position is six or fewer.

There is more information for hiring managers and applicants in the [Veteran's Preference in Employment](#) website.





International New Hires Information

I-9 Employment Eligibility and E-Verify

International new hires may complete their I-9 forms online in HireRight without a social security number. They are eligible to work when the department completes section two of the I-9 Employment Eligibility Form online in HireRight and provides the correct documentations.

- F-1 will need foreign passport, I-94, and Form I-20.
- J-1 will need foreign passport, I-94, and Form DS-2019.
- H1-B will need Foreign passport or I-94.



Employers may accept an Employment Authorization Document (EAD) for any of these employment eligibility options.

There may be special circumstances when other documentations may be acceptable for employment eligibility.

What if a new hire starts work with a completed I-9, but not a social security number?

The department and employee must update the electronic form I-9 and order the E-Verify after the employee receives the social security number.

Departments will then be required to:

- log into HireRight and navigate to the Completed tab;
- right click on the employee's name;
- select the correct I-9 form, send the form back to the employee to correct, and have the employee update with their social security number;
- when this action is complete, the department may log into HireRight, navigate to the completed tab, right click on the employee name, and order the E-Verify.

Please contact Human Resources at 512.245.2557 with any questions.



Hire Inspire Retain



The Challenge of Attracting and Keeping Outstanding Staff

President's Cabinet, key stakeholders, and the Office of Human Resources prepared one of ten Planning Background Briefs for the 2017-2023 university planning cycle. The HR brief is a two-page document that provides an overview of compensation, hiring and retention information.

The Office of Human Resources is pleased to provide this information to hiring managers to review.

Please see the brief topic, Hire, Inspire, Retain, The Challenge of Attracting and Keeping an Outstanding Staff, page 16-17 of the [Challenge and Change: Background Briefs to assist with Planning Efforts](#) on the Planning and Assessment website.

EVENT WORK vs. STIPEND

Occasionally managers want to compensate a staff employee for performing duties unrelated to their regular job. It is important that the duties be unrelated to their primary appointment with the university. When this happens, the manager will need to do the following:

- Send a list of duties to HR
 - HR will determine whether the duties are exempt from FLSA overtime and are unrelated to the employee's current job with the university.
- Pay an exempt employee by PCR via a lump sum payment (Special Payment PCR).
 - Duties performed during the regular work day must be covered by the appropriate paid leave category (accrued vacation or state comp time).

If the extra job duties are considered non-exempt by HR, the manager will:

- Pay the employee by use of the Event Work Hours option in time entry.
 - Event work paid equal to the employee's hourly rate at time and a half

Notes: Consistent with federal law and university policy, a non-exempt employee cannot receive a lump sum stipend payment. Compensation for additional work performed cannot exceed more than 25% of the staff employee's base annual salary each fiscal year.

Additional Information can be found in the [Compensation FAQs](#) or by calling the HR Compensation Section at 512.245.2557.



Welcome

New Employee Bobcats

Join us in welcoming the following employees hired between October 10, 2016 and November 7, 2016.

Caroline Streicher
Academic Advisor I
McCoy Academic
Advising Center

April Buentello-Srock
Student Development
Specialist II
Office of Disability Services

Matthew W Soles
Student Development
Specialist II
Dean of Students

John R Curnutt
Grant Coordinator
ALERRT Center

Tanna M Allison
Sr Administrative Assistant
Associate VP, Academic Affairs

Julie E Jakubek
Grant Specialist
ALERRT Center

John M Quigg
Research Scientist
Anthropology

Chloe P McDanel
Grant Specialist
Anthropology

Roberta A Dacus
Nurse Practitioner
Student Health

Tamarin Butcher
Instructional Designer
Learning Experience Design

Cory J Sibley
Dispatcher
University Police

Cassia K Flores
Grant Specialist
Educational Talent Search

Melissa K Demers
Sr Human Resources Assistant
Human Resources

Julie M Velasquez
Grant Specialist
Rural Talent Search

Robert B Jones Jr
Grant Specialist
University College

Romelia Morin
Systems Support Specialist II
Counseling, Leadership, Adult
Education and School Psychology

Yuvon B Robin
Research Coordinator
College of Science and
Engineering

Marissa F Petty
Painter I
Transportation Services

Matthew Menchaca
Facilities Maintenance Worker I
Facilities Operations

Sabrina D Zertuche
Grant Specialist
Rural Talent Search

Roy Mendoza
Painter I
Facilities Operations

Qanteria N Roberson
Coordinator, Marketing and
Promotions
Student Health

Casey A Carpenter
Graduate Degree
Audit Specialist
The Graduate College





NEW EMPLOYEE WELCOME (NEW) II

Friday, December 9, 2016

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

JCK 1100

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, December 9.

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.



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.

- **Samsung:** In a holiday shopping slump? Check out Samsung! Enjoy exclusive, members-only pricing on their hottest products—including TVs, tablets and PCs.
- **Volvo:** Save a full 6% on your next purchase or lease with Volvo! Skip the hassle of negotiating and pay the same discount price as Volvo employees.
- **Sprint:** Time for a new phone? Switch to Sprint and enjoy exclusive discounts and wireless rates.
- **Hewlett Packard:** Save on high performance, state-of-art desktops, laptops and more from HP! Enjoy exclusive employee pricing and seasonal savings.
- **Lenovo:** Holiday savings are just a click away! Enjoy exclusive low prices on select Lenovo laptops, tablets, desktops and accessories.

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

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

Visit Bobcat Balance today!



www.worklife.txstate.edu



ILLONA WEBER

Microcomputer Lab Coordinator,
Mathematics

EMPLOYEE OF THE MONTH
November 2016



Illona Weber and Dr. Eugene Bourgeois

Illona serves as the technical support staff and lab coordinator for the Department of Mathematics. The department has approximately 80 faculty, 30 funded graduate students, and an undergraduate enrollment of over 12,000. Each of these jobs should be handled by a team of several people. Yet Illona manages to fill both roles with a smile and energy left to perform numerous “other duties as assigned.”

As the technical support staff, Illona manages the hardware and software needs of the faculty, graduate instructional assistants, and instructional computer labs as well as assisting with computing needs in classrooms. This means that Illona manages over 250 computers as well as other hardware that faculty check out for travel and research, including laptops and video cameras. When software is added, the picture becomes more complicated. The department merges pure mathematics, applied mathematics, mathematics education, and statistics all into one home. Each of these areas has its own software programs for Illona to support, along with instructional software specific to each of these disciplines and to general education and developmental mathematics courses. Managing these resources would be a full-time job for several people, but in addition, Illona runs the Math Lab tutoring center. When wearing that hat, Illona hires, trains, and supervises 15-20 tutors working in 2 locations providing assistance for the more than 12,000 students

who take mathematics courses in a semester. While other tutoring facilities on campus work with freshmen level courses, the Math Lab provides assistance for mathematics courses at all levels. Illona schedules the tutors to balance the needs of developmental students, students taking required common core classes, STEM majors taking calculus, differential equations, and linear algebra, and mathematics majors taking upper level proof based courses.

Enrollment in the 2000 level statistic course has increased from 9 sections in 2011 to 23 sections and 2 of which were large lectures in 2015. Illona was on top of the situation, increasing assistance available for those students. She does more than hire and supervise the tutors. She arranges for the tutors to take advantage of appropriate training offered on campus and mentors the students in professional behavior. She gets to know the tutors well and provides a home away from home that welcomes our most advanced mathematics majors.

Illona has also been instrumental in overseeing classroom and workspace renovations. She has noticed spaces in need of maintenance and arranged for repairs, managed office space cleaning and painting, fixed broken office furniture, and many other duties. She visits offices and classrooms regularly and when she sees a need, she sees that it is taken care of.

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



IN THE SPOTLIGHT: MOVIN' ON UP

We would like to recognize the following employees who were promoted or reclassified between October 10, 2016 and November 7, 2016.

John D Moore III

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

Marivel Garza

Promoted to Financial Aid and Scholarship Program
Specialist from Financial Aid and Scholarship,
Advisor
Office of Financial Aid and Scholarships

Stacia P Strauch

Promoted to Student Development Specialist II
from Student Development Specialist I,
Retention Management and Planning

Rebecca E Witherington

Promoted to Graduate Student Funding Specialist
from Graduate Admissions Specialist,
The Graduate College

Patricia A Clarke

Promoted to Coordinator, University Registrar
from Administrative Assistant II,
Office of the University Registrar

Joseph M Meyer

Reclassified to Assistant VP, Institutional Research
from Director, Institutional Research
Office of Institutional Research



TEXAS  STATE[®]
HUMAN RESOURCES

