

HR Bulletin

February 2016

Performance Management Process Update



employee of the month



TEXAS STATE QUARTERLY TEAM AWARD
GROUNDS AND WASTE MANAGEMENT OPERATIONS TEAM



FSS Quarterly Team Award

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Human Resources
601 University Drive
JCK Suite 340
512.245.2557

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



HEALTHCHECK 2016 PRE-EVENT BLOOD DRAW

**THURSDAY,
MARCH 24, 2016**

**JCK 460
8 a.m. – 10 a.m.**

Texas State University is participating in HealthCheck again this year, and as a convenience, we have coordinated an on-site pre-event blood draw.

Registration is required. To reserve an appointment time, send your RSVP to worklife@txstate.edu.

For additional information about this event, visit the [Work Life website](#) or contact the Human Resources office at 245-2557.



**SPRING BREAK
TIME
KEEPING
MARCH 14 – 18, 2016**

During Spring Break, the university will be closed except for those offices designated as “essential”. Essential offices require a skeleton crew.

Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. If an employee does not have enough time accrued to cover the absence, or is new and not eligible to use their vacation due to the six-month rule, supervisors must allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time. Therefore, these employees must be placed on leave without pay if they do not have enough vacation time to cover the absence.

Click [here](#) for the FY16 Holiday Schedule with a list of essential offices.

Click [here](#) for more details on UPPS 04.04.16 Overtime and Compensatory Time Policy.

Questions may be directed to Selma Selvera in Human Resources at ss24@txstate.edu or 245-2557.



UPDATE

TEXAS STATE

PERFORMANCE MANAGEMENT[®]

As a follow up to the president's memo in December 2015, here is an update to the performance management system that is scheduled to become effective **June 2016**.

This new system will assist Texas State reach national research university status and align with university goals, strategies and objectives. In addition, employee performance will be based on an assessment of job related behaviors, competencies, goals, duties and professional development. This new system will also enhance communication between employees and supervisors through an informal mid-year review, on-going feedback and an employee self-assessment.

As part of the implementation of the new system here are some key dates:

- Use the current process for the performance period January 2015 through May 31, 2016;
- Begin appraisals April 1, 2016 (or as directed by your VP) on the current system including the GOJA and paper performance appraisal documents;
- Complete the appraisal process by May 31, 2016.

More information will follow as we get closer to the go live date of the new performance management system. Training on the new system will begin in the spring and will be announced as it becomes available.

Please contact Mr. **Jeff Lund** or Ms. **Tammy Coyle** in Human Resources at 512-245-2557 with questions or comments you may have.



Tax Deferred Annuity (TDA) Plan Universal Eligibility Notification: Saving for Retirement

A Tax-Deferred Annuity (TDA) Plan is a voluntary 403(b) retirement program that allows you to save additional income for retirement through pre-tax or Roth after-tax contributions. Contributions are made through payroll deductions and may be invested in mutual funds, fixed or variable annuities with any one of the authorized vendors. There is no employer contribution with the 403(b) Tax-Deferred Annuity (TDA) Plan.

ELIGIBILITY

All employees who normally work at least 1,000 hours per calendar year and are not student employees are eligible to contribute to a TDA.

CONTRIBUTIONS

You can get started for as little as \$200 a year and contribute up to the general limit (\$18,000 for 2016) or 100% of your salary, whichever is less. In addition, you can contribute more if you are at least age 50 by year's end or if you have worked for Texas State for at least 15 years. Contact Human Resources for more information regarding how much you can contribute.

GETTING STARTED

Contact a representative on the [list of authorized vendors](#) found on the Human Resources website. Complete the account application and other documents the representative will have. The completed documents must come to Human Resources before the payroll deduction can begin. The effective date of your plan will always be the first day of the month following the date Human Resources receives the paperwork.

MAKING CHANGES

You can start or stop your account or change the amount of your contributions at any time during the year. You can also change the company your contributions are going to anytime. Contact Human Resources if you want to make changes to an existing account. If you want to change how your funds are being invested, contact your vendor directly.

QUESTIONS

Follow up questions about the program may be directed to Human Resources at hr@txstate.edu or 5-2557.



Images courtesy of Pixabay

Employment Verifications

The University requires employment verifications on all candidates including current employees selected to fill a position.

Previously, in EASY the employment verification form was an internal system form.

In the new system, the hiring manager will download the form, complete, and then upload to the documents area of the hiring proposal.



2016 W-4 Forms Due for Employees Claiming “Exempt” by February 10, 2016

All employees who claim “exempt” on their federal income tax withholding (i.e., have no income tax withheld) must file a new W-4 form each tax year.

If a new form is not completed, the university is required to withhold at the “single and zero” rate until a new form is received.

All W-4 forms should be entered via [SAP Employee Self-Service](#) or submitted to Leah Cuellar by **February 10, 2016**. Please send your form to Human Resources in J.C. Kellam Room 360, or fax to 5-1942. You will find a new W-4 form at this [link](#).



But I Don't Have Time to Exercise!!!

Getting a Handle on Time Management

By Janet Bezner, PT, DPT, PhD

The #1 reason people say they aren't more physically active is that they don't have time. Yet, for many people, regular physical activity is just like brushing their teeth, they manage to do it routinely like clockwork.

What's their secret?

Prioritization is the key to time management. If we can determine what our highest priorities are and say yes to activities that achieve them and no to activities that don't, we can conquer the challenge of time management. When it comes right down to it, physical activity is a means to an end for most of us.

"You can't control how much time you have, but you can determine how to use your time."

Being regularly physically active improves our health, makes us feel better and have more energy, helps us sleep, gives us more brain space for creative thought, and lengthens our life. It's one of several ways you can demonstrate good self-care – which many people are motivated to make a priority.

It's a fact that it's hard, if not impossible, to achieve our goals if we don't take care of ourselves. Yet, many people wait until they get sick or have a serious illness to realize

this truth. You don't have to learn this lesson the hard way – take action today to make self-care a priority.

Make a list of the behaviors you want to incorporate into your daily routine (physical activity, sleep, nutritious eating, meditation, etc.). Then, list the outcomes you will achieve by making those behaviors a priority (being calmer, happier, more productive, more patient, nicer, more energetic). Start each week by reviewing your priorities and goals, and schedule in time to incorporate these activities, just like you schedule time for haircuts, soccer pickup and grocery

shopping.

You can't control how much time you have, but you can determine how to use your time – start making self-care a priority today!



WELLCATS

The Texas State Employee Wellness Program

www.worklife.txstate.edu/WellCats.html



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between December 7, 2015 and January 11, 2016.

Ivonne Ocampo

Grant Specialist
School of Family and Consumer Sciences

Victoria Marquez

Dispatcher
University Police

Amanda Kerby

Transcript Evaluator
Office of Undergraduate Admissions

Robert Garcia Jr

Parking Services Officer
Transportation Services

Sydney Vogel

Accounting Clerk II
Athletics Business Office

Andrea Hilkovitz

Research Coordinator
The Graduate College

Katherine Beamer

Environmental Health and Safety Specialist
Environmental Health, Safety and Risk
Management

Marcos Martinez III

Electrician II
Facilities Operations

Amy Oakes

Academic Advisor I
College of Liberal Arts Advising Center

Miranda Wait

Coordinator, Spring Lake Operations
Spring Lake

Lilia Guzman

Custodian
Department of Housing and Residential Life

Victoria Gonzales

Academic Advisor I
College of Liberal Arts Advising Center

Evan Humphries

Sr Proposal Coordinator
Office of Sponsored Programs

Virginia Rojo

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

Adam Middleton

Undergraduate Admissions Specialist
Office of Undergraduate Admissions

Luis Baeza

Grant Coordinator
Upward Bound

Jennifer Stephenson

Coordinator, Events and Publication
College of Fine Arts and Communication

Angela Clark

Administrative Assistant II
Health Professions Academic Advising
Center

Caroline Chelette

Grant Senior Secretary
Small Business Development Center

Erin Purdy

Director, Campaign Communications
University News Service

David Castro

Custodian
Department of Housing and Residential Life

Steven Trout

Assistant Coach
Baseball

Nicholas Davenport

Administrative Assistant II
Office of the University Registrar

Cristina Mendoza

Grant Specialist
Xiphophorus Genetic Stock Center

John Hunnicutt

Carpenter I
Facilities Operations

Heather Warren

Administrative Assistant II
Student Health Center

Jasmine Phelps

Administrative Assistant II
Counseling, Leadership, Adult Education
and School of Psychology

Laura Roach

Grant Specialist
Tx School Safety Center

Natalie Leach

Undergraduate Admissions Specialist
Office of Undergraduate Admissions

Julie Anderson

Child Care Teacher
Child Development Center

Roberto Garcia

Graduate Admissions Specialist
The Graduate College

Sarah Gaylord

Nurse Practitioner
Student Health Center

Monica Gonzales

Compliance Specialist
Office of the Associate Vice President for
Research

Susan Teran

Administrative Assistant I
Office of Undergraduate Admissions





New Employee Orientation (NEO) II
Friday, February 12, 2016
8 a.m. – 12 p.m.
JCK Suite 460

We remind all new staff employees hired during the past month that the second part of [*New Employee Orientation \(NEO\)*](#) will occur on Friday, February 12.

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

NEO 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. A light continental breakfast is served.

For more information contact Professional Development at ext. 5-7899.

Support Staff Resources Website

Do you have questions about a business process or service? Don't know who to contact? Here is your chance to find answers.

The Support Staff Resources@TXSTATE website is designed to help you quickly find information on business processes, services, policies, e-forms, manuals, training opportunities, and much more.

The website was created by the Administrative Support Staff Committee and Human Resources for new employees and for those who provide administrative support services to campus.

The website is updated frequently. We welcome your [*recommendations or feedback*](#).

You can quickly find what you are searching for by either browsing topics:

- 1) alphabetically (A-Z), or
- 2) by division.

For quick access, bookmark the site today!

[*www.ssr.hr.txstate.edu*](http://www.ssr.hr.txstate.edu)

SPRING PREVIEW NOW AVAILABLE

Take advantage of the workshops offered this semester! Check out the [Spring Preview](#), the combined workshop listing for Academic Development and Assessment, Information Technology Support, Professional Development/Human Resources and Technology Resources.

FEBRUARY 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
	(*) 7 Habits of Highly Effective People (**) DIY (Do It Yourself) Security	(**) DIY (Do It Yourself) Security	(*) 7 Habits of Highly Effective People	Krav Maga
1	2	3	4	5
	(*) 7 Habits of Highly Effective People (***) NEW Research Coordinators Training Series		(*) 7 Habits of Highly Effective People	New Employee Orientation (NEO) II
8	9	10	11	12
	(*) 7 Habits of Highly Effective People Supporting Transgender/Non-binary Students on Campus			Providing Legendary Customer Service
15	16	17	18	19
(**) Surveys 101 Series Part II: Writing Effective Survey Questions for Quality Improvement	(***) NEW Research Coordinators Training Series (**) Surveys 101 Series Part II: Writing Effective Survey Questions for Quality Improvement		From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State	NEW Health and Wellness Lunch & Learn Series: Hot Topics and Nutrition Q & A
22	23	24	25	26
29				

(*) 7 Habits is a five-part course that are half-days.

(**) Workshop offered either dates.

(***) Workshop is a two-part course.

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.

- **Blue Nile:** Show your love with a beautiful ring at a fantastic price! Save 10% with Blue Nile – the leading online retailer of diamonds and fine jewelry.
- **Edible Arrangements:** Send your valentine a sweet treat from Edible Arrangements! Save 10% off any freshly crafted arrangement or chocolate-dipped fruit box.
- **Turbo Tax:** Get your taxes done early this year! TurboTax makes tax preparation quick and easy. Save 15% on TurboTax Online federal products.
- **Budget:** Renting with Budget has never been easier! Save up to 25% on your next rental, plus enjoy great coupon offers for additional savings.
- **Quicken Loans:** Lower your monthly payment and get \$500 cash back after closing when you refinance or purchase a home with Quicken Loans!



www.beneplace.com/txstate





From left to right:
Jeremy Stolfa, Adam Alonzo and Don Coryell

Employee of the month *January 2016*

Adam Alonzo
Athletic Events Assistant,
Department of Athletics

Adam goes out of his way to help everyone, sacrificing most of his personal time to assist with game day logistics for all sports. This includes basketball games, commencement, high school graduations, high school playoff games, and cheer competitions as well as the Texas State Ring Ceremony. He also provides game day coordination of Texas State football games.

Adam has been called the “go to guy” in Athletics because he knows the most about everything in Strahan Coliseum. He never says no and always finds time to get the job done. He is always on call and never hesitates to help in any situation. He works long hours and is always available to help no matter what time of day or night.

Adam is often the first one to arrive at work and the last one to leave, even on holidays. If there is a job to be done, Adam is the guy doing it. His job tends to be a catch-all with most of his work falling under other duties as assigned, but he always has a positive attitude and a smile on his face. Adam has tremendous Bobcat pride which is evident every day in the quality and quantity of the work he does.

*“Adam has
tremendous Bobcat
pride which is
evident every day
in the quality and
quantity of the work
he does.”*

Congratulations, Adam, on your hard work and dedication!





TEXAS STATE QUARTERLY TEAM AWARD GROUNDS AND WASTE MANAGEMENT OPERATIONS TEAM

Front Row (L to R): Raymond Reyes, Sam Perez, Bobby DeLeon, Bentura Vargas, Baldemar Zuniga, David Pardo, Larry Peralez Jr., Robert DeLeon, Raymond Martinez

Back Row (L to R): Brad Smith, Albert Gomez, Adrian Castilleja, Rolando Bolanos, Jay Cody, Larry Peralez Sr., Greg Sanchez, David Sambrano, Arnold Hernandez, Ruben Juarez and Eric Algoe

After the flood on Friday, October 30, 2015, the flooded campus area was cleaned up, pedestrian pathways were reopened and one of the main entrances to campus was restored to normalcy by Sunday morning, November 1st. When the campus was back in operation on Monday, students, faculty, staff, visitors and citizens of San Marcos would see the area back to normal conditions.

This one time project was to open and restore the area around Sewell Park, Sessom Dr. and the bridge over the San Marcos River to service the campus community, Campus Recreation as well as the City of San Marcos.

JCK and Freeman Aquatic parking lots were scraped with equipment and by hand to remove the mud left from the flood so they would be usable on Monday morning. Debris deposited along Sessom Dr. was also removed. Sixty cubic yards of debris was collected. There were also lots of tree limbs and other miscellaneous debris from the flood. Three truckloads of mud was also removed. Removing the debris prevented it from entering back into the river later.

The team restored a major entrance to campus to the normal appearance as well as opened pedestrian pathways and cleaned Sewell Park making it usable again. One bridge with damaged hand rails could not be reopened but others clogged with debris were restored.

This team did an amazing amount of work in a relatively short amount of time. Considering how much there was to do and how much the flood had deposited in the area, it was a very impressive, well-coordinated effort.

The team members include:

Baldemar Zuniga, Rolando Bolanos, Bentura Vargas, Brad Harrison, David Pardo, Arnold Hernandez, Albert Gomez, Larry Peralez, Larry Peralez, Jr., Jackie Tweedell, Ruben Juarez, Ray Reyes, Adrian Castilleja, Greg Sanchez, Robert DeLeon, Sam Perez, Raymond Martinez, Bobby DeLeon, Nathan Lawrence, David Sambrano, Jay Cody and Brad Smith.

Congratulations, Grounds and Waste Management Operations Team, on your achievements and outstanding efforts!



Special mention: FSS Quarterly Team Award PeopleAdmin Implementation Team

The team members include:

ENTERPRISE SYSTEMS:

*Nancy Brister and
Barry Schuler*

FACULTY RECORDS:

*Cindy Waggoner,
Lyndi Wittekiend and
Gaye Korenek*

HUMAN RESOURCES:

*Katie Bonner, Julie Eriksen,
Bobbie Brandenburg, LynnAnn
Brewer, Roxie Weaver and
Jeff Lund*

BUDGET, FINANCIAL PLANNING & ANALYSIS:

Tracy Ryan

We would like to offer our congratulations to the PeopleAdmin Implementation Team for receiving the FSS Quarterly Team Award.

Six of our Human Resources staff are part of this team, partnering with peers across Enterprise Systems, Faculty Records and Budget, Financial Planning & Analysis.

You can read the full article in the upcoming FSS Newsletter for complete details of the team's initiatives and the individuals responsible for working tirelessly behind the scenes to implement PeopleAdmin!



Front Row (L to R): LynnAnn Brewer, Nancy Brister and Tracy Ryan

Back Row (L to R): Eric Algoe, Bobbie Brandenburg, Julie Eriksen, Katie Bonner, Roxie Weaver and Jeff Lund
Absent: Barry Schuler, Cindy Waggoner, Lyndi Wittekiend and Gaye Korenek



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between December 7, 2015 and January 11, 2016.

Cobin W Jondron

Promoted to Systems Administrator I from User Services Consultant I, Core Systems

Gwendolyn M Morel

Promoted to Supervisor, Instructional Design from Instructional Designer, Instructional Design Support

Leticia L Sheffield

Promoted to Administrative Assistant II from Data Entry Operator, Advancement Services

Linda L Sterling

Promoted to Research Coordinator from Administrative Assistant III, School of Social Work

Melinda C Knowles

Promoted to Career Advisor from Academic Advisor I, Career Services

Noe J Alonzo

Promoted to Cashier from Parking Services Officer, Transportation Services

Rebecca C Dickey

Promoted to Director, Advancement Services from Manager, Prospect Development, Advancement Services

Shelli L Sears

Promoted to Administrative Assistant II from Accounting Clerk II, Athletics

Timothy P Haley

Promoted to Carpenter I from Facilities Maintenance Worker I, Facilities Operations

April S Barnes

Reclassified to Grant Director, Non-Faculty from PACE Mentoring Coordinator, University College

Daniel C Henderson

Reclassified to Technology Integration Specialist II from Video Network Specialist, Classroom Technology Support

Debra L Sole

Reclassified to Administrative Assistant III from Sr Records Central Clerk, Classroom Technology Support

Steven R Herrera

Reclassified to Assistant Director, Transportation Services from Manager, Shuttle Service, Transportation Services

Steven C Ness

Reclassified to Technology Integration Specialist II from Technology Integration Specialist I, Classroom Technology Support

Stephen B Prentice

Reclassified to Associate Director, Parking Services from Assistant Director, Parking Services, Transportation Services

Shalena L Stelzig

Promoted to Systems Analyst II from, Coordinator, Advancement Services



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