

HK Bulleti

December 2017



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SPRING 2018 | JANUARY 31 TUITION REIMBURSEMENT DEADLINE



The update to <u>UPPS 04.04.35</u>: <u>Professional Development and Educational Opportunities</u> outlines how employees can receive reimbursement of certain fees after successful completion of course(s) by submitting the <u>Academic Fee</u> Reimbursement Form.

From now on, only the <u>online academic reimbursement form</u> is accepted, due to the discontinuance of the <u>paper form</u>. For more details, visit <u>www.txstate.edu/ pdevelop/academic-reimbursement-policy.html</u> The revised policy also enforces stricter deadlines for submission. The deadlines for the acceptance of the academic reimbursement form are: 12th class day for fall and spring semesters, and 4th class day of the first summer session for both summer sessions.

Employees enrolled in courses for Spring 2018 must complete the <u>online academic reimbursement form</u> by January 31. Late online submission will only be accepted when approval is routed through the employee's Cabinet member and the VPFSS.

Contact Professional Development with questions at professionaldev@txstate.edu or call 5.7899.

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NEED TO MAKE TAX CHANGES FOR 2018?



W-4

Change your W-4 tax status by using Employee Self-Service in the SAP Portal. You will find the W-4 form under the 'Benefits and Payroll' tab. Easily make your changes online or come by JCK 360 to submit a paper copy.

If you would like the change to be effective with your January 2 paycheck, be sure to make the change no later than December 10! Changes made after December 10 will take effect on the following paycheck. Remember, you can make changes to your W-4 at any time throughout the year.

Tax Deferred Accounts

The IRS recently announced the new contribution and benefit plan limits for 2018. For 403(b) and 457 elective deferrals, the annual limit increased to \$18,500.

If you would like to make changes to your voluntary 403(b), please complete the <u>TDA Salary Reduction</u> <u>Agreement</u> located on the HR website or in JCK 360. For changes to your 457 plan, contact Texa\$aver at www.texasaver.com or 800.634.5091.

Did you participate in TexFlex last plan 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.texflex-fsa.com to view your balances. You have until December 31, 2017 to file any claims incurred between September 1, 2016 – August 31, 2017. On January 1, 2018, 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 feature. The last day to submit claims for day care expenses incurred between September 1, 2016 – November 15, 2017 (2 ½ month grace period) is December 31, 2017.



PAYROLL CHECKS for FACULTY | STAFF

The University will be closed December 21, 2017 through January 3, 2018 and paychecks will be available for pickup on January 4, 2018.

In order to better serve our employees, we offer these options:

1

Sign up for Direct Deposit by December 11, 2017.

You may sign up in JCK room 516 or through the SAP portal at the following link: https://ibis.sap.txstate.edu/irj/portal (If you have trouble, click "logon problems" or contact ITAC at 512.245.4822)

- Logon to the link with your Net ID# (Usually initials and numbers i.e.: abc123)
- Click on "Employee Self Service" tab:
 - Click on "Personal Information" (bottom left)
 - then "Personal Data"
 - then the pencil icon in "Bank Information > Main Bank" (on the right side of you name)
- You will enter:
 - Bank Key: This is your routing number (call us if you need help finding it)
 - Account Type: 01 for Checking or 02 for Savings
 - Bank Account: This is your bank account #
 - Payment Method: Bank Transfer (ACH PPD) ***VERY IMPORTANT***
 - Existing Account (for Validation): Delete the question marks and leave space empty OR if you are updating your banking info, enter your old account number.
- Click "Save". That's it. You are now signed up for direct deposit!

2

Request your check be mailed.

Our office will mail checks for this January 2, 2018 paycheck ONLY.

Please send email request by December 15, 2017 to payroll@txstate.edu with your full name, Texas State ID number (A0______) and mailing address.

3

Pick-up your paycheck on or after Thursday, January 4, 2018.

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





ANNOUNCEMENT

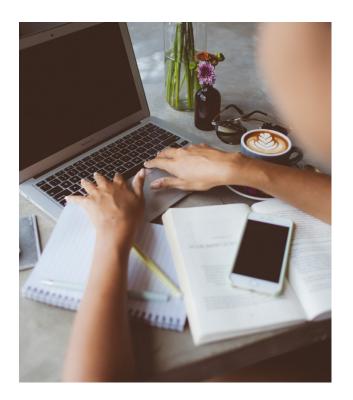
Texas State support of GED Certificate Attainment

A recent revision to <u>UPPS 04.04.35</u> details Texas State support of attainment of the General Educational Development (GED) Certificate by any full-time regular employee. The GED Certificate is earned after passing four subtests: Language Arts—Reading, Mathematics, Science, and Social Studies.

Employees begin the process by receiving approval from their supervisor and submitting the Release Time and Reimbursement for GED Attainment Form to HR/PD. Employees will receive release time from work to attend registration and assessment (two partial days) if those time periods are during their regular work hours.

Employees will be reimbursed the cost of each subtest upon successful completion. Upon completion of all four subtests, the employee will receive a one-time payment to help cover costs involved with travel for study sessions and testing.

Contact Professional Development with questions at <u>professionaldev@txstate.edu</u> or 5.7899.



Update | VOLUNTEER POLICY CHANGES

<u>UPPS 04.04.09</u> describes how university employees can become volunteers and their eligibility for volunteering during their regular work time. Recent revisions to the UPPS included a listing of on-campus events that employees can volunteer for. See those events on the right.

Any volunteer activity that occurs that is not listed to the right is not considered work time. Volunteer time must be preapproved by the employee's supervisor.

In addition, employees may volunteer for non-incidental events lasting no longer than an hour per week. Non-incidental volunteer activity requires the use of paid leave time and must be pre-approved by the employee's supervisor. A more detailed explanation is found in the policy.

For additional information, please contact the Compensation Section in HR at 5.2557.

Time spent volunteering for the following events is considered work time:

- BOBCAT DAYS
- NEW STUDENT ORIENTATION
- PARENT AND FAMILY DINNERS
- FAMILY WEEKEND
- MOVE-IN WEEKEND/BOBCAT PREVIEW
- COMMENCEMENT



Be more than healthy, be WELL!

Contributing Author: Lisa Lloyd

ellCats encourages its members to focus on wellness **V** rather than overall health. As you may recall from other newsletters, 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:



As you celebrate the holidays and spend time with friends and family, try to not to lose sight of your overall wellness. It is easy to get caught up in the festivities and over indulge. So, our focus this month is on physical wellness. Physical wellness is the ability to maintain a healthy quality of life that allows you to get through your daily activities without undue fatigue or physical stress. Physical wellness involves the adoption of healthy habits and the avoidance of unhealthy, destructive habits. Habits/behaviors to adopt, especially this month, include: limiting the time that you spend watching TV or on social media; exercising regularly, safely, and effectively; consuming a healthy diet; limiting your alcohol intake; and getting enough sleep. Obviously, habits/ behaviors to avoid include: drinking excessively, watching too much television, sitting for long periods of time, and eating high fat, high calorie foods.

Take a moment to reflect. How many healthy habits do you have? How many unhealthy habits? Ask yourself the following questions: "How do I feel when I get home at night, on the weekends, or when I wake-up in the morning? Am I overly tired? Do I feel aches and pains?"

If you do feel overly tired and are suffering from physical ailments, then you may need to focus more on physical wellness. There are many strategies that you can use, including: find a workout buddy; visit with your healthcare provider; integrate at least 30 minutes of physical activity during the day; learn how to eat healthier; turn your television and mobile phone off at night and get at least 8 hours of sleep. The list goes on and on. It's important to remember that wellness is an active process that requires regular awareness. Translation – there is always room to improve, but to do so, you need to reflect on your wellness, educate yourself about how to become more well, ask for help (if and when you need to), and, like the Nike commercial simply says, "Just do it!"

Let WellCats help you become MORE well. We offer a variety of services designed to promote physical wellness.

GET PHYSICAL

Try out an exercise class. We offer classes in many locations most likely, one is offered near you.

MAKE IT SOCIAL

Bring a friend or two and try out a cooking class.

COACHING

Feeling stuck getting started, sign-up for health behavior change coaching.

Need to learn more. Attend a Lunch n'Learn session. The next one is "Living Well with Diabetes." There is nothing better than to know the "how to's", as you start your journey towards physical wellness.

NUTRITION CONSULATION

Want to learn how to eat healthy. How about sign-up for one-on-one nutrition consultation?

FITNESS TESTING

Don't know where to begin? How about signing up for health-related physical fitness testing with basic exercise programming?

Start your wellness journey now, not in January. To learn more about our services, click here. We looking forward to helping you be more WELL!





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

- Employees electing online (paperless) delivery during the month of December 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 <u>Payroll</u> 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





Welcome



Join us in welcoming our new employee Bobcats hired between October 9, 2017 and November 6, 2017.

gg

CARLOS J CHAVARRIA

Warehouse Worker
Materials Management and Logistics

CAROLINE C CRIDER

Administrative Assistant II
McCoy Academic Advising Center

CLAYTON A BARNES

Administrative Assistant II Football

DARBY M SWOBODA

Grant Specialist
Texas Justice Court Training Center

ELIZABETH H MOELLER

Administrative Assistant III
University Libraries

HERBERT C JONES

Associate Director, Housing and Residential Life, Department of Housing and Residential Life

IRENE OCHWAT

Sr Administrative Assistant
Instructional Technology Support
Administration

JEFFREY P GRAJEK

Grant Specialist
Texas Justice Court Training Center

JESSICA J GRAHAM

Coordinator, Theatre and Dance Publicity Department of Theatre and Dance

JORDAN C BUYS

Major Gift Officer
VP for University Advancement

KARA B DIXON

Academic Advisor I
Fine Arts and Communication Academic
Advising Center

KARINA Y OGUNLANA

Residence Hall Director
Department of Housing and
Residential Life

KATHERINE N ROMERO

Night Supervisor, Student Center Student Center

KYLE K STAPP

Grant Technician II
ALERRT Center

LARISSA S MELLO

Administrative Assistant I Department of Health and Human Performance

LEZLIE W PORTER

Administrative Assistant I Athletics Business Office

LISA K JUMONJI

Grant Technician II
ALERRT Center

MARGARET Z TAYLOR

Grant Secretary
College of Science and Engineering

MEREDITH E KOLLMAN

Administrative Assistant I Child Development Center

MITZI R HARDEMAN

Administrative Assistant II
Student Center

NATHANIEL D MOORE

Academic Advisor I
Science and Engineering Academic
Advising Center

RAYMOND NADEN

Locksmith University Police

RONDA J BROWN

Equity and Access Analyst
Equity and Access

SARA B BETTS

Academic Advisor I
College of Liberal Arts Advising Center

STEPHANIE K WINFIELD

Administrative Assistant II
University Police

TARA B EARLE

Research Associate Psychology

THOMAS D MEADE

Athletics Development Officer
Athletics

TRACY N GOODMAN

Assistant Director, Student Center Student Center





NEW EMPLOYEE WELCOME

NEW II

Friday, December 8, 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, December 8.

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.





December workshops

The featured workshops are coordinated through Professional Development.

Registration in the <u>SAP Portal</u> 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
				1
				Nov. Frankrica Walanza
		SAP Chart of Accounts	All About Employment	New Employee Welcome (NEW) II
4	5	6	7	8
		NEW A Deeper Look at Focus Groups: Best Practices and Strategies for Success		
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(*) Teambuilding is a two-part course that are full days.

Please visit <u>Professional Development's workshop website</u> 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.

- ShieldX2: This holiday, don't forget to protect those new devices. ShieldX2 is more than just a phone case, it's peace of mind. Save 40%!
- Diamondback: Give the gift they'll remember for a lifetime. Save 40% on a performance bicycle from Diamondback.
- Sprint: Save on your monthly wireless bill with Sprint! You may qualify for special savings based on where you work. Check today!
- FSAstore.com: FSAstore.com is a one-stop-destination where you can buy FSA eligible products, search for services and learn about your FSA.
- Samsung: In a holiday shopping slump? Check out Samsung! Enjoy exclusive, members-only pricing on their hottest products—including TVs, tablets and PCs.

JULIE CARROLL

Administrative Assistant III, School of Health Administration

EMPLOYEE OF THE MONTH November 2017



Julie Carroll has provided Texas State with 34 years of service and has worked with 9 different Program Chairs. Texas State has implemented many changes over the years such as SAP, Banner, DARS and the Performance Management System. Julie has always learned these new processes quickly and many of her colleagues turn to her when they need assistance. Her ability to assist the School of Health Administration with her vast institutional knowledge is remarkable and she is a pleasure to work with.

Julie is very intelligent, dependable, articulate and dedicated. It is rare that you don't see Julie in her office ready to help assist faculty, staff and students. Julie's extensive knowledge and respect for our students is evident in all her dealings. Her professional advice and support of students is an amazing boost to their confidence and career planning. Her support of faculty ensures they can achieve success.

Julie's passion is students and their well-being. Her ability to guide them through the curriculum and scheduling to enable informed decisions for degree planning is legendary. The students know that she is their advocate and the source for accurate and

timely information. If she does not know the answer, she will seek it out. Students trust her because she is trustworthy in all her interactions with them.

Julie's proactive support to both faculty and students improves their ability to pursue short-term and long-term research activities and contributes to regional and national professional knowledge and literature. Her observations and lessons garnered over the years, makes her the go-to person.

Julie has been described as a critical contributor to the success of the School of Health Administration's mission, the College of Health Profession's goals and the University's strategic direction. She continually maintains her professionalism throughout the challenges of each semester and has dedicated many years to the success of students, faculty and staff at Texas State.

"Julie's passion is students and their well-being..."

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



We would like to recognize the following employees who were promoted or reclassified between October 9, 2017 and November 6, 2017.

Fergus B Emmett

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

Jessica L Foreman

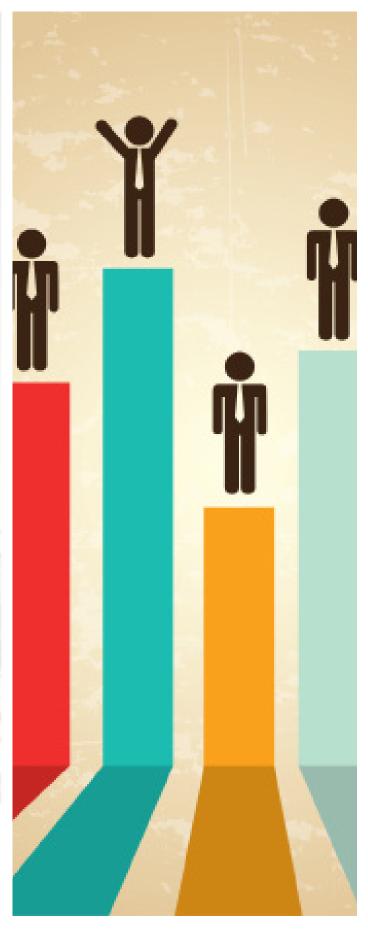
Promoted to Grant Coordinator from Grant Specialist, Texas Justice Court Training Center

Joel A Villalobos

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

Prasanna Surathkal

Promoted to Research Associate from Grant Specialist,
Department of Agriculture



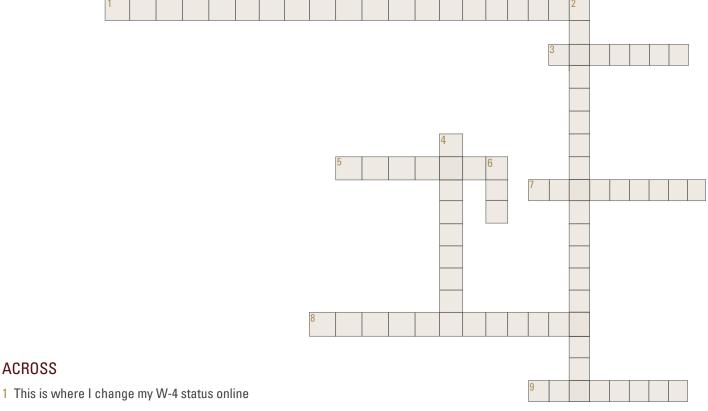




Print this out, fill it in with answers found in this month's bulletin, and send it in.

Scan or send a picture of your completed puzzle to hr@txstate.edu by December 8th.

This month we are excited to gift a special holiday prize. We will be randomly drawing five participant entries this month as prize winners.



- 3 You can carry over a \$500 maximum in this health care account
- 5 One of the featured discount retailers this month
- 7 This is the deadline for Spring 2018 tuition reimbursement
- 8 Volunteering for this event counts as work time
- 9 Paychecks will be available for pickup on this date

DOWN

- 2 These days require the use of comp time, vacation, or leave without pay
- 4 This consultation service is offered through WellCats
- 6 Texas state supports employee attainment of this certificate

Congratulations to last month's HR Crossword Puzzle winners!

Elizabeth Cruz | Administrative Assistant II; Human Resources

María Mendez | Administrative Assistant III; Alumni Relations

Mary Gibson | Administrative Assistant II; Anthropology

Holly Bazaldua | Administrative Assistant III; Advancement Services

Crystal Salinas | Accountant I; SRC

Michele Okowit | Accounting Clerk II; University Bookstore

Linda Young | Grant Coordinator; Tx School Safety Ctr

Sheena Campbell | Administrative Assistant II; Curriculum and Instruction

Brittany Papke | Administrative Assistant II; Advancement Services

Debbie W. Jones | Director; Payroll and Tax Compliance



