

TEXAS  STATE
HUMAN RESOURCES

 **HR**
CONNECTIONS

November 1, 2022

AGENDA

Topic:

Presenter(s):

Welcome

Dani Dalrymple

Bobcat Balance Update

Rose Trevino, Robert Armstrong

Performance Mid-Cycle Review

Heather Houston

Talent Acquisition Updates

Alicia Barthel

Compensation Overview

Carole Clerie

Staff Ombuds Services

Dr. Stella Silva

SprinTax and Non-Resident Aliens

Madeline Davila Adams

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Tracy Ryan

HR Updates

Carole Clerie



HOUSEKEEPING RULES:



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 GuidanceConsultantSM
- HelpSheetsSM on thousands of topics vital to your employees
- Localized online resources — now in 65 countries
- Training programs

Online Information, Tools, & Services

The screenshot shows the GuidanceResources Online login page. At the top, there is a dark blue header with the text "GuidanceResources® Online" on the left and the "COMPSYCH®" logo on the right, which includes the tagline "GuidanceResources® Worldwide". Below the header is a white navigation bar with a "Login" link on the left and a small American flag icon on the right.

The main content area is divided into two columns. The left column features a large image of a smiling woman in a blue business suit. Below the image is a "Welcome to GuidanceResources® Online" message, followed by a paragraph: "GuidanceResources Online is an award-winning, comprehensive, interactive service that provides expert content and unique tools to assist you in every aspect of your life, all in a secure, easy-to-use, personalized environment." Below this text are five award logos: Davey Awards Silver Award Winner, a gold medal icon, Galaxy Awards, a logo for "The Conversation Center", and Digital Health Awards.

The right column contains the login and registration forms. It has two tabs: "LOGIN" (selected) and "REGISTER". A "Help" link is located at the top right of the form area. The "User Name" field is followed by a "Password" field. Below the password field is a "Remember Me?" checkbox. A blue "Login" button is positioned below the form fields. Below the button are two links: "I forgot my username" and "I forgot my password". At the bottom of the form area, there is a note: "To access, alter, or erase personal data, go to My Profile."

The footer is a light gray bar containing a "Privacy" link, the copyright notice "Copyright © 2019 ComPsych® Corporation. All rights reserved.", and a list of services: "Employee Assistance Programs | Behavioral Health | Wellness Programs | Work-Life | HR Solutions". At the very bottom, there are two app store icons: "Available on the App Store" and "ANDROID APP ON Google play".

Online Information, Tools, & Services

The screenshot displays the GuidanceResources Online website. At the top, a dark blue header contains the text "GuidanceResources® Online" on the left and the "COMPSYCH" logo with the tagline "GuidanceResources® Worldwide" on the right. Below the header is a navigation menu with links for Wellness, Relationships, Work & Education, Financial, Legal, Lifestyle, Home & Auto, Working Abroad, and More... On the right side of the menu are icons for a flag, a person, and a gear.

Below the navigation menu is a search bar with the placeholder text "How Can We Help You Today?" and a magnifying glass icon. Below the search bar is a link that says "Don't know? Try our ResourceRecommender™" and a "Take a Site Tour" link.

On the right side of the page, there is a "SERVICES" section with three icons: "ABOUT" (information icon), "ACCESS" (mouse cursor icon), and "ALERTS" (warning icon). Below these icons is the phone number "800-xxx-xxxx".

The main content area features three cards:

- BE SMART**: "Manage Your Personal Finances". Having a budget and reducing debt are important steps for financial stability. Learn to be financially smart this new year with this On-Demand Training. [On-Demand Training >>](#)
- BE BETTER**: "Eat Better". If being healthier is one of your New Year's resolutions, this guide can help you learn to make better food choices one step at a time. [Learn more.](#) [Guide >>](#)
- BE PREPARED**: "Is your estate in order?". Make being prepared for the unexpected one of your resolutions this year. Create an estate plan to ensure your family and assets are protected with EstateGuidance. [Discount >>](#)

At the bottom of the page, there is a footer with the following text: "Home | My Profile | Change Password | About Us | Privacy | Help | Contact Us | Feedback" and "Copyright © 2019 ComPsych® Corporation. All rights reserved." Below this is another line of text: "Employee Assistance Programs | Behavioral Health | Wellness Programs | Work-Life | HR Solutions". At the very bottom, there are two app store logos: "Available on the App Store" and "ANDROID APP ON Google play".

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**
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

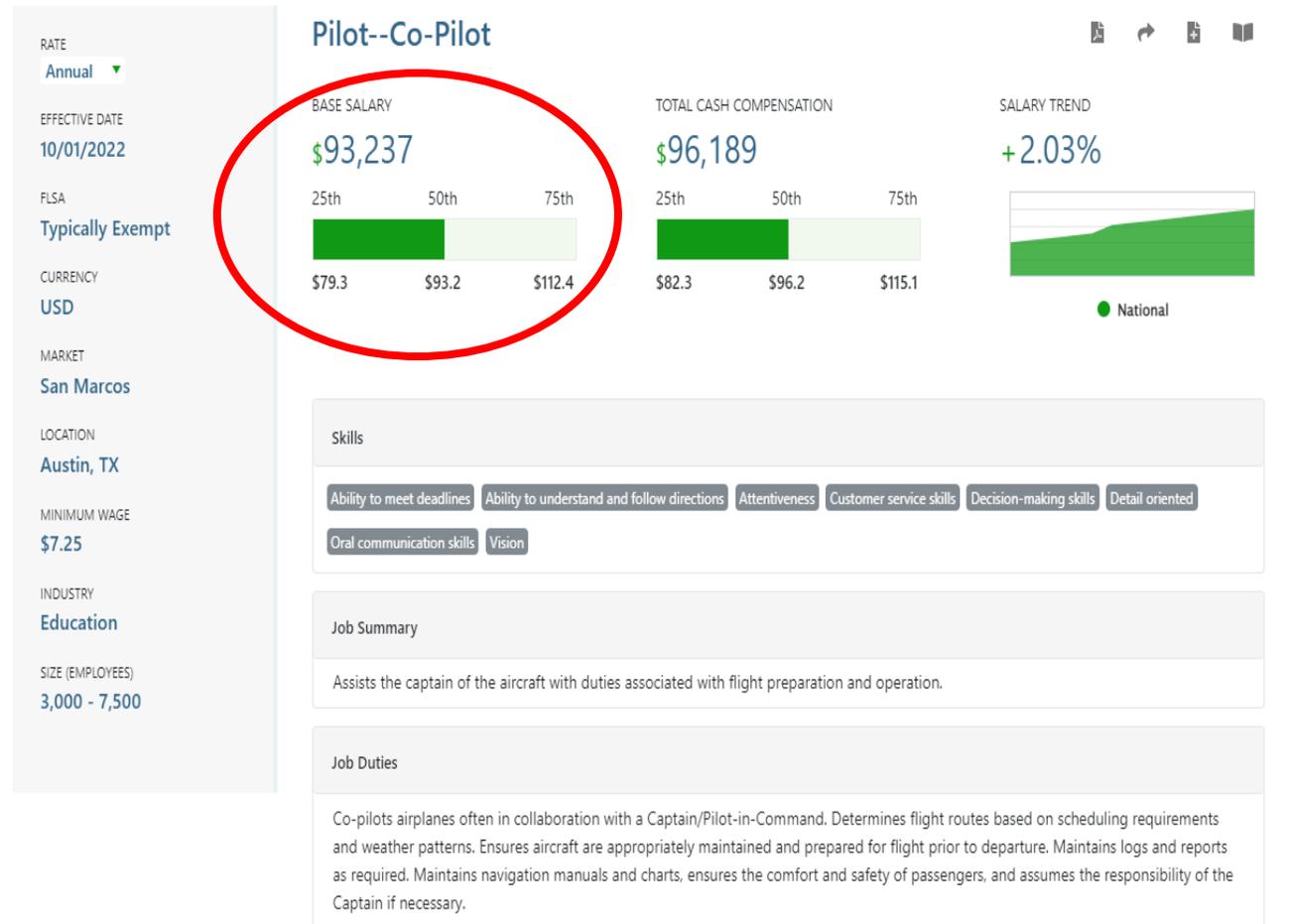
AVP
Human Resources

Pay Grade Determination



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



5.2557



compensation@txstate.edu



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

Staff Ombudsperson

Dr. Stella Silva

staffombuds@txstate.edu

Faculty Ombudspersons:

Dr. Todd Jewell, Dr. Colleen Myles

facultyombuds@txstate.edu

Student Ombudsperson:

Laramie McWilliams

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



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[Payroll and Tax Compliance](#)
[Office : Texas State University](#)
[\(txst.edu\)](#)





Overbudget Notifications

Tracy Ryan

Assistant Director
Budgeting, Financial
Planning & Analysis

CONTACT US

Budgeting, Financial Planning &
Analysis



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Faculty Academic Resources:

cindy_waggoner@txstate.edu



fss.txst.edu/budget/





HUMAN RESOURCES



HR Updates

Carole Clerie

AVP
Human Resources



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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hr.txstate.edu