



HR Bulletin

September 2017

2 - 3

What's in View

- 10th Annual Texas State Wellness Fair
- Have You Had a Mammogram?

10 - 13

Employee Focus

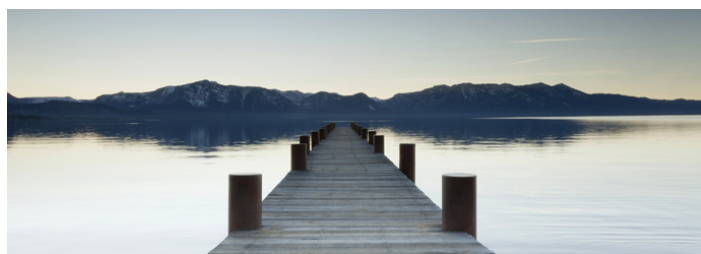
- Did You Know? Bobcat Balance Newsletters
- New Employee Welcome (NEW) II
- Welcome New Employee Bobcats
- September Workshops
- September Employee Discounts



4 - 9

Highlights

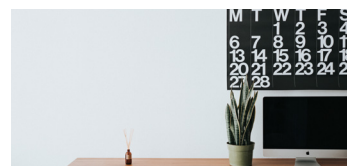
- BlueCross BlueShield of Texas: Insurance Changes Effective September 1
- Tuition Reimbursement Deadline: September 13
- FY2018 Payroll and PCR Deadline Calendars
- Student Worker Safety Orientation
- Reminder: Elect Your 2017 W-2 Online Form
- Did You Know? Mother-Friendly Worksite
- Supermom Pack!
- Tobacco-Free Campus
- WellCats Fall Group Schedule
- Building a Culture of Health



14-15

In the Spotlight

- Employee of the Month
- Movin' On Up



TEXAS  STATE
HUMAN RESOURCES

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

10th ANNUAL

EMPLOYEE WELLNESS FAIR

WEDNESDAY, OCTOBER 11 | LBJSC | 10 a.m. - 2:30 p.m.

The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.



NO ADVANCE REGISTRATION REQUIRED
FOR PARTICIPANTS.

Activities and services provided include:

- flu shots (free with an employee ID and HealthSelect Blue Cross Blue Shield card);
- blood pressure checks;
- mammograms (free with appointment, an employee ID, and HealthSelect Blue Cross Blue Shield card);
- consult with HealthSelect Blue Cross Blue Shield of Texas representatives;
- vision and hearing screenings;
- veterinary and pet health care information.

For a regularly updated list of vendors, please check: www.txstate.edu/pdevelop/employeewellnessfair/wellness-fair-booths2017.html

For more info: contact Karen Hollensbe at kh48@txstate.edu



GRAND PRIZES INCLUDE:

- 2 Schlitterbahn Tickets;
- a Fitbit Alta;
- or a \$150 Amazon Gift Card!

HOW TO WIN?

- check in to receive one entry;
- bring your canned goods or cash donations for the Hays County Food Bank.

TEXAS  STATE
UNIVERSITY

The rising STAR of Texas

Required Criteria for Mobile Mammogram Screening:

- MUST BE AN TEXAS STATE EMPLOYEE
- MUST BE AT LEAST 40 YEARS OLD
- NO BREAST IMPLANTS
- NOT PREGNANT
- NOT BREAST FEEDING
- NO CURRENT BREAST PROBLEMS
- NO HISTORY OF BREAST CANCER
- NO MAMMOGRAM WITHIN THE LAST YEAR

Must provide the following to schedule a mobile mammogram appointment:

- MUST INDICATE MOBILE MAMMOGRAPHY
- MUST INDICATE LOCATION - TEXAS STATE UNIVERSITY
- MUST INDICATE PROVIDER
- MUST PROVIDE HEALTH PLAN INFORMATION
- MUST PROVIDE TELEPHONE NUMBER
- MUST PROVIDE LAST MAMMOGRAM DATE AND LOCATION

Please bring your identification and insurance card to your appointment.

THIS EVENT IS IN CONJUNCTION
WITH THE OCTOBER 11TH
EMPLOYEE WELLNESS FAIR.

Have you had a mammogram?

Early Detection Saves Lives

Seton Cancer Screening Mobile Mammography will be providing Texas State Employees with Onsite Mammograms on October 11, 2017 from 8 a.m. - 3 p.m. The Mobile RV Unit will be located at the Student Health Center Parking lot, directly across from the LBJSC Bus loop in the Student Health Center Parking lot.

Seton Cancer Screening Mobile Outreach Program brings digital screening mammograms to your worksite. Mammograms provided through Seton Healthcare Family. Please read information to the left for qualifications and instructions when calling to schedule your appointment.

OCTOBER 11, 2017

8 a.m. - 3 p.m.

STUDENT HEALTH CENTER PARKING LOT

CALL NOW TO SCHEDULE AN APPOINTMENT.

512.324.1199



BlueCross BlueShield of Texas

Insurance Changes Effective September 1



Blue Cross Blue Shield of Texas will take over as plan administrator for HealthSelect effective September 1. New cards were mailed at the end of August. If you have not received your card, please make sure your address is correct in SAP Employee Self-Service. You can call BCBSTX at 800.252.8039 or log in to www.healthselectoftexas.com to request another card.

Optum Rx began mailing out new prescription cards in August. If you did not receive your card and your address is correct, call Optum Rx at 866.336.9371 or log in to www.healthselectrx.com to request another card.

All changes made during Summer Enrollment are effective September 1 and premium changes will be reflected on your October 2 paycheck. If you added a new plan or increased TexFlex dollars, you can begin using them as of September 1.

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

TUITION REIMBURSEMENT DEADLINE

SEPTEMBER 13

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

From now on, only the [online academic reimbursement form](#) is accepted, due to the discontinuance of the paper form. For more details visit www.txstate.edu/pdevelop/academic-reimbursement-policy.html

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 for both summer sessions.**

Employees enrolled in courses for **Fall 2017** must complete the [online academic reimbursement form](#) by **September 13**. Late online submission will **only** be accepted when approval is routed through the employee's Cabinet member and the VPFS.

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

FY 2018

PAYROLL AND PCR DEADLINE CALENDARS

FY 2018 is here and Human Resources encourages the campus community to review the FY2018 salaried and hourly payroll deadline calendars available at: www.txstate.edu/payroll/resources/forms/calendars/deadlines.html

STAFF PCR DEADLINES

www.hr.txstate.edu/hrmasterdatacenter/salariedPCRDeadlinesFY18.html

STUDENT & NSNR PCR DEADLINES

www.hr.txstate.edu/hrmasterdatacenter/StudNSNRPCRDeadlinesFY18.html

Additional staff and student PCR Processing information: www.hr.txstate.edu/hrmasterdatacenter.html

Please refer to these calendars to ensure your staff and student PCRs are received in the Human Resources Master Data Center prior to the indicated deadlines. PCRs received after the published deadline may prevent your employee from getting paid on time.

Remember, an hourly employee is not able to enter hours worked until the PCR has been processed in the SAP HR system to set up their appointment. For questions, please contact the HR Master Data Center at 5.2557.

Student Worker Safety Orientation

Since the Fall 2007 semester, it has been a requirement that all student workers complete the safety orientation training course administered by Environmental Health Safety and Risk Management and test with a score of 70% or higher.

The training is required TO BE COMPLETED ONCE during their employment at Texas State University. This training (formerly through TRACS) is now being administered through SAP. Student employees will be automatically flagged upon hiring and should complete this course within 30 days.

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

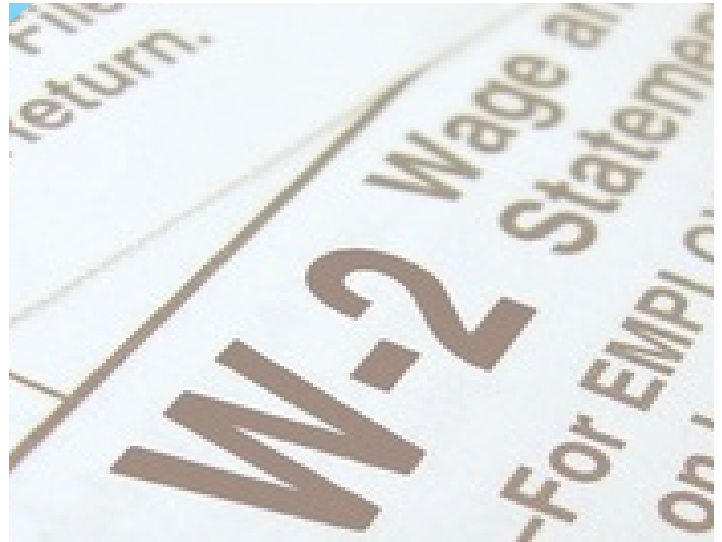


REMINDER

Elect Your 2017 W-2 Form Online

(PAPERLESS DELIVERY)

- 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

Did you know?

Texas State University is one of only six worksites in San Marcos to be designated a [Texas Mother-Friendly Worksite](#). Mother-Friendly Worksites are businesses that proactively support employees who choose to breastfeed their infants.

Texas State is proud to provide educational resources, break time and [special rooms](#) in buildings across campus for nursing mothers. These nursing rooms are available to all faculty and staff and provide mothers with a comfortable and private area. Read more about the [guidelines to access](#) and use the nursing rooms.

[Click here](#) to read Texas State's Mother-Friendly Worksite Policy.



Supermom Pack!

Calling all new moms and moms-to-be. Through our Mother-Friendly Worksite program, new moms and moms-to-be can receive a “Supermom pack” which includes a portable Medela cool ‘N carry milk insulated storage tote for proper storage and an educational book on breastfeeding, while supplies last. These totes and books were made possible through a grant from the Texas Department of State Health Services as part of a Mother-Friendly Worksite Policy Initiative.

Congratulations new moms and moms-to-be, enjoy your free gift! The Supermom pack is available in the Human Resources, Benefits Office, JCK 360. Texas State Superdads, this pack is also available to pick up for your spouses!



For additional information on the Mother-Friendly Worksite program, visit the [Family-Friendly Services](#) website in [Work Life](#). Or call Rose Trevino, Work Life Coordinator, at 245.2557.

Tobacco-Free Campus



The main campus at Texas State University in San Marcos and the Round Rock Campus are both tobacco-free. The university's tobacco policy can be found in [UPPS 04.05.02 "Tobacco Policy."](#)

The university prohibits smoking and the use of all tobacco products on all university property including: all buildings and vehicles owned, leased, or under the supervision of the university; all outdoor grounds including athletic and recreational fields, golf course, parking garages and lots, Sewell Park, University Camp, and Freeman Ranch; and all outdoor stadia and grandstands for athletic and recreational fields. Limited exceptions, as designated by policy, are available for theatrical productions and academic research activities.

Individuals and management officials who fail to follow or enforce the Texas State smoking policy are subject to disciplinary action.

WellCats Fall Group Schedule

WellCats, the Texas State Employee Wellness Program has just announced the Fall 2017 WellCats Schedule. [Click here](#) to view the group training schedule and class descriptions.

Registration information for new members can be found [here](#). Registration information for current/returning members can be found [here](#).



Building a culture of HEALTH

Contributing Author: Lisa K. Lloyd, PhD

A primary focus of WellCats, Texas State's employee wellness program, is to build a Culture of Health within our work environment to make the healthy choice the easy choice. As illustrated in the figure, there are many factors that influence employee health. The WellCats leadership team is dedicated to developing and implementing strategies specific to each factor, but we cannot do it alone; we need your help. You, too, can play a part in building a Culture of Health.



You can make a profound impact on many of these factors. Here are just a few:

- Bring fruit, yogurt, and granola instead of donuts and cupcakes.
- Invite a coworker to join you for a WellCats cooking class, Lunch 'n Learn, and health behavior coaching session.
- Cover for a coworker so that he/she might take wellness time and attend an exercise class.
- Send a positive email to an employee who might be having a bad day.
- If you see someone in an exercise class who you haven't seen in a while, give them a warm welcome back, and mention that you hope to see them again soon.
- If you see a new face in an exercise class, ask whether they enjoyed the class, remind them it gets easier, and mention that you hope to see them again.
- Publicly praise fellow employees.
- If you are a supervisor, let your employees know that you care about their health and wellness.
- When celebrating a holiday or birthday, make sure healthy options are available at the party.
- Hold a walking meeting instead of a sit-down meeting.

To learn more strategies, join me on November 3rd for a Brunch 'n Learn - Building a Culture of Health: One Dimension at a Time.

If you are already a member of WellCats, then we thank you for your participation. If you are not a member and would like to join this free program, please visit our website: www.hr.txstate.edu/worklife/wellcats.html. Regardless, you do not have to be a WellCats member to help build a Culture of Health. I hope that we have provided you with some ideas on how to help make the healthy choice the easy choice at Texas State.

Did you know?

Bobcat Balance offers additional resources to help employees and managers answer some commonly asked questions.



- [newsletter for supervisors](#)
- [newsletter for employees](#)
- [newsletter for employees \(en español\)](#)

Bobcat Balance is Texas State's Work Life Employee Assistance Program (EAP).

www.hr.txstate.edu/worklife.html



NEW EMPLOYEE WELCOME

NEW II

Friday, September 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, September 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.

Welcome



Join us in welcoming our new employee Bobcats hired between July 10, 2017 and July 31, 2017.

STEVEN G BARLOCO

Police Officer,
University Police

JULIE A OHLENDORF

EEO Compliance Specialist,
Equity and Access

SONYA L TEVES

Administrative Assistant II,
Office of the University Registrar

LYNNETTE B BOURGEOIS

Academic Advisor I,
PACE Advising Center

RANDY J PEKINTO

Air Conditioning Mechanic I,
Dept. of Housing and Residential Life

CHELSEA E TITUS

Residence Hall Director,
Dept. of Housing and Residential Life

WHITNEY S CALDWELL

Residence Hall Director,
Dept. of Housing and Residential Life

TITUS R A RANDLE

Guard,
University Police

ALAN W TREADWELL

Programmer Analyst II, Learning
Application Systems

CASSIE D CATHCART

Residence Hall Director,
Dept. of Housing and Residential Life

RACHEL J RANGLES

Residence Hall Director,
Dept. of Housing and Residential Life

CHRISTOPHER A WAGNER

Coordinator,
Microcomputer Lab I Learning
Spaces

WILLIAM P DECRAENE

Assistant Athletic Trainer,
Athletic Trainers

TRACY L RAWLS

Grant Secretary,
St. David's School of Nursing

DANIELLE A WALKER

Residence Hall Director,
Dept. of Housing and Residential Life

KIMBERLEY A DUNBAR

Administrative Assistant II,
Department of Theatre and Dance

AMELIA RODRIGUEZ

Residence Hall Director,
Dept. of Housing and Residential Life

SARA E WILLIAMS

Administrative Assistant II,
Sociology

LETICIA GUERRERO

Grant Specialist,
School of Family and Consumer
Sciences

JACOB M SLOAN

Residence Hall Director,
Dept. of Housing and Residential Life

MATTHEW R WINN

Research Coordinator,
College of Fine Arts and
Communication

PRESTON D MASON

Assistant Coach,
Football

EDWARD A TEMPLE

Graphic Designer,
Instructional Media

CELEAN M TERRY

Academic Advisor I,
PACE Advising Center

JEREMY M D NEWBERRY

Steam and Water Works Operation
Mechanic I,
Utility Operations

September 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
				1
Happy Labor Day 4	5	NEW Health and Wellness Lunch and Learn Series 6	7	New Employee Welcome (NEW) II 8
11	NEW Health and Wellness Series: Nutrition Guidelines: Feeding Healthy Children 12	13	Pre-Award Services Available to the University Community 14	IN(ability): Disability Does Not Mean Inability 15
18	19	Supporting Transgender/ Non-binary Students on Campus 20	Foster Care to College Student: Helping Support Foster Care Alumni Success at Texas State 21	22
In Limbo: Dilemmas Faced by Undocumented Students 25	Post Award Services Available to the University Community ** Responding to Emergencies on Campus: Standard Response Protocol 26	Allies Training ** Responding to Emergencies on Campus: Standard Response Protocol 27	28	Providing Legendary Customer Service 29

(**) Workshop is offered either date.

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.

- **Costco:** Costco has everything you need for summer fun—outdoor furniture, groceries, appliances and more! Join as a new member and enjoy exclusive savings.
- **Sprint:** Switch and save! With your exclusive employee discount, you can switch to Sprint and lower your monthly wireless bill.
- **Samsung:** Enjoy special deals on TVs, tablets, PCs, and audio video products from Samsung! Plus, get free shipping on orders over \$50.
- **Last Minute Travel Club:** Save big on a cruise vacation! Last Minute Travel Club partners with 16 cruise lines to offer great deals on sailings around the world.
- **McAfee LiveSafe:** PC, Mac, tablet or smartphone—protect all your devices from viruses and malware. Get McAfee LiveSafe™ for only \$39.95!

www.beneplace.com/txstate

LISA WESTERBECK

Research Coordinator,
College of Fine Arts & Communication -
Center for Communication, Collaboration,
and Creativity (C3) Research Center

EMPLOYEE OF THE MONTH August 2017



Dr. John Fleming, Lisa Westerbeck, and Dr. Eugene Bourgeois

Lisa is a great communicator. She is honest, dedicated, and incredibly capable. She is excellent at simplifying difficult processes to help faculty manage funded programs like grants and contracts. She is constantly developing new templates and has done an amazing job creating and maintaining the C3 website, which has become an inspiration to many faculty in the College of Fine Arts and Communication in helping them find, apply for, and manage funding opportunities like grants.

Lisa makes sure the faculty she works with have all the tools they need to succeed. If they're not easily accessible, then she goes out of her way to find or create them herself. She is warm, smart, thorough, and kind. If there's a problem that needs to be fixed, she doesn't just wait for someone else to do it-- she steps up to the plate, takes it head on with tenacity and professionalism, and does it in a way that helps everyone involved. She thinks win-win and never takes any of the credit she deserves.

Lisa has taken the College of Fine Arts & Communication, which typically has very little grant activity, and drastically increased the number of submissions and well-run grants. For instance, one of the biggest accomplishments she has is helping the School of Journalism apply for and manage a large contract with the State. She was involved in the

planning and running of the grant since the beginning, which successfully brought in about \$400k. She also recently helped them gain a follow-up grant which will be worth \$636k.

Lisa is currently earning her Project Management Professional certificate known as a PMP. Many other Research Coordinators at other universities, like UT Austin, have this certification, but currently there are none here. She is focused on moving research in this college forward to be on par with R1 institutions. She has the foresight to gain this as a mechanism to help more faculty successfully complete their grants on time and within budget. In the end this will help more faculty be successful which will in turn put Texas State on the map when it comes to publishing quality research.

Lisa has an amazing work ethic and always goes out of her way to make sure faculty feel comfortable and fully understand their responsibilities when managing funding for their research projects. Plus, she's brilliant! There isn't a project she has worked on that isn't better because she was part of it. She knows how to talk to people about difficult subjects in a way that gives them confidence and helps them know they can achieve their goals. She can see the big picture while also seeing the small details, and then helps put everything together into one shiny bright package.

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

We would like to recognize the following employees who were promoted or reclassified between July 10, 2017 and July 31, 2017.

Victor F Peralez

Promoted to Facilities Maintenance Worker I
from Grounds Maintenance Worker I, Department of
Housing and Residential Life

Brandy L Dane

Promoted to Buyer II from Administrative Assistant
III, College of Science and Engineering

Susan K Beauchamp

Reclassified to Director, Research Support Services
from Associate Director, Office of Sponsored
Programs Office of Research and Sponsored
Programs

Yongxia Xia

Reclassified to Director, Research Support Services
from Coordinator, Electronic Research Office of
Research and Sponsored Programs

Sean D Rubino

Reclassified to Director, Research Support Services
from Coordinator, Electronic Research Office of
Research and Sponsored Programs

Sreenivasulu R Venumbaka

Reclassified to Director, Research Support Services
from Director, Technology Commercialization Office
of Research and Sponsored Programs

Evelina G Gonzales

Reclassified to Director, Research Support Services
from Coordinator, Research Development Office of
Research and Sponsored Programs



TEXAS  STATE[®]
HUMAN RESOURCES