



# HR Bulletin

July 2017

## 2-3

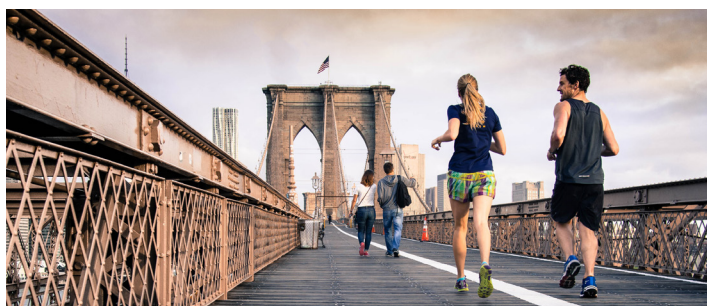
### What's in View

- Happy 4<sup>th</sup> of July
- Performance Plan Updates Coming Soon
- Summer Enrollment Highlights for 2017

## 5-9

### Employee Focus

- Listen to Your Body & Talk to Your Fitness Instructor!
- New Employee Welcome (NEW) II
- New Faculty Orientation
- Welcome New Employee Bobcats
- Did You Know? Bobcat Balance Newsletters
- July Workshops
- July Employee Discounts



## 4

### Highlights

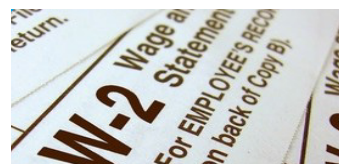
- Reminder: Elect Your 2017 W-2 Online Form



## 10-12

### In the Spotlight

- Employee of the Month
- Texas State Quarterly Team Award
- Movin' On Up



TEXAS  STATE  
HUMAN RESOURCES

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



## Coming Soon!

Important updates are currently being made to the performance plan process based on feedback we received last year. Instructions on how to complete the plan with these new upgrades along with dates for completion will be announced soon.

Thank you once again for your patience and continued support of this important initiative.

# SUMMER ENROLLMENT

## Highlights for 2017



This is your one time a year chance to make changes to your benefits without experiencing a qualifying life event.

Summer Enrollment **Ends**

**JULY 28<sup>TH</sup>**  
**7 P.M.**

## Highlights

- On September 1, 2017, Blue Cross and Blue Shield of Texas (BCBSTX) will become the new plan administrator for HealthSelect of Texas and Consumer Directed HealthSelect. Most benefits and requirements for HealthSelect of Texas and Consumer Directed HealthSelect will not change. If you are enrolled in an HMO, HealthSelect Medicare Advantage or KelseyCare Advantage you will not be affected. Find more details about the transition [here](#).
- Most insurance rates will remain the same. Health insurance rates and the State of Texas Dental Choice rates will increase slightly and short-term disability will decrease slightly. Find the rates for next year [here](#).
- If you don't need to make any changes, you don't have to take any action. If you want to make changes, log in to your [www.ers.state.tx.us](http://www.ers.state.tx.us) account during the summer enrollment window, which ends July 28<sup>th</sup>.

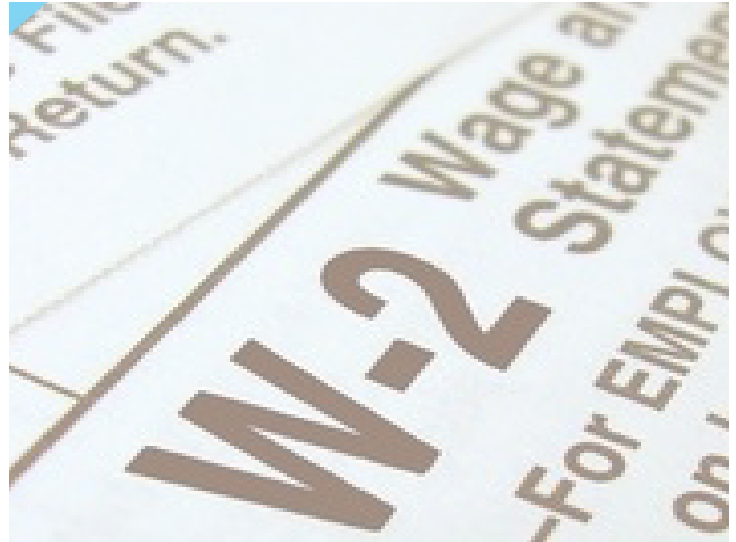
Contact the Benefits Office in Human Resources with questions! [Summer Enrollment Website](#)  
5.2557 or [hr@txstate.edu](mailto:hr@txstate.edu)

# REMINDER

## Elect Your 2017 W-2 Form Online

### (PAPERLESS DELIVERY)

- 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.



#### 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 cost

#### 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, 2018

**All employees will be notified via email when the online 2017 W-2 forms are available on the SAP Portal in January 2018.**

For any questions, please contact the Payroll and Tax Compliance Office at 512.245.2543 or [payroll@txstate.edu](mailto:payroll@txstate.edu).

**The deadline for electing online (paperless) delivery is December 31, 2017**

**SAP**<sup>TM</sup>

# LISTEN TO YOUR BODY & TALK TO YOUR FITNESS INSTRUCTOR!

Kate Bero, DPT Student and WellCats Instructor

Group fitness classes are a great way to exercise in a social environment. The tips below will ensure you have a safe and enjoyable experience.



## LISTEN TO YOUR BODY.

Our bodies are good at communicating with us, we just need to listen. Remember to start low and go slow. It's important to warm up and cool down, as well as workout at an appropriate level.

In group classes, it's easy to stop listening to your body and start listening to the music. In these classes, it is also easy to become competitive. Use this friendly competition to motivate you, but don't overdo it. Pain is never a good thing.

Be aware of the difference between muscle fatigue and pain. Sharp sensations typically indicate pain, while an aching/burning sensation during repeated use of a muscle is usually ok. Muscles can be sore for one to two days after a workout. Soreness lasting longer than two days indicates you pushed yourself too far. An advantage of attending a group fitness class offered through WellCats is that you have a knowledgeable instructor right there in front of you. If you aren't sure, ASK.

## TALK TO YOUR FITNESS INSTRUCTOR.

In general, group fitness instructors place a lot of trust in their participants. Instructors rely on you to tell them when something hurts and disclose injuries or health conditions that may impact your participation in class. WellCats instructors are available before and after class to discuss health concerns. They are trained to offer modifications to make classes accessible to a variety of levels. If an exercise doesn't feel right, ask for a modification. After you receive a modification, adhere to it, and when you feel you're ready to progress, talk to your instructor for guidance.

WellCats is committed to offering a safe exercise environment. Please listen to your body and talk to your group fitness instructor if you have any questions or concerns. If you would like to discuss your physical conditions further, please contact Carolyn Swearingen at [carolynswearingen@txstate.edu](mailto:carolynswearingen@txstate.edu) or 245.1972. For more information about group fitness classes, go to: [www.hr.txstate.edu/worklife/wellcats.html](http://www.hr.txstate.edu/worklife/wellcats.html)





# NEW EMPLOYEE WELCOME

(NEW) II

*Friday, July 14, 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, July 14.

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 employees hired during the past month. Breakfast and lunch are served.

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

## NEW FACULTY ORIENTATION SCHEDULED FOR AUGUST

Faculty Records will be hosting New Faculty Orientation on Tuesday, August 22, 2017. All new benefits-eligible faculty members should attend this session. Information for new faculty members, including registration information, can be found at [facultyrecords.provost.txstate.edu/work-at-txstate/nfo.html](http://facultyrecords.provost.txstate.edu/work-at-txstate/nfo.html).

For questions about New Faculty Orientation, contact Faculty Records at 245.3628 or [facultyrecords@txstate.edu](mailto:facultyrecords@txstate.edu).



# Welcome



*Join us in welcoming our new employee Bobcats hired between May 8, 2017 and May 30, 2017.*

**EMILY WARREN**

Program Staff  
Spring Lake

**JESSICA M RUSH**

Administrative Budget Specialist  
VP for Information Technology

**DEVON L BIRDSONG**

Library Assistant III  
University Library

**CAYCE L CANIPE**

Undergraduate Admissions Counselor  
Office of Undergraduate Admissions

**TYRA D SMITH**

Undergraduate Admissions Counselor  
Office of Undergraduate Admissions

**CHRISTY G ETTER-ESSE**

Administrative Assistant III  
CIS and Quantitative Methods

**DANAL P ALDEN**

Director, Procurement and Strategic  
Sourcing Procurement and  
Strategic Sourcing

**KAMARIE B CARTER**

Administrative Assistant II  
Student Center

**EMILY C HAWARNY**

Career Counselor  
Career Services

**JOSEPH E FULLER**

Administrative Assistant III  
University Library

**JOCABED G MARQUEZ**

Grant Specialist  
University College

**CHRISTIAN D HINER**

Accounting Clerk II  
University Library

## Did you know?

Bobcat Balance offers additional resources to help employees and managers answer some commonly asked questions.



- [newsletter for supervisors](#)
- [newsletter for employees](#)
- [newsletter for employees \(en español\)](#)

Bobcat Balance is Texas State's  
Work Life Employee Assistance Program (EAP).

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

# July 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
			**For the Record: What You Really Need to Know About Records Management	**For the Record: What You Really Need to Know About Records Management
3	4	5	6	7
				New Employee Welcome (NEW) II
10	11	12	13	14
NEW The Revised Performance Management System	NEW The Revised Performance Management System	Hiring International Employees	NEW Health and Wellness Brunch and Learn Series: Office Ergonomics: How to Work Better and Feel Better	
17	18	19	20	21
	The 5 Choices to Extraordinary Productivity	NEW Health and Wellness Lunch and Learn Series: More on Supplements		Krav Maga
24	25	26	27	28
31				

(\*\*) Workshop is offered either date.

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.

- **Avis:** Avis is here to keep you moving! Save up to 25% on rental rates, plus enjoy more great offers and perks when you join Avis Preferred.
- **Penske:** Whether you're moving across town or across the country, Penske Truck Rental provides moving solutions that fit your needs. Save 10%!
- **Horizon Fitness:** Bring the gym to you! Save 8% on Horizon Fitness equipment, including treadmills, ellipticals, exercise bikes and rowers!
- **Nationwide:** Protect your pet with Nationwide—the nation's #1 pet insurance provider. You'll save on prescriptions, office visits, surgeries and more.
- **Premium Seats:** Don't get stuck watching your favorite performer from the upper deck! Use Premium Seats—your ultimate source for event tickets nationwide.

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

# YOLANDA QUINTANILLA

Graduate Recruiter, College of  
Applied Arts

EMPLOYEE OF THE MONTH  
June 2017



*Dr. Eugene Bourgeois, Yolanda Quintanilla and Dr. T. Jaime Chahin*

Yolanda works very hard advising potential students about the College of Applied Arts. Her zeal, energy and interest in assisting others is outstanding. She answers questions quickly and maintains a strong follow up with potential students. She sets the pace for recruitment and is highly dedicated.

Yolanda embodies everything about quality service at Texas State. Her passion for the university is apparent in her job performance and all the extra work she does to support the college. She is naturally organized, an extrovert, and a networker. She utilizes those skills to enhance quality Texas State service, helping the college, departments, and schools to meet targeted goals, particularly in increasing student enrollment. She focuses her high energy to support the college to facilitate change by streamline various processes that support enrollment growth, hooding ceremonies, and scholarship/fellowship opportunities. She is personally committed to meeting work deadlines and submitting quality work products, allowing the director to focus on higher level management projects.

In addition to her regular duties, Yolanda has taught a course for the Occupational, Workforce, and Leadership Studies (OWLS) program. She did an amazing job and participated in a departmental group that provided recommendations for updating the curriculum. Her input is valuable and her service is appreciated.

Yolanda is an excellent representative for Texas State. She is dedicated to making a strong difference in people's lives as they consider higher education. Her keen insight and human relations skills have helped many students. Her work is high quality and she provides a very positive example for others.

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



*Left to Right: Joyce Wilkerson, Karen Hollensbe, Cheryl Harper, Emma Carberry, Tina Jackson, Margie Rodriguez, Janet Johnson, Dr. Eugene Bourgeois, Jenevieve Struk, Kristy Caldwell, Dr. Ronnie Lozano, Sharon Wilsford.*

# Texas State Quarterly Team Award

## 2017 Student Health and Wellness Fair Team

The Texas State Quarterly Team Award was presented to the 2017 Student Health and Wellness Fair Team. The committee members include: Dr. Ronnie Lozano, Karen Hollensbe, Yvonne Carroll, Julie Eckert, Denise Wagner, Jenevieve Struk, Kristy Caldwell, Tina Jackson, Cheryl Harper, Sharon Wilsford, Emma Carberry, Joyce Wilkerson, Margie Rodriguez, Kelly Dunn, and Janet Johnson.

This was a health and wellness fair for the Texas State students that involved collaborations of staff and faculty from across the campus working together to reserve a place to have the event, to get the word out to the students, to plan the logistics of the day and the layout of vendors. Staff and faculty that worked on getting vendors to participate, groups to do demonstrations, organizing the donations for the event, parking for the vendors, the big pink bus, registration, student volunteers and decorations to bring in the students.

The team provided a health fair for students which has not happened since 2009. The event engaged the student with information and services related to a variety of health topics. The students had a chance to talk to and ask questions to specialists and fitness experts. There were a number of screening vendors such as vision, hearing, fitness, blood glucose level, and mammogram. We had Zumba and Yoga classes. The students received samples of sunscreen, fresh fruits, bottled water and other fun handouts. Door prizes donated by vendors and some grand prizes that were donated by individuals. There were 331 students that participated in 2017 Student Health and Wellness fair. The event showed the students that there are numerous departments on campus that have outreach programs just for them.

There were 35 vendors that all were health and wellness related. Some of these were The University Police Department, Diaz Martial Arts, Texas Oncology, Central Texas Medical Center, Hays Caldwell Women's Center, CVS Pharmacy, MY Emergency Room 24/7, Blue Cross/Blue Shield, Sam's Optical, The Communication Disorders Department, The Physical Therapy Department, TXST-Speech & Hearing, Central Texas Eye Center, Student Health Center, Diamondback Bicycles, Hays County Local Health Department, CTMC Breast Health and Women's Services, Browning Family Chiropractic, Healthy Cats Peer Educators and Colleges Against Cancer/American Cancer Society.

This team of faculty and staff members came together to let the students know that the University does care about their well-being and health issues. All of the members of this team have very demanding jobs and came together because they knew that it was important for Texas State students to have the opportunity to get information and screenings for their health.

Congratulations to the 2017 Student Health and Wellness Fair Team on its achievements and outstanding efforts!



We would like to recognize the following employees who were promoted or reclassified between May 8, 2017 and May 30, 2017.

### Scott A Johnson

Promoted to Coordinator, Microcomputer Lab II  
from Coordinator, Microcomputer Lab I,  
Computer Science

### Janet Beltran

Promoted to Cashier  
from Parking Services Officer,  
Transportation Services

### Nicolas F Rodriguez

Promoted to Air Conditioning Mechanic II  
from Air Conditioning Mechanic I,  
Department of Housing and Residential Life

### Luis A Baeza

Promoted to Coordinator, Department Admissions  
from Grant Coordinator,  
School of Social Work

### John D Moore III

Promoted to Information Security Analyst I  
from User Services Consultant II,  
Information Security Office

### Gasper Garcia

Reclassified to Grounds Maintenance Worker  
II from Grounds Maintenance Worker I,  
Transportation Services

### Wendell B Harris

Reclassified to Grounds Maintenance Worker II  
from Grounds Maintenance Worker I,  
Transportation Services

### John P Rodriguez II

Reclassified to Grounds Maintenance Worker II  
from Grounds Maintenance Worker I,  
Transportation Services

### David A Camacho

Reclassified to Grounds Maintenance Worker  
II from Grounds Maintenance Worker I,  
Transportation Services

