

HR Bulletin

May 2016

Release and
Reimbursement for
Academic Courses

Donate Sick Leave
to Your Colleague

Launching in May: New
Employee Welcome
(NEW) Program!



Texas State Quarterly Team Award

Contents | May 2016

2 What's in View

- Update - Upcoming FLSA Changes
- Employee Performance Management Training

3 - 8 Highlights

- Is Your Student Worker Leaving Employment?
- HealthSelect - New Virtual Visits
- Release & Reimbursement for Academic Courses
- SAP New Functionality: W-2 Online Election
- Donate Sick Leave to Your Colleague
- Osteoarthritis Deconstructed ~ Dr. Janet Bezner
- Staff Council Raffle: Win a 2016 - 2017 Red Parking Permit!

9 - 12 Employee Focus

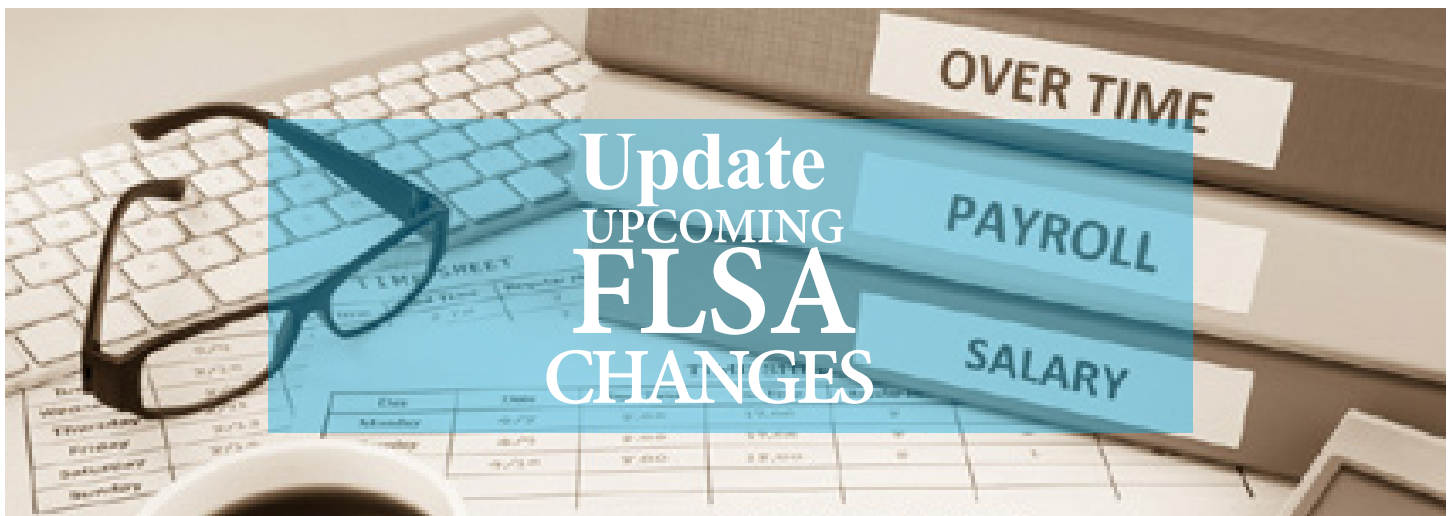
- Welcome New Employee Bobcats
- Launching in May: New Employee Welcome (NEW) Program!
- New Employee Welcome (NEW) II
- May Workshops
- Happy Mother's Day
- Monthly Employee Discounts

13 - 16 In the Spotlight

- Employee of the Month
- Texas State Quarterly Team Award
- Movin' On Up: Promotions & Reclassifications

Human Resources
601 University Drive
JCK Suite 340
512.245.2557

Please send us your suggestions to:
hr@txstate.edu



As announced in the March HR Bulletin, earlier this year President Obama signed a Presidential Memorandum directing the US Department of Labor (DOL) to update the regulations defining the Fair Labor Standards Act's (FLSA's) minimum wage and overtime standards.

On March 14, 2016 the Department of Labor submitted the final rule for "Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees" to the Office of Information and Regulatory Affairs (OIRA). OIRA has up to 90 days to complete its review of the final regulations, but in most cases their review takes only 30 to 60 days. If this timetable holds true, it is possible that DOL will publish a final rule sometime in May.

Human Resources will keep the campus informed of any developments.

Image courtesy of Pixabay

Performance Management *Training*

EMPLOYEE TRAINING: JUNE - JULY

Register online through the [SAP Portal](#) and click on the ***Training and Development tab***. Choose the date and time which works best for you in the ***Course Catalog***, under ***Organizational Excellence***.

More information is available on the [Training section](#) of the [Performance Management website](#). Questions may be directed to Jeff Lund or Tammy Coyle at 5.2557.

Update to Performance Management [Tools & Resources website](#)

The Performance Management [Tools & Resources website](#) has been updated with additional user guides to support the rollout of the new performance management software tool.

User guides include instructional documents that will assist you in creating and completing performance plans.

Please stay posted as we will continue to add additional guides to help you navigate through the new system.

Is Your Student Worker Leaving Employment?

Many student workers are leaving their student jobs at the end of the semester. As a supervisor, it is important for you to make sure all of their time entry is completed and approved right away.

Once time entry is completed, your department admin must submit a Personnel Change Request (PCR) with the termination date and reason. The termination date must match the last day actually worked.

This helps us maintain accurate employment records, especially for employment verifications and prior state service credit.

If your student plans to return in the Fall, you should still submit a separation action. Upon return, they are processed as a Quick Rehire.



When you don't feel well or your child is sick, the last thing you want to do is leave the comfort of home. Now you don't have to!

HealthSelect has a new feature called Virtual Visits. These allow you to see and talk to a doctor in the virtual provider network from your mobile device or computer when you need non-emergency medical attention. No appointment or referral is needed.

- \$10 copay for in-area participants (30% coinsurance for out-of-area participants)
- Treat and diagnose a wide variety of non-emergency conditions
- Use when travelling, your primary care doctor is not available, or if you are considering visiting an ER for a non-emergency condition

Find our more information by logging in to your HealthSelect account at www.myuhc.com/hs.



Release and Reimbursement for Academic Courses



Due to HB 3337 passed by the Legislature last summer, the process for employees taking academic coursework has changed from waivers to that of reimbursements for their fees.

- The new **Release and Reimbursement Request Form**, [located here](#) must be sent to Professional Development/Human Resources by the 12th class day of each long semester or the 4th class day for summer sessions.
- The form must be signed by the employee and the department head with a class schedule attached.
- HR will verify that the employee is a full-time employee and eligible for possible reimbursement.
- Refunds will be automatically processed within 30 business days by Student Business Services once grades are posted and the employee has a passing grade of D or higher. The employee has no additional steps to take once the original approval form is sent.
- Past due charges or balances for future term will be applied to the student's account prior to any refund submission to the student.

PROCEDURES FOR FALL 2015 AND SPRING 2016

Employees eligible for reimbursement for the Fall 2015 and Spring 2016 will be individually contacted by HR. Reimbursements will be completed first for Fall 2015 employees followed by employees with Spring 2016 course enrollments.

The normal process outlined above will be in effect for the upcoming summer sessions. For further information, [visit the website](#), contact Professional Development/Human Resources at ext. 5.7899 professionaldev@txstate.edu



NEW SAP FUNCTIONALITY

W-2 ONLINE ELECTION (PAPERLESS DELIVERY) OF YOUR 2016 W-2 FORM

- All employees *should* elect 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 here.
- SAP will automatically send you an **election confirmation e-mail**.

The deadline for electing online (paperless) delivery is December 31, 2016

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 costs

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, 2017.

All employees will be notified via email when the online 2016 W-2 forms are available on the SAP Portal in January 2017. For any questions, please contact the Payroll and Tax Compliance office at 512.245.2543 or payroll@txstate.edu.

Donate Sick Leave to your colleague

Individual employees may now voluntarily donate sick leave hours to another employee as authorized by House Bill 1771, 84th Legislature, Regular Session. This is in addition to the Sick Leave Pool.



To be eligible, the following criteria must be met:

- The recipient must work for the same agency or university.
- The recipient must exhaust all of their own sick leave, including any hours the employee may be eligible to receive from the sick leave pool.
- The donor may not accept any compensation or gift in exchange for the donated hours.

The value of donated sick leave may invoke tax consequences for the donor if the recipient's need does not qualify as a "medical emergency" pursuant to IRS guidelines. Therefore, it is very important that the recipient provide medical documentation upon accepting the donation for Human Resources to review and make this determination.

The donated hours will be tracked separately from regular sick leave hours. Donated hours cannot be returned to the donor if not used. Donated sick leave cannot be transferred to another state agency, paid to an estate upon death, used toward retirement credit, or transferred to the sick leave pool.

DONOR AND RECIPIENT FORMS

We have two new forms – one for the donor and one for the recipient. They are both available on the HR website at www.hr.txstate.edu/Forms/leaveandtimeforms.html along with additional policy guidelines until UPPS 04.04.30 University Leave Policy is updated.

Questions may be directed to Selma Selvera, ss24@txstate.edu, or 245-2557.





Osteoarthritis (OA), also called degenerative joint disease, is the most common chronic disease of the joints that affects 55% of Americans age 50 and over. It can affect people of any age, but is more common in people older than 65 and occurs more frequently in women. The joints that are most often affected include the knees, hips, lower back and neck, small joints of the fingers, and the bases of the thumb and big toe.

Since one in two adults will develop symptoms of knee OA during their lives, it pays to know what causes it and how you can prevent it. Some of the factors that contribute to the development of OA include genetics, being overweight or obese, and repetitive movements or injuries to joints. Other risk factors for OA include cigarette smoking, excessive alcohol intake, excessive caffeine intake, eating a calcium-poor diet, and low vitamin D levels. The most common symptoms of OA are pain, stiffness (particularly in the morning or after resting), joint swelling (especially after activity), and clicking or cracking sounds when a joint moves.

There is no cure for OA, but it can be treated to enable an individual with OA to live an active life. One of the best ways to manage OA is to get moving! While it may be hard to think of moving when the joints hurt, physical activity can decrease pain, build muscles around the affected joints to take pressure off of them, maintain or reduce body weight, improve joint flexibility, and reduce stiffness. There are also numerous medicines, both prescription and over-the-counter, that are available to decrease pain and swelling. If you have or suspect you have OA, consult with your primary care physician or physical therapist and adopt a treatment program that is realistic and helpful for you so that you can enjoy an active and pain-free life.

To improve your overall wellness, join WellCats today! Wellcats is the Texas State employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 245-8358 or CC61@txstate.edu or visit www.worklife.txstate.edu/wellcats.html.


 The Texas State Employee Wellness Program

www.worklife.txstate.edu/WellCats.html





Raffle

WIN A 2016-2017
RED (RESTRICTED)
PARKING PERMIT!(*)



Staff Council is selling raffle tickets to fund awards and scholarships given to staff members. Winner(s) of the raffle will receive a 2016-2017 Red parking permit.

Tickets are 1 for \$5 or 3 tickets for \$10, and will be sold through May 3.

Find any [Staff Council member](#) or e-mail us at staffcouncil@txstate.edu to buy your tickets today!

Drawing held on May 10, 2016.

The winner will be notified and announced on the Staff Council meeting minutes e-mail and website.

*1 ticket for \$5.00 Proceeds go toward funding our awards
3 tickets for \$10.00 and scholarships.*

CASH & CHECKS ACCEPTED

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

(*)This raffle is only open to Red Permit-eligible personnel (faculty, staff, graduate and doctoral teaching assistants).



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between March 21, 2016 and April 4, 2016.

Brooke A Simmons
Administrative Assistant II
Department of Physical Therapy

Megan A Taylor
Administrative Assistant II
Communication Disorders

Ceniza C Wier
Library Assistant II
University College

John A Rudolph II
Construction Contract Administrator
Facilities Planning & Design

Eric A Garza
Systems Support Specialist II
Office of Financial Aid and
Scholarships

Stephanie C Carroll
Grant Senior Secretary
University College

Eric J Gordon Sr
Business Process Analyst
Technology Resources
Administration

Samantha O Brune
Career Advisor
Career Services

Delfino Moncivais
Custodian
Department of Housing and
Residential Life

Maggie E Strange
Student Development Specialist I
Athletic Academic Center

Adam B Baker
Research Analyst
Office of Institutional Research

Jack E Moppin
Custodian
Department of Housing and
Residential Life

Amy E Aguirre
Administrative Assistant II
Retention Management and
Planning

Britton J Galvez
Facilities Maintenance Worker I
Department of Housing and
Residential Life

Sheyenne Krysher
Assistant Director, Career Services
Career Services

Joshua A Howard
Systems Programmer II
Academic Lab/Server Support

Abraham R Fernandez
Construction Contract Administrator
Facilities Planning Design

Case E Reinertsen
Network Technician
Network Operations

Maria E Adams
Administrative Assistant II
Counseling Center

Samantha E Reynolds
Administrative Assistant II
Transportation Services

Shirley D Perry
Accountant III
Accounting Office

Danielle L Bruton
Athletics Intern
Strutters/Ticket/Mktg/Cheer

Gloria Olivo-Mendoza
Equity and Access Assistant
Equity and Access

Daniel B Putegnat Jr
Construction Contract Administrator
Facilities Planning Design

Angel Baez
Custodian
Department of Housing and
Residential Life

Elmer E Reyes
Construction Contract Administrator
Facilities Operations

Tyler F Paugh
Parking Services Officer
Transportation Services

Sammy C Rodela
Parking Services Officer
Transportation Services

Nurhaliffah Saim
Grant Specialist
Small Business Development Center

Lisa L Stolf
Business Process Analyst
Technology Resources

Veronica Panduro
Grant Specialist
School of Family and
Consumer Science

Keri R Axelrod
Residence Hall Director
Department of Housing and
Residential Life





NEW EMPLOYEE WELCOME

*Launching
this month!*

New location!



*More online access
before employees' first
day!*



New website!



*More information to
help new employees
transition successfully!*

Major changes have occurred to our onboarding program of new employees. After much research and comparison with state and national programs, we are phasing in the following changes:

- More online access for new employees even before day 1
- Checklists for both employee and hiring manager to make certain employees are receiving the information they need to be successful
- Introduction of more history and culture of Texas State

The new onboarding program will be called New Employee Welcome (NEW). There will still be a NEW I on the morning of the employee's first day of employment. NEW II will still be held on the second Friday of each month for all employees hired during the past month.

NEW I will begin on May 2, and NEW II will begin on Fri., May 13. NEW II will also have a new location - the Football Endzone Complex, giving employees the opportunity to experience another aspect of the full Bobcat experience. We anticipate holding a summer workshop for hiring managers to go over the complete transformation. For further information, contact Professional Development/Human Resources at 245.7899.

New Employee Welcome (NEW) II Friday, May 13, 2016 | 8 a.m. - 1:45 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, May 13.

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 employees hired during the past month. New faculty members are invited to attend. Breakfast and lunch are served.

For more information contact Professional Development at ext. 5.7899.



MAY 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
		(***) NEW Survival Sign Language Series (Part 4 of 6)	(**) Earn Your Degree While Working Full time	NEW Health and Wellness Lunch & Learn Series: How to Create a Supportive Environment
2	3	Administrative & Educational Support Outcomes: Reporting Results, Taking Action, and Improving Services (**) Earn Your Degree While Working Full time	SAP Chart of Accounts - Establishing New Accounts	
9	(*) Teambuilding 10	(***) NEW Survival Sign Language Series (Part 5 of 6) NEW Supporting Students in Achieving Academic Success		New Employee Welcome (NEW) II
16	(*) Teambuilding 17	(***) NEW Survival Sign Language Series (Part 6 of 6)	(**) For the Record: What You Really Need to Know About Records Management (This workshop will be held in the morning and afternoon)	
23	24	25	26	27
30	31			

(*) Workshop is a two-part course. (**) Workshop offered either dates. (***) Workshop is a multiple-part course.

PROPOSALS FOR FALL JUNE 10

Proposals for new workshop topics for the fall semester should be submitted by **June 10** by completing the following [workshop proposal form](#).

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.

- **Sprint:** Save on your monthly wireless bill by switching to Sprint! Lower your current rate by 50%, plus activate a new account and get a \$100 reward card.
- **Samsung:** Visit the Samsung member store to find the latest products and the hottest promotions! Plus, enjoy free shipping on orders over \$50!
- **Shop Jewelry.com:** Shop for the best prices on exceptional designer styles and unique collections. Save 25% site wide, plus enjoy free shipping.
- **Brooks Brothers:** Save on stylish accessories and apparel with a Brooks Brothers Corporate Membership Card. Sign up now and save 15% on regularly priced merchandise in stores, by phone and online.
- **Dell:** You'll find awesome electronics at exclusive prices with Dell! Save on desktops, tablets, laptops and more with your employee discount.



www.beneplace.com/txstate





L-R: Eric Algoe, Michelle Moritz and John McBride

Employee of the month *April 2016*

Michelle Moritz
Associate Director,
Human Resources

As the Associate Director of HR, Michelle oversees the administration of the Work Life programs, group insurance programs, retirement programs, the university leave and various personnel programs, the HR Master Data Center and maintains employee's files.

An example of Michelle's determination and dedication to following guidelines is for the rollout of the Affordable Care Act. She has been recognized as being the lead expert for the Texas State University System. Other universities are contacting Michelle for guidance and interpretation of the law. The ACA is a huge project and continues to require many hours of hard work to enforce it on the Texas State University campus.

It takes a lot of time and dedication to review and balance one's schedule when you oversee so many programs and still be a great person to work with. Michelle supervises nine employees in Benefits and the Master Data Center. Her knowledge of and dedication to both areas of HR has enabled her staff to grow and expand their own level of understanding. She encourages her employees to seek training classes both on and off campus for their personal development. Michelle also

spends countless hours considering the affect the various programs will have on the campus users. At times, she is forced to make hard decisions regarding implementation policies and procedures. She always seeks an outcome that has the greatest benefit to the campus.

She spends countless hours reading through IRS and other federal laws that affect the programs she administers. As things change, she submits request for program changes. More often than not, she performs the testing herself. Michelle always wants to make sure things are working as they should. She does whatever it takes to "get the job done" and that includes working many extra hours. She not only "gets it done", but she ensures that things are done right.

*She not only "gets it done",
but she ensures that things
are done right.*

Congratulations, Michelle, on your hard work and dedication!



Texas State Quarterly Team Award

50th Anniversary Higher Education Act Celebration Team



The team members include:

Daniel Benitez, Leslie Bulkley, Mary Ann Mendoza, Chin-Hong Chua, Stacey Rodriguez, Juan Guerra, Charlie Salas, Steven Herrera, Stacy Stokes Batts, Margarita Arellano, Cari Gray, Mary Brennan, Lyda Guz, Ronald Brown, Scott Ham, Reyna Caraveo, Michael Harrison, Stan Carpenter, Joan Heath, Jaime Chahin, Crisselda Jass, David Coleman, Ronald Johnson, Julie Cooper, Cathy Lamm, Light Cummins, Daniel Lochman, Robert Currie, Twister Marquiss, Deborah Cunningham, Ed Mihalkanin, Steve Davis, Melissa Millicam, Julia Decker, Mary Ann Ortiz-Moerke, Lillian Dees, Kim Porterfield, Keely Ede, Shelby Pritchett, Dan Eggers, Sean Quiñones, Beth Erhart, John Root, Michael Faber, T. Cay Rowe, Joseph Falocco, Tracy Shoemake, Mel Ferrari, Ashley Spicer-Runnels, Ralph Garcia, Dan Schumacher, Ken Grasso, Kris Toma and Jennifer Obenhaus.

In 2014-2015 President Trauth formed two committees to create special events to commemorate President Lyndon Johnson's signing of the Higher Education Act on the Texas State campus in 1965. One coordinated a national event that brought university presidents and provosts to campus for a celebration on Monday, October 26. The target audiences for this event were institutional representatives participating in the joint national conferences in Austin of the American Association of State Colleges and Universities (AASCU) and the Association of Public & Land-Grant Universities (APLU). The university committee planned an event that included co-sponsorship from the Lyndon B. Johnson Presidential Library and TIAA-CREF. No event in the history of Texas State brought more academic leaders to campus for a single evening celebrating the 50th anniversary of the signing of the Higher Education Act of 1965.



The second committee planned a two-day celebration of the importance and legacy of the Higher Education Act on November 3 and 4, as well as commissioned a special video featuring Texas State alumni, administrators and faculty, who reflected upon the importance of the Higher Education Act. The video sought to reflect upon both the original event and the transformative influence that it has had for members of the Texas State community.

The AASCU, APLU, TIAA-CREF and Texas State Celebration Committee brought regional and national attention to the unique role that Texas State University had played in the history of the Higher Education Act of 1965. The committee hosted national leaders of higher education, fostered reflections on the changing nature of the Higher Education Act, brought Lucy Johnson to campus to reflect upon her father's interest in higher education, arranged special round-trip travel between Austin and the campus, and planned and coordinated a banquet for participants, all which brought national attention to Texas State.

The Campus Celebration Committee created an opportunity for approximately 250 public-school 8th and 9th graders to visit campus, where they learned about higher education and obtained information about the admissions, financial aid, athletics and education resources available at Texas State University. With their public school chaperones, they formed a favorable impression of Texas State and brought our institution to the attention of the target population—first generation, under-represented communities, and economically disadvantaged students and their communities. The goal was to affirm the special legacy of President Johnson and his experiences in Cotulla, Texas. The next day's academic symposium and the commissioned video provided information for members of the Texas State and central Texas communities. The video received wide acclaim from our target audiences, played continuously for the children and selectively the following day for attendees at the symposium, whose participants established the historical and continuing importance of the Higher Education Act of 1965 for the community and our alumni.

The two cross-divisional committees planned and coordinated events over the course of a year, and brought three important events to Texas State—the national celebration on 10-26, the outreach and education event for public school students

on 11-3, and the campus and regional celebration of the signing of the Higher Education Act with the history and two symposiums on 11-4. The coordination of events required careful long-term planning and coordination with various on-campus groups including food service, transportation, faculty, students, and administrators in Student Affairs, Academic Affairs, Information Technology (including Alkek Library and Wittliff Collections staff), Media Relations, Athletics, and Finance & Support Services. This series of events included assistance and participation from a broad group of campus leaders, staff, faculty and students that brought unusual vision and determination to celebrate a distinct Texas State contribution to the expansion and history of higher education in the United States.

These two committees, functioning together, brought national and regional attention to Texas State and to the special role that Distinguished Alumnus and President of the United States Lyndon B. Johnson played in promoting expanded opportunities for higher education among groups of Americans for whom such an education may not have been possible, prior to the passage and signing of the Higher Education Act of 1965. Meeting regularly and collaborating within and across divisions, the committees worked for to highlight Texas State and its special role as the birthplace of the transformational Higher Education Act of 1965.

This team did an amazing amount of work in a relatively short amount of time. Considering how much there was to do and how much the flood had deposited in the area, it was a very impressive, well-coordinated effort.

*Congratulations,
50th Anniversary
Higher Education Act
Celebration Team, on
your achievements and
outstanding efforts!*



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between March 21, 2016 and April 4, 2016.

Theadora D Whalen

Promoted to Grant Director, Non-Faculty
from Grant Coordinator,
Texas Justice Court Training Center

Nina P Rhoton

Promoted to Administrative Assistant III
from Administrative Assistant II,
Finance and Economics

Henry Perez

Promoted to Head Painter from Painter II,
Facilities Operations

Polly A Chavez

Promoted to Administrative Assistant III
from Administrative Assistant II,
College of Applied Arts

Emmanuel Villarruel

Promoted to Air Conditioning Mechanic II
from Air Conditioning Mechanic I,
Facilities Operations

Juliana Davis

Promoted to Financial Aid and Scholarships Program Specialist
from Financial Aid and Scholarship Advisor,
Office of Financial Aid and Scholarships

Faber L Castano

Promoted to Air Conditioning Mechanic I
from Facilities Maintenance Worker I,
Facilities Operations

Tammy B Caballero

Promoted to Accountant II
from Administrative Assistant II,
Office of Financial Aid and Scholarships

Travis L Irby

Promoted to Sr Instructional Designer
from Instructional Designer,
Office of Distance and Extended Learning

Burel J Ford Jr

Promoted to Student Development Specialist I
from Grant Specialist,
Office of Student Diversity and Inclusion

Daniel A Phillips

Reclassified to Computer Technician II
from Computer Technician I,
Client Services

Jennifer A Richards

Reclassified to Administrative Assistant II
from Administrative Assistant I,
Department of Theater and Dance

Michele R Castro

Reclassified to Accountant III
from Accountant II,



TEXAS  STATE[®]
HUMAN RESOURCES

