## Bulletin Sept. HR 2019

**PHONE** 512.245.2557 EMAIL hr@txstate.edu LOCATION JCK 340



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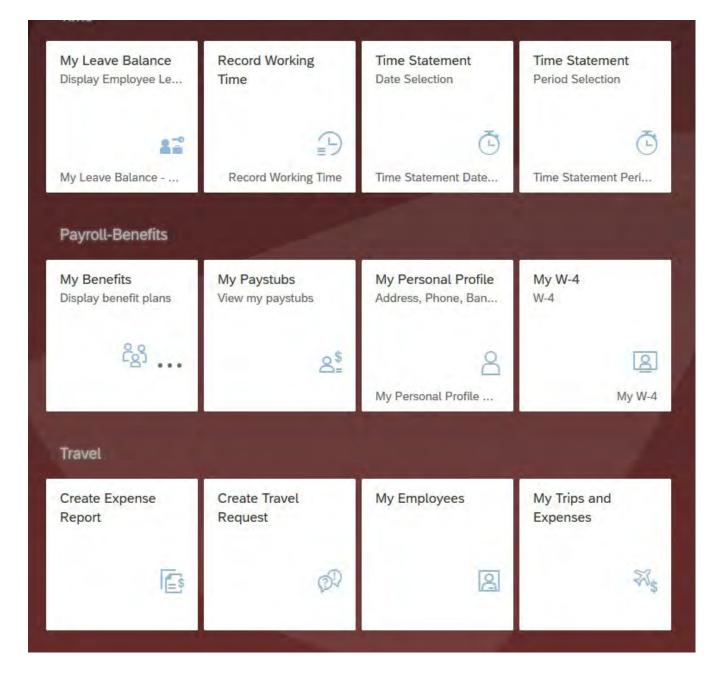
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The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send your suggestions to <u>hr@txstate.edu</u>



## COMING SOON

The SAP Portal will have a new look. Below is a sneak peak of what's coming. Stay tuned for more details!



#### WHAT'S IN VIEW



# TEXAS STATE UNIVERSITY EMPLOYEE UNIVERSITY EMPLOYEE UNIVERSITY EMPLOYEE UNIVERSITY UNIVE

OCTOBER 10 10 A.M. - 2 P.M. LBJSC BALLROOM

Learn to care for your eight dimensions of wellness:

- Speak with vendors
- Participate in hands-on demonstrations
- Take advantage of various health screenings and get your flu shot

#### LEARN MORE AT: HR.TXSTATE.EDU/WORKLIFE

LIVE. WORK. BE WELL. - ざー ジー - じー - じー - ヴー - ヴー

Fair attendance can be considered work time, with supervisor approval. If you require accommodations due to a disability in order to participate, please contact 5.2557 at least 72 hours in advance of the event. Texas State University is a tobacco-free campus.



## Texas State Resources Fair

Thursday

 $\mathbf{\uparrow}$ 

**October 31** 2:30 - 5 p.m. | JCK 1100 • MEET WITH EXPERTS FROM ACROSS CAMPUS.

 LEARN MORE ABOUT NEW PROCESSES AND/OR SERVICES.

GET ANSWERS TO QUESTIONS REGARDING ANY
 BUSINESS PROCESS OR SERVICES YOU USE.

PARTICIPATE IN FUN WAYS TO WIN
 GREAT PRIZES!

Fair attendance can be considered work time, with supervisor approval. If you require accommodations due to a disability in order to participate, please contact 5.7899 at least 72 hours in advance of the event. Learn more on the <u>Staff Resources website</u>.



WHAT'S IN VIEW

## COMING SOON TXST Employee Development Certifications

Contact Organizational Development & Communications at 5,7899 or <u>hr\_odc@txstate.edu</u> for more information.

## **INSURANCE CHANGES** Effective September 1st

All changes made during summer enrollment are effective September 1 and premium changes will be reflected on your October 1 paycheck. If you added a new plan or increased TexFlex dollars, you can begin using them as of September 1.

Please review your benefits statement in your ERS Online account at <u>www.ers.texas.gov</u> to ensure the changes you made during summer enrollment are in place. If you see any errors, contact the Benefits staff in Human Resources as soon as possible. If you wait too long to contact us, we may not be able to correct the error.

If you added a new dependent to your plan, be on the lookout for the Dependent Eligibility Audit notification and be sure to provide the necessary documents to Alight Solutions to ensure your dependents remain covered. Failure to provide all of the required documents will result in your dependent being dropped from coverage!



For additional information, please contact the Benefits staff at 5.2557 or <u>hr@txstate.edu</u>.





An increase in pay is a great time to consider starting or increasing your contribution to a voluntary retirement savings plan. You can enroll or change contributions at any time throughout the year. Visit our <u>Retirement Programs</u> <u>website</u> to find out more or stop by JCK 360 to chat with a Benefits team member. You can also speak with representatives from our approved companies at the TXST Employee Wellness Fair on October 10, 2019 in the LBJSC.



## Great News for Parents!

Expecting parents that are covered under HealthSelect are eligible for a FREE breast milk pump through insurance. You can simply place your order online or call for assistance over the phone! Please keep in mind that you won't be able to place the order more than 30 days in advance of the birth of your baby. Please see the list of eligible vendors listed to the right.

#### **Eligible Vendors**

- <u>Byrum Healthcare</u> | 888.945.9207
- Edgepark | 855.504.2099
- <u>McKesson</u> | 855.716.2212
- <u>A Breast Pump and More</u> | 855.786.7296 (This company also has a physical location in Austin.)

### HealthSelect

## SEPTEMBER course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the <u>SAP Portal</u>. Please visit the <u>OD & Communications Course Offerings website</u> for further information.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	LGBTQiA Allies Training	Providing Legendary Customer Service Mental Health Concerns at Texas State University: Trends, Resources, and		
2	3	Interventions 4 NEW First Generation Training for Faculty at Round Rock Campus	5	6 13
16	NEW <u>Promoting Financial</u> Wellness: Navigating the Financial Concerns of Our Student Population Mental Health First Aid Training (1 <sup>st</sup> half)	Mental Health First Aid Training (2 <sup>nd</sup> half) Securing Confidential Information	NEW <u>WellCats</u> <u>Educational Series:</u> <u>Saving and Money</u> <u>Management</u> 19	
23	<u>OPR-Suicide Prevention</u> <u>Training</u> 24	NEW <u>Student Emergency</u> <u>Services: Helping</u> <u>a Student Learn</u> <u>Resilience from Crisis to</u> <u>Commencement</u> 25	26	27
30				

GED PROGRAM | Location: San Marcos Public Library: Registration: By appointment only.

Schedule appointment: Call Paula Simmons at 512.393.8215.

# Texas State Employee DISCOUNT PROGRAM

The <u>Texas State University Employee Discount Program</u> is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Brookdale | Are you looking for help with an aging loved one's care or daily needs? You and your family are eligible for benefits and savings on Brookdale Senior Living's comprehensive senior-care services.

HP | Obsessed with innovation? Welcome to our world. Take advantage of HP's latest technology through our corporate employee discount program today!

**Costco** | Join Costco now as a new member and get coupons for free products and other great savings, valued at more than \$50!

Premium Seats USA | Premium Seats USA is your ultimate source for the most popular sports, concerts, and theater events nationwide. Get access to the largest selection of premium ticket inventory online and save 10% off all orders!

T-Mobile | Save an extra \$125 on each new T-Mobile line. Combine this deal with other T-Mobile offers, devices, and Netflix promos at T-Mobile.com to save even more.

Check out this month's featured discounts from the <u>Texas State Employee</u> <u>Discount Program</u>. Limited-time offers and regional programs are also available.



#### EMPLOYEE FOCUS



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 <u>website</u>.

#### N.E.W. II

#### FRIDAY, SEPTEMBER 13, 2019 8 a.m. - 1:30 p.m. JCK 460

Contact the office of Human Resources with questions at <u>hr\_odc@txstate.edu</u> or call 5.7899.

## Join us in welcoming our new employee Bobcats!

Employees hired between July 1 - July 31

AKSHATHA PUTHURAYA Graphic Artist I Office of University Marketing

ASHTON N. INMAN Residence Hall Director Department of Housing and Residential Life

ASPEN NAVARRO Grant Specialist Meadows Center for Water & the Environment

CAROL P. ALVAREZ Human Resources Assistant Human Resources

CHELSEY MARIE BOGNER Guard University Police

CHRISTINA JEWEL LOPEZ Facilities Management Technician Facilities Management

CYNTHIA HERRERA MARTINEZ Administrative Assistant II Dean of Students

DARSIE ANTONETTE HOLBROOK Custodian Campus Recreation

Esther De La Torre Carlson Physician Student Health

FRANCES TREVINO SERNA Financial Aid and Scholarship Advisor Office of Financial Aid and Scholarships

ISMAEL LOZANO Administrative Assistant II Associate VP for Institutional Effectiveness

JESSICA LAUREN PROHL UI/UX Designer Mobile/Web Systems

JESUS EDUARDO OLIVO Residence Hall Director Department of Housing and Residential Life

JOHN AMBROSE HABEEB Academic Advisor I PACE Advising Center

LACETTE REANN VALERIO Grant Specialist Texas School Safety Center

LISA GAYE LEOPOLD Buyer I Procurement and Strategic Sourcing

MALLORY ELAINE KASZA Administrative Assistant II McCoy Academic Advising Center

MARGARET ASHLEY VAUGHN Grant Specialist Texas School Safety Center

MATTHEW LEE MARTINEZ Grounds Maintenance Worker II Transportation Services

MEGAN MARIE ANCIRA Child Care Teacher Child Development Center MELISSA KEA LINDEN Major Gift Officer Development

MITZIE ROJAS Assistant Director, Campus Recreation Campus Recreation

NATALIA GUADALUPE RUBIO Residence Hall Director Department of Housing and Residential Life

PAR NILSSON Head Coach Women's Golf

PETER JOE GARCIA Grant Technician II ALERRT Center

PHILIP S. FUSCO III Athletics Development Officer Athletics

RACHEL ALEXANDRA HARMS Major Gift Officer VP for University Advancement

RAYMOND FRANCOIS LORIAUX Coordinator, Emergency Management University Police

RICKY ESQUIVEL YBARRA Major Gift Officer VP for University Advancement

ROBERT COLE MONTAYNE Microcomputer Lab Assistant Ingram School of Engineering SHANE PATRICK FLEMING Grant Specialist Texas School Safety Center

STACY LYNN EVENS Senior Administrative Assistant Technology Resources Administration

STEVEN K. AZAR Police Officer University Police

ZACHARY AARON RITTLE Coordinator, Bobcat Club Athletics

## BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between July 1 - July 31

ANGELA M. LEIBOLD

Promoted to Certification Officer from Administrative Assistant II, Office of Educator Preparation

#### CHAD THOMAS

Promoted to Supervisor, Environmental Health, Safety & Risk from Environmental Health & Safety Specialist, Environmental Health, Safety & Risk Management

#### EZEQUIEL JAIME-BENCOMO

Promoted to User Services Consultant II from Microcomputer Lab Assistant, Managed Services

#### **ISABEL VAN DYKE RAY**

Promoted to Assistant Director, University Marketing from Publications Writer, Office of University Marketing

#### MARY JEAN ANDERSON

Promoted to Instructional Designer (SPS) from On-Line Course Developer II, Office of Distance & Extended Learning

#### NORMA A. BELMARES

Promoted to Supervisor, Financial Aid & Scholarships from Coordinator, Financial Aid & Scholarships, Office of Financial Aid and Scholarships

#### RAE B. HOLT

Promoted to User Services Consultant II from User Services Consultant I, Client Solutions

#### CAROLINA A. BENAVIDES

Reclassifed to Grant Specialist from Grant Senior Secretary, Upward Bound

#### LORI K. KINSER

Reclassifed to Human Resources Representative from Senior Human Resources Assistant, Human Resources



A s a library assistant in the Information and Undergraduate Services (IUS) unit, Jason staffs the Research and Information (R&I) Desk an average of 15 hours per week, supervises, hires and manages R&I student workers, and plans and participates in IUS events and programming.

Jason is a customer service star at the R&I Desk where he interacts with students, staff, and faculty. He can relate with anyone in a matter of seconds and put them at ease. Not only can he find the perfect peer-reviewed article for the procrastinating college student 2 hours before a deadline, but he is known to do it with an easy demeanor and a fun fact or joke to go along with it. Students come to the desk stressed out and Jason raises the bar for providing excellent customer service and student support at Alkek Library. Texas State students appreciate Jason and his willingness to go out of his way to help people in any way.

Beyond his customer service excellence, Jason's confidence in leading tour groups and US 1100 library sessions is fantastic. He's flexible for the on-the-spot student tours needing a quick rundown of everything Alkek has to offer. He's also an excellent introduction to any future or current Bobcat visiting the Alkek Library for the first time.

Jason stands far apart from the pack as a customer

## Jason Crouch

Library Assistant III, University Libraries

#### EMPLOYEE OF THE MONTH August 2019

service icon who generates joy through helping library patrons. He is an individual who clearly cares about each interaction he has with patrons. He is kind, understanding and goes above and beyond to troubleshoot and solve problems, help students with finding library resources, and answering any questions that library patrons have.

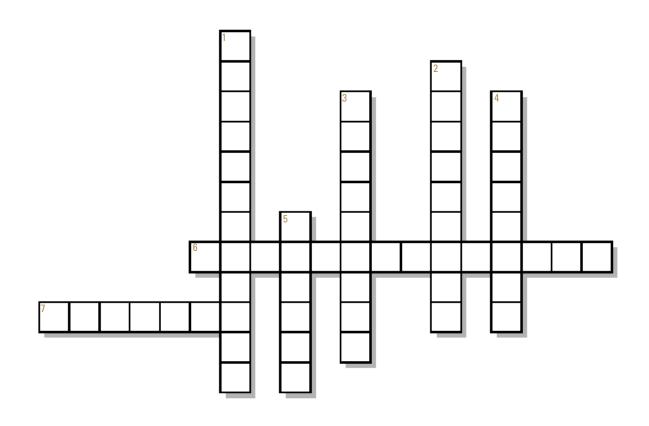
As a supervisor Jason is approachable, understanding, and patient with the constantly fluctuating schedule of busy college students. Jason is also a reliable coworker who is ready to aid any student or staff member who needs assistance. Jason handles a vast range of inquiries at a fast pace with ease and humor.

An example of Jason's customer service is when a professor came to the desk with an issue regarding the library's access to a subscription service that had been cut. Even though the patron came to the desk flustered and frustrated, Jason was able to help the professor figure out why the access was no longer available. Although Jason could not fix the issue for the professor, he was able to help explain what happened. Jason makes people feel like he advocates for them and that he is on their side. His patience and determination to help find answers made a difference, both in deescalating a frustrating situation and leaving patrons feeling heard. That matters in building relationships with the campus community at Texas State.

Congratulations, Jason, on your dedication and hard work!

## HR Crossword Puzzle

Readers are invited to have some fun completing our HR crossword puzzle! Print this out, fill it in with answers found in this month's bulletin, and send it in. Scan or send a picture of your completed puzzle to <u>hr@txstate.edu.</u> by September 10<sup>th</sup>. Five random puzzle winners with all the correct answers will receive a prize from HR!



#### ACROSS

6 \_\_\_\_\_ will be available to participants at the 2019 Employee Wellness Fair

7 You can enroll or change contributions to a voluntary retirement savings plan at \_\_\_\_\_

#### DOWN

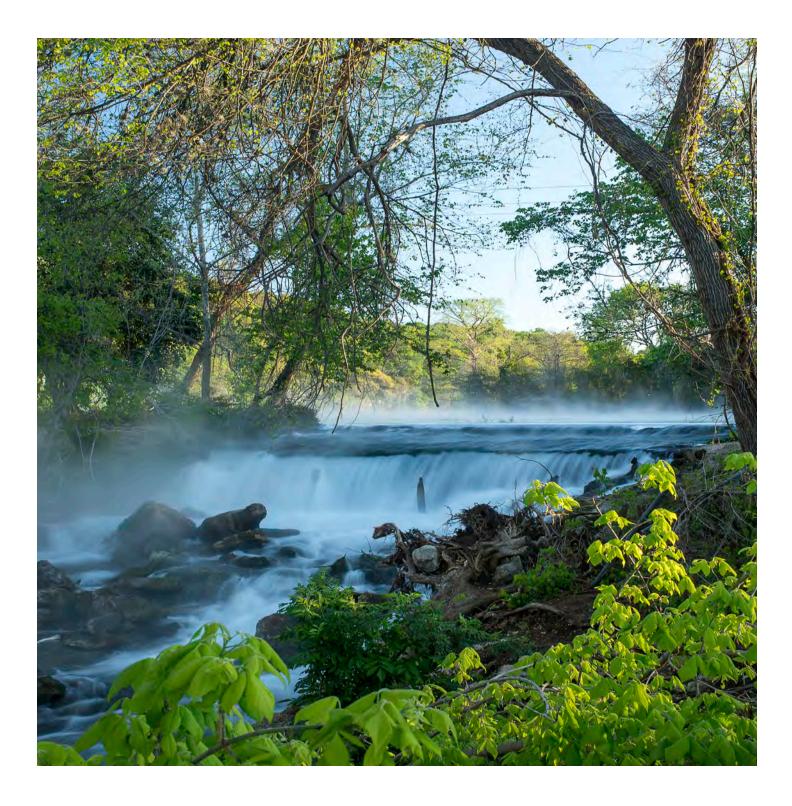
1 If you are covered under \_\_\_\_\_ insurance and are a new parent, you are eligible for a free breast milk pump

2 \_\_\_\_\_ is one of this month's employee discount providers

3 Learn about new \_\_\_\_\_ at the TXST Resources Fair

4 Contact the \_\_\_\_\_ team if you see any errors on your benefits statement

5 The SAP \_\_\_\_\_ will have a new look soon





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

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