

HR Bulletin

Dec

HR

2019

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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



TIMEKEEPING FOR THE HOLIDAY BREAK IN DECEMBER



Texas State will observe the holiday break **December 23, 2019 – January 3, 2020**. Texas State will re-open on January 6, 2020. There are no energy conservation days for the holiday break this year.

Employees are required to be on a paid status at least part of the regular workday immediately before a holiday in order to receive holiday pay. Therefore, if you do not have comp time or vacation available to use on December 20, 2019, you will not receive pay for the holidays unless you work part of the workday that day. State law will not allow us to pay for holidays when a person is on a leave without pay status the entire day before a holiday.

The [holiday schedule](#) can be viewed on the HR Website.

Remember, you only report exceptions to your normal work schedule. All holidays are already programmed into your work schedule, so you do not record the holiday itself. The system also knows if you are eligible for the holiday based on whether you are in a paid status on the day before the holiday.

If you work on a holiday, be sure to enter Code 0100 – Additional Hours Worked for all hours worked. Regular staff who report to work on an official holiday will be allowed comp time off during the twelve-month period following the holiday.

Questions about timekeeping should first be addressed to your supervisor or department time administrator. If you need further assistance, contact hr@txstate.edu or call 5.2557.

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 | |
|-------------------|---|---|
| Essentials | This track is ideal for employees who want to become familiar with key business processes and procedures. |  |
| Budget | Intended to help employees who manage budgets, travel expenses, and other salary-related actions for their organizations. |  |
| Purchasing | Geared toward employees who regularly make purchases or manage purchasing for their organization. |  |
| Human Resources | Designed to help employees in administrative and supervisory roles develop their recruiting, hiring, and management skills. |  |
| Research & Grants | Tailored for employees seeking to submit a research or grant proposal, this track explores the process and available resources. |  |

“Education is not an expense...it is an investment”

-Lyndon B. Johnson

W-4 Changes

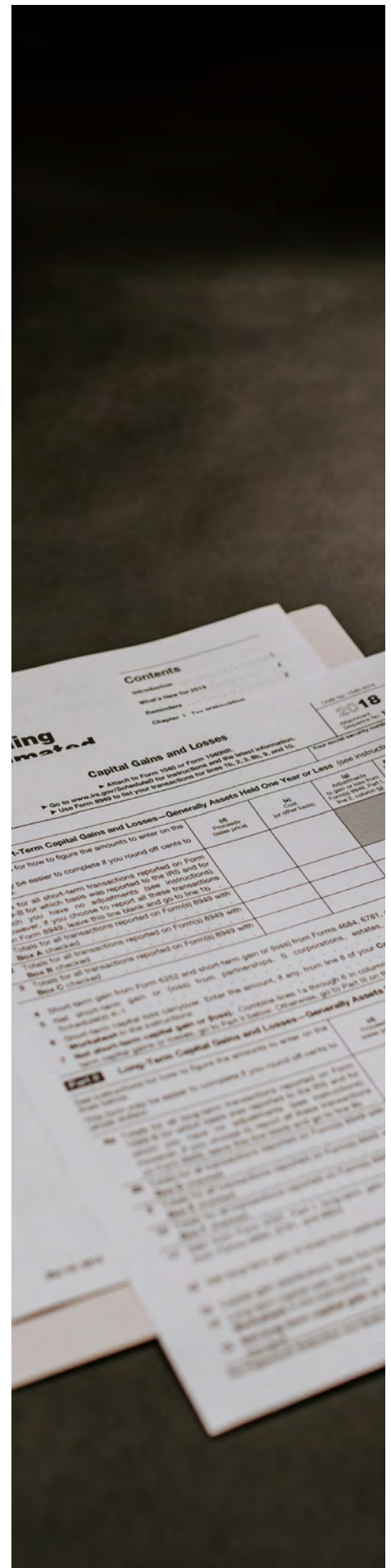
coming soon!

Recently, the IRS announced that it was giving the IRS form W-4 a major overhaul. This is the form used by employees to determine the amount of federal tax withheld from their paycheck. Beginning in January, all changes to tax withholding will be on the new W-4 form whether on paper or the SAP Portal. This change only impacts those who wish to make a change to their withholding status and new employees. Current employees do not need to take any action if satisfied with their withholding amount.

More specific information will be coming soon from the Office of Payroll and Tax Compliance.

For more information before the new form is published, see IRS [Frequently Asked Questions](#).

IRS Tax Withholding Estimator: www.irs.gov/W4App





IRS Announces 2020 Retirement Plan Contribution Limits

On November 6, 2019, the Internal Revenue Service announced cost-of-living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2020. The chart below lists some of the increases that may affect your Texas State retirement plans.

If you would like to increase the amount you are currently contributing to your 403(b) Tax Deferred Account, be sure to complete a new [Voluntary Retirement Savings Plan Authorization Form](#). Agreements received by the 10th of the month will be effective with the next paycheck. To increase your 457 plan contributions, log in to your TexaSaver account or call [TexaSaver](#) directly at 800.634.5091.

| Retirement Plan | 2019 | 2020 |
|---|----------|----------|
| 415(c) Defined Contribution Annual Dollar Limit | \$56,000 | \$57,000 |
| 457 Elective Deferrals | \$19,000 | \$19,500 |
| 403(b) Elective Deferrals | \$19,000 | \$19,500 |
| Age 50 Catch Up for 403(b) & 457 | \$6,000 | \$6,500 |

TRS Annual Statement



TRS began mailing statements to TRS participants in early November and expected to mail all statements before December 1. TRS is still updating the MyTRS portal, so you will not be able to view your current statement through the portal. If you do not receive a statement by mid-December, you can contact TRS at 800.223.8778 to request another copy. You can learn more on the [TRS Annual Statement Guide](#).

Account Updates!

TRS has now updated the account information in your MyTRS online account. Go to the [TRS Website](#) and click on MyTRS. From there you will either be able to log in to your existing account or register to create a new account. If you have been hired within the last 90 days, you may not be able to create your account until TRS has added you into the system. Please be patient and check back. If you have been contributing to TRS longer than 90 days but are not able to access your account, please call TRS directly at 800.223.8778. Find out more details on the [MyTRS page](#). Need to update your address? Complete and mail [this form](#) to TRS.

How Well Do You Know Your Health Risk?

Knowledge is Power!

Knowing your health risks is a key factor to improving your overall health. What can you do? Take a health risk assessment to improve your health.

A health risk assessment is an easy-to-answer, short set of questions about your health, diet, physical activity, sleep habits and medical history that helps you understand your current health and any conditions you might be at risk for.

Complete a health risk assessment (HRA) online through your health plan or the personal health and wellness appraisal through the WellCats program. Your health information is private and secure.

**HealthSelect of Texas & Consumer Directed HealthSelectSM plans:**

If you already have a Blue Access for MembersSM account, log in. If you do not have an account yet, click Register Now and use your medical ID card to create an account. Once you're logged in, click on [Well onTarget®](#) under the Quick Links on the left to access the health assessment.

**Scott and White Health Plan:**

Log in to your account to take an online wellness assessment and get a health improvement action plan. If you don't have an account yet, click Log In and then Sign Up Now. Use your medical ID card to create an account and find the online wellness assessment.

**Community First Health Plans:**

Log in to your account to take an online health assessment. You'll then get a personalized plan for making healthy lifestyle changes.

Employees and dependents who are not enrolled in these health plans can complete the online health assessment on the Scott and White website. Another option is to access the online personal health and wellness appraisal through the WellCats program by registering on the [WellCats website](#). Your individual HRA results are yours to help you understand your own health and what you can do to improve it. Start taking steps toward a healthier life.



DID YOU PARTICIPATE IN TEXFLEX LAST YEAR?

You can carry over a maximum of \$500 in your TexFlex health care account. You can log in to your TexFlex account at www.textflex-fsa.com to view your balances. You have until December 31, 2019 to file any claims incurred between September 1, 2018 – August 31, 2019. On January 1, 2020, if you have more than \$500 left from the last plan year, you will forfeit that amount.

The TexFlex Dependent Day Care does not have a carry-over. The last day to submit claims for day care expenses incurred between September 1, 2018 – November 15, 2019 (there is a 2 ½ month grace period) is December 31, 2019.

DECEMBER

course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the [SAP Portal](#). Please visit the [OD & Communications Course Offerings website](#) for further information.



| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|--|--|----------|--------|
| 2 | WellCats Educational Series: Psychology of Spending 3 | For the Record: What You Really Need to Know About Records Management 4 | 5 | 6 |
| 9 | 10 | Youth Mental Health First Aid 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | HOLIDAY BREAK | | | |
| 30 | | | | |
| 31 | Jan. 1 | Jan. 2 | Jan. 3 | |

[GED PROGRAM](#) | Location: San Marcos Public Library | No registration for November and December.

Next Registration Date: Tuesday, January 7th at 9 a.m. or 6:30 p.m.



Texas State Employee DISCOUNT PROGRAM

The [Texas State University Employee Discount Program](#) is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Lenovo | Now is the time to upgrade your home or home office PC. Enjoy savings on select Lenovo laptops, tablets, desktops and accessories.

1-800 Flowers | 1-800-Flowers.com has the perfect arrangement for any occasion--save 15%! Same-day delivery is available for most products.

Sam's Club | At Sam's Club, you'll get members-only pricing on high-quality products and brands you trust, from everyday essentials to unexpected finds. For a limited time, a one-year membership costs only \$24.88.

TrueCar | Don't overpay for your next set of wheels. Save time and money on your next car purchase with the TrueCar Employee Auto Buying Program.

Dell | Through Dell's Employee Purchase Program, you have access to significant savings on a full line of new computer systems. You can save up to 30% on PCs and tablets.

Check out this month's featured discounts from the [Texas State Employee Discount Program](#). Limited-time offers and regional programs are also available.

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between October 1 - October 31

BREANNA C. HENDERSON

Promoted to Senior Undergraduate Admissions
Counselor
from Program Specialist,
Office of Undergraduate Admissions

GREGORY G. SLADE

Reclassified to Sergeant
from Corporal,
University Police

GWENDOLYN MAY MOREL

Promoted to Director, Office of Distance & Extended
Learning
from Supervisor, Learning Experience Design,
Office of Distance & Extended Learning

KATHRYN IRENE ARNOLD

Reclassified to Alumni Relations Officer
from Coordinator, Student & Young Alumni Relations,
Alumni Relations

LISA GAYE LEOPOLD

Promoted to Buyer II
from Buyer I,
Procurement and Strategic Sourcing

LINDA G. YOUNG

Reclassified to Grant Senior Coordinator
from Grant Coordinator,
Texas School Safety Center

CAROLINA R. RATLIFF

Reclassified to Compliance Specialist
from Supervisor, Access Services,
University Police

PORTER FEAREY DEWAR

Reclassified to Corporal
from Police Officer,
University Police

DAVID AUSTIN DYKES

Reclassified to Corporal
from Police Officer,
University Police



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, DECEMBER 13, 2019

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

JCK 1100

Contact the Office of Human Resources with questions at hr_odc@txstate.edu or call 5.7899.

Join us in welcoming our new employee Bobcats!

Employees hired between October 1- October 31

ANTONI RAY BRIGGS

Painter II

Department of Housing and Residential Life

ARIEL ELIZABETH GARNER

Financial Aid and Scholarship Advisor

Office of Financial Aid and Scholarships

BENJAMIN WARREN STEEN

User Services Consultant I

Client Solutions

BRIAN DAVID SMITH

Research Coordinator

The Graduate College

BRIANNA MORGAN REYNOLDS

Graphic Designer

Office of Undergraduate Admissions

CATARINO JESUS ALVARADO BECERRA, JR.

Financial Aid and Scholarships Advisor

Office of Financial Aid and Scholarships

CHRISTINE GARCIA ALVAREZ

Graduate Degree Audit Specialist

The Graduate College

CODY AARON GUERRERO

Police Officer

University Police

COURTNEY ELIZABETH ROTH

Academic Advisor I

McCoy Academic Advising Center

CURTIS ERIC GREY

Physician

Student Health

EDWARD JAVIER SANCHEZ

Publications Writer

Office of University Marketing

FERNANDO C. ROJAS
Administrative Assistant II
Office of Student Diversity and Inclusion

GINGER ANN TAYLOR
Administrative Assistant III
Development

GRANT LELAND DAVIS
Environmental Health & Safety Specialist
Environmental Health, Safety & Risk Management

JACOB L. PAVILACK
Graphic Artist II
Sports Information

JAMES M. PROCKO
Research Associate
Advancement Services

JEFFERY WAYNE HALL
Guard
University Police

JOHN ANTHONY SIMPKINS
Police Officer
University Police

JULIE LOZANO PALMER
Administrative Assistant II
Texas School Safety Center

LAURA SUSAN KENNEDY
Librarian
University Libraries

MARIA GUADALUPE GUERRA
Nurse Practitioner
Student Health

MARIANELA ALEMAN
Custodian
Campus Recreation

MATTHEW RUSSELL WADDLE
Coordinator, Records & Registration
Office of the University Registrar

NATALIE ANN CHANDLER
Coordinator, Campus Recreation
Campus Recreation

NICHOLAS RIOS
Plumber II
Facilities Operations

NICOLE BARBARA ANN ANABLE
Coordinator, Advancement Support
Development

PAUL WILLIAM HOLLINGSWORTH
Instructional Designer (SPS)
Office of Distance & Extended Learning

RAYMOND CLAYTON ROGERS
Director, Career Services
Career Services

REBECCA JANE KEATING
Administrative Assistant II
Department of Health & Human Performance

REBECCA NOAH LANCASTER
Grant Specialist
Educational Talent Search

SARAH ELIZABETH WALTERS
Academic Advisor I
Education Advising Center

SHANNON NICOLE BURFORD
Administrative Budget Specialist
VP for Information Technology

TAYLOR CHRISTINE LIPPERT
Assistant Athletic Trainer
Athletic Trainers

VIRGINIA KIESLING
Administrative Assistant II
Office of Student Diversity and Inclusion

WILLIAM WRIGHT JACKSON, JR.
Facilities Maintenance Worker I
Department of Housing and Residential Life



Joan Smith Ph.D., Jacob Sloan, Margarita Arellano

EMPLOYEE OF THE MONTH | NOVEMBER 2019

Jacob Sloan

Student Conduct Officer, Dean of Students Office

Mr. Jacob Sloan, Student Conduct Officer-SDS II, Dean of Students Office, was selected as the Texas State Employee of the Month for November 2019.

Jacob (Jake) supports his area in providing a safe learning environment through the management of the university discipline process. He assists with a variety of aspects within Student Conduct including, but not limited to, processing referrals to Student Conduct from faculty, staff and students; investigating and adjudicating students for alleged violations of the Code of Student

Conduct or university policy; advising and referring students to the appropriate offices and personnel; assisting with developing and implementing training for the Student Conduct Hearing Board and assisting with managing the technology needs for Student Conduct. Through his position, he interacts with faculty, staff, and students on campus.

In addition to adjudicating students, Jake assists in managing the technology needs for the Student Conduct area. He has assisted in streamlining the training and implementation of the new conduct case management software,

Maxient. He has taken on the tasks of learning the program, understanding how the software can be customized for the different stakeholders, and training the different areas/ individuals on how to use the program.

Jake is an enthusiastic team player in both the Dean of Students Office and the university community. He has a very strong work ethic as evidenced in his dependability, consistent and high-quality work, and willingness to go the extra mile for the office, division and university. Jake has been commended by his colleagues internally as well as across campus for his assistance during the transition to Maxient.

Jake represents the university well when he interacts with faculty, staff, students, parents and attorneys. Investigator T.L. Palmer of UPD mentioned that "...Jake is a huge asset to the working relationship between the University Police Department and handling issues with students at Texas State University who are going through the disciplinary process..." Rusti Wade, Senior Administrative Assistant in the Office of the Provost and VPAA stated, "...His willingness to serve is evident in his actions and demeanor. He has always gone above and beyond...He has such a positive attitude and has been an invaluable resource to our office..."

Jake's dedication to service has earned him the respect of his peers and the students at our institution.

"His willingness to serve is evident in his actions and demeanor."

Congratulations, Jacob, on your dedication and hard work!



Texas State Quarterly Team Award

Student Affairs Educational Staff Development Team

The team members include: Dean of Students Office-Dr. Margarita Arellano, Student Recreation Center- Kristy Caldwell, Office of Student Diversity and Inclusion-Ray Cordero and Jonnie Wilson, Career Services-Emily Hawarny and Bridget Sarbu, Retention Management and Planning-Jennifer Wood, LBJ Student Center-Brenda Rodriguez, Department of Housing and Residential Life- John Doria and Amelia Rodriguez.

The Educational Staff Development Team (ESDT) planned and executed the Student Affairs Symposium, “Choose Your Path, Find your Balance” on Thursday, April 18, 2019. This service was provided to the staff employed in the Vice President for

Student Affairs Division. The symposium was conference-style providing a welcome, keynote speaker, and multiple sessions for staff to select throughout the day.

The members of the committee held multiple focus groups with custodial and maintenance staff to gather more data for a sorely underrepresented group. It was important to gather feedback when creating a professional development program that would benefit new professionals through seasoned professionals, in addition to creating components that would benefit the diverse staff within the division.

The committee selected Dr. Lynn Chang, founder of Career Zen and author of “The 10 Day Career Cleanse” to

keynote the symposium. The keynote addressed simple techniques based on neuroscience, positive psychology, meditation, and yoga to destress and create more happiness at the university, improve quality of work, increase productivity, and foster positive relationships.

Breakout sessions included the following - advocating for self, sponsorship vs. mentorship, path to leadership, building career plan, communication, energy growth (giving and receiving in the workplace), intellectual wellbeing, financial wellbeing, and self-care yoga. Multiple speakers from within and outside of the university were recruited based on expertise and experience in the various topics. Lunch included browsing sessions with departments across campus promoting services benefiting staff.

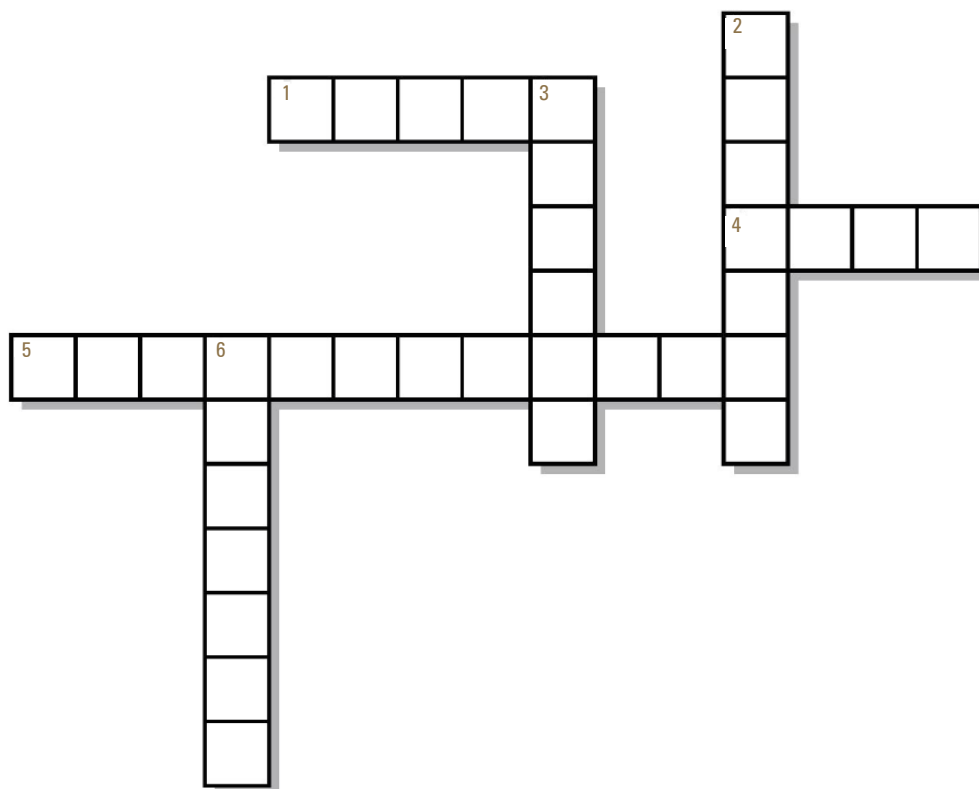
One of the goals of the Student Affairs Division is to recruit, develop, support and retain high quality, diverse staff. The Employee Staff Development Team exists to provide professional development opportunities and training resources to all staff. The team completed this robust conference-style program ahead of schedule, under budget, and with positive evaluations by attendees and presenters. Overall, evaluations

demonstrate that the program provided helpful information on a personal level and professional level, contributed to future planning, and exceeded expectations.

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 by **December 8**. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

1 “_____ Mental Health” is the title of one of the courses offered this month.

4 One of this month’s employee discount providers. Is offering 30% off PCs and Tablets.

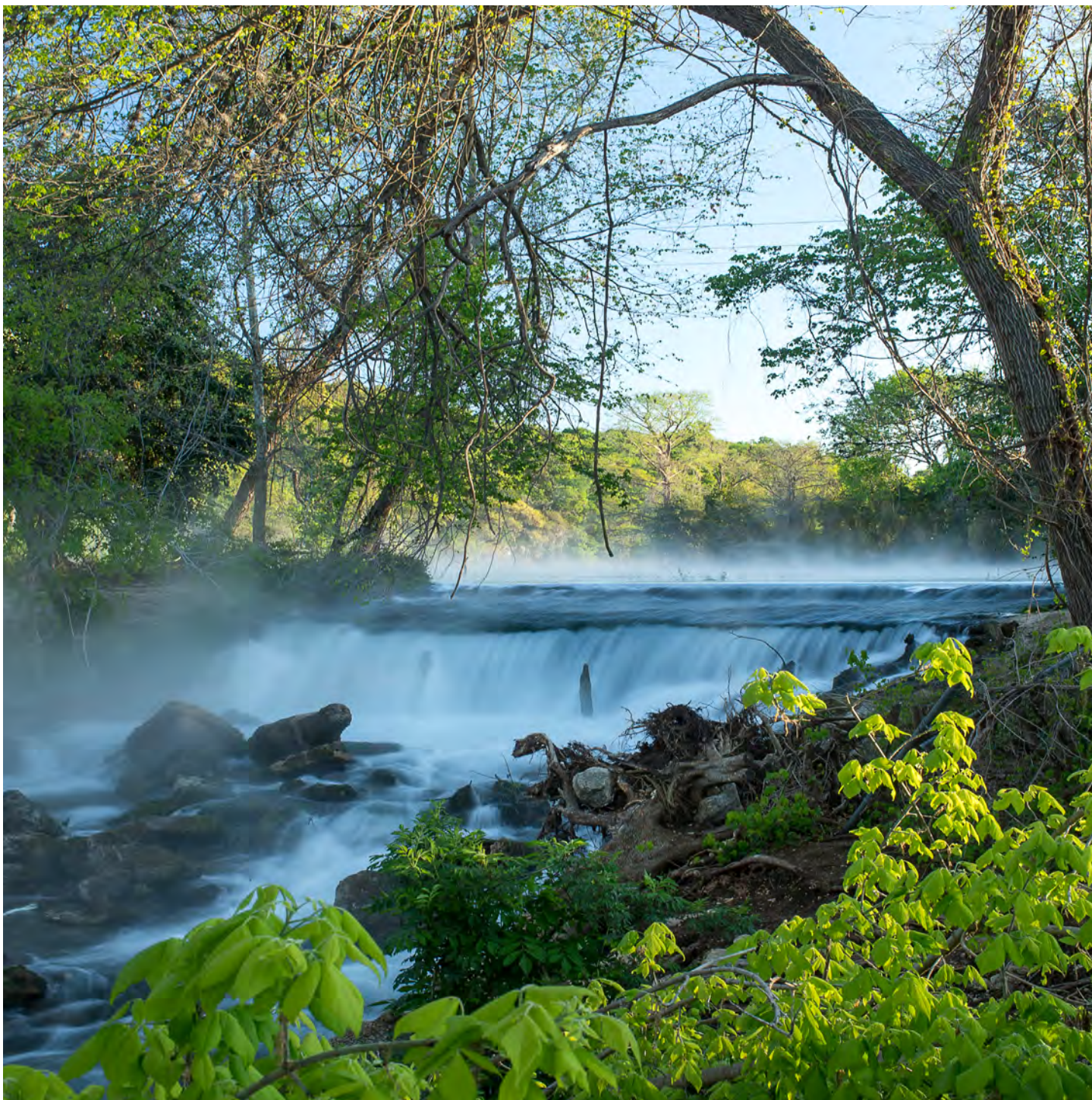
5 The IRS recently announced Retirement Plan _____ limits for tax year 2020

DOWN

2 November’s employee of the month is a _____ Conduct Officer

3 A _____ risk assessment is a short set of questions about your diet, medical history, sleeping habits, and physical activity.

6 You can carry over up to \$500 in your _____ account.



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