



HR Bulletin

May 2018

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TEXAS  STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu

DEADLINE APPROACHING

Performance Management Assessments

Must be complete by May 31st

The deadline for managers and employees to complete the performance review process is approaching. The performance review is the last step in the performance cycle for June 2017 through May 2018. For employees to be eligible for merit consideration all performance reviews must be complete by **May 31, 2018**.

To help you and your staff succeed in the review process, more resources are available in our [Tools and Resources website of Performance Management](#).

Performance Management Review Training will be held on May 7th. You can register online through the [SAP Portal](#) and click on the Training and Development tab. The workshops is located in the Course Catalog under Organizational Excellence.

If you have any questions or need of more training, please call 5.2557 or write to performancemgmt@txstate.edu

4

 steps in the
PERFORMANCE
REVIEW PROCESS

EMPLOYEE SELF-
ASSESSES

MANAGER PERFORMS
ASSESSMENT

1:1 MEETING

ACKNOWLEDGMENTS

May 31

REMINDER: Texas State employees hired after February 1, 2018 DO NOT need to have a completed Performance Review for the 2017-2018 cycle.



Texas State Blood Drive

**Thursday,
May 31**

**JCK 1100
8:30 a.m. – 3:30**

One blood
donation can
save up to
three lives

The next Blood Drive will be held on May 31 from 8:30 a.m. – 3:30 p.m. in JCK 1100. [WE ARE BLOOD](#) (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit 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 www.weareblood.org

- Click on the “Donate Blood” Button
- Click on “Make an Appointment” Button
- Search by our scheduled drive date, or zip code, or our Group Code: A059
- Click on our schedule of available appointment slots and book your donation time!

NOTE: Time spent donating blood is entered as “Blood Donor Leave” in the SAP Portal. Employees are entitled to donate blood 4 times per fiscal year ([UPPS 04.04.30](#)).

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or 5.7899.

Summer Enrollment

Dates Announced | June 25 - July 27

ERS announced that our summer insurance enrollment period will be **June 25 – July 27**.

This is your opportunity to make changes to your insurance coverage without a qualifying life event. Be on the lookout for more details from ERS and Human Resources in the coming weeks.



HUMAN RESOURCES WEBSITE LAUNCH



The Office of Human Resources is pleased to announce the rollout of a major website redesign today! The redesign is the result of an HR web development initiative that focused on improving web organization of HR services, tools, and resources to enhance the user experience.

What's included in this rollout?

- revamped [HR homepage](#);
- revamped [About Us](#) site;
- removal of sidebar (all resources will be relocated to reorganized top tabs);
- reorganization of top tabs to better access all our current and new websites and web assets;
- new [Veteran Employment & Support website](#);
- new and improved [Forms](#) page.

Future Web Additions

More renovations and web additions are expected throughout the remainder of this year and expected to be launched before December 31, in anticipation of the Southern Association of Colleges and Schools (SACS) review.

Our Committed Support

If you have questions or would like to learn more about the HR web development initiative, please contact the Communications Team by phone at 5.2557 or email: [Vanessa Salazar](#), [Laura Gonzalez](#), or [Jordan Guerrero](#).

JOB AUDIT PROCESS

CLASSIFICATION

A new position or reclassification job audit request is necessary whenever:

- (1) a department head wants to add a new position to their budget or
- (2) request a title change in response to a significant change in duties of a position.

To complete the job audit process HR needs the following documents sent through administrative channels:

JOB ANALYSIS FORM
(JAF)

ORGANIZATIONAL CHART

JUSTIFICATION MEMO

REQUISITION VIA THE
PEOPLE ADMIN-EASY
SYSTEM

An outline of the entire job audit process can be found at: [Job Audit Process Info](#).

FACULTY | Salary Spread Reminder

Faculty members that are appointed 9 months of the year may choose to spread their salary over 12 months. Changes to salary spread can only be made once a year – before the first day of Fall classes.

If a faculty member wishes to enroll in salary spread or remove salary spread, turn in the request form to Human Resources in JCK 360 or email hr@txstate.edu prior to August 27, 2018.

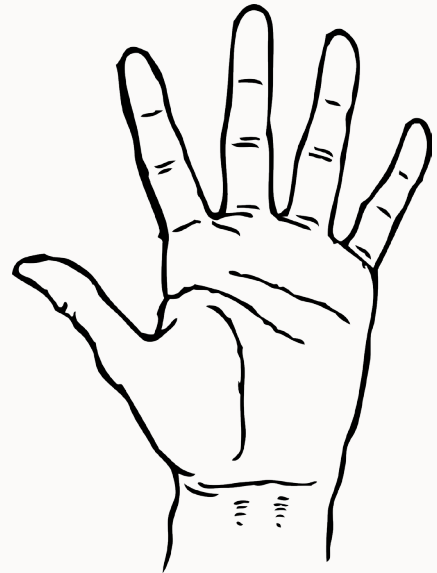
Find the form here: [Salary Spread Election](#)

BE THE ONE

IN THE FIGHT AGAINST HUMAN TRAFFICKING

PREVENT • RECOGNIZE • REPORT

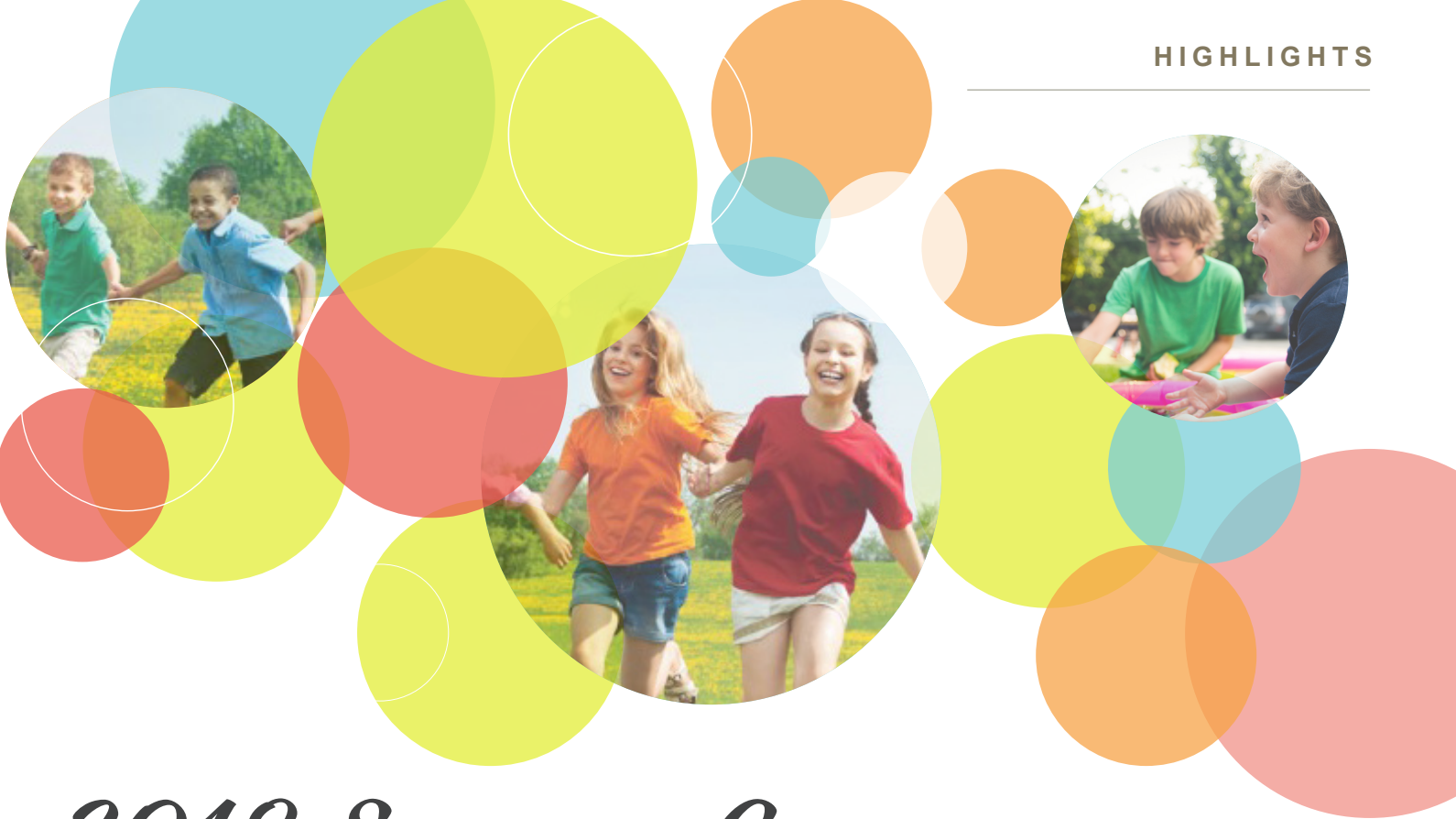
Human trafficking is modern day slavery and it is happening all across Texas to thousands of men, women, and children. This video, developed by the Office of the Attorney General of Texas, provides an understanding of what human trafficking is and is not, identifies vulnerable populations that are more likely to be victimized by human traffickers, identifies indicators of human trafficking and methods of reporting to the authorities, and highlights actual cases of human trafficking prosecuted in Texas.



Training is required for President's Cabinet members and individuals who report directly to a Cabinet member. Any employee may take the training in the SAP portal under Training and Development > Employee Information & Legal Issues.

Employees interested in having friends and family view the 51-minute video can find it on the Governor's Office website: www.texasattorneygeneral.gov/human-trafficking

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.



2018 Summer Camps

Summer Camps

Summer Camps are a wonderful experience for children of all ages and a great way to meet new friends, learn new skills, and have fun.

What Camps Are Available?

Several departments at Texas State University offer a variety of summer camps. Check out a few of the most recent additions!

Girls Aviation Camp



Podcasting Camp



Kid's Kollege of Art

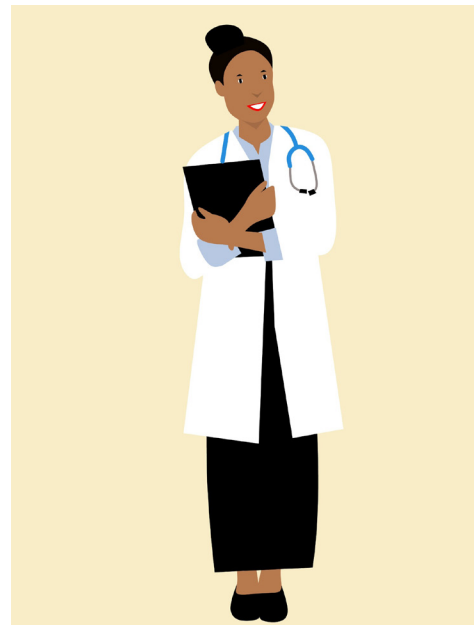


You will find a listing of summer camp information for 2018 and contact information for each camp listed on the Work Life website at

www.hr.txstate.edu/worklife/familyfriendly/2018summercamps.html

HAVE YOU NAMED YOUR PCP?

If you are in HealthSelect of Texas, you need to have a primary care doctor (PCP) named. Your PCP is responsible for managing referrals to see specialists. To receive in-network benefits, your PCP will need to submit a referral to BCBSTX before your specialist visit. If you are not sure if you have named a PCP or need to update your PCP, contact HealthSelect on the web or by phone.



- www.healthselectoftexas.com: Log in to your account – “Doctors and Hospitals” tab – Click “Select Primary Care Physician”
- 1.800.252.8039: Speak with a Personal Health Assistant by phone to update or change your PCP.



EXERCISE

In Your Work Clothes

Did you know that the WellCats program offers classes that allow you to exercise in your work clothes? These classes are Strength, Stretch, and No sweat; Non-pretzel Yoga; and Meditation. They consist of light stretching, strengthening, and mindful meditation exercises that allow you to take a short break from sitting at your desk all day and rejuvenate.

The classes are offered at a convenient location near you like JCK, LBJSC, and Alkek. Visit the work life website for a complete schedule of classes at www.hr.txstate.edu/worklife



Welcome



Join us in welcoming our new employee Bobcats hired between March 5, 2018 and April 2, 2018.

ABIGAIL R MILLER

Administrative Assistant II
Science and Engineering
Academic Advising Center

SONIA DE LA CRUZ DE ENRIQUEZ

Custodian
Campus Recreation

ISAIAS TREVINO

Coordinator, Financial Aid and
Scholarships Office of Financial
Aid and Scholarships

LAUREN K MCEWAN

Administrative Assistant II
Student Health

ALLISON R PUFAL

Administrative Assistant II
Dean of Students

SUSAN G QUICK

Systems Support Analyst
Office of Institutional Research

JAIME A JOHNSON

Network Technician
Network Operations

LINDA L BINFORD

Academic Advisor I
PACE Advising Center

ANDREW L JOHNSON

Athletic Equipment Manager
Athletics

CHRISTOPHER J WOODS

Assistant Football Coach
Athletics

JEFFRY A LAMB

Grant Specialist
Center for Archaeological
Studies

MARY C BLACK

AVP, Budgeting, Financial
Planning and Analysis
Office of Budgeting, Financial
Planning and Analysis

ANGELA M VILLEGAS

Administrative Assistant II
Fine Arts and Communication
Academic Advising Center

CATHY C MASON

Administrative Assistant II
College of Science and
Engineering

JENNIFER R METCALF

Administrative Assistant II
Student Center

MAVIS A KLEMCKE

Administrative Assistant II
University Libraries

ASHLEY S KNOPP

Administrative Assistant II
Office of Financial Aid and
Scholarships

CHRISTOPHER J VILLEGAS

Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

STEVEN M OWENS

Grant Specialist
Center for Archaeological
Studies

PRASANNA SURATHKAL

Research Associate
Department of Agriculture

BRET S ELLIOTT

Assistant Coach
Football

DIANA N INFANTE

Undergraduate Admissions
Specialist
Office of Undergraduate
Admissions

HEATHER A MCMASTER

Admissions Specialist
Office of Undergraduate
Admissions

SELINA M RODRIGUEZ

Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

BRIAN W BRANDENBURG

Grounds Maintenance Worker II
Transportation Services

FLAVIO J TORRES

Warehouse Worker
Materials Management and
Logistics

MICHAEL E BOURNE

Field Maintenance Technician
Athletics

SHELBY A ROLLINGS

Sr. Administrative Assistant
AVP Academic Services

BRITTANY N BAKER

Procurement Analyst
Procurement and Strategic
Sourcing

FRANK CASTILLO

Air Conditioning Mechanic II
Facilities Operations

NATALIE WILBURN

Child Care Teacher
Child Development Center

SYDNEY E MANASCO

Accounts Payable Coordinator
Accounting Office

CARL R WELCH

Grant Specialist
Center for Archaeological
Studies

IAN FRASER-SHAPIO

Grant Specialist
Center for Archaeological
Studies

KEVIN M RANGLES

Accounting Clerk II
Student Business Services and
Bursars

JODIE L WALLACE

Administrative Assistant II
Department of Mathematics

CATHERINE A FRANKS

Programmer Analyst I
Enterprise Systems

LAURA M HINSON

Grant Specialist
Meadows Center for Water and
the Environment



NEW EMPLOYEE WELCOME

N.E.W. II

Friday, May 11, 2018 | 8 a.m. - 1:30 p.m. | JCK 460

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 11.

NEW is designed to provide useful information to new staff 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. **Please note the location change due to graduation activities.**

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

GED INCENTIVE PROGRAM

General Educational Development (GED) Certificate

BOOST YOUR SKILLS AND EDUCATION WHILE GETTING:
release time from work | reimbursement for the cost of test
fee upon successful completion | \$500 to help cover costs
upon successful completion

Registration: May 1st, 9 a.m. or 1 p.m.

Assessment: May 3rd, 9 a.m. or 1 p.m.

Location: San Marcos Public Library

Learn more about the requirements at [UPPS 04.04.35](#).

Contact: professionaldev@txstate.edu | 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
	All About Employment <hr/> *For the Record: What You Really Need to Know About Records Management 1	*For the Record: What You Really Need to Know About Records Management 2	NEW Health and Wellness Series: Financial Wellness 3	4
7	SAP Chart of Accounts - Establishing New Accounts 8	*Survey 101 Series: Part II: Writing Effective Survey Questions for Quality Improvement 9	*Survey 101 Series: Part II: Writing Effective Survey Questions for Quality Improvement 10	New Employee Welcome (NEW) II 11
14	*DIY Security <hr/> NEW Health and Wellness Series: Feeding Your Finances 15	*DIY Security 16	**Facilitation Skills Training 17	18
21	**Facilitation Skills Training 22	23	24	25
28	29	30	Texas State Blood Drive 31	

(*) Workshop is offered either date. (**) Workshop is a two-day course.

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.

- **From You Flowers:** Save 25% on all flowers and gifts with From You Flowers. You can choose from more than 2,000 exquisite items with same-day service.
- **1-800-Flowers.com:** You can make someone smile today by sending a truly original arrangement from 1-800-Flowers.com. Shop now for fresh flowers, gourmet gift baskets, chocolates, spa baskets and more.
- **Teleflora:** Show someone you care with a fresh floral arrangement. Enjoy 25% off every flower order from Teleflora.
- **Health & Ancestry kit:** What could you learn from your DNA? Save \$30 on a Health & Ancestry kit, and you can test your genetic information from home.

www.beneplace.com/txstate

Anita "Annie" Garcia

Administrative Assistant II,
Modern Languages Department

EMPLOYEE OF THE MONTH
April 2018



Annie Garcia and Dr. Eugene Bourgeois

In August 2017, severe weather from Hurricane Harvey flooded 11 of the carpeted faculty offices in Modern Languages. Annie supervised the entire process of immediate evacuation of the rooms (which had to be completely emptied), relocation of faculty, disposal of much furniture and shelving, as well as floor, paint, and some ceiling replacement, and eventual reestablishment of faculty in the renovated offices, all while classes were in full swing.

During the ordeal, Annie came in early and stayed late every day for weeks. She organized and supervised the student office workers and lab attendants in packing up offices (including desk contents and shelf contents), as well as in packing, labeling, moving, and storing of boxes and office furniture all around the building. Annie worked to coordinate room drying, carpet removal, wall repair/painting, and floor tile installation by physically monitoring the rooms under renovation (located on two different floors) once or twice every hour. She was on the phone and on email non-stop with the Director of Facilities Operations and with the Construction Contract Administrator assigned to our project and with the Director of Custodial Operations.

Annie then made multiple trips around campus and to the off-campus warehouse to locate bookcases to replace the many wall-shelf units ruined by water damage, according to the preferred dimensions, material, color, etc. of the displaced faculty. Finally, she coordinated and oversaw the reestablishment of all displaced faculty and their furniture, supplies and personal possessions into the renovated offices.

In terms of her "regular" responsibilities, Annie does an amazing job managing the schedule of classes and classroom requests for hundreds of sections, having sought extensive

training in both Course Leaf and Astra. In addition, she is a gracious and conscientious "trouble-shooter" for the legions of faculty and students who come through the door each day with urgent problems and last-minute requests. Another of Annie's particular gifts is her impressive skill for hiring, training, and managing our student workers. She assures that they maintain a welcoming yet professional atmosphere in the office at all times.

Annie is always there to alleviate the pressure and stress that builds up during the semester as students try to get over their nerves, stage fright, and the very thought of performing in front of a packed house. Often, the people behind the scene, without whose help and assistance these projects would be that much more difficult, are rarely recognized. They are the silent helpers who take care of the unseen and unforeseen hurdles. Annie is one of those indispensable helpers, whose smile and prompt assistance are legendary. In all these years, she has never said once "I don't think I can do this"; her response no matter the complexity of the task was always "no problem."

It is truly evident to everyone that Annie truly cares about her co-workers, as well as the students and faculty at Texas State.

"Annie is one of those indispensable helpers, whose smile and prompt assistance are legendary."

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

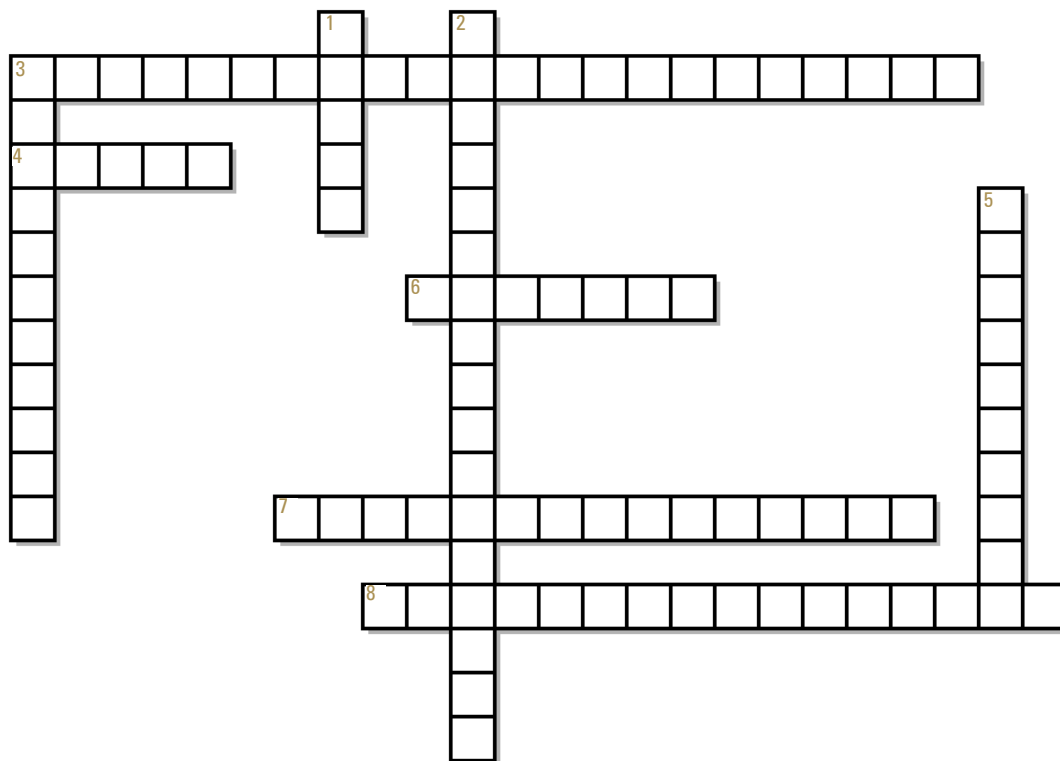
HR Crossword Puzzle

Readers are invited to have some fun completing our **HR crossword puzzle**!

Print this out, fill it in with answers found in this month's bulletin, and send it in.

Scan or send a picture of your completed puzzle to hr@txstate.edu, by **May 11th**.

Five random puzzle winners with all of the correct answers will receive a prize from HR!



ACROSS

- 3 The location for registration and assessment to complete a GED
- 4 All performance management reviews must be done by this date
- 6 This item has been removed from the HR homepage
- 7 The last step in the performance review process
- 8 Upcoming event to make changes to your insurance coverage without a qualifying life event

DOWN

- 1 This HR page has been improved to easily locate items
- 2 One of the documents needed to complete the job audit process
- 3 Opportunities for children and teenagers to learn new skills and have fun
- 5 One of the WellCats classes offered that you can attend in your work clothes

**Congratulations
to last month's HR
Crossword Puzzle
winners!**

Mark Burrow | Systems Support Analyst, The Graduate College

Jennifer Metcalf | Administrative Asst II, Student Center

Sandra Ramirez | Administrative Assistant II, Human Resources Department

Laura Jones | User Services Consultant II, Learning Applications Solutions

Linda Sparks | Administrative Assistant II, LBJSC Building Operations

Barbara Herdman | Evening Site Coordinator, Round Rock Campus

Michelle Sanchez | Administrative Asst III, Child Development Center

Brittany Papke | Database Associate, Advancement Services

Brenna Russell | Accountant, Accounts Payable

Cathy E. Parker | Coordinator, Registration Services

We would like to recognize the following employees who were promoted or reclassified between March 5, 2018 and April 2, 2018.



PHILLIP A HOLDEN

Promoted to Corporal from Police Officer,
University Police

STACI M WADE

Promoted to Student Business Specialist from
Disbursement Specialist,
Student Business Services and Bursars



This information is available in alternate format upon request from the Office of Disability Services.