November 1, 2022
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Dani Dalrymple</td>
</tr>
<tr>
<td>Bobcat Balance Update</td>
<td>Rose Trevino, Robert Armstrong</td>
</tr>
<tr>
<td>Performance Mid-Cycle Review</td>
<td>Heather Houston</td>
</tr>
<tr>
<td>Talent Acquisition Updates</td>
<td>Alicia Barthel</td>
</tr>
<tr>
<td>Compensation Overview</td>
<td>Carole Clerie</td>
</tr>
<tr>
<td>Staff Ombuds Services</td>
<td>Dr. Stella Silva</td>
</tr>
<tr>
<td>SprinTax and Non-Resident Aliens</td>
<td>Madeline Davila Adams</td>
</tr>
<tr>
<td>Overbudget Notifications</td>
<td>Tracy Ryan</td>
</tr>
<tr>
<td>HR Updates</td>
<td>Carole Clerie</td>
</tr>
</tbody>
</table>
Your microphone and camera are automatically off.

Submit your questions using the Q&A button located at the bottom of your Zoom screen.

(Avoid putting questions in the chat, as they may not be seen by our presenters)
Well-Being Program Update

Rose Trevino
Work Life Coordinator
Human Resources

Robert Armstrong
Account Manager
ComPsych Corporation
Well-Being Program Update

Movember

- A month-long event in which people are encouraged to grow mustaches in order to raise awareness for men’s health issues, such as prostate cancer, mental health, etc. Annual screenings are vital for early detection.
- To raise awareness for men’s health, we encourage you to wear blue on November 29th and join us at noon under the arch for a group photo!

New EAP Program Vendor

- UTEAP services end Nov. 30
- TXST selected ComPsych as its new EAP vendor partner
- Services start Nov. 1
- Introduction to Robert Armstrong, ComPsych Account Manager
ComPsych Overview

- Founded in 1984 and grown to be the largest provider of EAP services in the world
- 127 million individuals and more than 56,000 organizations throughout more than 190 countries
- Global service centers staffed by dedicated clinical, legal financial, wellness, behavioral and work-life experts—24 hours a day
- Leading provider of Critical Incident Services worldwide
GuidanceResources® - What is it?

Free, confidential services including:

- Counseling (about parenting, relationships, work stress, and more)
- Legal guidance
- Financial guidance
- Work life balance
- Online resources
Your EAP Can Help You...

- Prevent small problems in your life from becoming big problems
- Control the negative effects of stress
- Feel happier
- Be more energetic
- Concentrate and perform better at work
- Offer assistance to people in your household, since they can access the EAP too
You Can Get Help When...

- Credit card bills seem impossible to pay and are causing you stress
- You are worried about your relationship with your spouse
- As you get older, you worry about whether you will have enough money to live comfortably
- You don’t know how to talk to your kids about difficult subjects such as sex, drugs, and suicide
- Keeping up with all of your responsibilities feels overwhelming
- Anything else that is causing you stress.
Confidentiality

- The program is strictly confidential
- Records are maintained by ComPsych®
- Summary reports do **NOT** identify individuals
Available 24/7

◦ Call us anytime for solutions: 888.228.9831

◦ Visit Us Online: www.guidanceresources.com (Company Web ID: TXST)

◦ For you AND your household members!
Confidential Counseling

Short-term Counseling (5 sessions per issue per household member per year)
- Address issues early
- No cost
- Confidential
- Voluntary

Long-term Counseling
- Continuing treatment for long-standing issues
- Refer to insurance or community resources
Legal Information

Expert legal information from licensed ComPsych staff attorneys.

- **Unlimited Access to:**
  - Family law
  - Wills
  - Bankruptcy
  - Estate planning
  - Real estate
  - ID theft

- **Local, Quality Referrals:**
  - 30-minute in-person consultation
  - Discounted legal fees
Financial Information and Consultation

Financial information from ComPsych® staff financial experts

• Unlimited access
  • Budgeting
  • Income tax
  • Credit
  • Real estate
  • Debt
  • Retirement planning

• Confidential and objective
Work Life Balance

Information, referrals and resources for work-life needs. Addressing work-life balance issues by providing practical information and referrals for:

- Child and elder care
- Educational options
- Community information
- Event planning
- Home improvement
- Buying/selling a home, relocation
- Assistance with shopping and locating items
GuidanceResources® Online

- Access from anywhere, anytime
- Click to Chat with a GuidanceConsultant℠
- HelpSheets℠ on thousands of topics vital to your employees
- Localized online resources — now in 65 countries
- Training programs
Online Information, Tools, & Services
Online Information, Tools, & Services
Get In Touch

- Your single source for confidential support, expert information and valuable resources, when you need it the most.
- **Available 24 hours a day, 7 days a week**
- Call: **888-228-9831**
  - TDD: 800.697.0353
- Online: [guidanceresources.com](http://guidanceresources.com)
  - Your company web ID: **TXST**
CONTACT US

Work/Life
Human Resources

5.2557

worklife@txstate.edu

hr.txstate.edu/worklife
Performance Mid-Cycle Review

Heather Houston
Assistant Director
Human Resources
Performance Mid-Cycle Review

Timeline
° During October and November, managers informally meet 1:1 with employees to assess progress on previously established goals. Informally assess whether expectations are being met and if any adjustments need to be made.

Best Practices
° Adjust goals where appropriate.
° Documentation is recommended.
° Manager and employee(s) should acknowledge successes and note opportunities for improvement.
Performance Mid-Cycle Review

Resources
- HR Performance Management website
  - Video Tutorial
  - Manager Toolkit
- SuccessFactors Learning
  - Recommended LinkedIn Learning training videos:
    - Having Career Conversations with your team
    - Coaching and Developing Employees
    - Developing Your Team Members
CONTACT US

Employee Relations
Human Resources

5.2557

erelations@txstate.edu

hr.txstate.edu/employee-relations
Talent Acquisition Updates

Alicia Barthel
Talent Acquisition & Inclusion Director
Human Resources
PeopleAdmin ATS Overview

Wednesday, November 16
1 – 2:30 p.m.
Register through Success Factors Learning

✓ Creating a posting
✓ Screening applicants
✓ Completing the matrix
✓ Updating applicant status
✓ Initiating the rec for hire and hiring proposal
Advertising for Staff Postings

All postings are automatically published on:

- Texas Workforce Commission
- Chronicle
- Inside Higher Ed
- Higher Ed Jobs
- Indeed

NEW! Advertising Campaign Summary

E-mails - JobElephant

- Recommendation to additional job boards
- Direct contact with JobElephant for recruitment needs
- No additional cost
- Improved recruitment analytics
Form I-9 Processing Updates

- Due to the continued safety precautions related to COVID-19, Dept. of Homeland Security and U.S. Immigration and Customs Enforcement have announced an extension to the Form I-9 flexibilities until July 31, 2023,
  - *Flexibility only applies when COVID-19 related.

- CUPA-HR I-9 Reciprocal Processing Consortium – Resource for remote I-9 verification

- Reminders:
  - Take action on all I-9 cases when notified by HireRight that further action is needed.
  - International employees processing - Ensure the Form I-9 is updated and complete when the employee receives their social security card.
Employee Referral Bonus Program

At Texas State University, we recognize that candidates sourced from employee referrals are one of the University’s best recruitment tools. All TXST employees are encouraged to refer quality candidates who will successfully contribute to achieving the University’s goals and strategic plans.

Effective September 1, 2022, TXST will provide employees with a $500 incentive for each candidate referred and hired into a benefit-eligible position. This incentive program has been authorized as a pilot for fiscal year 2023.

To be eligible for the bonus, the referred candidate must include the referring employee’s name on their employment application. If a referred candidate specifies more than one referring employee, the bonus will be split evenly. Referring employees should make sure that the referred candidate lists their name on the initial application submitted through the university’s online application system.

If the applicant does not provide your name, you will not be able to receive a referral bonus if the person is subsequently hired.
Coming in Spring

PeopleAdmin Workflow changes

- Screening (supplemental) questions
- Integrated hiring matrix (evaluative criteria)
- Digital Offer Letter
- Auto-enrollment in NEW I
CONTACT US

Talent Acquisition

5.8200

talentair@txstate.edu

inclusion.txst.edu/faculty-and-staff/talent-acquisition-and-inclusion.html
Compensation Overview

Carole Clerie
AVP
Human Resources
Pay Grade Determination

- Assign Job to Pay Grade
- Review Job Analysis Form
- Compare Job to Market
- Classify Job
External Factors

- Base salary
- Market percentiles
- Factors
  - Market
  - Location
  - Industry
  - Size
Internal Factors

- Time in position
- Education
- Comparison with others (same position, level above and level below)
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Compensation & Classification

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hr.txst.edu/compensation.html
Staff Ombuds Services

Dr. Stella Silva
Staff Ombudsperson
Human Resources
Staff Ombuds Services

The Staff Ombuds Service is now available to Texas State employees to listen to concerns, promote dialogue, and provide additional opportunities for staff to engage in an informal dispute resolution process.

This program is designed to assist individuals and groups in the resolution of conflicts or concerns they may experience in the workplace.
Role of the Ombudsperson

The Ombuds is a neutral person with whom employees can voice concerns, evaluate situations, organize thoughts, and identify options. An Ombudsperson:

- is **independent** in structure and function to highest degree possible.
- considers communications with those seeking assistance **confidential**, unless disclosure is required by law and/or policy (i.e., Title IX).
- is an **informal** resource, does not participate in any formal adjudicative or administrative procedure related to concerns brought to their attention.
# Contact

<table>
<thead>
<tr>
<th>Staff Ombudsperson</th>
<th>Faculty Ombudspersons:</th>
<th>Student Ombudsperson:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Stella Silva</td>
<td>Dr. Todd Jewell, Dr. Colleen Myles</td>
<td>Laramie McWilliams</td>
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staffombuds@txstate.edu  
facultyombuds@txstate.edu  
dos.txstate.edu
2023 Tax Season Deadlines

Madeline Davila Adams
Director
Payroll and Tax Compliance
2023 Tax Season Deadlines

Friday, January 13
• Update mailing address
• Consent for electronic W-2

Friday, January 28
• Electronic 2022 W-2 available in SAP Portal
• Mailing Distribution of 2022 W-2 Statements

Monday, February 20
• Reprints or copy of W-2

Monday, April 17  Tax Day!
• IRS Tax Deadline
Overbudget Notifications

Tracy Ryan
Assistant Director
Budgeting, Financial Planning & Analysis
CONTACT US

Budgeting, Financial Planning & Analysis

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budget@txstate.edu

Faculty Academic Resources: cindy_waggoner@txstate.edu

fss.txst.edu/budget/
QUESTIONS?

Please use the Q&A feature to submit your question.
THANK YOU!

We hope to see you at our next HR Connections event on February 21!

CONTACT US:

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