

# HR Bulletin

Jan

HR

2020



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LOCATION

JCK 340

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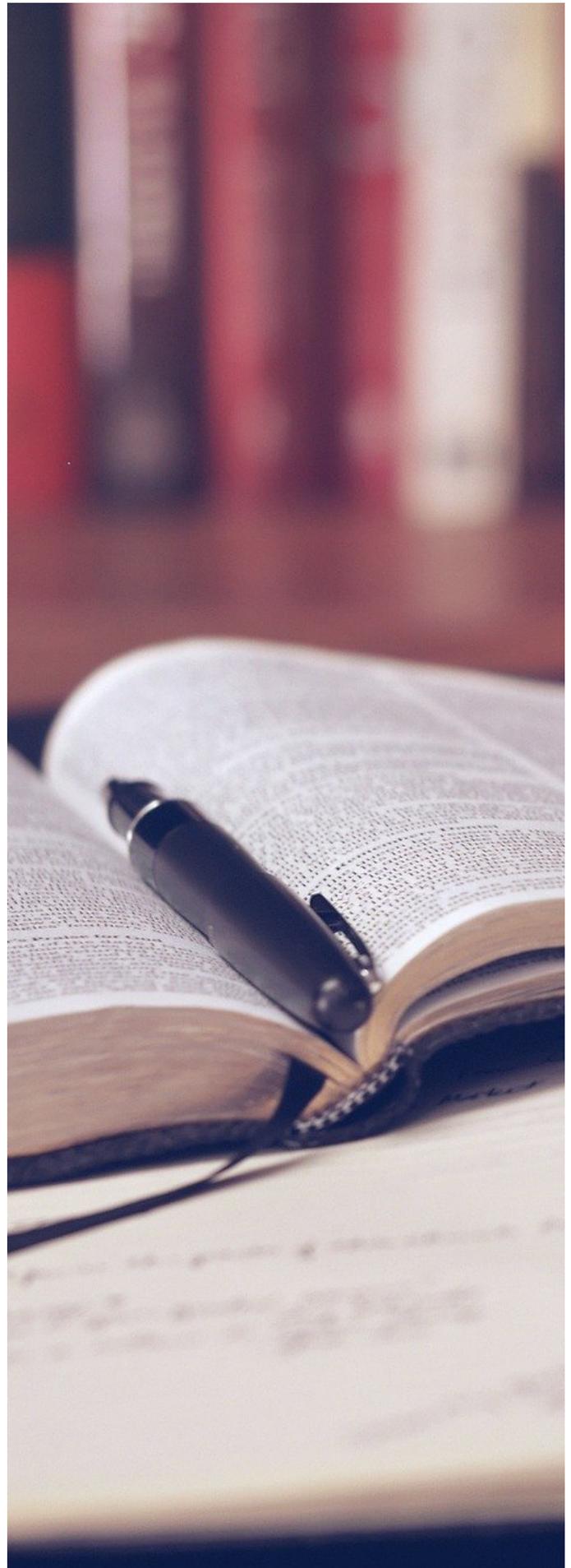
The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send your suggestions to [hr@txstate.edu](mailto:hr@txstate.edu)



# COMING SOON CHANGES TO ACADEMIC REIMBURSEMENT

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We have some exciting news about the Academic Reimbursement and Release Time Program! Effective Spring 2020, eligible full-time faculty and staff will automatically have their designated tuition and eligible fees waived at the beginning of the semester.



This change stems from a TSUS Board of Regents' approval of setting Designated Tuition to \$0 for all full-time faculty and staff, which includes the waiver of certain fees. This decision was made in order to lessen financial barriers for educational opportunities.

### EXPECTED CHANGES

- The program is renamed to the Academic Release and Tuition Support program.
- The current website is being revamped, along with a new web form.
- The Professional Development and Educational Opportunities outlined in [UPPS 04.04.35](#) are currently undergoing changes that will provide clarification to the program and class release time.



## WHAT DOES THIS MEAN FOR YOU AS POTENTIAL STUDENTS?

- For Spring 2020, this new benefit has been applied to student accounts as of Wednesday, December 18, 2019.
- Once the new site and e-form is complete, our office will send you the link.
- The new online form will only need to be submitted by employees that are
  - requesting class release time during their work hours, and/or
  - have received approval from their department to cover tuition and fees that are not included in the program.

## WHO TO CONTACT?

If you wish to opt-out of the fee waiver, please contact [Student Business Services](#) at 5.2544.

For questions regarding financial aid, please contact the [Financial Aid Office](#) at 5.2315.

For questions regarding the Academic Release and Tuition Support program in general, please contact our [Organizational Development & Communications](#) team at 5.7899.

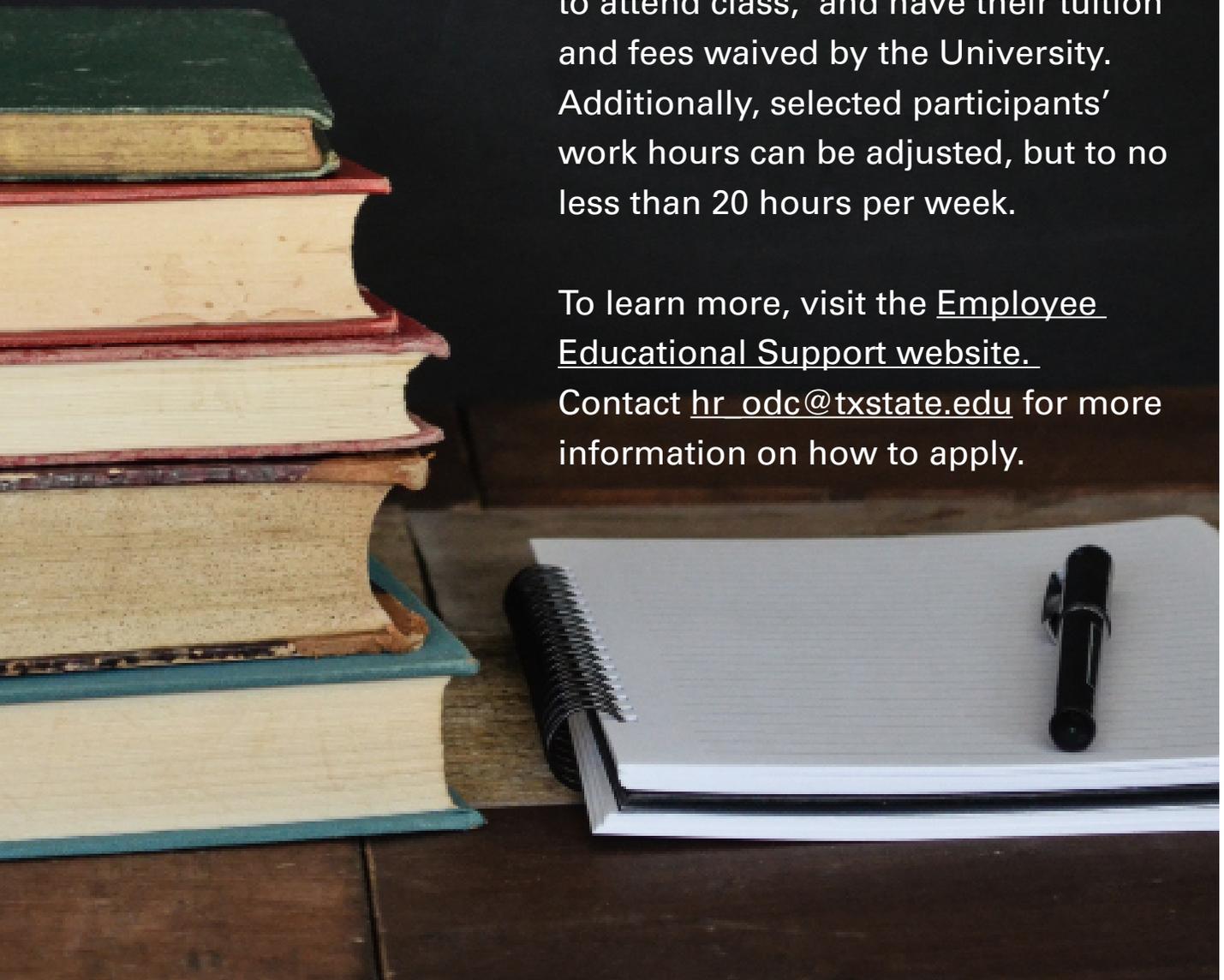


# Do You Know About The Staff Educational Development Program?

Aside from the Academic Release and Tuition Support program, Texas State offers another great employee educational support initiative: the Staff Educational Development Program. This program is an incentive provided to up to seven full-time benefits-eligible (non-grant, non-student) staff who have been employed at Texas State for one year. Participants are allowed to enroll in academic courses, receive paid leave to attend class, and have their tuition and fees waived by the University. Additionally, selected participants' work hours can be adjusted, but to no less than 20 hours per week.

To learn more, visit the [Employee Educational Support website](#).

Contact [hr\\_odc@txstate.edu](mailto:hr_odc@txstate.edu) for more information on how to apply.



# BUSINESS PROCESSES CERTIFICATE



We are excited to announce the soft launch of the [Business Processes Certificate \(BPC\)](#) program! The new certificate program is a cross-department initiative bringing key courses together to help employees learn the ins and outs of the various business programs and processes at Texas State University.

After spanning the campus, courses were compiled into five distinctive tracks; business processes essentials, budget, purchasing, human resources, and research and grants.

Full and part-time staff engaged in any of these business processes at the University can participate in this development opportunity that will enhance their skills and effectiveness in their current function or area of interest.

## TO COMPLETE A CERTIFICATION, PARTICIPANTS

- can choose the track(s) appropriate for their role,
- must complete each track within one year of starting.

The BPC program offers flexibility by allowing participants to complete a desired track within one year through web and classroom training.

The certificate program will help departments on campus succeed in their business functions and support the various business needs of the University.

### Business Processes Certificate Flyer

COMING 2020!

## Business Processes Certificate

Enhance your development | Build useful job skills | Learn at your own pace  
5 Available Tracks | Learn more at the [Business Processes Certificate Website](#)

Track	Description	
<b>Essentials</b>	This track is ideal for employees who want to become familiar with key business processes and procedures.	
<b>Budget</b>	Intended to help employees who manage budgets, travel expenses, and other salary-related actions for their organizations.	
<b>Purchasing</b>	Geared toward employees who regularly make purchases or manage purchasing for their organization.	

Please contact Organizational Development & Communications with questions about the program at [hr\\_odc@txstate.edu](mailto:hr_odc@txstate.edu) or at 5.7899.



# UPPS

## Policy Updates

As part of the regular review cycle, [UPPS 04.04.03](#) Staff Employment Policy has just been published with some significant changes. Highlights include the following:

### [Section 6](#)

## Recruiting Procedures for Filling Staff Positions

The removal of the six-month requirement for current employees to meet before they apply to another position.

Clarifications were made to the policy to notify applicants that are responsible for submitting written proof of required license, credentials, or certification required in a job posting and that those documents are a condition of employment.

### [Section 9](#)

## Procedures for Hiring & Appointing Regular Employees

The revision removed the provision that allowed the department to hire at the previous incumbent's rate. Departments may only hire up to the max pay plan rate.

The policy was revised to provide more flexibility in arriving at the hiring rates and deleted the requirement to repost when hiring at a higher rate than the rate posted.

The policy was updated to require two employment verifications to be attached to the PeopleAdmin Rec for Hire.

# HAVE YOU UPDATED YOUR ADDRESS?

If you've moved and haven't updated your address, now is the time to do it!

Update in the SAP Portal Employee Self-Service (select 'My Personal Profile' in the Payroll-Benefits section).

Once you update in SAP, we will update your new address with ERS for all insurance related carriers.

If you are a TRS member, you will also need to update your address with TRS directly.

You can either do this through your [myTRS account](#) or with a form [TRS 358](#) mailed directly to TRS.

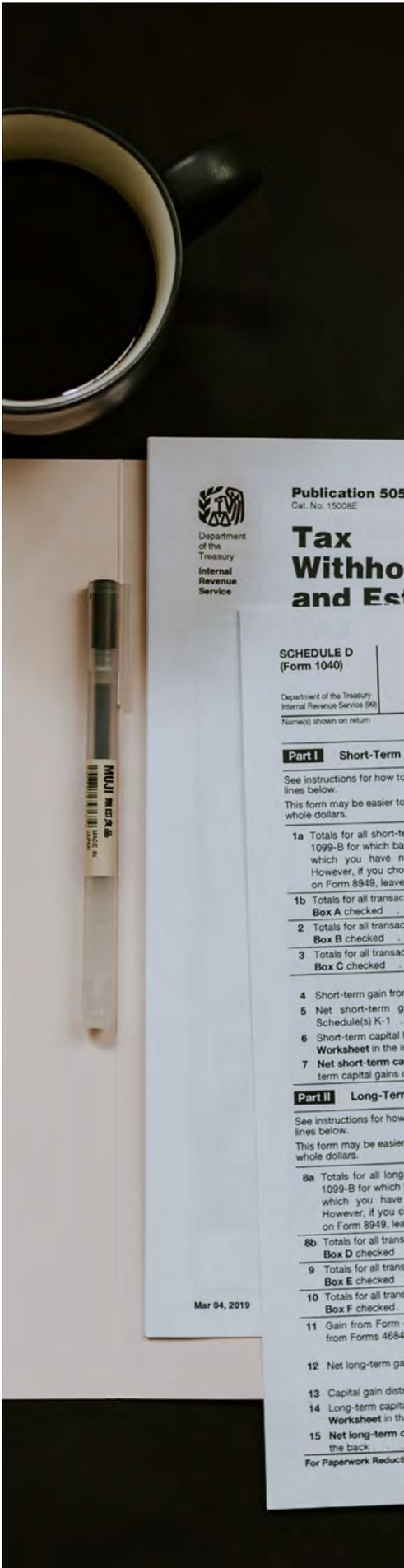
Updating your address ensures that important items, like your tax forms, insurance cards, retirement statements, and other important items are sent to your correct address.



# It's a New Year – Deductibles and Coinsurance Start Over!

Every January 1, deductibles and coinsurance payments start over. See below to find out what your maximums are for calendar year 2020. Find out more details about your medical benefit plans on the [ERS Health Benefits Web Site](#).

Plan	In-Network Deductible	Non-Network Deductible	Coinsurance Maximum	Total Out-of-Pocket Maximum
HealthSelect	\$0	\$500 per person \$1,500 per family	\$2,000 per person (in-network) \$7,000 per person (non-network)	\$6,750 per person \$13,500 per family (no maximum if non-network)
Consumer Directed HealthSelect	\$2,100 per person \$4,200 per family	\$4,200 per person \$8,400 per family	None	\$6,750 per person \$13,500 per family in-network (no maximum if non-network)
HMOs	\$0	N/A (no non-network benefit)	\$2,000 per person (in-network) N/A (no non-network benefit)	\$6,750 per person \$13,500 per family N/A (no non-network benefit)



# IRS Finalizes W4 Form

In late December, the IRS finalized the new [2020 W-4](#) for federal tax withholding. This new W-4 has a different look from previous versions. Going forward, this will be the document that you must use if you plan to make changes to your tax withholding.

If you do not need to make changes, your previous W-4 entry will remain in place and be converted to the new withholding method.

Visit the IRS [FAQs](#) to find out more about this new form.

# Making Health and Wellness Habits Stick

*By: Jill Zambito, Lindsay Luen, and Jane Rha*

*Doctor of Physical Therapy Students and WellCats Staff*

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Imagine what it would be like if nothing held you back. What might your life look like? So often we have an exciting idea to make a healthy change, but something holds us back. Perhaps self-doubt creeps into your mind and that little voice inside your head talks you out of trying a new fitness class. Maybe there aren't enough hours in the day. You really want to start a healthy lifestyle, but you don't have time to meal prep or exercise. Maybe you planned to take a walk after work, but by the time you get home, you're too tired. Whether it's self-doubt, time, or fatigue, these common obstacles prevent us from trying new things. This month we challenge you to get inspired and try something new!



# WAYS TO GET INSPIRED

The first step in starting any new health habit is finding your spark of inspiration. What excites you about living a healthier life? Maybe you want the motivation to be physically active so that you can keep up with your children or grandchildren. Maybe you wish to cook more meals at home so that you are eating fresh foods, giving you more energy throughout your day. Whatever you are being called to, approach it with an open mind knowing that with motivation and consistency, you can make your healthy habit become a lifestyle change.

HERE ARE SOME WAYS TO GET INSPIRED AND FIND YOUR MOTIVATION:

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## 1) CREATE A VISION BOARD

Vision boards are a tool to visually represent your goals. Make a collage of words and pictures that remind you of the health change you wish to make, and why you want to make that change in the first place. Every time you look at your board, you will be reminded of that goal!

## 2) DREAM ABOUT SUCCESS

Picture yourself successfully making this new health or wellness change. Imagine the positive impacts it will have on you and your life. Maybe you picture yourself having more energy, more strength, or more fun by implementing the new habit! Visualizing the addition of your new habit in your life will help you achieve success!

### 3) JOURNAL

Write it down. Write down all of your thoughts, goals, and visions about your new health habit. Each morning try to write down what you wish to accomplish for the day that will get you closer to reaching your health goals. This activity will keep you on track and remind you of your new health or wellness habit.

### 4) START SMALL

Taking on a new health or wellness habit may seem overwhelming at first. Let's say you wish to start a fitness program but have never participated in physical activity before. Try starting off walking around your neighborhood a couple times a week. Slowly progress by increasing the distance you walk or the number of times a week that you walk. Maybe eventually you will work your way up to jogging! Everyone starts somewhere! Be patient with yourself and know that making change takes time.

### 5) FIND A ROLE MODEL

Who is someone you admire? Why do you look up to this person? Is there a certain health or wellness habit to which this person adheres? Identify the habit that you seek and recognize the things that make them successful. Use this person for inspiration along your health and wellness journey!

The first part of any journey starts with an idea to try something new, and we invite you to dream big. Be creative and courageous. You are being called to adventure! This is an exciting time to start a new health habit and the WellCats team will be along for the ride, giving you resources, encouragement, and motivation! Find what inspires you and go after it!

Download our [Spring Program Flyer](#) to learn how WellCats can help you achieve your wellness goals!

## NEW FACULTY ORIENTATION

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New benefits-eligible faculty being hired to start in January should attend the New Faculty Orientation.

**DATE:** Friday, January 10, 2020

**TIME:** 8:30 a.m. – 1 p.m.

**WHERE:** JCK 460

**NEW THIS YEAR:** Add your new faculty members to the logs located in the Faculty & Academic Resources SharePoint. Those with the department head role should have received an e-mail for the new site in December. This new system will make it easier for you to upload your information for your new faculty and graduate assistant hires. If you did not receive the email or have questions about the site, please contact [Lyndi Wittekiend](#) in Faculty & Academic Resources.

In addition, new faculty should be sent a welcome letter from the department that includes the link for the new faculty member to [register for NFO](#) and other helpful information.

Thank you for your help in welcoming our new faculty members to TXST!



We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University. For more info and to connect with other new bobcats access the official new employee [website](#).

N.E.W. II

FRIDAY, JANUARY 10, 2020

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

JCK 1100

Contact the Office of Human Resources with questions at [hr\\_odc@txstate.edu](mailto:hr_odc@txstate.edu) or call 5.7899.

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Join us in welcoming our new employee Bobcats!

Employees hired between November 1- November 30

**ALEXANDER MORRIS ORTIZ**

Grant Technician II  
ALERT Center

**ALLEN BRADLEY CALDWELL**

Supervisor, Testing Lab  
Testing Evaluation & Measurement Center

**ALYSSA RENEE CLIFT**

Student Development Specialist II  
Student Center

**ANDREW M. KILDAU**

Auto Mechanic  
Facilities Management

**BRENDA NOEMI LOPEZ**

Grant Specialist  
Rural Talent Search

**CARRIE LYNNE THOMPSON**

Program Director, Non-Faculty  
The Meadows Center for Water & the Environment

**CHELSEA LEAANN JAMES**

Administrative Assistant II  
Computer Science

**GRACE MARIE WAFFORD**

Grant Specialist  
Texas School Safety Center

**JACQUELINE HAMO**

Coordinator, Testing Lab  
Testing Evaluation & Measurement Center

**JAIME JOSEPH RODRIGUEZ**

Student Development Specialist I  
Office of Student Diversity & Inclusion

**JAMES RAYMOND HAWARNY**

Grant Specialist  
Texas School Safety Center

JESSICA BRIANA PACE  
Administrative Assistant II  
Office of the University Registrar

JUAN CARLOS CARDONA  
Administrative Assistant II  
Office of the University Registrar

NICOLE ELIZABETH CRITCHLEY  
Librarian  
University Libraries

PATRICIA LYNN BUCHANAN  
Simulation Lab Information Specialist  
St. David's School of Nursing

ROSA CECILIA LUERA  
Grant Specialist  
Texas School Safety Center

SANDRA S. ARISMENDEZ  
Grant Specialist  
The Meadows Center for Water & the  
Environment

SHELBY LYNN GARZA  
Staff Specialist  
Anthropology

STEPHANIE D. ANDREWS  
Library Assistant II  
University Libraries

STEPHEN TYLER ASHLOCK  
Systems Support Specialist I (Project  
Staff)  
Office of Undergraduate Admissions

TAVIA ALEXIS MARSHALL  
Grant Specialist  
Student Support Services

THOMAS A. MENDOZA  
Facilities Maintenance Worker I  
Department of Housing and  
Residential Life

TRAVIS RUSSELL WALKER  
Athletics Ticket Sales Assistant  
Strutters/Ticket/Marketing/Cheer

# BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between November 1 - November 30

**CARYN DANYELLE WILLIAMS**

Promoted to Grant Senior Secretary  
from Grant Specialist,  
Student Support Services

**DAVID SCOTT HENRY**

Promoted to Research Analyst  
from User Services Consultant II (SPS),  
Office of Institutional Research

**JOSEPH EDWARD FULLER**

Promoted to Senior User Service Consultant  
from Administrative Assistant III,  
Client Solutions

**MEAGAN ANN HERNANDEZ**

Promoted to Graduate Degree Audit Specialist  
from Administrative Assistant II,  
The Graduate College

**RICHARD D. HOUSLEY**

Promoted to Head Plumber  
from Plumber II,  
Facilities Operations

**ROSARIO DAVIS**

Promoted to Assistant VP  
from Associate Director,  
International Student & Scholar Services

**VAL R. GOMEZ**

Promoted to Mail Clerk I  
from Custodian,  
Mail Services

**HITHIA I. DAVIS**

Reclassified to Library Assistant III  
from Library Assistant II,  
University Libraries

**MARY E. RIOS**

Reclassified to Senior Financial Aid & Scholarships  
Program Specialist  
from Financial Aid & Scholarship Program Specialist,  
Office of Financial Aid and Scholarships

**ROBYN LYNN WADDLE**

Reclassified to Assistant Director, Financial Aid &  
Scholarships  
From Systems Support Analyst,  
Office of Financial Aid and Scholarships

# JANUARY

## course offerings



Our team is working hard to finalize the Spring 2020 course offering schedule. More information regarding additional Spring courses coming soon!

Wednesday, January 29, 2020

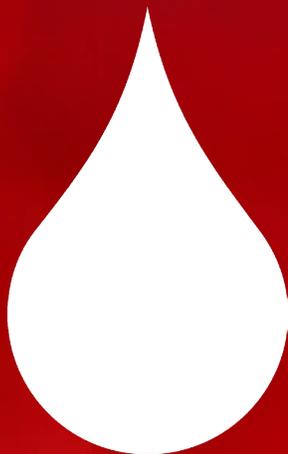
[WellCats Educational Series:  
Making Healthy Habits Stick<sup>New</sup>](#)

Thursday, January 30, 2020

[Promoting Financial Wellness:  
Navigating the Financial Concerns  
of Our Student Population](#)

[GED PROGRAM](#) | Location: San Marcos Public Library | Next Registration Date: Tuesday, January 7 at 9 a.m. or 6:30 p.m.

# TEXAS STATE BLOOD DRIVE



January 16, 2020

9 a.m. - 3 p.m.

JCK1100



*Wendell Harris and Eric Algoe*

## EMPLOYEE OF THE MONTH | **DECEMBER 2019**

### Wendell Harris

Grounds Maintenance Worker, Transportation Services

**M**r. Wendell Harris, Grounds Maintenance Worker, Transportation Services, was selected as the Texas State Employee of the Month for December 2019.

Due to the proximity of Jowers Center to both Sewell Park and the San Marcos City Park, community members use the faculty/staff lot (R14) to park their vehicles while enjoying the area, particularly during the warm weather months. There are no dumpsters in that lot, so they frequently leave their trash strewn about the parking lot. If you arrive early in the morning, you will be welcomed to the sight of

a trashed-out lot full of empty innertube boxes, beer bottles, and general trash. However, by 8:00 a.m. each morning, Wendell Harris has the area spotless, all while welcoming the Health and Human Performance faculty and staff with a warm smile and a kind word. Wendell has a work ethic and a pride in himself that is recognized and respected throughout departments and the university. His job may be difficult and thankless, but he certainly deserves credit for the extraordinary role that he plays in the successful daily operations.

Few people may arrive early enough to notice

and appreciate Wendell's efforts. One might also assume that a person having to do these types of thankless tasks might not be in the best of moods, but that is what makes Wendell so extraordinary. He never fails to greet you with anything other than genuine kindness, a hearty laugh, and an infectious smile.

Wendell also works at various events and functions across campus. He provides outstanding customer service to customers and guests during commencement and football games. He always conducts himself with professionalism, customer service focus and doing the best job possible. Wendell is responsible for keeping the grounds and guest areas clean of debris and trash. He always conducts himself with pride and detail to his job, he always has a smile and a wave to whoever he meets. Wendell makes sure all guests have a positive experience at these events. He expedites the removal of trash and debris that overflows and even when there are reports of bees at the trash cans.

If there were more people with the attitude and work ethic of Wendell Harris, the university and community would be an even better place to live and work.

*“He never fails to greet you with anything other than genuine kindness”*

*Congratulations, Wendell, on your dedication and hard work!*



# Texas State Quarterly Team Award

## Event Management Software Team

The team members include: Division of Student Affairs-Charlie Salas, Kevin McCarty, Chris Lehman, Tracy Goodman, Sabrina Lee, Valene Johnson, Katherine Romero, and Brad Johnson. Division of Information Technology-John McDavitt, Rick Myers, Jenni Small, Andrew Rechnitz, Katie Davis, Connie Hackney, Walt Yantis, Anita Ford, Stacy Anderson, Robert Sarvis, and Joseph Fuller. Division of Academic Affairs-Martha Fraire-Cuellar, Diana Connell, Nick Schellman, Paige Spann and Sonya Teves.

The replacement and upgrade of the reservations systems was important for student, faculty and staff at many levels. The LBJ Student Center was upgrading their reservation software to a more

customer friendly version of the software with web aided access. The University Library is providing an interactive and technology savvy interface for their facility. The Registrar's Office was at the end lifecycle for their classroom scheduling software and needed a proven option. Each area offering better service and access to resources.

Through a very time consuming, complex and highly intricate effort, this cross divisional team was able to achieve their goals. The Registrar's Office successfully interfaced existing data and resources into the Event Management Software to support the allocation of resources. The LBJ Student Center Conference

Services Office upgraded their existing software to provide a more customer-driven experience. The Texas State University Library implemented a kiosk and room sign-based interface for library resources in addition to the base software package.

The software and departments will continue to grow and develop services opportunities. The installation was a one-time effort, but modifications will be continuous.

A team from each stakeholder unit met with IT representatives and EMS Software representatives over the course of many months to create an action plan for the implementation of the software. Months of integrating the software's capabilities into an acceptable program that fulfilled each area's needs followed. Long and complicated negotiations resulted in the campus-wide software installation/upgrade.

Students, faculty and staff will interact with a program that provides a better customer experience. Customers will drive a more interactive, sophisticated and technology-ready service. Each area worked prudently and judiciously to fit the software into a University serving resource that met area goals.

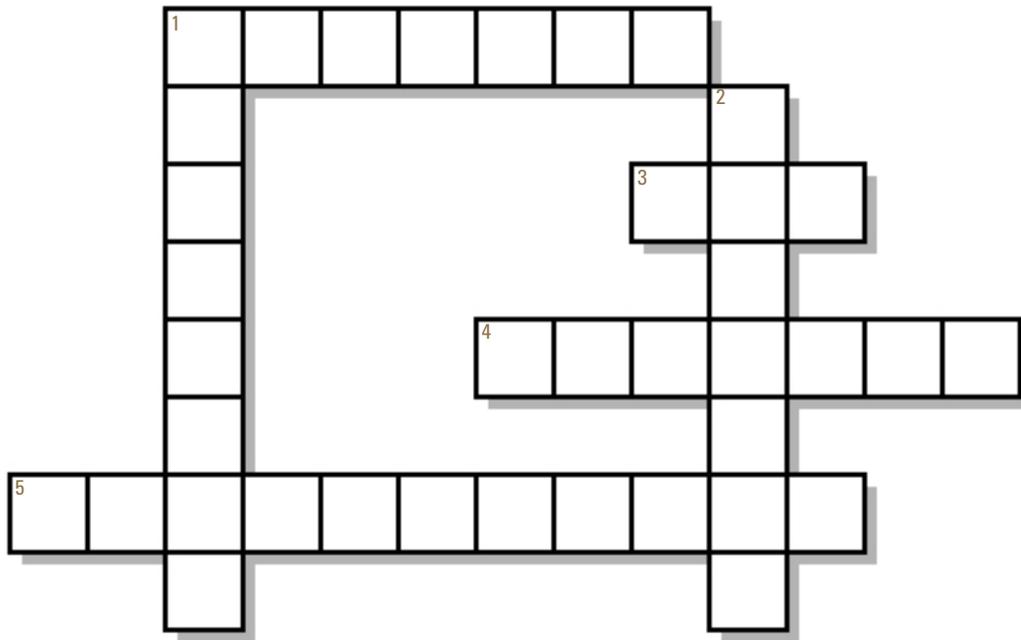
Much of the work was done by staff in addition to their regular job duties and responsibilities. The commitment to the implementation and completion of the work was extraordinary. The final outcome was better than expected and fully operational.

Congratulations to the Event Management Software Team on its achievements and outstanding efforts!

*Congratulations to the 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 January 8. Five random puzzle winners with all the correct answers will receive a prize from HR!



## ACROSS

- 1 “Dream About \_\_\_\_\_” is one of the ways to get inspired and find your motivation.
- 3 if you’ve moved in the past year, you should update your address in the \_\_\_\_\_ portal.
- 4 December’s employee of the month, Wendell Harris, is a \_\_\_\_\_ maintenance worker.
- 5 The Business Process \_\_\_\_\_ is a new program to help staff learn the ins and outs of various business processes at TXST.

## DOWN

- 1 The Event Management \_\_\_\_\_ Team is the most recent winner of the Texas State Quarterly Team Award.
- 2 New \_\_\_\_\_ Orientation is scheduled for January 10, 2020.



**TEXAS**  **STATE**  
HUMAN RESOURCES<sup>®</sup>

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