



# HR Bulletin

February 2017

2-5

## What's in View

- 2017 W-4 Forms Due for Employees Claiming "Exempt"
- Spring Break Energy Conservation Days
- Health Check 2017 Pre-Event Blood Draw
- Texas State Resources Fair
- Great Colleges to Work for Survey
- Enter to Win a Red/Restricted Parking Permit

6 - 9

## Highlights

- Performance Management Training Postponed
- Saving for Retirement - Tax Deferred Annuity (TDA) Plans Universal Eligibility Notification
- Emotional Wellness: How to be the Valentine You Always Wanted
- New TRS Retirement Service: Live Video Counseling
- Bobcat Balance

10-12

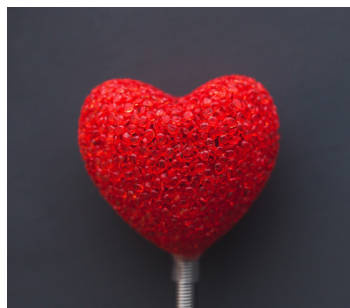
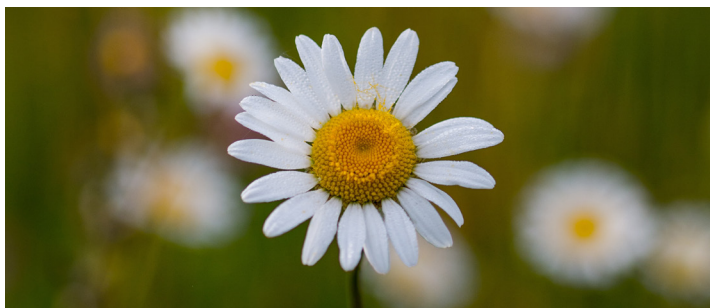
## Employee Focus

- Welcome New Employee Bobcats
- February Workshops
- Monthly Employee Discounts
- New Employee Welcome (NEW) II

13-14

## In the Spotlight

- Employee of the Month
- Movin' On Up



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

# 2017 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 Human Resources by **February 10, 2017**. Send your form to Human Resources in J.C. Kellam, Room 360, or fax to 512.245.1942. You will find a new W-4 form at <http://www.hr.txstate.edu/Forms/miscforms.html>

## Spring Break

**March 13 – 17, 2017**

During Spring Break, the university will be closed except for those offices designated as "essential". Essential offices require a skeleton crew.

Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. If an employee does not have enough time accrued to cover the absence, or is new and not eligible to use their vacation due to the six-month rule, supervisors must allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time. Therefore, these employees must be placed on leave without pay if they do not have enough vacation time to cover the absence.

For a list of essential offices, please refer to the FY17 Holiday Schedule at [www.hr.txstate.edu/Holiday-Schedule.html](http://www.hr.txstate.edu/Holiday-Schedule.html).

For information regarding FLSA overtime or state compensatory time, please see UPPS 04.04.16 Overtime and Compensatory Time Policy at [www.txstate.edu/effective/UPPS/upps-04-04-16.html](http://www.txstate.edu/effective/UPPS/upps-04-04-16.html).

Questions may be directed to Selma Selvera in Human Resources at [ss24@txstate.edu](mailto:ss24@txstate.edu) or 5.2557.

# Health Check

Central Texas Medical Center

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

## Health Check 2017 Pre-Event Blood Draw

The pre-event blood draw at Texas State will be held on

**Date: Wednesday, March 1, 2017**

**Time: 8:00 a.m. – 10:00 a.m.**

**Location: JCK 460**

(appointments scheduled every 15 minutes)

Pre-registration is required. To reserve an appointment, send your R.S.V.P. to [worklife@txstate.edu](mailto:worklife@txstate.edu).

For additional information about this event, contact Rose Trevino, Work Life Coordinator, Human Resources, at [rt24@txstate.edu](mailto:rt24@txstate.edu) or 5.2557.

# Texas State Resources Fair

*This is your opportunity to  
have questions answered about  
a business process or service you use.*

**April 6<sup>th</sup>**  
**11 a.m. - 2 p.m.**  
**LBJSC Ballroom**



The next Texas State Resources Fair is scheduled for Thursday, April 6, from 11:00 a.m. to 2:00 p.m. in the LBJSC Ballroom. 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](http://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. Look for more information in next month's Bulletin.





# WE WANT TO KNOW

“Great Colleges to Work For”  
survey!

## IT'S COMING...

Texas State is set to participate in the largest and most comprehensive workplace study in higher education: “Great Colleges to Work For” survey!

This survey will help us better understand and improve your workplace experience.

“Great Colleges to Work For” is a nationwide survey sponsored by The Chronicle of Higher Education and ModernThink, LLC.

*MORE INFORMATION TO COME!*







FEBRUARY 15- MAY 4

## ENTER TO WIN A 2017-2018 RED/RESTRICTED PARKING PERMIT!

The more tickets we sell, the more permits we give away!

Find a Staff Council member near you:  
visit [staffcouncil.txstate.edu](http://staffcouncil.txstate.edu) or email us at [staffcouncil@txstate.edu](mailto:staffcouncil@txstate.edu)



*1 ticket for \$5.00*

*3 tickets for \$10.00*



*Drawing held on May 9, 2017\**

*\*Winner will be notified & announced on the Staff Council meeting minutes email and website.*

### CASH & CHECKS ACCEPTED

Make checks payable to: "TX State"  
& include "Staff Council" on the memo line

All proceeds of this raffle  
will go toward funding our  
awards and scholarships.

*\*This raffle is only open to Red Permit-eligible personnel\**

# ATTENTION

## Performance Management Training POSTPONED

VPFSS recently announced the postponement of Performance Management training from February to April 3.

### WHY THE RESCHEDULE?

The postponement was made based on feedback which requested to have hands-on training closer to the deadline. As such, the new schedule aims to meet this request, help you access information in a timelier manner, and give you the opportunity for applied training through open labs.

### WHAT TO EXPECT STARTING APRIL 3:

Training will now solely consist of Open Labs: hands-on training sessions that focus on helping you work on the performance review process using the live online system in real-time, rather than in a testing environment.

### SCHEDULE AND SIGN-UP

You can view the schedule on our website. Training is now no longer required due to the adjustment, however if you want to sign up visit the [SAP Portal](#), click on Training and Development and look for Performance Management Assessment Open Labs.

### WHAT IF YOU ALREADY REGISTERED FOR SESSIONS PRIOR TO APRIL?

Thank you to those who have already registered. You should have received a personalized e-mail with further instructions on how to re-register for Performance Management Assessment Open Labs.

### WHERE CAN I ACCESS MORE INFORMATION?

Step-by-step instructional information regarding how to complete performance reviews will be added to the performance management website in the upcoming weeks. These resources should provide you with enough information to help you complete this step in the performance management process.

For questions, please contact [performancemgmt@txstate.edu](mailto:performancemgmt@txstate.edu)





# SAVING FOR RETIREMENT

## *Tax Deferred Annuity (TDA) Plans Universal Eligibility Notification*

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.

### How to Get 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-orphvenders.html](http://www.hr.txstate.edu/benefits/Retirement-Programs-and-Information-orphvenders.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.

### How to Make Contributions?

You can get started for as little as \$200 a year and contribute up to the general limit (\$18,000 for 2017) 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.

### How to Make 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.

Follow up questions about the program may be directed to Human Resources at [hr@txstate.edu](mailto:hr@txstate.edu) or 5.2557.



# How to be the VALENTINE you always wanted

Contributing author: E. A. Schmidt, Ph.D., LPC-S

PAY ATTENTION  
LOVE AND RESPECT

give compliments

DEVOTE TIME

DO SOMETHING NICE

With the coming of Valentine's Day, we wanted to help Texas State employees focus on and improve their relationships. No matter the circumstances, maintaining a positive relationship with anyone can be difficult, but is very important for preserving personal and professional wellness. There are times when people may feel like their relationships are going the wrong way. Fortunately, building a positive relationship is a skill which can be learned by everybody.

Building a positive relationship depends very much on having a foundation of love and respect for each other. One way to make a relationship more positive is to take some time each day to appreciate the little things. When you tell someone that they cooked a good meal, did a great job at something, or completed a task well, it creates a more positive environment. When you do things that show that you appreciate the efforts of another, you will be greatly rewarded.

It's also good to make sure that someone understands that you appreciate/love them. Show them by doing things that will make them happy even if it's just doing a household chore or workplace task they hate, or buying their favorite healthy dish. The key to building a positive relationship is making sure that someone knows they're loved, valued, and trusted.

If you find that a relationship is suffering, there are ways to build a positive one again. You should devote TIME to each other even if it's only a small chunk of time each day. Make sure to pay more attention to each other and give compliments for no reason or to do something nice for each other. The best way to make a relationship positive is to truly devote time and effort to it. Positive relationships can be difficult to maintain, but it can be done.

**Self-confidence** is extremely important in relationships. Self-confidence gives you a very clear idea of who you are as a person/employee and what you want out of life. This means that you're more likely to make good relationship choices and have positive partnerships.

**Self-esteem** is also very important. If you don't love yourself, then it's very hard for anyone else to love you, and it affects not only dating but friendships as well. People who don't have high self-esteem tend to make bad decisions, and end up with people who don't respect them or in unhealthy relationships. These relationships are almost always negative.

**Trust** is extremely important, as well. People who trust their partners/co-workers feel like they know them as much as they can and that others will not hurt them. It also makes people feel like they have someone who will be there no matter what happens.



# New

## TRS Retirement Service



### live video counseling

Want to meet with a TRS counselor to ask questions about your retirement, but don't want to drive to Austin? TRS now offers live video counseling for employees with questions about their TRS retirement. Through a live video feed, you are able to chat with a counselor and receive the same counseling you would if you go to the Austin TRS office.

All you need to participate in a virtual counseling session is a personal computer or tablet with a camera, a reliable internet connection, and a quiet, private place for a meeting. To schedule a live video counseling session, call TRS at 1.800.223.8778 or visit [www.trs.texas.gov](http://www.trs.texas.gov) to find out more information.

## 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.hr.txstate.edu/worklife.html](http://www.hr.txstate.edu/worklife.html)

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

### Visit Bobcat Balance today!



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



# Welcome

## New Employee Bobcats

*Join us in welcoming the following employees hired between December 5, 2016 and January 2, 2017.*

**Jennifer L Rodriguez**  
Procurement Analyst  
Procurement and Strategic Sourcing

**Melissa L Guth**  
Procurement Analyst  
Procurement and Strategic Sourcing

**Joshua M Moore**  
Programmer Analyst II  
Enterprise Systems

**Alexis D Smithwick**  
Dispatcher  
University Police

**Sienna M Schroeter**  
Data Entry Operator  
Office of Undergraduate Admissions

**Isabela Muller**  
Administrative Assistant II  
Office of the University Registrar

**Margaret J Zarate**  
Administrative Assistant II  
Office of Distance and Extended Learning

**Chad M Dawkins**  
Art Gallery Coordinator  
School of Art and Design

**Joshua A Arguelles**  
Human Resources Assistant  
Human Resources

**Armando Ramirez**  
Grant Specialist  
ALERRT Center

**Luke A Bryant**  
Coordinator, Annual Giving  
Athletics

**Melissa A Overall**  
Budget Assistant  
English

**Brooke A Thrasher**  
UI/UX Design  
Office of University Marketing

**Sergio Barrios**  
Counseling Specialist  
Counseling Center

**Jenny A Ramirez**  
Stores Clerk I  
Department of Health and Human Performance

**Jamie E Cathcart**  
Administrative Assistant II  
Mail Services

**Dylan L Randolph**  
Academic Advisor I  
Education Advising Center

**Bryant Cuadros**  
Police Officer  
University Police

**Kate A Cotnam**  
Counseling Specialist  
Counseling Center

**Jaimee L Bennett**  
Assistant Coach  
Track

**Karen M Serafino**  
Administrative Assistant II  
Applied Arts Academic Advising Center

**Ricardo Rodriguez**  
Police Officer  
University Police

**Aleysha R Ortiz**  
Police Officer  
University Police

**David D Noteboom**  
Head Custodian  
Campus Recreation

**John C Hinojosa**  
Custodian  
Campus Recreation

**Leticia Gonzalez**  
Grant Technician  
Chemistry and Biochemistry

**Daniel Guerrero**  
Assistant Dean, Students  
Dean of Students

**Emily K Whitten**  
Administrative Assistant III  
President's Office

**Holly A Hirsch**  
Director, Special Projects  
Special Projects

**Gregory S Hode**  
Electrician I  
Facilities Operations

**Kellie K Chapa**  
Accounting Clerk II  
Student Business Services and Bursars

**Christine Rhodes**  
Police Officer  
University Police

**Emmalene G Carberry**  
Student Development Specialist II  
Retention Management





# 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
		**Survival Spanish	*Responding to Emergencies on Campus: Standard Response Protocol	NEW Health and Wellness Lunch and Learn Series: Feeding Young Children *Responding to Emergencies on Campus: Standard Response Protocol
		1	2	3
	NEW Financial Education Lunch and Learn Series	In Limbo: Dilemmas Faced by Undocumented Students	Teacher Certification Advising	New Employee Welcome (NEW) II
6	7	8	9	10
	Gift Acceptance/Purpose at Texas State	**Survival Spanish Providing Legendary Customer Service		NEW Health and Wellness Lunch and Learn Series: What Should I Drink?
13	14	15	16	17
*Securing Confidential Information	Post Award Services Available to the University Community *Securing Confidential Information	Transition from Service to School: Helping Student Veterans Succeed at Texas State *Civilian Response to Active Shooter Events **Survival Spanish	*Civilian Response to Active Shooter Events	Krav Maga Self Defense Training
20	21	22	23	24
27	28			

(\*) Workshop offered either dates.

(\*\*) Survival Spanish consists of 7 Mon & Wed sessions between February 1 - February 22

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



# TEXAS STATE

## Employee Discount Program

To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Sam's Club:** At Sam's Club, get members-only pricing on high-quality brands you trust—from everyday essentials to unexpected finds.
- **From You Flowers:** Save 25% on flowers and gifts with From You Flowers, where elegance and flawless delivery are top priority and arrangements are hand-delivered.
- **Dell:** Fall in love with a new laptop, or experience the joy of a brand new home theater system! Enjoy exclusive prices with your Dell discount.
- **Beauty Bar:** Your favorite luxury beauty brands and collections—right at your doorstep! Save 20% on your first order and \$15 off orders \$60+ with BeautyBar.com.
- **Budget Truck Rental:** Hello, easy moving. Goodbye stress! Save up to 15% on reliable, easy-to-drive trucks with Budget Truck Rental.



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



## NEW EMPLOYEE WELCOME (NEW) II

Friday, February 10, 2017

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

Bobcat Stadium - Football End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, February 10.

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 are served.

For more information, contact Professional Development at ext. 5.7899.



# NAOMI WILSON

Administrative Assistant III,  
Curriculum and Instruction

EMPLOYEE OF THE MONTH  
January 2017



*Naomi Wilson and Dr. Eugene Bourgeois*

Naomi works tirelessly to organize and support the large department of Curriculum and Instruction (C&I). With over 140 faculty members, Naomi manages to provide each with support and personal attention. In addition to this personal support, she manages the Chair's calendar and supports the Chair in her daily activities and in the organization and management of the department.

Naomi also works with faculty, students, staff, and administrators across the university. She is able to deal with multiple issues and constituents simultaneously—and always with a smile. For example, an hour of Naomi's day may bring her a student applying for a work study position, a faculty member in need of assistance with purchasing, calls from multiple offices on campus for a variety of reasons, a budget issue from the Chair, and a message from the Dean's office needing a particular form. These tasks require different skills and knowledge and Naomi is able to handle them all.

Naomi acquires new skills very rapidly and has mastered multi-component tasks such as organizing search committees, facilitating travel for faculty applicants, helping to manage faculty budgets/contracts, and countless other integral skills. She is a good listener and problem solver and has an uncanny ability to make everyone around her feel very welcomed. She maintains a positive attitude and the willingness to always help anyone at a moment's notice.

One of her greatest abilities is that she is willing to ask questions and seek answers. This not only allows her to resolve issues in a timely way, it also means that she is developing relationships with other staff in offices around campus. Naomi is able to anticipate needs and is always focused on finding solutions to problems. Naomi is committed to performing her job duties in a timely and correct manner. She constantly strives to learn more and shares this knowledge with others. Her knowledge, skills, and dedication are above and beyond just doing her job.

Naomi goes that extra mile to truly get to know each student worker, each staff member and each faculty member. She understands teamwork and is always a willing team player.

*Congratulations, Naomi, 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 December 5, 2016 and January 2, 2017.

### Jessica A Etzler

Promoted to Coordinator, IT Projects  
from Sr Administrative Assistant,  
Technology Resources Administration

### Camrie N Pipper

Promoted to Administrative Assistant III  
from Administrative Assistant II,  
Philosophy

### Madison A Taber

Promoted to Career Advisor  
from Graduate Instructional Assistant,  
Career Services

### Debbie M Thorne

Promoted to Associate Provost  
from Associate Vice President, Academic Affairs,  
Associate Provost, Academic Affairs

### Patricia L Amende

Reclassified to Business Manager, Mathworks  
from Accountant I,  
Mathworks



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

