

HR Bulletin

June 2016

Summer Enrollment Updates

The New Performance Management Process Goes Live!

realappeal

New HealthSelect Benefit: Real Appeal Weight Loss!



employee of the month

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Human Resources
601 University Drive
JCK Suite 340
512.245.2557

Please send us your suggestions to:
hr@txstate.edu

ERS Save the Date Summer Enrollment Fair

Thursday, July 28 | JCK 1100 | 10 am – 12 pm

Texas State is hosting an ERS Summer Enrollment Fair. ERS and its partners are traveling around the state this summer hosting fairs designed to help you make informed decisions when it comes to choosing your benefits.

This year ERS is offering a new healthcare option - a [High-Deductible Health Plan](#) paired with a [Health Savings Account](#). Come to the fair to hear more about this new option and other important updates.

Vendors include: ERS, Humana Dental, Minnesota Life, TexFlex, Aon Hewitt, United Healthcare, Caremark, Careington Dental, Texa\$aver, and Beneplace.

Come visit face-to-face with vendors and your Human Resources team to learn more about your Texas State benefits! No registration required.

Summer Enrollment Updates

Summer Enrollment is your chance to review and make changes to your benefits.

*Summer Enrollment will be held
July 11 – August 12, 2016.*

*Changes made during Summer Enrollment
take effect on September 1, 2016.*

- Check the [ERS Summer Enrollment](#) page for information on rates once they are published.
- Texas State will be in Phase 3 for Summer Enrollment: July 24 – August 6. This is the time we are encouraged to make our changes to decrease wait times and increase online processing speed; however, changes can be made at any time during the entire Summer Enrollment window.
- There is a new option for medical - a [High-Deductible Health Plan](#) paired with a [Health Savings Account](#).
- And, a new vision plan will be offered with details available soon!

If you have moved, please update your address with Texas State Human Resources through the SAP Portal Employee Self-Service or email hr@txstate.edu ERS will use the address on file on May 31st to prepare mailings with Summer Enrollment details.



- First, be sure to use SAP transaction CATS_DA to verify time entry completion and approval by the student's supervisor.
- Run SAP transaction ZHRPEOPLESEARCH to determine if the student has additional appointments.
- If no additional appointment, prepare a Separation PCR and indicate the actual last day worked as the effective date for the action. If an additional appointment does exist, prepare an End Additional Appointment PCR.

Did your hourly student worker graduate or will not be returning to your department for the summer semester? If so, a PCR will need to be processed to terminate their employment.

If you have questions, please contact Lisa Rodriguez in the HR Master Data Center at 5.2557 or lv04@txstate.edu.

Maximum Vacation Carryover to FY17

Below is a chart showing the maximum amount of vacation leave that may be carried over into the new fiscal year. Any hours over the maximum amount on August 31, 2016 will automatically be converted to sick leave as of September 1, 2016.

These amounts are for full-time employees. The amount for a part-time employee is proportional to their FTE. For example, a 50% employee with less than two years of service may carry over up to 90 hours.

Years of Eligible Employment (Total with State of Texas)	Vacation Leave (Earned Monthly)	Maximum Carry Over
Less than 2 years	8 hours	180 hours
2 years but less than 5 years	9 hours	244 hours
5 years but less than 10 years	10 hours	268 hours
10 years but less than 15 years	11 hours	292 hours
15 years but less than 20 years	13 hours	340 hours
20 years but less than 25 years	15 hours	388 hours
25 years but less than 30 years	17 hours	436 hours
30 years but less than 35 years	19 hours	484 hours
35 years and over	21 hours	532 hours

As a supervisor or departmental time administrator, you have access to SAP transaction ZPTVTOS – Vacation to be Converted to Sick. This report will show the maximum number of vacation hours that an employee can carry over to the next fiscal year based on the monthly vacation accrual. Also displayed are the projected hours that will convert to sick leave on September 1. All time entry must be entered and approved to get accurate results.

If you have any questions, please contact Selma Selvera in Human Resources at 5.2557 or ss24@txstate.edu.



THE NEW PERFORMANCE MANAGEMENT PROCESS GOES LIVE!



Texas State's new Performance Management process goes live today! You can access the new software through the [Performance Management website](#).

What does this mean for you?

The following steps should be taken, whether you are a:

MANAGER/SUPERVISOR: Focus on creating the performance plan

- Start conversations about performance expectations for the year and address the performance plan components and assessments.
- Collaborate with your team to identify relevant (SMART) goals and how they can be measured. Every team member should have *at least* one goal.
- Enter the goals in the performance plan using the [new software](#) ([User guides](#) are available for your convenience.)
- Familiarize yourselves with the competencies and behaviors, available on the [website](#).
- Practice using the [new software](#) (the [resources website](#) and/or [Open Labs](#) are available to help you).
- Soon, you will receive an e-mail letting you know when you can add the duties, work environment and physical demands to complete the performance plan.

EMPLOYEE: Collaborate on your Performance Plan

- Participate in conversations with your supervisor regarding the expectations for the year, the performance plan components and assessments.
- Help identify (SMART) goals and how they can be measured.
- Familiarize yourselves with the competencies and behaviors available on the [website](#).
- Practice using the [new software](#) (the [resources website](#) and/or [Open Labs](#) are available to help you).
- When the time comes, review the performance plan and acknowledge your goals, duties, work environment, and physical demands.

The objective is to have performance plans completed as soon as possible but no later than July 31, 2016.

PERFORMANCE MANAGEMENT EMPLOYEE TRAINING: JUNE - JULY

Employee training for all *non-supervisors* runs through June and July. Those who attended Manager training *are not* required to attend Employee training, but are welcome to do so if desired.

Register online through the [SAP Portal](#) and click on the Training and Development tab. Choose the date and time which works best for you in the Course Catalog, under Organizational Excellence.

More information is available on the [Training section](#) of the [Performance Management website](#).

OTHER PERFORMANCE MANAGEMENT RESOURCES

NEW WEBSITE MATERIALS:

The Performance Management [website](#) is updated with additional training materials and resources.

New features include:

- [PowerPoint for Managers](#);
- [Job Duties Library](#);
- the [Performance Management video](#) featuring Mr. Eric Algoe and Dr. Gene Bourgeois;
- [User Guides](#) (documents with step-by-step instructions on how to navigate the new performance management software.)
- Examples of [departmental goals](#).
- Example of a [completed performance plan](#).

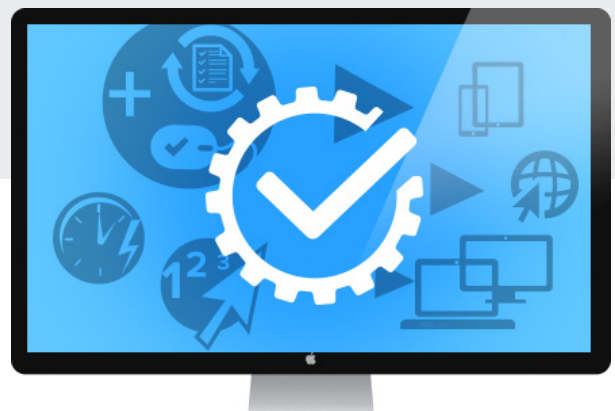
More resources to the website to come!

OPEN LABS:

Both supervisors and employees interested in receiving extra guidance using the new Performance Management software are invited to attend [Open Labs](#).

These sessions are provided as an additional resource for you, so you can gain hands-on instructional support, ask software related questions and practice using the new software.

You can register online through the [SAP Portal](#).





New HealthSelect Benefit: REAL APPEAL WEIGHT LOSS!

*Do you want to learn the secrets that have helped people lose
10, 20 or even 30 pounds or more?*

Take advantage of this incredible weight loss program by signing up now!

Real Appeal is a brand new online weight loss program available at NO COST to HealthSelect participants. This step-by-step, personalized program will entertain and inspire you to make positive, lasting changes for a better body and a healthier, happier life. Lose all the weight you want and live the life you deserve.

After you sign up and attend your first coaching session, you'll get the Real Appeal Success Kit delivered right to your door. It's filled with everything you need to kickstart your weight loss and keep those numbers on the scale moving in the right direction.

The kit includes everything you need to succeed:

- ✓ Real Success Guides (2): that lay the program out for you step-by-step.
- ✓ Real Foods Nutrition Guide: packed with delicious recipes, 5-minute meals, even healthy fast food picks.
- ✓ Real Movie Guide: includes walking programs and simple activity tips
- ✓ Real Movie DVDs (6): cardio, strength, flexibility, and abs programs for all fitness levels!
- ✓ Personal One-Shot Blender: for making shakes and snacks on the go
- ✓ Easy-to-Use Cooking Tools: measuring cups and spoons, digital food scale, the "Perfect" Portion Plate
- ✓ Resistance Bands and Pedometer
- ✓ Real Appeal Water Bottle
- ✓ Electronic Body Weight Scale
- ✓ Tape Measure

**Available at no cost to eligible HealthSelect of Texas employees, spouses and dependents 18 and older with a BMI of 23 or higher.*

This program is not available to Medicare primary participants.

The changes begin as soon as you start. Enroll today using your smartphone, tablet or personal computer following the link below!



www.healthselect.realappeal.com



Health Behavior Change Coaching: Achieving Your Wellness Vision and Goals

Janet Bezner, PT, DPT, PhD

If you've struggled to make health and wellness behaviors a priority or to perform healthy behaviors consistently, you're not alone. Just knowing you need or want to practice healthy habits isn't enough to motivate most people to practice them regularly.

The WellCats program offers **health behavior change coaching** to guide employees towards greater health and wellness. There is no charge for this service.

What is health behavior change coaching?

It is group or one-on-one meetings with a professional coach who will help you develop and implement a personal wellness plan through a variety of approaches. The meetings include:

- recognition of where you are today in your wellness journey;
- exploration of what is important to you to achieve your best self;
- setting achievable and relevant goals;
- developing strategies to overcome obstacles and meet your goals; and
- identifying resources in your environment to support you on your journey toward greater wellbeing.

The coaching sessions include discussion about developing motivation, managing time, developing habits, and improving confidence to perform health and wellness behaviors consistently and enjoyably. The coach is your partner in achieving greater health and wellbeing. Take charge of your health and wellbeing – sign up for health behavior change coaching by contacting Kate Bero krb153@txstate.edu.

To improve your overall wellness, join WellCats today! Wellcats is the Texas State employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 5.8358 or CC61@txstate.edu or visit www.worklife.txstate.edu/wellcats.html.



www.worklife.txstate.edu/WellCats.html



Texas State Blood Drive

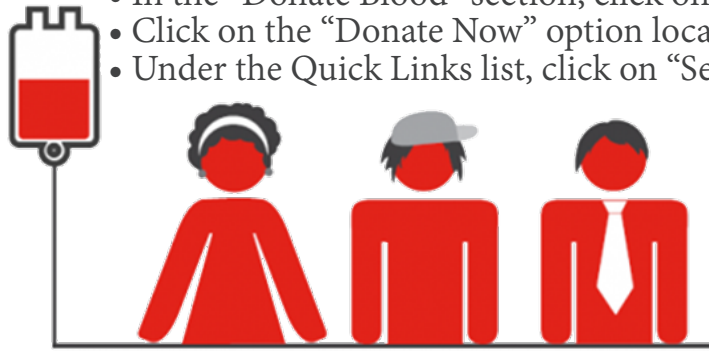
The next Blood Drive will be held on June 23 from 9 a.m. – 3 p.m. on JCK 1100. The Blood Center of Central Texas brings their mobile unit on a regular basis to allow employees to donate blood on campus since there is no donation center in San Marcos.

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.inyourhands.org

- Click on the link above.
- In the “Donate Blood” section, click on “Find a Drive.”
- Click on the “Donate Now” option located in the top menu bar.
- Under the Quick Links list, click on “Search By Group Code” option.



**One blood
donation
can save
up to 3
lives**

**Thursday,
June 23**

**JCK 1100
9 a.m. – 3 p.m.**

Ethics & Compliance Certification

“An ethical person chooses to do more than the law requires and less than the law allows.”

- Christopher Stone

All Texas State staff members are responsible for their conduct and must complete compliance training every two years to renew their Ethics Compliance Certification. This program relays important information that is necessary to performing your workplace responsibilities. It contains chapters that educate you about university policy and procedures. The course guides you to know the right thing to do in a variety of circumstances.

Thirty days prior to an employee’s Ethics and Compliance Certificate expiring, the employee and their supervisor will receive a system generated email. If the employee does not complete the training by the expiration date, the employee and supervisor will continue to receive the reminder email on the first of every month until the course is complete and participation is confirmed.

New Staff Employees: The new employee and their supervisor will receive an email on the first of the month after the employee’s hire date. They will have 30 days to complete the course. If they do not complete the course in that time, they will continue to receive the email reminders every month until the course has been completed.

Faculty Members: Faculty members are NOT required to complete the 17 online modules. Six modules were selected for faculty to review. They are found on the HR website—under the compliance tab:

www.hr.txstate.edu/Compliance/ComplianceProgram.html

Welcome New Employee Bobcats

Join us in welcoming the following employees hired between April 11, 2016 and May 9, 2016.

Tyler F Paugh

Parking Services Officer
Transportation Services

Sammy C Rodela

Parking Services Officer
Transportation Services

Charles R Sparks Jr

Guard
University Police

Nurhaliffah Saim

Grant Specialist
Small Business Development

Ramez Faheem

Programmer Analyst II
Enterprise Systems

Lisa L Stolf

Business Process Analyst
Technology Resources

Veronica Panduro

Grant Specialist
School of Family and Consumer Science

Ryan M Strand

Grant Specialist
Anthropology

Keri R Axelrod

Residence Hall Director
Department of Housing and Residential Life

Manuel L Marez

Plumber II
Facilities Operations

Ohenewaa A Okyere

Grant Specialist
Tx School Safety Center

Kevin O Aje

Student Development Specialist II
Athletic Academic Center

Irma Luna

Custodian
Department of Housing and Residential Life

James D Perry

Driver
Round Rock Campus

Raul C Torres

Facilities Maintenance Worker I
Facilities Operations

Marci L Peterson

Administrative Assistant II
Sociology

William R Lovejoy

Guard
University Police

Jose L Banales

Director, University Police
University Police

Valerie C Diaz

Dispatcher
University Police

Randall L Sarosdy

Grant Coordinator
Texas Justice Court Training Center





NEW EMPLOYEE WELCOME (NEW) II

Friday, June 10, 2016

8 a.m. - 1:45 p.m.

Bobcat Stadium - Football 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, June 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 employees hired during the past month. New faculty members are also invited to attend. Breakfast and lunch is served. For more information, contact Professional Development at ext. 5.7899.

Texas Veterans Commission's Veterans in Government Open House



From left to right: LynnAnn Brewer & Sandra Ramirez

Texas State University Human Resources employment representatives attended the Texas Veterans Commission's Veterans in Government Open House in Austin, Texas at the Palmer Event Center.

Texas Veterans Commission hosted open houses in Austin, Houston, and College Station. Nearly 1000 Veterans, Guardsmen, and Transitioning Service Members had the opportunity to explore new careers opportunities in the government section.



JUNE 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
		<i>DIY (Do it Yourself) Security</i>		Krav Maga Self Defense Training
		1	2	3
	<i>NEW Health and Wellness Lunch and Learn Series: Adding Delicious Vegetables to the Diet: Practical Tips</i>			New Employee Welcome (NEW) II
6	7	8	9	10
	Allies Training	<i>(**) Responding to Emergencies on Campus: Standard Response Protocol</i>	<i>(**) Responding to Emergencies on Campus: Standard Response Protocol</i>	
13	14	15	16	17
	University Seminar (US 1101) & PACE (Personalized Academic and Career Exploration)	<i>(***) 7 Habits of Highly Effective People</i>	Texas State Blood Drive	
20	21	22	23	24
		<i>(***) 7 Habits of Highly Effective People</i>		
27	28	29	30	

*(**) Workshop offered either dates. (***) Workshop is a multiple-part course.*

PROPOSALS FOR FALL JUNE 10

Proposals for new workshop topics for the fall semester should be submitted by **June 10** by completing the following [workshop proposal form](#).

Please visit [Professional Development's workshop website](#) for further information.



Happy FATHER'S DAY

Sunday, June 19

from HR

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.

- **Sprint:** Save on your monthly wireless bill by switching to Sprint! Lower your current rate by 50%, plus activate a new account and get a \$100 reward card.
- **Liberty Mutual:** Offers exclusive employee savings on quality auto and home insurance. Save even more with multi-car and multi-policy discounts.
- **Apple:** Enjoy exclusive pricing on Apple products! Save on the Apple TV, MacBook, Apple Watch, and other products and accessories.
- **Ticketsatwork:** Start planning your next vacation! With your Ticketsatwork discount, you can enjoy exclusive rates at over 8,000 hotels around the globe.
- **Wyndham:** Start planning the perfect summer vacation today! Save up to 20% on the Best Available Rate at participating Wyndham locations.



www.beneplace.com/txstate



EMPLOYEE OF THE MONTH

May 2016

Kim May

**Curriculum Coordinator,
Curriculum Services**



Kim May and Dr. Eugene Bourgeois

Kim plays a major part in the development of the University's Curriculum, as well as production of the Catalog. Her responsibilities include acting as the central point of contact and subject matter expert for the curriculum development process. She provides help and guidance to the academic departments, ensures that all changes are implemented rapidly and accurately, while at the same time making sure that the appropriate approval process is always adhered to. This is a demanding job, requiring not just a great amount of hard work, but also tact and the ability to deal with faculty and staff in departments across campus. She is also a recognized source of information, often producing reports at the request of senior management and academic departments. Kim's competence and willingness to go the extra mile to ensure a positive outcome always shines through; and she works very hard, often returning to the office outside working hours to stay on top of her heavy workload.

Kim's competence and work ethic is very apparent in her work. She handles a very large volume of requests and forms related to the Curriculum process, consistently tracking every one through the stages of the process and intervening where necessary to keep them on track. She also plays a major role in the organization and running of the associated meetings, particularly of the University Curriculum Committee. Quality of work is extremely important in Kim's area of responsibility, as among her duties is entering a massive amount of information related to new courses and course changes into the Banner Student Information System. Any errors

in this process would be publicly visible in the catalog, and the painstaking manner with which Kim double-checks her work and ensures accuracy, despite the magnitude of the task, is demonstrated by the absence of problems in the catalog. Kim's cheerful and friendly nature; her unfailingly positive attitude not only makes her a pleasure to work with, but also is a significant factor in her successful efforts to maintain great relationships with people across campus despite her role in enforcing a complex and sometimes frustrating process. Her calm and sunny response to any crisis or perceived problem ensures she always provides excellent service to the departments she supports.

On top of her normal duties Kim has also played a leading role in the implementation of the new electronic Catalog application. In this role she has shown great team spirit and dedication not only to getting the project completed on schedule, but getting it done right. She worked with IT and with the vendor to ensure the end result both contained the most accurate data possible and was displayed to the best advantage; and coordinated with several other departments on campus to select configuration choices that would make the new Catalog work for all stakeholders. She took a lead role in testing the results at each stage of the project. Kim has an eye for the big picture, not only focusing just on the matters immediately at hand but also wanting to make sure that every decision was looked at in a broader context. Her willingness to step outside her area and help IT understand the complexities of the data involved was a great help and contributed significantly to the smooth implementation of integration between the new Catalog and the Banner Student Information System.

"Kim's competence and work ethic is very apparent in her work."

Congratulations, Kim, on your hard work and dedication!



MOVIN' ON UP

We would like to recognize the following employees who were either promoted or reclassified between April 11, 2016 and May 9, 2016.

Roxanne L Amolsch

Promoted to Administrative Assistant III
from Administrative Assistant II,
International Studies Program

Patricia M Boucher

Promoted to Librarian
from Library Assistant III,
University Library

Augustine Mendoza

Promoted to Painter II
from Painter I,
Facilities Operations

Robert A Harrell

Promoted to Grounds Maintenance Worker II
from Grounds Maintenance Worker I,
Grounds and Waste Management Operations

Erica A Hammett

Promoted to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

Laura Gonzalez

Promoted to Human Resources Representative
from Head Cashier,
Human Resources

Joseph L Hare

Reclassified to Controls Technician II
from Instrument Technician,
University Operations

Charles D Childres

Reclassified to Controls Technician II
from Instrument Technician,
Utility Operations

Adrian Buitron

Reclassified to Controls Technician II
from Instrument Technician,
Utility Operations

Lance P Johnson

Reclassified to Controls Technician II
from Instrument Technician,
Utility Operations

Marivel M Alvarez

Reclassified to Accountant IV
from Accountant III,
Office of Sponsored Programs

Noel G Alvarez

Reclassified to Controls Technician II
from Instrument Technician,
Utility Operations

Ray G Cook

Reclassified to Director, Engineer Support Services
from Supervisor, Lab Services,
Ingram School of Engineering

Sarah D Alvarez

Reclassified to Campaign Coordinator
from Sr Administrative Assistant,
VP for University Advancement

Jay W Wolfenbarger

Reclassified to Controls Technician II
from Instrument Technician,
Utility Operations

Julia D Lara

Reclassified to Administrative Assistant II
from Administrative Assistant I,
VP for Information Technology

Christopher C Garrett

Reclassified to Supervisor, Systems Services
from Systems Support Analyst,
Office of the University Registrar

David A Sambrano

Reclassified to Coordinator, Recycling and Waste
Management
from Recycling/Waste Management Worker II,
Grounds and Waste Management Operations

Elizabeth L Hewett

Reclassified to Coordinator, Student Business Services
from Accounting Clerk II,
Student Business Services and Bursars

TEXAS  STATE[®]
HUMAN RESOURCES

