



# HR Bulletin

April 2018

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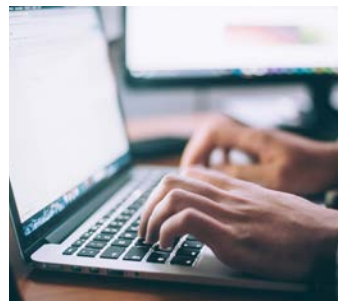
## Employee Focus

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TEXAS STATE  
HUMAN RESOURCES

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

# Pay Your Summer Insurance Premiums with Prepay Option

(FOR 9-MONTH FACULTY, STAFF AND GRADUATE STUDENTS)

Faculty, staff, and graduate students scheduled to return in the fall but not expecting to receive a paycheck each month this summer may elect to have their insurance premiums payroll deducted in advance on their June 1 paycheck.

## What is the advantage of prepay?

- Since premiums are payroll deducted, the amount will be TAX SHELTERED.
- It is CONVENIENT -- just sign the authorization form, and we will take care of the rest.

## How do I sign up?

In April, look for a memo sent to you directly by e-mail. Complete the authorization form online or use the attached paper form and return it to Human Resources in JCK 360.

If you have questions about the status of your insurance coverage during the summer, please contact Heather Houston ([hh19@txstate.edu](mailto:hh19@txstate.edu)) or Leah Cuellar ([lb1123@txstate.edu](mailto:lb1123@txstate.edu)) in the Benefits Section of Human Resources. Call us at 5.2557 or come by JCK 360.

## PERFORMANCE MANAGEMENT REVIEW TRAINING



You're invited to come learn about the updated changes, new features and less steps in the enhanced Performance Management Review process! Workshops for all employees, discussing these updates will be held in **April 2018**.

Register online through the SAP portal and click the Training and Development tab. Choose the date and time which works best for you in the Course Catalog under Organizational Excellence.

**Monday, April 2<sup>nd</sup>**  
**2 p.m. – 3 p.m.**

**Friday, April 27<sup>th</sup>**  
**10 a.m. – 11 a.m.**

**Monday, April 30<sup>th</sup>**  
**2 p.m. – 3 p.m.**



## HUMAN RESOURCES TO IMPLEMENT NEW PROCESS FOR IDENTIFYING, REPORTING, AND TRACKING OF CERTAIN CREDENTIALS FOR STAFF

### WHAT IS HAPPENING?

As a result of an internal audit of university credentialing procedures for employees, Human Resources is implementing procedures for identifying, reporting, and tracking of certain licenses, certifications, and other credentials for staff. A memo was distributed to department heads on March 27, 2018 containing specific instructions on how to accurately report credentials for their staff.

### HOW WILL I BE AFFECTED?

If you are an employee in a position which requires a specific license, certification, or other credential as a condition of employment, you may be asked to provide certain documentation related to one of these documents. It is critical that you keep your required credentials up-to-date and on file in Human Resources.

Questions should be addressed to either Jeff Lund ([jl21@txstate.edu](mailto:jl21@txstate.edu)) or Blake Bissing ([bsb106@txstate.edu](mailto:bsb106@txstate.edu)) in Human Resources or at 5.2557.

# 4 steps in the performance review process

step *Employee completes self- assessment*

1

- assess each goal, job duty, competency and behavior by selecting the appropriate rating/ assessment value
- send to manager for assessment

*New features:*



Goals and Job Duties have been combined into one section.

step *Manager completes the employee's assessment*

2

- ask for feedback from employees' team members or previous supervisors
- review badges and notes received in the system



Assessment values and descriptions have changed.

step *1:1 Meeting*

3

A sit down session between the manager and employee to discuss the employee's performance for the 2017-2018 cycle.



The number of Competencies have decreased from 14 to 7.

step *Acknowledgements*

4

Acknowledgements from the employee and the employee supervisor.



The number of Behaviors have decreased from 7 to 4.

# HealthSelect

## Corner



What is an EOB? An EOB is your 'Explanation of Benefits' that gives you valuable information to understand the fees billed by your health care provider, medical benefits that were approved, and the amount you may still owe your doctor.

### Here are a few tips to guide you when checking your EOB:

Check services and dates. Do a quick check to make sure the claim shows only services that were performed. This helps avoid billing fraud and identify theft.

Compare your EOB to your medical bill. Your EOB should match the invoice you received from your doctor or other health care provider.

Check for double billing. This can sometimes happen when multiple services, doctors or other health care providers are involved.

Check for the correct service descriptions. Medical billing codes are used by doctors and health care billing services to specify services that are being charged. Using the wrong code would result in a billing error.

Carefully check the Coverage Information section. This section details all you need to know about what was covered and not covered, as well as any deductible or coinsurance that may have applied.

Check the amount you may owe. Check that your health plan benefits were applied before any amount owed was calculated. If your health plan benefits were applied correctly, the amount owed listed on your EOB could be your share of the bill. However, the EOB is not an invoice or bill so you will need to check with your doctor or other health care provider for the balance on your account.

Be sure all of your claims are listed. If one of them is not listed, the doctor or other health care provider may not have submitted the claim and you may need to submit it yourself.



# NEW

## HIRING MANAGER USER GUIDES

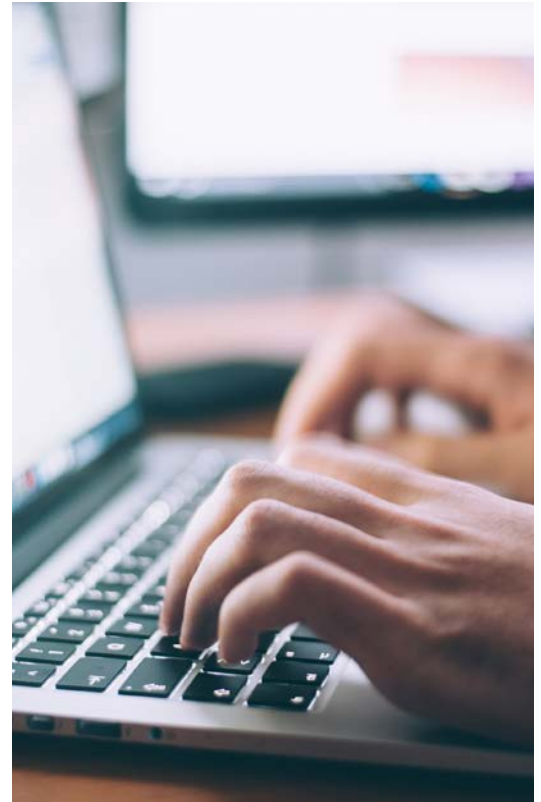
Human Resources has developed the following user guides to help hiring managers when using the PeopleAdmin applicant tracking and position management system.

### EMPLOYMENT ACTIONS:

- Job Posting
- Hiring Matrix

### POSITION MANAGEMENT ACTIONS FOR STAFF:

- Request an audit for a new position
- Reclassify an existing position
- Create a requisition for a promotion or transfer



The guides are located here: [www.hr.txstate.edu/Hiring-Manager/hiringmanageruserguides.html](http://www.hr.txstate.edu/Hiring-Manager/hiringmanageruserguides.html)

Please contact us at [hr@txstate.edu](mailto:hr@txstate.edu) if you have questions or need further guidance.

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## UPPS Update | EMPLOYEE WITH SERIOUS ILLNESS



Effective February 5, 2018, [UPPS 04.04.44](#) Employees with Serious Illnesses was updated. The most significant change with this revision is if an employee becomes aware of a person having an illness that may be a direct threat to other employees, students, or the public, the employee should report the illness to the Employee Relations section in Human Resources. HR will consult with the Director of the Student Health Center.

This change provides a central place for employees to report the information and HR will coordinate any follow up action that needs to be taken.

# SAP: TEXAS STATE EMPLOYEES

## Elect Your 2018 W-2 Online and Choose Paperless Delivery

- Instructions to elect online (paperless) delivery for Calendar Year 2018 on the SAP Portal are available at the [Payroll website](#).
- The election process is a one-time enrollment using our secure website.
- SAP will automatically send you an election confirmation email.

### 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, 2019. Update your address if different from 2017 for 2018 W-2Form.

All employees will be notified via email when the online 2018 W-2 forms are available on the SAP Portal in January 2019.

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 2018 W-2 (paperless) delivery is  
December 31, 2018



Thanks for another successful Financial Planning & Retirement Fair!

We had some really informative sessions and great conversations about retirement planning. We value your feedback and are already planning to make next year's fair even better.

We have about 85 packets left after the Teacher Retirement System presentation. If you didn't get to attend but would like a packet, stop by JCK 360 to pick one up.

# Be more than healthy, be **WELL!**

Contributing Author: Dr. Sylvia Crixell, Ph.D., R.D., Nutrition and Foods, School of Family and Consumer Sciences

One important goal of WellCats is to help our employees consider a comprehensive view of personal wellness, exploring the 8 broad areas that help us proactively seek wellness:



Our focus this month is on **environmental wellness**. Broadly speaking, environmental wellness involves living in harmony with the planet, considering how our actions impact the natural world, and conversely, how we can avoid exposure to environmental threats that may harm our health.

First, let's consider how lifestyle choices can minimize environmental damage. For many of us, this is familiar territory. For example, we can reduce our carbon footprint by driving a car that gets good gas mileage, being conservative with air conditioning, consuming less meat, buying local produce, etc. We can take additional steps to protect our environment. We can

use our own stainless steel water bottle instead of plastic bottles; we can rely on reusable bags instead of plastic bags; we can even carry our own silverware instead of using plastic throwaway forks, spoons, and knives. Plastics are an under-recognized environmental hazard – as they are not biodegradable, they contribute to 25% of landfill waste, making their way into marine and bird life, killing millions of marine creatures that are foundational to life on earth. On a positive note, in many cases, our small behavioral changes, such as reducing our reliance on plastics, keep us in harmony with our natural world and collectively make a big difference for our environment!



What may be a new perspective, is considering how we can limit our own personal exposure to environmental toxins. Unfortunately, in our industrialized world, environmental toxins abound. Let's consider one example - bisphenol A, or BPA. Billions of pounds of this chemical are produced annually, as it is used ubiquitously in many hard, polycarbonate plastics, epoxy linings of most food and beverage cans and water pipes, thermal receipt paper, water bottles, compact discs, dental sealants, and toys. BPA is of concern as it an endocrine disruptor, acting as a weak estrogen, and also acting as a regulator of gene expression. Present in the tissues of most of our citizens, BPA is a hot topic in the US and in industrial countries across the globe. Most countries have banned the use

of BPA in baby bottles and "sippy" cups, but in the US in particular, regulation is elusive – banning a ubiquitous chemical such as BPA is not popular among many industries. And BPA is just the tip of the iceberg. There are other compounds that touch our daily lives – such as BPA replacements (BPS) in cans and hard plastic goods, phthalates in softer plastic items, and substances that make pans be 'non-stick'. While we wait not only for more decisive results from scientific investigations but also for consensus among legislators – what should we do in the meantime to protect our families? Luckily, the answers are not so hard. We can decrease exposure to plastics and other chemicals that may enter the body by following common sense practices.

## WAYS TO DECREASE EXPOSURE TO PLASTICS AND OTHER CHEMICALS:

- Replace plastic food containers with glass containers;
- Avoid purchasing 'single use' plastic containers in stores;
- Cook more often with whole foods, reducing use of canned goods;
- Avoid microwave popcorn;
- Carry reusable bamboo or stainless steel eating utensils;
- Buy a stainless steel beverage container and keep it with you (vacuum bottles are very efficient at keeping beverages hot or cold);
- Use stainless or cast iron instead of skillets coated with a non-stick surface;
- If non-stick skillets are used, avoid heating them while empty, avoid cooking with high temperatures, and keep the stove ventilator fan running;
- Use glass baby bottles padded with a silicone sleeve;
- Use stainless "sippy" cups with silicone straws;
- Use silicone or ceramic plates and bowls for kids instead of plastic;
- Buy reusable silicone straws and stop using plastic ones;
- Provide wooden toys instead of plastic toys for teething infants.

The good news is that this advice is easy to follow with a bit of mindfulness in play. And an added bonus is that protecting your family from environmental toxins is also good for the planet – contributing to [environmental wellness](#).

# Welcome



*Join us in welcoming our new employee Bobcats hired between February 12, 2018 and February 26, 2018.*

**CRISTAL R ALVARADO**  
Administrative Assistant II  
Counseling Center

**NORMA J TORRES**  
Custodian  
Campus Recreation

**ALEXANDRIA C SANCHEZ**  
Financial Aid and Scholarships  
Processor  
Office of Financial Aid and Scholarships

**JOHN L WILSON**  
Plumber II  
Facilities Operations

**RICHARD A EURESTE**  
Custodian  
Department of Housing and Residential  
Life

**SHELLEY R SHERMAN**  
Coordinator, Testing Lab  
Testing Evaluation and Measurement  
Center

**MANUEL P DE LA ROSA**  
Police Officer  
University Police

**JESSICA M KINNEY**  
Police Officer  
University Police

**TYLER R WENDLAND**  
Police Officer  
University Police

**RICHARD G MARTINEZ**  
Police Officer  
University Police

**MICHAEL R RODRIGUEZ**  
Police Officer  
University Police

**MATTHEW C TAYLOR**  
Grounds Maintenance Worker II  
Strahan

**DONNA S GRAHAM**  
Custodian  
Campus Recreation

**RICARDO J CRESPIN**  
Service Coordinator  
University Police

**ANDREW D MANGIN**  
Dispatcher  
University Police

**PATRICK J MCCULLEY**  
Dispatcher  
University Police

**ERICA R SZPYNDA**  
Administrative Assistant II  
Athletics

**JOHN M RODRIGUEZ**  
Facilities Maintenance Worker II  
Facilities Operations

**MICHELLE L HERNANDEZ**  
Administrative Assistant II  
Department of Housing and Residential  
Life

**GARY D BRANTLEY**  
Head Air Condition Mechanic  
Facilities Operations

**DAVID N DORNAK**  
Grant Coordinator  
Meadows Center for Water and the  
Environment

**LISA B DOHERTY**  
Administrative Assistant II  
Department of Housing and Residential  
Life

**BENJAMIN K STONE**  
Grounds Maintenance Worker I  
Department of Housing and Residential  
Life

**DANIEL R BENSON**  
Construction Contract Administrator  
Facilities Planning Design

**CHRISTOPHER J LARSON**  
Electronic Research Specialist  
Office of Research and Sponsored  
Programs

**MADELINE J BUCHANAN**  
Athletics Intern  
Strutters/Ticket/Mktg/Cheer

**LINDSEY N ANDERSON**  
Grant Coordinator  
Center for Applied Interdisciplinary  
Research

**RYAN K SPENCER**  
Grant Specialist  
Meadows Center for Water and the  
Environment

**BENJAMIN M CHASEY**  
Grant Technician II  
ALERRT Center

**LYNN A BOSTWICK**  
Librarian  
University Libraries



# NEW EMPLOYEE WELCOME

## *NEW II*

Friday, April 13, 2018

8 a.m. - 1:30 p.m.

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, April 13.

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.

Contact Professional Development in Human Resources with questions at [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) or call 5.7899.



# APRIL 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
Performance Management Review 2	Texas State Retirement Plans 101 3	NEW Advanced Social Media at Texas State 4	Endowment Compliance "What Does It Mean?" NEW Health and Wellness Series: Sustainability in Food 5	6
Travel Policy and Procedures 9	Kuali Research Overview 10	Allies Training 11	12	New Employee Welcome (NEW) II 13
16	Stress and Burn-Out 17	NEW Health and Wellness Series: Fall Safety College Mental Health, Part II: I Want to Help, But How? 18	**Managing @TXSTATE 19	Managing Change Krav Maga Self-Defense Training 20
23	24	25	**Managing @TXSTATE 26	*Performance Management Review 27
*Performance Management Review 30				

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

Proposals for new workshop topics for the summer semester should be submitted by **May 1** by completing the workshop proposal form.

[www.hr.txstate.edu/professional-development/resources/proposal-info/workshop-proposal-form.html](http://www.hr.txstate.edu/professional-development/resources/proposal-info/workshop-proposal-form.html)

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.

- **Enterprise Rent-A-Car:** Take advantage of an Enterprise Rent-A-Car membership, and enjoy a discount on our everyday low rates. When you're ready to go, we make it easy!
- **Dell:** Employees can get 10 percent, 20 percent, 30 percent or more off select configurations of Dell Computer systems. Every PC comes with a 30-day price guarantee.
- **LifeLock:** Protect your identity. LifeLock patrols the internet for the illegal sale of your information, alerts you to fraudulent credit applications and more.
- **TurboTax:** Get your taxes done right with TurboTax! Save up to \$20 on TurboTax products.
- **Budget Truck Rental:** Hello, easy moving. Goodbye, stress. When you use your Texas State University employee discount at Budget Truck Rental, you'll save 20 percent.

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



# Bobbie Brandenburg

HR Representative,  
Office of Human Resources

EMPLOYEE OF THE MONTH  
March 2018



*Michelle Moritz, Eric Algoe, and Bobbie Brandenburg*

**B**obbie gives much time and energy to support the administrative staff of Texas State University. She provides outstanding customer service to her peers. She is very dedicated to the people she serves and she strives to make sure the hiring experience is handled properly.

Bobbie has excellent customer skills and she is so willing to go above and beyond to make sure that your customer experience goes smoothly and the job is done accurately to avoid delays. She has a wealth of knowledge that she graciously shares with all her peers which is extremely helpful to all those she serves. Bobbie has become a life-line in many cases when it comes to the HR portion of job duties. She knows the HR systems along with the rules and regulations and provides guidance to all who work with her. No matter her workload, she is never too busy to help. She never gives a standard answer. She practices listening to exactly what is being asked before providing an answer.

She has dedicated herself to helping Texas State employees with a gracious, positive attitude and a smile. Her skills and knowledge are an enormous asset to her endless hours of helping people, both professionally and personally.

Bobbie exemplifies excellent customer service and unique knowledge that combined form an incredible asset for Human Resources and the university as a

whole. Her attitude, knowledge and expertise are critical for building strong relationships, and those relationships result in successes that would not otherwise be achieved.

She is a true professional and strives on ensuring everyone she serves fully understands what to do and how to do with relation to all aspects of the hiring process. From the old hiring system to the new one, she is extremely patient, knowledgeable, and always willing to assist when called upon.

She touches the lives of many people on this campus with all the help and support she gives the administrative personnel even though most of the time her efforts are done behind the scenes.

Bobbie is a dedicated employee that is selfless in her service to the university community. Texas State University is very fortunate to have such a valuable resource working in the HR department.

*"Bobbie exemplifies excellent customer service and unique knowledge that combined form an incredible asset..."*

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



*Eric Algoe, Chad Thomas, Shea Cockrell, and Gordon Green*

# Texas State Quarterly Team Award

## Environmental Health Safety and Risk Management (EHSRM) Lab Safety Team

The February Texas State Quarterly Team Award was presented to the Environmental Health Safety and Risk Management (EHSRM) Lab Safety Team. The team members include: Chad Thomas and Shea Cockrell.

In the Fall of 2016, after concerns were documented by EHSRM about the safety of academic and research laboratories on campus, Shea and Chad took on the responsibility of improving the University's Laboratory Safety Program and set goals for the program.

The team began their endeavor by reconvening the College of Science and Engineering Lab Safety Committee after meeting with and gaining the support of the new Dean, Dr. Christine Hailey. The primary goal of the committee was to implement a strong safety culture in our campus laboratories by collaboration between EHSRM, research, and academic laboratory representatives and to provide a platform for improved communication of expectations and requirements for laboratory safety. This led to a collaborative effort to re-write the University's Chemical Hygiene Plan. Shea and Chad took the primary lead on re-writing the plan based on both the regulatory requirements and the needs and suggestions of the CoSE Committee members. Chad and Shea also took their efforts to improve the laboratory safety culture to the Council on Funded Research, where they gained the support of Dr. Walter Horton, the Associate Vice President for Research and Federal Relations. Shea and Chad's additional efforts to improve communication included the implementation of a Laboratory Safety Newsletter and updates to the Laboratory Safety web pages.

These efforts led to a successful rollout of the new Chemical Hygiene Plan in the Fall of 2017, followed by a training event hosted by EHSRM for Principal Investigators who operate laboratories with hazardous materials. EHSRM invited Dr. James Kaufman, regarded the nation's foremost authority on lab safety instruction from the Laboratory Safety Institute, to provide the training course. The event received over 80% participation from the invited faculty and staff and those in attendance provided very positive feedback.

In December 2017, the team's efforts to improve safety in laboratories on campus were praised in a memo from Dr. William Brittain, Chair of the Chemistry and Biochemistry Department, to their Interim Director, Gordie Green. The memo specifically praised Shea and Chad's performance in recent efforts to update the Chemical Hygiene Plan and for continued service to the Chemistry and Biochemistry Department.

Although Chad and Shea have many other duties and responsibilities at EHSRM, they are continuing their work to maintain consistent efforts towards implementing and maintaining a strong safety culture in campus laboratories. They are currently working on rolling out a new web-based chemical inventory and laboratory inspection program called EHS Assistant which will streamline efforts for both faculty and EHSRM staff to meet regulatory requirements.

By improving the safety culture in academic and research laboratories, the team is not only making our campus safer for students, faculty, and staff, but also keeping the University compliant with federal, state and local regulations as we work towards becoming a Tier I Research Institution.

Congratulations to the Environmental Health Safety and Risk Management Lab Safety Team on its achievements and outstanding efforts!

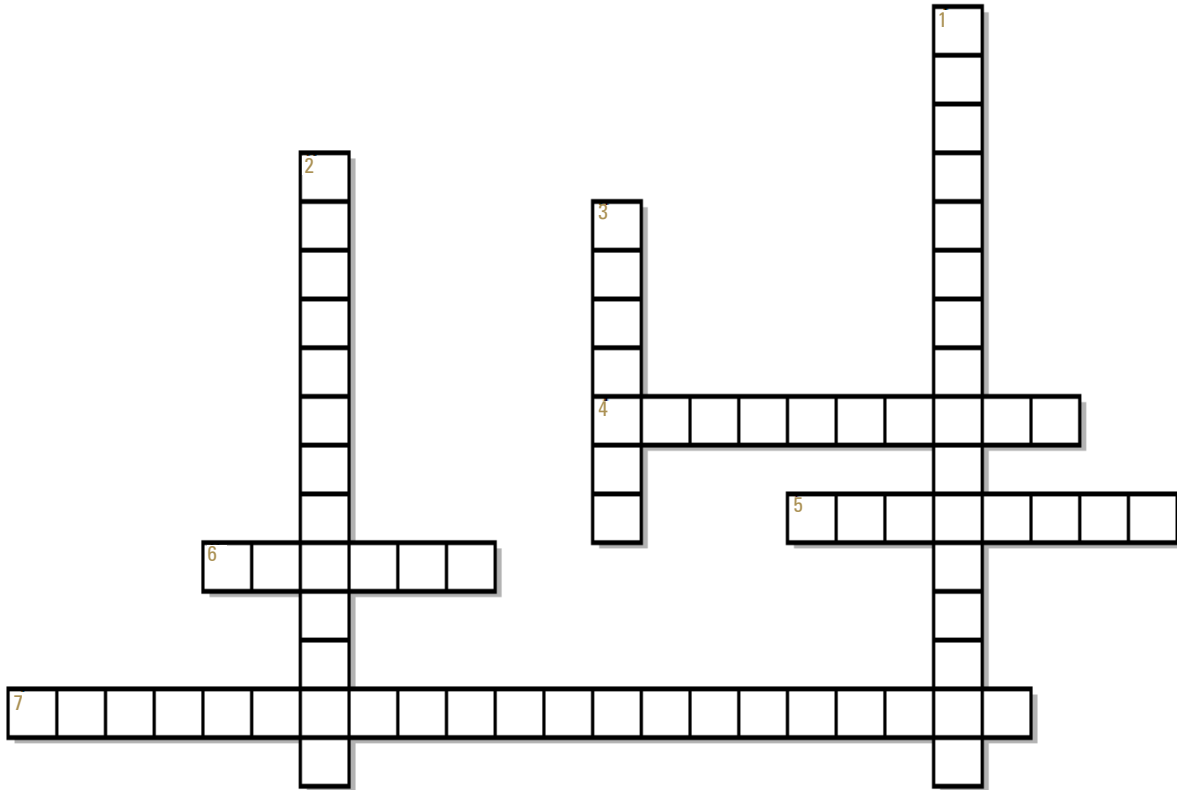
# HR Crossword Puzzle

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](mailto:hr@txstate.edu) by **April 11<sup>th</sup>**.

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



**ACROSS**

- 4 New resource available for hiring managers
- 5 One of this month's featured employee discounts
- 6 The option for paying summer insurance premiums
- 7 EOB stands for

**DOWN**

- 1 Final step in the performance review process
- 2 This month's wellness focus
- 3 The goal of the College of Science and Engineering Lab Safety Committee was to implement a strong safety \_\_\_\_\_

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

- Lisa Luera | Accounting Clerk II, ID Services
- Melinda Marmolejo | Pharmacy Technician, Texas State Student Health Center Pharmacy
- Amanda Garza | Graduate Program Assistant, Department of Mathematics
- Sarah Rivas | Administrative Asst III, School of Engineering
- Christina M. Lopez | Administrative Asst III, Department of Engineering and Technology

We would like to recognize the following employees who were promoted or reclassified between February 12, 2018 and February 26, 2018.



**CASEY E SMITH**  
Promoted to Manager, Shared Research Operations Office from Scientific Instrument Technician, Shared Research Operations Office

**DAWN E CURRIE**  
Promoted to Administrative Assistant III from Administrative II, Biology

**RAUL C TORRES**  
Promoted to Facilities Maintenance Worker II from Facilities Maintenance Worker I, Facilities Operations

**KEGAN D DUNCAN**  
Promoted to Sr Undergraduate Admissions Counselor from Undergraduate Admissions Counselor, Office of Undergraduate Admissions

**JOHN W HUNNICUTT**  
Promoted to Head Carpenter from Carpenter I, Facilities Operations

**JOSEPH W KIPP**  
Promoted to Coordinator, Campus Recreation from Grounds Maintenance Worker II, Campus Recreation

**LYDIA R LONGORIA**  
Promoted to Sr Administrative Assistant from Administrative Assistant III, Office of Research and Sponsored Programs

**DANIELLE N GLEASON**  
Promoted to Student Development Specialist I from Undergraduate Admissions Counselor, Athletic Academic Center

**MAYRA MEJIA**  
Promoted to Administrative Assistant III from Administrative Assistant II, Center for Diversity and Gender Studies



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