TEXAS ★ STATE — HUMAN RESOURCES

January 2015

HR Bulletin

The Support Staff Resources Website: Information at Your Fingertips!

The Administrative Support Services Committee (ASSC) and Human Resources (HR) have created a Support Staff Resources website to assist employees via links to quickly locate information on business processes, services, forms and training opportunities. The website can be found by (1) clicking on the Expand Navigation button on the main Texas State home page and then clicking on Support Staff Resources, or (2) going directly to the website by clicking on http://ssr.hr.txstate.edu/.

The site has the ability to list topics two ways: Alphabetically (A-Z) or by Division. The A-Z listing provides an alphabetical listing of links for a variety of topics. The divisional listing provides a list of departments, sections, and functions within each division.

This website has become a primary tool for those who provide administrative support services to the campus. It is a "living" site in that it is continuously improved, expanded, and updated. To steer this development, employees are strongly encouraged to submit their observations and recommendations to the ASSC.

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January Timekeeping

For timekeeping purposes, the month of January ends January 31 and should include the following weeks ending:

January	3
January	10
January	17
January	24
January	31

Remember, for employees entering their own time using the SAP Portal Employee Self Service (ESS), release your time at the end of each week.

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ADP 2014 W-2 Forms in January 2015

Texas State employees will receive dual notifications from ADP and Payroll and Tax Compliance when the forms are available in January, 2015.

As required by the Internal Revenue Service (IRS), Texas State University must provide all employees with a Form W-2 for each calendar year. As an option to the paper W-2, Texas State University offers employees the option of electing to receive their W-2 electronically.

You will need the following important information to print your 2014 W-2 Form when available:

1. Log in to ADP's Website: https://w2.adp.com.
2. Enter your ADP User-ID and ADP password.
3. Click on Tax Year 2014.
4. You can print and/or Download your W-2.

*ADP View and Print Instructions are available at the Payroll and Tax Compliance website at http://www.txstate.edu/payroll .

Registration ended December 31, 2014. An internet connection and a PDF viewer will be necessary to view and print the W-2 electronically. Employees who register and elect electronic W-2 thru ADP do not need to agree again every calendar year.

An employee who wishes to withdraw their consent may do so by providing a written request to:

1. Payroll@txstate.edu

Or

2. By mail to Texas State University

> Payroll and Tax Compliance
> 601 University Drive, JCK 516
> San Marcos, TX 78666

Payroll and Tax Compliance will confirm the consent withdrawal and the effective date with the employee requesting the removal of their electronic Form W-2. It will only be effective for those W-2 statements not yet issued.

NOTE: For security reasons, Payroll and Tax Compliance cannot fax or email W-2's. Forms may be mailed or picked up at the payroll office, JCK 516 with proper ID.

Disclosure Notice:

- If an employee does not elect to receive their W-2 electronically, the employee will have a paper copy mailed via US Postal Service to their current SAP address on or before the IRS deadline of February 2nd.

- All employees should verify their mailing address by January 8th to ensure W-2 delivery. To confirm or change your address information, please contact Human Resources at (512) 245-2557 or hr@txstate.edu.

- If you consented to receive your Form W-2 electronically, a paper copy will not be issued.

- Consent to an electronic W-2 will be effective for all future calendar years until consent is withdrawn.

If you have any questions, please contact Payroll and Tax Compliance Office at:

<div align="center">

(512) 245-2543 or payroll@txstate.edu.

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Did You Make Any Major Life Changes Over the Holidays?

Did you move? Get married? Have a baby? Don't forget to update your personal information. We can help!

Update your Address

- SAP Portal – Employee Self Service – Personal information

Update your Name

- Bring your new Social Security card, or the receipt with your name change, to the Benefits Office in JCK 360.

- Complete a name change form.

When you update your name or address, we'll automatically send those updates to your insurance and retirement plan providers.

Update your W-4 Tax Withholding Status

- SAP Portal – Employee Self Service – Benefits and Payroll – W-4 Tax Withholding

Update your Beneficiaries

- For TRS, complete a new form TRS-15. You can have it notarized in JCK 360. Just bring a photo ID with you and wait to sign it until you are in front of the notary.

- For 403(b) or 457 accounts, you will need to contact your provider directly.

- For life insurance, you will need to log in to your ERS account and complete the process online.

For any questions or help with these processes, stop by JCK 360, email hr@txstate.edu, or call Benefits at 512-245-2557.

EASY (PeopleAdmin, PA 7) Upgrade Project Update

During the fall semester, the upgrade project was ongoing in the planning and design phase in weekly meetings with the PeopleAdmin team to design the business process.

The project team leaders and support members met with PeopleAdmin weekly on Mondays and Fridays since September 26, 2014. On Mondays, the project team leaders met with PeopleAdmin Project Manager to discuss the project timeline, action items, and follow up questions. On Fridays, the project team leaders met with PeopleAdmin Implementation Engagement Manager to discuss and design the business process.

The meetings have been productive and the development of the business processes continues for faculty and staff. When the planning and designing phase winds down, PeopleAdmin will provide an updated project timeline that will outline the schedule for 2015.

Insurance Maximums and Deductibles Start Over

Some plan benefits are based on a calendar year (January 1 – December 31), others on a plan year (September 1 – August 31).

HealthSelect

HealthSelect medical plan coinsurance maximums and deductibles for non-network services are based on the calendar year. This means every January 1, participants are responsible for any applicable deductible or coinsurance amounts.

- Your out-of-pocket coinsurance maximum starts over ($2,000 network/$7,000 non-network)
- Your annual deductible for non-network services starts over ($0 network/$500 non-network)
- The inpatient hospital copayment maximum starts over ($2,250 combined network and non-network)
- For preventive care services, you are entitled to one of each per calendar year: routine physical, well-woman exam, routine eye exam, hearing exam and routine mammogram.

Caremark - your prescription drug plan deductible ($50) is determined on a plan year basis (Sept 1 to Aug 31).

HMOs - Community First and Scott & White

- Your out-of-pocket coinsurance maximum is determined on a plan year basis (Sept 1 to Aug 31)

State of Texas Dental Choice

This plan is based on a calendar year.

- Your annual deductible starts over ($50 Individual/$150 Family network, $100 Individual/$300 Family non-network)
- Your maximum calendar year benefit starts over ($1500)

Make Health Your Top Priority in 2015!
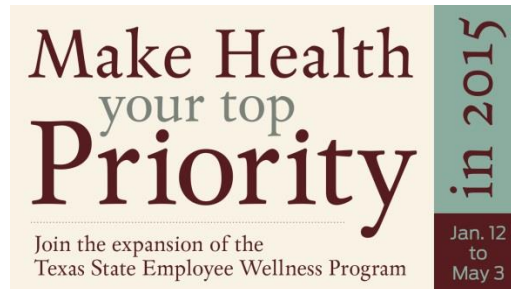
Join the expansion of the Texas State Employee Wellness Program
A 15-week pilot program (January 12 – May 3)

Texas State University is committed to helping employees make their health a priority. Between January 12th and May 3th, all employees will have free and unlimited access to online resources, Lunch 'n Learn sessions covering a variety of wellness topics, open swim at the Aqua Sports Center, open racquetball at Jowers Center, wellness checks, and group fitness classes.

To be eligible to participate in this free program, employees must register on-line, complete a Personal Health Appraisal, and sign a General Release and Waiver form. Registration will remain open throughout the duration of the pilot program.

Texas State University is committed to enhancing employees' health and wellness and we are excited to invite you to join us on this wellness journey!

Contact us

For more information and to register, go to

http://www.worklife.txstate.edu and click on Wellness.

For additional questions, contact Human Resources at worklife@txstate.edu or 512.245.2557.

Automatic Termination of Hourly Employees

The HR Master Data Center reviews and terminates hourly employees who do not show any time entry for a period of at least 90 days. Due to this termination action, it critical for hiring departments to review their hourly appointments for current time entry and encourage your employees to enter their time if they are still working in that position.

Take advantage of SAP transaction ZNOTIME-*Employees with No Time Entry* to monitor your employee's hourly appointments to ensure they are actually active. Instructions are found at http://www.hr.txstate.edu/hrmasterdatacenter.

How Does Recruitment Advertising Affect the Applicant Pool?

Recruitment advertising increases the number, quality, and diversity of the applicants.

Hiring managers may advertise on websites, publications, and media that reach targeted job seekers. Hiring managers may also contact the Employment Manager, LynnAnn Brewer at 5-2557 or by email at lb64@txstate.edu for guidance to develop an effective recruitment advertising plan that may result in a large, diverse, and highly qualified applicant pool.

SAP Transactions for Supervisors

As a supervisor, you have information at your fingertips on the employees you supervise. For example, hire date, pay change history, time entry, leave balances and retirement eligibility data.

The following SAP transactions are available to supervisors:

Your departmental time administrator is a valuable resource to help you execute these transactions. You may also contact Selma Selvera (ss24@txstate.edu) in Human Resources at 245-2557 if you have questions or would like to attend hands-on training.

PA20	Display HR Master Data
CATS_APPR_LITE	Approve Working Times
CATS_DA	Display Working Times
ZUTIME	Unprocessed Time
ZNOTIME	Employees With No Time Entry
ZESS_TIME	Time Statement
PT_QTA10	Display Absence Quotas
PT50	Quota Overview
PPSS	Display Organization Structure
PPOSE	Display Organization Staffing
ZELST	Employee List
ZPTDLYLV	Daily Leave Balances
ZSUSERSEC	Display User Security
ZPTVTOS	Vacation to be Converted to Sick Leave
ZHRTRAINRPT	Professional Development Training and Certification Report
ZHRRETELIG	Retirement Eligibility Report
ZWFTS1	Check Time Sheet WORKFLOW Receiver

January Workshops
Professional Development

The following workshops will be coordinated through Professional Development during the month of January. Please go to www.txstate.edu/pdevelop/Services/workshops.html for further information. 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.

For the Record: What You Really Need to Know about Records Management	Wed., Jan. 14 or Thu., Jan 15
Health and Wellness Lunch-and-Learn Series NEW	Wed., Jan. 14
Texas State Blood Drive	Thu., Jan. 15
iCAT: Connecting Student Activity and Achievement	Wed., Jan. 21
Teambuilding	Fri., Jan. 23 & Fri., Jan. 30
DIY (Do it Yourself) Security	Mon., Jan. 26 or Tue., Jan27
Health and Wellness Lunch-and-Learn Series NEW	Tue., Jan 27
Value-Based Estate Planning	Wed., Jan 28

Texas State Blood Drive

The next Blood Drive will be held on Jan. 15 from 9 am – 3 p.m. on JCK 1100. The Blood Center of Central Texas brings their mobile unit on a regular basis to allow employees to donate blood on campus since there is no donation center in San Marcos. Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to http://www.inyourhands.org/

- Click on the link above.
- In the "Donate Blood" section, click on "Find a Drive."
- Click on the "Donate Now" option located in the top menu bar.
- Under the Quick Links list, click on "Search By Group Code" option.

Welcome New Employees

We would like to welcome the following employees hired between November 24, 2014 and December 8, 2014.

Charlotte A Lund Administrative Assistant III University Library	Sandra L Ramirez Administrative Assistant II Human Resources	Brian A Rabel Electrician II Facilities Operations
Suzanne T Zamora Cashier Student Health Center	Mary-Christina Lawson Administrative Assistant II McCoy Academic Advising Center	Andrew K Cassell Recycling/Waste Management Worker I Grounds and Waste Management Operations
Kayla J Lee Staff Specialist Treasurer	Rachel D Bower Sr Lab Service Technician Chemistry and Biochemistry	Joshua S Garcia Grounds Maintenance Worker II Campus Recreation
Aaron P Swink Assistant Director, Edwards Aquifer Research Data Center Edwards Aquifer Research Data Center	Eric C Cobb Electrician II Facilities Operations	Cara L Frederick Outreach Coordinator McCoy College Business
Georgina D Canchola Administrative Assistant III College of Applied Arts	Col Michael R Russett Residency Specialist Office of Undergraduate Admissions	Jael Flores Library Assistant II University Library

Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between November 24, 2014 and December 8, 2014

Angelo Gutierrez, promoted to Electronic Security Systems Specialist from Media Technician, University Police

Robert J Mercado, promoted to Head Electrician from Electrician II, Facilities Operations

New Employee Orientation II Breakfast

All new staff employees hired during the past month are reminded that the second part of New Employee Orientation will occur on Friday, January 9, 2015. This mandatory session will be held in JCK 460 from 8:15 am to 12:00 noon. Employees are asked to arrive by 8:00 am in order to have continental breakfast before the session begins. Any new faculty members are also invited to attend. This monthly session (held on the second Friday of each month) is the second part of orientation program for all new Texas State employees. Employees receive information to enhance their basic understanding of Texas State and the benefits and opportunities associated with employment. For more information, contact Professional Development at extension 5-7899.

Texas State Quarterly Team Award

The Texas State Quarterly Team Award was presented to the *Student Learning Assistance Center (SLAC) Team.* The team members include: Dr. Carol Dochen, Lindley Workman Alyea and Meghan Parker.

The Student Learning Assistance Center (SLAC) was nominated and selected to receive the November 2014 Texas State Quarterly Team Award. Based on a surge in freshman enrollment in Fall 2013, SLAC received a little less than $18,000 in emergency funds to provide additional academic support services to students utilizing SLAC Lab and Supplemental Instruction (SI) services, particularly for the College of Science.

SLAC Program Director, Carol W. Dochen, wrote the proposal for utilization of one-time emergency funds after being contacted by Dr. Dann Brown about the huge influx in demand for services at SLAC and The Writing Center. While this project is consistent with services rendered year-around, the quick utilization and efficient usage of emergency funding is an excellent example of the responsiveness of SLAC personnel to student needs.

SLAC Lab Coordinator, Meghan Parker, hired and trained 7 lab tutors in Math, Science, and Business. Lindley Alyea, Assistant Director of SLAC, hired and trained 4 SI Leaders to support off-sequence General Chemistry (CHEM 1341). These additions were made to an existing SLAC Lab staff of approximately 50. Additions to the Supplemental Instruction (SI) staff brought the total staff to approximately 50.

This team's actions benefited the institution by directly serving students. The off-sequence Chemistry piece alone provided support to 257 students (27% of a Total N = 960) who accumulated 1,039 hours of contact with SI Leaders and earned grades averaging 0.61 GPA points higher than their colleagues choosing not to attend SI sessions for CHEM 1341 last spring. In the spring, the tutoring

lab saw 10,235 visits from 2,497 clients. Of those visits, 71% were in business, math, or science. In the spring assessment, 95.44% of those surveyed said their experience in SLAC was excellent or good. A large part of that satisfaction rating was due to our ability to hire and train new staff quickly.

Existing student staff for both SLAC Lab and SI are very large and demanding in terms of need for support and supervision. This particular project was implemented in Spring 2014 when spring semesters require specialized administrative tasks in preparation for summer and fall (Emerging Stars, GRA selection for the upcoming FY, staffing large-scale services, training and conference planning, managing budget year-end, etc.). Department staff managed their regular routine responsibilities while coordinating this additional project and assisting the campus community by serving on Facilities Committee, Staff Council, International Programming Committee, FACES Advisory Board, Emerging Stars Committee, and PAWS Preview, just to name a few. While housed in Academic Affairs, this team functions with a student-centered focus.

Congratulations to the SLAC Team on its achievements and its outstanding efforts!

Employee of the Month – Steven Herrera

Steven Herrera, Shuttle Service Manager, Transportation Services was selected as the Texas State Employee of the Month for December 2014.

As the Manager, Shuttle Service, Steve Herrera has directed and overseen a successful transition to a new bus fleet, new transit provider, and a new real-time GPS based bus tracking system. In addition to the many shuttle related responsibilities that Steve assumes in his position as Manager, Shuttle Service, Steve organizes and oversees additional transportation plans for university special events. He coordinates vehicle procurement and preparation, driver acquisition, maps and routing, and schedules to ensure that the event transportation is flawless. He also acts as a liaison between Texas State University and the City of San Marcos with his work on the San Marcos Transit Advisory committee.

Steve is a great asset to the Transportation Services department and the university as a whole. He brings to his job a high degree of professionalism, commitment, flexibility, and knowledge. Time and again, he has gone above and beyond to ensure that an event has the best possible transportation services. His commitment to being at every event, every football game, every commencement ceremony until the last transit vehicle has left, guarantees that any university transit need will be addressed with the utmost quality. He has successfully coordinated executive level transportation for multiple Texas State University System Board of Regents events, both in San Marcos and Austin, including transportation to and from private airplanes. He trains and supervises Texas State University Airforce ROTC cadets as executive fleet drivers each semester. His attention to every detail and willingness to work and problem solve until no aspect is less than the best it could be, is a great asset to both the university and the university system. His outstanding work on the Comal Building dedication ceremony allowed alumni, who went to school on the university's campus during the 1940s and 1950s, to return for the dedication by providing transportation that negotiated the Bobcat Trail Redevelopment construction. His development and execution of the transportation plan for the Presidential Seminar in Flowers Hall is an excellent example of Steve's willingness to go above and beyond in providing the best service possible. Where many others would have simply accepted that it would not be possible to provide transportation to the Cabinet, deans, faculty, staff, and guests, through closed streets and a construction zone, Steve coordinated with facilities, construction companies and contractors to provide safe and comfortable transportation to these events. Steve Herrera has been and continues to be extremely critical to the success of accommodating the many diverse transportation needs of the TSUS Regents, university, alumni, and the student body.

Steve exemplifies the kind of employee that makes Texas State University a great place for students, faculty, and staff. His commitment to excellence makes transportation a successful and vital part of the Bobcat experience.

Congratulations, Steve, on a job well done and being recognized as the December 2014 Employee of the Month!

Ask Human Resources

Frequently Asked Questions

Benefits

Question: **My doctor retired. How do I name a new primary care doctor?**

> *Answer:* You can log in to your United Healthcare account at www.myuhc.com/hs and name your PCP online. That will generate a new card to be mailed to you with the new doctor listed as your PCP. The change is effective the next day after you make the change. You can also call United Healthcare directly and make the change by phone at 866-336-9371.

Question: **I need to change the "privacy" election on my personal information. Can I do that in SAP Employee Self-Service?**

> *Answer:* No. You can use the Address and Name Change Form found under Misc Forms on our website or send an email to request the change to hr@txstate.edu.

Question: **I received a notice that my PCR has been rejected. Where did it go?**

> *Answer:* The rejected PCR will be returned to your SAP Worklist in the Portal. The initiator and anyone who has already approved the PCR will receive an email notice that the PCR was rejected. Most PCRs can be corrected with updated attachments if needed and submitted again. Please refer to the MDC webpage for helpful training material at http://www.hr.txstate.edu/hrmasterdatacenter.

Employee Relations

Question: **If I have an employee on a 90 working day Performance Improvement Plan, can I still give them a written reprimand if it is warranted?**

> *Answer:* Yes, an employee can be disciplined while on a Performance Improvement Plan.

Question: **I have an employee that transferred to my department on September 1 from another department. Do I need to do an appraisal on them?**

> *Answer:* Yes, the supervisor from the previous department will complete an appraisal for the period from 1/1 through 8/31 of that year. You will complete an appraisal from 9/1 to 12/31 of the year. HR will proportionately calculate the total score for the year once we receive both appraisals.

Question: **How can I check on the training and certifications of my staff?**

Answer: You can follow the links from the "My HR" tab in the SAP Portal and click on "Training & Development Activities & Required Certification and Training." You can then enter the employees' Person ID and related information to get the data you need.

Employment

Question: **Are temporary NSNR employees eligible to apply for internal or university job postings?**

Answer: Temporary NSNR employees are not eligible to apply for internal job postings. They are eligible to apply for university job postings.

Question: **How does a hiring manager hire a temporary NSNR employee?**

Answer: Hiring managers may refer to the following resource for information about hiring temporary NSNR employees.

http://www.hr.txstate.edu/employment/nsnrpresentation.html

Professional Development

Question: **Are all trainings offered on campus scheduled through Professional Development?**

Answer: No, Professional Development only conducts registration for the workshops they coordinate. For a complete listing of other offices that provide on-campus training, go to the Training and Development link (www.txstate.edu/pdevelop/learning-and-development.html) that lists 11 different offices and information about the training they provide. On-campus training is usually offered during the workday at no charge to the employee or their office. Training may be incorporated into the performance plan for employees.

Question: **Can other offices use the Professional Development workshop space?**

Answer: You may reserve JCK 460 by calling the office to check for room availability. You will then be asked to fill out the Room Reservation Form (http://www.txstate.edu/pdevelop/Services/reservationinfo/reservationform.html) on the website. Room use is free, but offices using the space are responsible for any charges incurred as a result of damage to furniture or equipment.

Question: **What if I cannot find an advertised workshop in the SAP Course Catalog?**

Answer: The date of the workshop may be scheduled more than 60 days out. SAP defaults to a 60-day search of scheduled courses. You can change the default to search for scheduled workshops more than 60 days in advance.

Question: **What are your Spring Development Possibilities?**

Answer: Look for an email shortly before the spring semester begins with your link for the Spring Preview, the combined workshop listing for Academic Development and Assessment, Information Technology Support, Professional Development, and Technology Resources.