



HR Bulletin

November 2017

2 - 3

What's in View

- Texas State Blood Drive
- Still Time to Get Your Flu Shot
- Plan Ahead for Energy Conservation Days

4 - 9

Highlights

- What A Success! Employee Wellness Fair
- New: Professional Development Website
- Texas State Staff Handbook
- Updated: Hiring Manager User Guides
- News: IRS Announces 2018 Plan Contribution and Benefit Limit
- Performance Management: Mid-Cycle Review
- Benefits of WellCats for Social Wellness
- SAP: Go Paperless in November and enter to win a Texas State University T-Shirt!

10 - 13

Employee Focus

- Welcome New Employee Bobcats
- New Employee Welcome (NEW) II
- Happy Thanksgiving
- November Workshops
- November Employee Discounts

14-17

In the Spotlight

- Employee of the Month
- Movin' On Up
- Bobcats Connect: HR Crossword Puzzle
- Bobcats Connect: Share Your Voice



TEXAS STATE
HUMAN RESOURCES

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



Texas State Blood Drive

Wednesday,
November 7

JCK 1100
9 a.m. - 3 p.m.

One blood
donation can save
up to
three lives

The next Blood Drive will be held on November 7 from 9 a.m. – 3 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:

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 with questions at professionaldev@txstate.edu or 5.7899.



Still time to get your Flu Shot!

Reminder : Flu Shots are covered at 100% on our health plans

Still need to get your flu shot or flu shots for your family? There's still time to protect yourself from the flu!

If you're getting your flu shot (or any covered vaccine) at the pharmacy, use your prescription card (from OptumRx). Use your health plan card (from HealthSelect) if you're at a retail health clinic within the pharmacy, such as MinuteClinic at CVS, RediClinic at HEB or one of the health clinics at Walmart. Show both cards if you're unsure about which card to use. They'll let you know which is the right one to use.

There are no copays for immunizations as they are covered at 100%. Wherever you decide to go, be sure to get that flu shot as soon as it is available. Get protected before peak season hits.



PLAN AHEAD

for Energy Conservation Days

Texas State will observe the holiday break with most offices closed December 21 – January 3, 2018. Texas State will re-open January 4, 2018. December 21 - 22 are designated as energy conservation (EC) days. Since comp time may not be granted in advance, you will need to acquire the necessary state comp time or FLSA overtime for the EC days prior to those days. Supervisors must provide ample opportunity for employees observing the EC days to earn the comp time in advance. If comp time is not available, you must use available vacation or take leave without pay (LWOP).

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 for the EC days in December, you will not receive pay for the holidays in December unless you work part of the day on December 22. State law will not allow us to pay for holidays when a person is on a LWOP status the entire day before a holiday.

Some offices have been designated as “essential offices” to remain open with skeleton crews for the two EC days. Other offices may be requested by their vice president to remain open as well. To view a list of departments designated as essential offices, see the holiday schedule on the HR website at www.hr.txstate.edu/Holiday-Schedule.html.

How do I report my time?

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 or not 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.

Essential Offices

Some offices have been designated as “essential offices” to remain open with skeleton crews for the two EC days. Other offices may be requested by their vice president to remain open as well. To view a list of departments designated as essential offices, see the holiday schedule on the HR website at www.hr.txstate.edu/Holiday-Schedule.html.

WHAT A SUCCESS!

EMPLOYEE WELLNESS FAIR

The Fair had attendance at **594** employees and **43** vendors. The Seton Big Pink Bus reached maximum registrations at **21** mammograms.

Winners of the 5 grand prizes were:

- FitBit Alta: Martin Briceno, Utility Operations
- 2, One-Day Summer 2018 Schlitterbahn Tickets: Allison Glass-Smith, Department of Geography
- San Marcos Activity Center One-Year Membership: Jim Vollrath, Utility Operations
- \$150 Amazon.com Gift Card: Debbie Workman, Science & Engineering Academic Advising Center
- 2 Texas State Football Tickets: Alfredo Duran, Facilities Operations
- (Hays Food Bank Donation Grand Prize Winner) 2, One-Day Summer 2018 Schlitterbahn Tickets: Meredith Brown, Department of Housing & Residential Life

THE FOLLOWING SERVICES WERE OFFERED THROUGH THE FAIR:

- flut shots;
- mammograms;
- blood pressure screening;
- glucose screening;
- vision screening;
- hearing screening;
- impaired driving simulator;
- fitness assessments.



COMMITTEE MEMBERS

Carolyn Swearingen of the Dept. of Health and Human Performance;
Julie Eckert and Arlene Cornejo of the Student Health Center;
Denise Wagner of Technology Resources Administration;
Joyce Wilkinson of Department of Geography;
Tina Jackson of Testing, Research-Support;
Sharon Wilsford of Transportation Services; and
Rose Trevino, Karen Hollensbe, Patty Cano and Marsha Moore, all of HR.

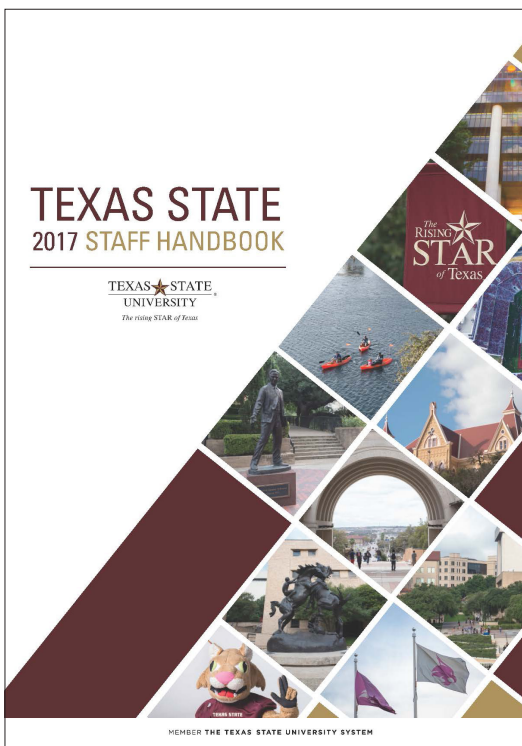
Thank you to all who attended and who
hosted tables last month.

New | PROFESSIONAL DEVELOPMENT WEBSITE

We are pleased to introduce the newly revamped [Professional Development](#) (PD) website, launched November 1! As part of the Human Resources (HR) website upgrade program, PD is one of the latest sites to undergo a major overhaul in order to better meet the needs of our users.

Aside from changes to the site's look and feel, one of the main changes is that the [PD](#) site is now housed within the Human Resources website. Users can also expect to see a clearer focus on the area's workshops, training, services, and resources. The site hopes to offer more organized content, and an improved user-friendly navigation experience.

As we move toward the end of the calendar year, we look forward to revamping the MDC website, which is the final area website within HR to undergo changes.



2 0 1 7

Texas State Staff Handbook

The 2017 Texas State Staff Handbook has been revised and revamped! Designed to align with the Texas State brand, the revamped handbook features easy to navigate content and links to additional resources.

Created to meet the needs of Texas State Employees, Human Resources has launched a new website to provide staff with major policy updates and highlight new sections. [Click here](#) to view the 2017 Texas State Staff Handbook website!

UPDATED

HIRING MANAGER USER GUIDES



We are excited to announce a revamp of some of our most commonly used Hiring Manager resources. A new [website](#) has been created to help you learn which guide to use as you begin the hiring process at Texas State.

Some of the major changes include: updated content of the Staff Position Management Guides, Job Posting Users Guides, and the Hiring Matrix Tutorial. The biggest change has been breaking up the Staff Position Management Guide into three different resources:

[Request Audit for a Position](#) | [Reclassify an Existing Position](#) | [Promotion/Transfer Requisition](#).

[Click here](#) to see the most up to date Hiring Manager User Guides!

NEWS | IRS ANNOUNCES 2018 PLAN CONTRIBUTION AND BENEFIT LIMITS

On October 19, 2017, the Internal Revenue Service announced cost-of-living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2018. 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, make sure to complete a new TDA Salary Reduction Agreement found [HERE](#). Agreements received by the 10th of the month will be effective with the next paycheck. To increase contributions to your 457 TexaSaver plan, you will need to log in to your TexaSaver account or call TexaSaver directly at 800.634.5091.

| RETIREMENT PLAN | 2017 | 2018 |
|---|---------|---------|
| Annual Compensation Limits - 401(a) TRS | 270,000 | 275,000 |
| 457 Elective Deferrals | 18,000 | 18,500 |
| 403(b) Elective Deferrals | 18,000 | 18,500 |
| Age 50 Catch Up (403(b) & 457) | 6,000 | 6,000 |



PERFORMANCE MANAGEMENT

Mid-Cycle Review

We have entered the Mid-Cycle Review phase of the Performance Management process. The following steps should be taken in order to stay on track:

1. Supervisor arranges informal meeting with employee.
2. Supervisor and employee meet to discuss and assess progress based on the previously established performance plan.
3. Discuss if there are any changes that need to be made to the plan.

For instance:

- Has a goal or job duty changed?
- Is the employee actively on target?
- Adjust the status of the goals in the plan based on the employee's performance thus far

While this is an informal process, managers may make comments and notes in the "notes" section of the performance management system. These notes may assist in assessing the employee's overall performance at the end of the cycle.

What is the Mid-Cycle Review?

An informal one-on-one meeting between supervisors and employees to assess progress on your previously established Performance Plan.

When should it occur?

October -November

Where can I find resources?

Visit the [Tools and Resources](#) website in Performance Management under Phase 2: Mid-Cycle Review for helpful tips on providing feedback.

BENEFITS OF WELLCATS FOR SOCIAL WELLNESS

As you may recall, wellness refers to a positive approach you take to living in order to enhance your quality of life and achieve your full potential. Wellness requires a balance among 8 broad areas: physical, social, intellectual, emotional, spiritual, environmental, financial, and occupational. Your overall wellness is a combination of the strengths that you have within each of these categories. In this article, we will target the social domain of wellness.

Social wellness involves communication skills, developing rich and meaningful relationships, respecting yourself and others, and creating a support system that includes family members and friends.

HOW DOES YOUR SOCIAL WELLNESS STACK UP?

I AM A GOOD LISTENER ...

☐ RARELY ☐ SOMETIMES ☐ MOSTLY ☐ ALWAYS

I AM OPEN AND ACCESSIBLE TO LOVING AND RESPONSIBLE RELATIONSHIPS ...

☐ RARELY ☐ SOMETIMES ☐ MOSTLY ☐ ALWAYS

I CONSIDER THE FEELINGS OF OTHERS AND DO NOT ACT IN HURTFUL OR SELFISH WAYS ...

☐ RARELY ☐ SOMETIMES ☐ MOSTLY ☐ ALWAYS

WHEN I MEET PEOPLE, I FEEL GOOD ABOUT THE IMPRESSION I MAKE ON THEM ...

☐ RARELY ☐ SOMETIMES ☐ MOSTLY ☐ ALWAYS

I PARTICIPATE IN A WIDE VARIETY OF SOCIAL ACTIVITIES AND ENJOY BEING WITH PEOPLE WHO ARE DIFFERENT THAN ME ...

☐ RARELY ☐ SOMETIMES ☐ MOSTLY ☐ ALWAYS

Take a moment to reflect on your answers. If you answered "Always" or "Mostly" to all of the questions, your social wellness is moderate to high. If you tended to respond with "Rarely" or "Sometimes", it is important to think about investing dedicated time to your social wellness. Challenge yourself to examine your relationships and social interactions to determine how you can become a better version of yourself. WellCats is here to help. By being a member of the [WellCats Community](#), you are already investing in your social wellness.

Here are a few ways that **WellCats** can help increase the social aspects of your life and help you be well.

GROUP TRAINING CLASSES

Whether you want to get your heart rate up, jump in the pool, or meditate, there is a class for you. Join in on the fun and find a variety of classes [here](#).

GET YOUR COOK ON

Meet a new friend at one of our [cooking classes](#) held twice each month.

LUNCH OR BRUNCH N LEARN

Gather with others to learn about something new at one of our [Educational Sessions](#).

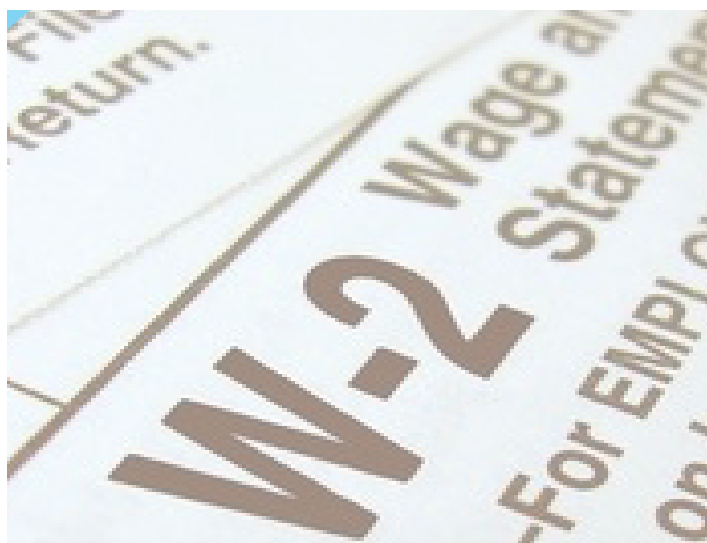
WALK AND TALK

Sign up for the [Walk With Ease](#) program to combat arthritis and improve your cardiovascular fitness. These group walking sessions make it easy to socialize and burn calories at the same time!

WellCats cares about and provides services to enhance your total wellness. To learn more about our services, click [here](#). We look forward to helping you be more WELL!

SAP: Go paperless in November and enter to win a Texas State University T-Shirt!

- Employees electing online (paperless) delivery during the month of November will be **entered in a drawing for a Texas State University T-Shirt.**
- **Instructions to elect online (paperless) delivery** on the SAP Portal are available on the [Payroll website](#).
- The election process is a **one-time enrollment** using our secure website.
- 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, 2018

All employees will be notified via email when the online 2017 W-2 forms are available on the SAP Portal in January 2018.

For any questions, please contact the Payroll and Tax Compliance Office at 512.245.2543 or payroll@txstate.edu.

The deadline for electing online (paperless) delivery is December 31, 2017

SAPTM

Welcome



Join us in welcoming our new employee Bobcats hired between September 11, 2017 and October 2, 2017.

gg

ALBERT J DOVALINA JR

Academic Advisor I
PACE Advising Center

BRET A HOFFBERGER

Grant Specialist
Center for Archaeological Studies

CHADWYCK L MASSENGALE

Assistant Coach
Baseball

CHARLES S DUFFY

Graphic Artist II
Sports Information

CHRISTINA M SMITH

Child Care Teacher
Child Development Center

COBY L BRIEHN III

Grant Specialist
ALERRT Center

DOCK H VICKERS

Systems Support Specialist II
Office of Financial Aid and Scholarships

ELIZABETH CRUZ

Administrative Assistant II
Human Resources

ERIN C GANNON

Athletics Ticket Sales Assistant
Strutters/Ticket/Mktg/Cheer

HALEY A LONG

Assistant Coach
Softball

HANA I RUBANKA

Academic Advisor I
Education Advising Center

HECTOR A SALDANA

Curator
University Libraries

JACOB A SCHIEMENZ

Parking Services Officer
Transportation Services

JACOB P MOORE

Grant Specialist
Educational Talent Search

JAMES S BELEW

Grant Specialist
Center for Archaeological Studies

JOHN VALAINIS

Grant Specialist
Center for Archaeological Studies

KRISTAL R TUCKER

Nurse, LVN
Student Health

LEE C LANCASTER

Administrative Assistant III
Special Projects

MARISSA L WALDON

User Services Consultant I
Learning Applications Solutions

MAROOF HAQUE

Systems Programmer I
Learning Spaces

MARY K STRATFORD

Grant Specialist
Center for Archaeological Studies

NICOLE L FRANCIS

Procurement Analyst
Procurement and Strategic Sourcing

PATRICK S COCHRAN

Assistant Director, University Police
Department
University Police

STEPHEN E HALLMARK II

Graduate Degree Audit Specialist
The Graduate College

TAYLOR M SAUNDERS

Administrative Assistant I
Athletics

TONI L BRYANT

Assistant Director, Financial Aid and
Scholarships
Office of Financial Aid and Scholarships

TRAN H DAWE

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

VICKY H CLOUD

Grant Senior Secretary
Department of Geography

VIRGINIA F ROJO

Sim Lab Information Specialist
St David's School of Nursing

WILLIE A BRADLEY JR

Athletics Intern
Bobcat Club



NEW EMPLOYEE WELCOME

NEW II

Friday, November 10, 2017

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, November 10.

NEW is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff employees hired during the past month. Breakfast and lunch are served.

For more information, contact Professional Development at ext. 5.7899.

FROM OUR HUMAN RESOURCES FAMILY TO YOURS

Happy Thanksgiving



November 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 |
|--|--|---|---|--|
| | | *Civilian Response to Active Shooter Events | *Civilian Response to Active Shooter Events | NEW Health and Wellness Lunch and Learn Series: Enhancing Wellness: One Dimension at a Time |
| | | 1 | 2 | 3 |
| *Delve into the Data: Resources for Texas State Institutional Data | **7 Habits of Highly Effective People | | | |
| | *Delve into the Data: Resources for Texas State Institutional Data | Kuali Research Overview | Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State | New Employee Welcome (NEW) II |
| 6 | Texas State Blood Drive 7 | 8 | 9 | 10 |
| *Mobile and Smart Device Security | **7 Habits of Highly Effective People | *For the Record: What You Really Need to Know About Records Management | *For the Record: What You Really Need to Know About Records Management | Krav Maga Self Defense Training |
| 13 | *Mobile and Smart Device Security 14 | 15 | Travel Policy and Procedures 16 | 17 |
| | **7 Habits of Highly Effective People | | | |
| 20 | 21 | 22 | 23 | 24 |
| | **7 Habits of Highly Effective People | NEW Health and Wellness Lunch and Learn Series: Setting Boundaries: Saying "Yes" to Yourself Sometimes Means Saying "No" to Others | Research Cash Advances | |
| 27 | 28 | College Mental Health, Part II: Want to Help, But How? 29 | Social Media at Texas State 30 | |

(*) Workshop is offered either date. (**) 7 Habits is a 5-part course that are half days.

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.

- **HP:** Save on high performance, state-of-art desktops, laptops and more from HP! Enjoy exclusive employee pricing and seasonal savings.
- **Lenovo:** Breeze through your holiday shopping with Lenovo. Enjoy exclusive employee pricing on select laptops, tablets, desktops and accessories!
- **Apple:** Celebrate the season with special savings on select Apple products! Enjoy exclusive pricing on MacBooks, iPads, Apple Watches and more.
- **Panasonic:** Save up to 60% with Panasonic! You'll find everything from appliances and cameras to massage chairs and vacuum cleaners.
- **Rosetta Stone:** Give someone the best gift of all this holiday season – connection. Rosetta Stone offers an easy, effective way to learn a new language.

www.beneplace.com/txstate

DEBORAH HOWELL

Administrative Assistant III,
Department of Sociology

EMPLOYEE OF THE MONTH
October 2017



Deborah Howell and Dr. Eugene Bourgeois

Deborah (Deb) Howell has worked as an Administrative Assistant III in the Department of Sociology since 2014 and she is an exceptional employee. Deb has an incredible work ethic, she is dedicated to the goals and mission of the department and university, and she is extremely knowledgeable of the departmental and university policies and procedures. If she does not know the answer to a question, she will find out the answer. She performs all of her duties at an extremely high level and she is always looking for ways to improve, to grow, and to challenge herself. For example, she was recently (2016) elected to the University's Staff Council in which she serves as the Treasurer. Although serving on the Staff Council as Treasurer is time consuming, Deb relishes the opportunity to work with colleagues across the campus to improve the university. She also attends multiple professional development programs every semester to improve her knowledge of various work-related issues, programs, and systems on campus.

To say that Deb is a dedicated employee of the department is an understatement. Deb is always willing to do to whatever is needed to complete work, to meet deadlines, and to make the department operate as smoothly as possible. Although there are many examples to illustrate her dedication to the department of Sociology, one would be arranging for presidential cabinet meetings scheduled in one of the departmental conference rooms. The meeting begins promptly at 8am. Deb arranged for everything to be

clean, for the departmental TSP to be here early (before 8am to help organize the technology in the room), and prepared the room based upon all the instructions she received from the President's office. In addition to all of this, when the President's office requested that someone be available at 6:30am to provide early access to several rooms on our floor, Deb did not hesitate. She volunteered to arrive early and to open all the doors.

Deb maintains high standards and holds herself accountable to these standards. In this regard, she is exceptional and it reflects the seriousness with which she takes her job. Her duties comprise a wide-ranging set of tasks that include event management, office management, all kinds of paperwork (PCRs, travel applications) and budget reconciliation. One of the reasons that Deb is so good at her job is that she prepares with precision. For example, she will prepare have PCRs ready to send before it is time to release them. Her time management skills and organizational acumen are impressive.

Deb is exceptional administrator. She is dependable, organized, ethical, professional and mature. Deb is also thoughtful co-worker. She is kind, generous, pleasant, friendly, respectful, and is always thinking about ways to improve morale. She is mindful of those around her and she treats them with kindness, respect, and decency.

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

We would like to recognize the following employees who were promoted or reclassified between September 11, 2017 and October 2, 2017.

Adam T Middleton

Promoted to Non-Exempt Specialist
from Undergraduate Admissions Specialist,
Office of Undergraduate Admissions

Anita Ford

Promoted to Programmer Analyst II
from Systems Support Analyst, Enterprise Systems

Anna B Neale

Promoted to Academic Advisor I,
from Coordinator, Testing Lab, Applied Arts
Academic Advising Center

Kelsie L Crumpton

Promoted to Administrative Assistant III
from Administrative Assistant II, Materials Science,
Engineering and Commercialization Program

Mallorie K Gabbert

Promoted to Academic Advisor I
from Administrative Assistant II, Health Professions
Academic Advising Center

Michelle Guardiola

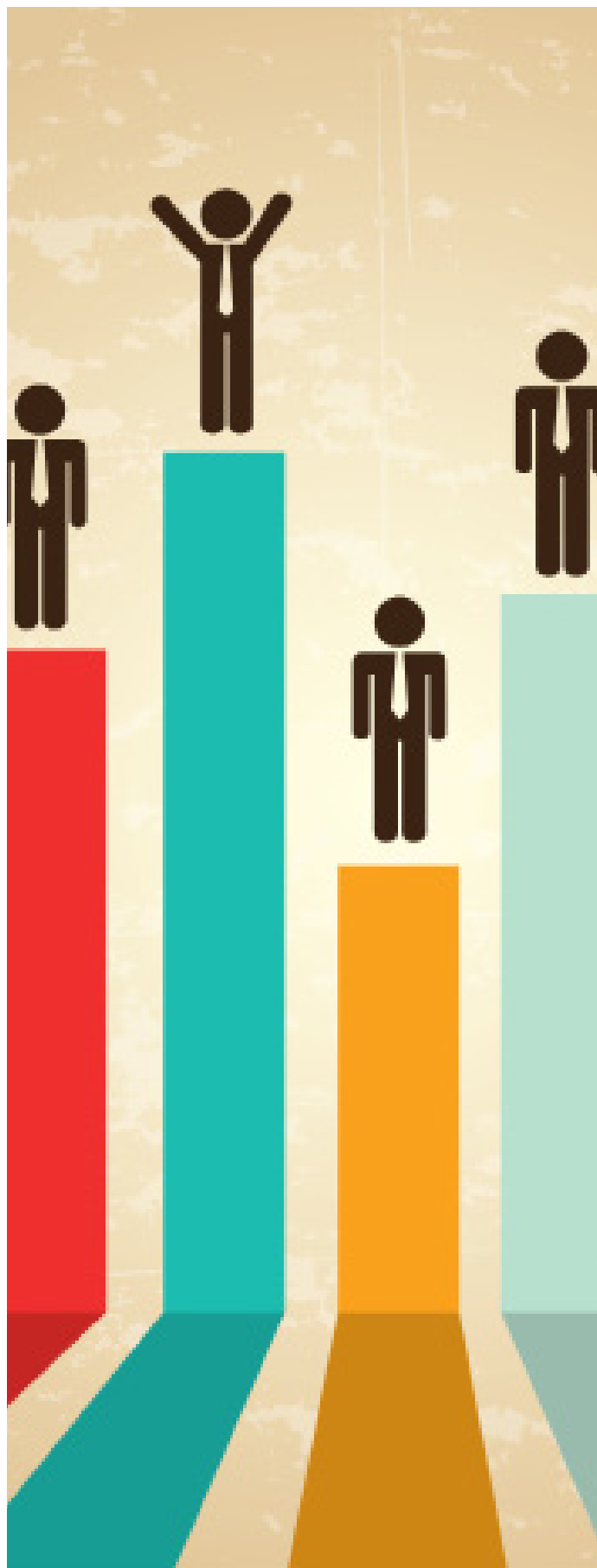
Promoted to Academic Budget Specialist,
from Research Associate,
Edwards Aquifer Research

Robert Z Childress

Promoted to Grant Coordinator,
from Grant Specialist, ALERRT Center

Marivel M Alvarez

Promoted to Director, Research Support Services,
from Accountant IV, Office of Research and
Sponsored Programs



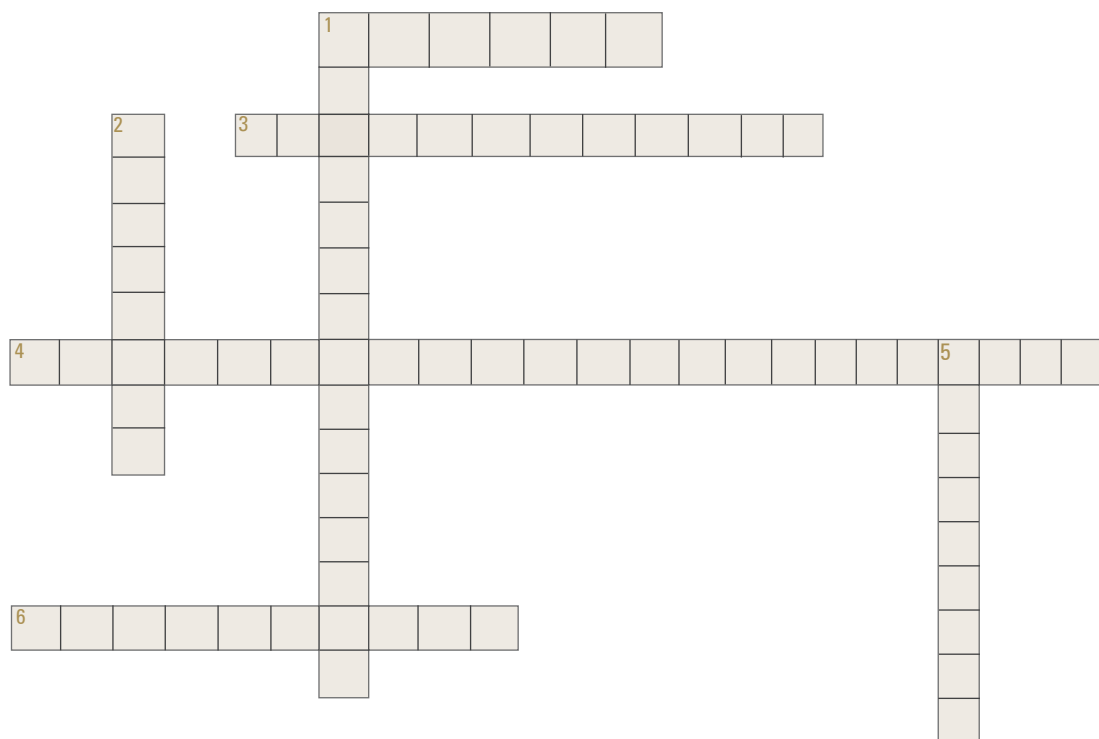
HR Crossword Puzzle

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.

The first 10 puzzles submitted by **November 8th** with all of the correct answers will receive a prize from HR!



ACROSS

- 1 Updated user guides help managers complete this process
- 3 This is the newest walk and talk program put on by WellCats
- 4 This is the newest HR website to launch
- 6 They will bring their mobile unit for the November blood drive

DOWN

- 1 This is found on the HR website and provides information on designated energy conservation days
- 2 This staff resource has been revamped
- 5 This review is an informal one- on-one between supervisors and employees

Congratulations to last month's HR Crossword Puzzle winners!

Cynthia De La Cruz | Outreach Coordinator, College of Education

María J. Holguín Cruz | Undergraduate Admissions Counselor; Office of Undergraduate Admissions

Twyla Poe | Senior Administrative Assistant; Office of the Vice President for Student Affairs

Rae Macha | Top Scholar Coordinator; Office of Undergraduate Admissions

Crystal Salinas | Accountant I; SRC

Mary Alice Gonzales | Administrative Asst. III; Auxiliary Services Department

Denise Dorsey | Administrative Assistant III; School of Family & Consumer Sciences

Rose Alva Lopez | Accountant I-Business Office; Department of Campus Recreation

Elise Decker | Supervisor of Adm. Processing; Office of Undergraduate Admissions

Debbie W. Jones | CPA, MS; Director, Payroll and Tax Compliance

SHARE YOUR VOICE

What other Human Resources communications would you like to see featured in your HR Bulletin?

[CLICK HERE](#)
TO SHARE YOUR RESPONSE!

As a way to improve HR communications, we have created a new monthly feature called "Share Your Voice". This section will feature monthly questions to better understand your HR needs. All responses are anonymous and will be used to better structure the content of the HR Bulletin. We look forward to hearing your voice! Please contact hr@txstate.edu for any additional feedback or questions.

TEXAS  STATE[®]
HUMAN RESOURCES