

HR Bulletin

May

HR

2019



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JCK 340

TEXAS  STATE
HUMAN RESOURCES



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



PERFORMANCE REVIEW: DUE MAY 31

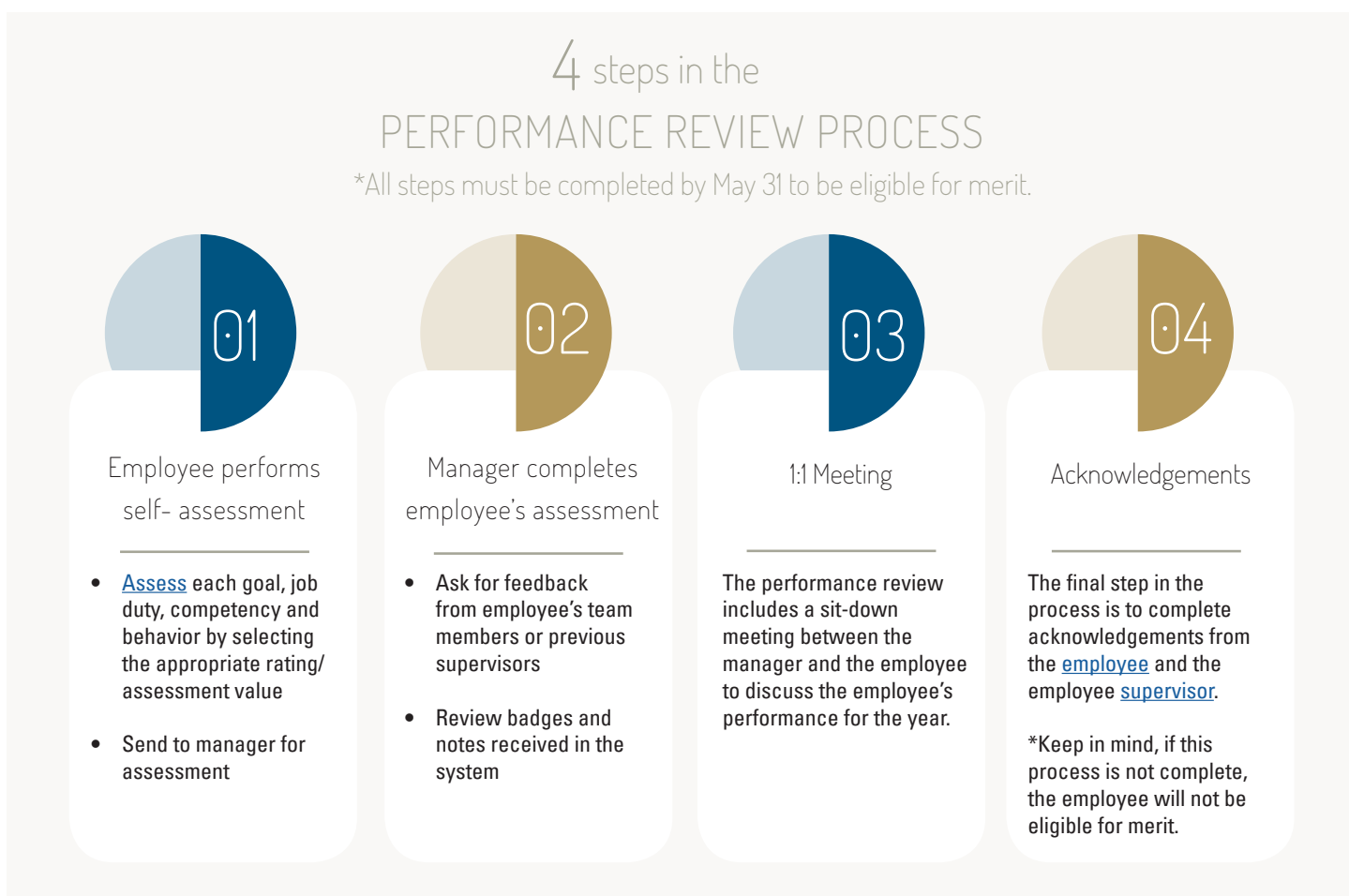
ALL STEPS MUST BE COMPLETED TO BE ELIGIBLE FOR MERIT

The deadline for managers and employees to complete the performance review process is approaching. All steps in the performance review process must be complete by May 31 for employees to be eligible for merit consideration.

RESOURCES

You can find performance review resources on the [Performance Management website](#), including:

- [Performance Review: User Guides](#) for employees and managers, including tips for conducting the 1:1 meeting
- [Tools and Resources](#), such as the Performance Management Feature: Writing Assistant
- [FAQs](#)



If you have any questions or need training, please call 5.2557 or email performancemgmt@txstate.edu.

Summer Enrollment Dates Announced!

Make changes to your insurance coverage: June 24 – July 26

Employees Retirement System of Texas (ERS) - the agency that manages health insurance plans for state employees, retirees and their dependents - announced that our annual summer insurance enrollment period will be June 24 – July 26.

This is your opportunity to make changes to your insurance coverage without a qualifying life event.

We will have more details to share in the coming weeks, but one change already announced is that Delta Dental will replace Humana as the provider for the PPO and HMO dental plans. You can find more information about the change in [this ERS Employee News Article](#).

Stay tuned for more details from ERS and Human Resources in the coming weeks.





2019 Summer Camps

Registration Now Open

Summer camps are a wonderful experience for children of all ages and a great way to meet new friends, learn new skills, and have fun!

Several departments of Texas State University offer a variety of summer camps.

You will find a listing of summer camp information for 2019 and contact information for each camp listed on the [2019 Summer Camps website](#).



IS YOUR STUDENT WORKER GRADUATING IN MAY?

Don't forget to initiate the separation process

This is a reminder to be sure to initiate the separation process for your student workers who are graduating this semester or who will not be working this summer.

After your student works their last day and all of their time entry is completed, prepare a Separation E-PCR and send it to the Human Resources Master Data Center for processing. The simplest way to verify time entry is by using SAP transaction CATS_DA.

Questions may be directed to the [HR Master Data Center](#) or call 5.2557.

More information can be found on our [Student PCR Processing website](#).



May is **Mental Health Awareness Month**

Texas State faculty and staff have many mental health services available to them. Check out the resources below to find out more about your mental health benefits.



[Minds Matter](#) is a site designed to help faculty, staff, and students with mental health issues. It contains many different sources of information and resources in one location.



[Bobcat Balance](#) is a free employee assistance program that offers a myriad of services, including counseling sessions.



[HealthSelect](#) participants have many resources available for mental health, including virtual visits.

If you are enrolled in an HMO medical plan, contact your provider about specific mental health resources available to you.

Summer Tuition Reimbursement

Deadline | June 6

[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. 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. For more details visit the [Academic Course Reimbursement and Release Time Process website](#).

Employees enrolled in courses for Summer 2019 must complete the online academic reimbursement form by June 6. Late online submission will only be accepted when approval is routed through the employee's Cabinet member.

Contact [Organizational Development & Communications](#) with questions or call 5.7899.

GED INCENTIVE PROGRAM

BOOST YOUR SKILLS AND EDUCATION WHILE GETTING:
release time from work for first two sessions | reimbursement for the cost of test fee upon successful completion | \$500 to help cover costs upon successful completion | **Full-time regular employees are eligible.**

Registration: May 7, 9 a.m.

Assessment: May 9, 9 a.m.

Location: San Marcos Public Library

Learn more about the requirements at [UPPS 04.04.35](#).

Contact: professionaldev@txstate.edu | 5.7899



Salary Spread Election Reminder for Nine-Month Faculty

Form Due: August 26

Faculty members who are appointed on a nine-month contract may choose to spread their salary over 12 months.

Changes to salary spread can only be made once a year – before the first day of fall classes.

If a faculty member wishes to enroll in salary spread or discontinue salary spread, they may turn in the [Salary Spread Election form](#) to JCK 360 or e-mail [Human Resources](#) prior to August 26, 2019.



INTRODUCING: ORGANIZATIONAL DEVELOPMENT & COMMUNICATIONS...



The Office of Human Resources is proud to announce our new area of Organizational Development & Communications (OD & Communications), which combines our Communications team and the area formerly known as Professional Development.

Led by Ms. Vanessa Salazar, OD & Communications will lead employee learning and development at Texas State in a new direction that is focused on providing holistic training to:

- Empower learning
- Enhance performance competencies
- Nurture career growth
- Strengthen leadership

The team will also promote awareness of HR benefits and services, and engage employees.

Be on the lookout for more OD & Communications news and updates in the upcoming months.

Changes you may have noticed

- Streamlined workshop announcements
- Refreshed NEW II agenda for new employee Bobcats
- New [semester brochure](#) that includes all learning and development opportunities
- E-surveys for workshop evaluations
- New addition to our course offerings | [Mental Health First Aid \(MHFA\) training](#)
- New HR resources website for our research and grant community | [Grant Staff HR Resources](#)

A NEW DIRECTION FOR LEARNING & DEVELOPMENT AT TEXAS STATE



What to expect in the short-term

- Rebranding of Professional Development to OD & Communications including new email and signage
- Revamp A/V equipment in JCK 460
- Welcome a new Training Specialist to the team
- Revamp of current learning categories
- Tie current course offerings to Texas State competencies
- New OD & Communications website

Long-term goals

- Create more e-learning opportunities
- Create and implement new certificate programs: *Business Processes* | *Leadership Essentials* | *Revamp Managing@txstate*
- Create new trainings and course offerings
- Provide holistic training and learning opportunities at the individual, team, and organizational level

Learn more about the team on our [About Us website](#).

Questions? Please contact [Vanessa Salazar](#).

We want to hear from you

- [What do you want to learn?](#)
- [Submit a workshop proposal](#)



Hiring Manager Quick Tip

Employee Reference Checks for Texas State Staff Members

Learn more about your top candidates. As part of the employee reference check, you can request additional information about staff members currently or previously employed by another Texas State University department.

HR routinely verifies dates of employment, reason for leaving, job title and salary information for any reference check.

To request employee reference records, contact [Melissa Demers](#) or call 5.2557.

More information about employee reference checks can be found in [UPPS 04.04.03 - Staff Employment](#).

By request, Human Resources can provide additional information for staff members, such as:

- Performance appraisals
- Attendance records
- Disciplinary action records

THE HIDDEN COSTS OF SITTING

Contributing Author: Brittney Duke, DPT Student and WellCats Champion

In this day and age, time is money. We feel pressure to respond to all emails, return every call and limit most breaks between the hours of 8am-5pm. But what price do our bodies pay? According to a leading cancer specialist, [Dr. David Agus](#), “five or more hours of sedentary sitting is the health equivalent of smoking a pack of cigarettes.”

This statement is based on evidence that prolonged sitting causes enzymes that break down fat to essentially stop doing their job. An increase in fat storage can clog the heart, raise blood pressure, and lead to unhealthy weight gain. Blood can also pool in your legs causing poor circulation, numbness, and varicose veins.

You might be thinking, “Great, what now?” Here are some simple things you can do so that sitting doesn’t get the best of you:

- Stand up every 20 minutes. Even a quick stretch or walk down the hall makes a difference. You can download the [Stand Up! The Work Break Timer app](#) to give you reminders.
- Sit properly. Elbows should be at 90 degrees with the keyboard at your belly button. Give yourself low back support with a pillow or properly cushioned chair. Feet should be flat on the floor. Keep your shoulders back (not rounded forward) and your ears aligned with your mid-shoulder. Think of keeping your chin back and on top of your collar bone.
- Consider a standing desk. Check out the [Ergonomia Height Adjustable Standing Sit to Stand Desk Riser on Amazon.com](#).
- Have a walking meeting. Instead of gathering in the conference room, have a walking meeting inside or outside to discuss work matters.

And, think of it this way – physical activity is GOOD for you for many reasons, so sit less and move more and you’ll kick sitting to the curb.



Applying for another position at Texas State?

PeopleAdmin User Update on the Internal Application Process

The Office of Human Resources and Core Systems is preparing to integrate data from SAP to PeopleAdmin (Texas State job application portal). In preparation for the integration project, employee accounts in PeopleAdmin were reconciled and duplicate accounts were deactivated. When accounts are deactivated users no longer have access to old applications and documents uploaded to the deactivated account.

How does this update affect me?

Current Texas State employees are reminded to use the Texas State employee link when applying for another position at Texas State.

When the Current Texas State employee link is not used, another user account is created limiting access to old applications and documents. Employees who have applied for a Texas State position not using the Texas State link may encounter a deactivated account.

If assistance is needed with a deactivated account, please contact the Employment team at hr@txstate.edu.

Log in to your account

Required fields are indicated with an asterisk

*** Username**

*** Password**

[Forgot your username or password?](#)

Log In

Texas State Employees: Current Texas State employees use this link to log in using your Texas State ID.

Apply with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

Apply with LinkedIn

[Or Create an Account](#)



How Pay Grades are Determined

Every staff job title in the university staff pay plan at Texas State University is assigned a pay grade. There are 52 pay grades designed to keep our salaries competitive with similar jobs in the related job market.

The Compensation Team determines the pay grade of your job by comparing your duties with similar jobs in local and university job markets and looking for a market match to determine competitive salary. When no match can be found for a title, management makes a decision on which pay grade is appropriate.

In our pay plan, Classified positions have both a pay plan minimum and maximum. Unclassified positions have only a pay plan minimum. You can see the pay grade for your position on the [University Pay Plan](#). More about how salaries are set can be found in the University's [Compensation Philosophy](#).



Thanks for supporting our recent events!

The Office of Human Resources recently hosted our 2019 Financial Planning & Retirement Fair and first-ever Come for Coffee event. Our team also helped organize and participated in the Spring 2019 Texas State Resources Fair.

We enjoyed speaking with fellow Bobcats at these events, and sharing information about HR benefits and resources.

Did you miss one of our events? Find more information about each event below.

Financial Planning & Retirement Fair

Our Benefits team hosted the annual [Financial Planning & Retirement Fair](#) on April 10 in the LBJSC Ballroom. The theme this year was 'Get on Track' and attendees had the opportunity to meet financial advisors and hear from retirement experts.

The fair also featured workshops led by the Social Security Administration (SSA), Employees Retirement System (ERS), Teacher Retirement System of Texas (TRS), Texas State Human Resources and a retirees panel. Handouts from some presentations are available on the [Financial Planning & Retirement Fair website](#).

For more information about retirement visit the [Benefits website](#) or contact hr@txstate.edu.





Come for Coffee

On May 17, HR hosted our first Come for Coffee event in JCK 1100. Employees met with various [HR team members](#) and learned more about upcoming initiatives, as well as new services and resources – all while enjoying a cup of joe. Our team enjoyed talking to employees, and hearing about the HR resources and learning opportunities that are most important to them. It was a successful event and we look forward to more in the future!



Texas State Resources Fair

Despite the cold and construction - [the Mardi Gras-themed Spring Resources Fair](#) hit a new attendance record! On March 5, the Staff Resources Committee welcomed 265 attendees to the LBJSC Ballroom - up from 239 last spring. We also welcomed new department reps and had a very special VIP guest – Boko!

Attendees enjoyed information provided by departments, activities, the Mardi Gras theme, the raffle and grand prizes.

A special thank you for all of you who participated and attended. We look forward to more improvements for our future staff resources fairs!

More information about staff resources is available on the [Staff Resources website](#).



MAY workshops

The featured workshops are coordinated through Organizational Development & Communications. Registration is available through the [SAP Portal](#).



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		WellCats Educational Series: Supplements	Advanced Social Media at Texas State	
		1	2	3
	Finding and Using Copyright and Compliant Images and Music Online		WellCats Educational Series: Intermittent Fasting	
6	7	8	9	10
		Providing Legendary Customer Service	HireRight I-9 & E-Verify Training	
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Please visit the [Organizational Development & Communications workshop website](#) for further information.



Texas State Employee DISCOUNT PROGRAM

The [Texas State University Employee Discount Program](#) is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Diamondback Bicycles | Diamondback designs and builds performance bicycles for every rider at every level. Save up to 40% on Bikes from Diamondback now!

Vitamix | Thanks to the Vitamix Employee Discount Program, you can enjoy exclusive savings on Vitamix products. Receive 15% off any Vitamix blender, container, or accessory.

From You Flowers | Save 25% on all flowers and gifts with From You Flowers. You can choose from more than 2,000 exquisite items with same-day service.

1-800-Flowers | Perfect arrangement for any occasion—save 15%! Same-day delivery is available for most products.

2920 Sleep | Save over \$2,000 vs. retail store brands. Members get another 15% off.

Check out this month's featured discounts from the [Texas State Employee Discount Program](#). Limited-time offers and regional programs are also available.



We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University. For more info and to connect with other new bobcats access the official new employee [website](#).

N.E.W. II

FRIDAY, MAY 10, 2019

8 a.m. - 1:30 p.m.

EndZone Complex – Warren Room

Contact the office of Human Resources with questions at hr@txstate.edu or call 5.7899.

*Join us in welcoming our
new employee Bobcats!*

ALEXANDRA ANN
THOMPSON-NEALAND

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

ALEXANDRO GARZA

Electrician II
Facilities Operations

ASHLYN KAYLEE OSTER

Data Entry Operator
Office of Undergraduate
Admissions

BRANDON CASTILLON
GONZALEZ

Facilities Maintenance Worker I
Facilities Operations

BRITTNY NICOLE CHAIN

Administrative Assistant II
College of Health Professions

CARLA RAE NOWICKI

Coordinator, Nutrition
Athletics

DESTINY LLAMAS

HUB Specialist
Procurement and Strategic
Sourcing

ELIJAH GREGORY
SERENA

Financial Aid and Scholarship
Advisor
Office of Financial Aid and
Scholarships

JAMES THOMAS
SHERMAN

Administrative Assistant II
Football

JEFFREY LEIGH
PENDLETON

Supervisor, Security and Access
Facilities Operations

JOSE ROBERTO BRAVO

Custodian
LBJ Student Center

JUAN DIAGO HINOJOSA

Equipment Mechanic
Grounds and Waste
Management Operations

KEITH ANDREW
RENAULT II

Electrician II
Facilities Operations

KELLEA M. GOEBEL

Budget Assistant
Philosophy

LONNIE WAYNE OLSON

Head of Assessment
Associate VP for Institutional
Effectiveness

MADALYN NICOLE
SALCIDO

Administrative Assistant II
School of Health Administration

MARIA ELENA REAVES

Compliance Specialist
Office of Research and
Sponsored Programs

NICOLE ANN AVALOS

Digital Marketing Strategist
Office of University Marketing

PABLO GARCIA

Air Conditioning Mechanic I
Facilities Operations

RAY JOSEPH
KLEMMANN III

Technology Integration
Specialist I
Learning Spaces

ROBYN LYNN WADDLE

Systems Support Analyst
Office of Financial Aid and
Scholarships

SAVANNAH DANIELLE
MENCHACA

Graphic Artist I
Office of University Marketing

SHERRY J. CADDELL

Administrative Assistant II
Procurement and Strategic
Sourcing

SIERRA TAYLOR KING

Administrative Assistant II
Department of Occupational,
Workforce, and Leadership
Studies

STACY RHODES DORAN

Academic Advisor I
Applied Arts Academic Advising
Center

STERLING G. PRICE

Athletic Equipment Manager
Athletics

TALLEN JAY PARKER

Coordinator, Marketing and
Promotions
Strutters/Ticket/Marketing/Cheer

VINCENT TOMAS OCHOA

Grounds Maintenance Worker II
Campus Recreation

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

AMBER G. TROJCAK

Promoted to Business Manager, Student Health
Center
from Head Accounting Clerk,
Student Health

ALEC BENJAMIN MEYER

Promoted to Programmer Analyst II
from Programmer Analyst I,
Mobile/Web Systems

BEATRICE LEIJA-PYLE

Promoted to Grant Specialist
from Parking Services Officer,
Texas School Safety Center

BRIDGET ANNE SARBU

Promoted to Career Advisor
from Recruiting Coordinator,
Career Services

CARMELITA MENDOZA

Promoted to Accountant IV
from Accountant III,
Accounting Office

JAMES RAY COOPER, JR.

Promoted to Crew Supervisor, Air Conditioning
Mechanics
from Head Facilities Maintenance,
Department of Housing and Residential Life

JOSE ANGEL GUERRERO

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

MARICELA CRUZ

Promoted to Disbursement Specialist
from Administrative Assistant II,
Student Business Services and Bursars

MARIELA VILLANUEVA-BELTRAN

Promoted to Coordinator, Academic Affairs
from Disbursement Specialist,
Associate VP, Academic Affairs

MELISSA A. OVERALL

Promoted to Procurement Specialist
from Administrative Assistant III,
Student Health

**MICHELLE L. HUDNALL**

Promoted to User Services Consultant I (SPS)
from Administrative Assistant III,
Technology Resources Administration

ROBERT EARL MACE

Promoted to Interim Executive Director, Meadows
Center
from Associate Director, Chief Water Policy Office,
Meadows Center for Water and the Environment

SUZANNE TRINIDAD ZAMORA

Promoted to Head Accounting Clerk
from Cashier,
Student Health

STEFFANIE ERIKA AGNEW

Reclassified to Digital Marketing Strategist (SPS)
from User Services Consultant I (SPS),
VP for Information Technology



Joanne H. Smith, Ph.D.; Fasiha Feroz; and Skyller Walkes, Ph.D.

Fasiha Feroz

Administrative Assistant III,
Office of Disability Services (ODS)

EMPLOYEE OF THE MONTH
April 2019

Throughout her career at Texas State University, Fasiha has shown exemplary leadership and dedication to the University, its students, and the office she currently serves in order to ensure that individuals with disabilities have equal access to all university programs and activities. She exhibits professional customer service, is proficient in Microsoft Office software and Texas State University technology and information systems, and has the ability to work on multiple tasks simultaneously.

Fasiha has one of the most critical roles in the ODS, which includes providing front line support to those needing assistance for access and support services, while also administering the behind the scenes tasks to ensure that those supports manifest. This requires an advanced ability to multitask that includes fielding questions and redirecting those whose non-disability-related needs might be better supported from another office, while maintaining a disposition of encouragement and patience.

Fasiha also supports multiple staff members' professional development experiences and conferences outside of Texas State University. She coordinates and reserves staff members' registrations, travel, room and board, and method of payment proactively and ensures them a worry free stay throughout their travels. She actively works toward the goal of national and international academic and professional growth for the ODS by obtaining additional funding through multiple channels in accordance to university

policies and procedures.

While balancing an exceptional workload, Fasiha has assisted in the transition of five new, full-time staff members in their positions at Texas State. Fasiha values open communication and informs all staff members of current and upcoming events, major milestones, accomplishments, and tribulations in order to rally support and foster a cohesive and collaborative work environment.

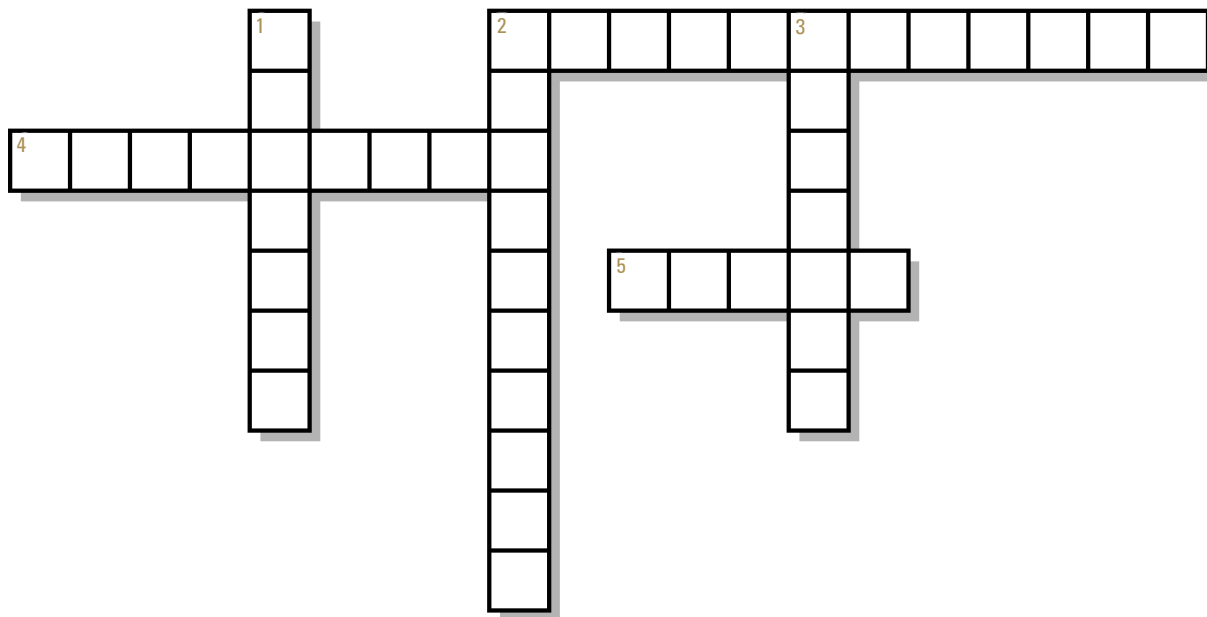
Oftentimes, students and their parents who enter the ODS are already feeling a heightened sense of marginalization and pressure around securing supports that could ultimately impact their ability to access accommodations and successfully continue their higher education academic pursuits. Fasiha's focused energies help many of our students to successfully progress in their courses with the hopes of matriculating toward a degree. Fasiha also helps to promote outreach initiatives by personally facilitating programs for both students and staff at Texas State University, such as the welcome orientations and co-facilitating the *DeStress with Art* program.

Impressively, she manages the complexities of her role while modeling her approach to support staff and students alike with her ability to calmly redirect individuals (students, staff, and parents) with an un-intrusive and supportive demeanor and sincere desire to help.

Congratulations, Fasiha, on your dedication and hard work!

HR Crossword Puzzle

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



ACROSS

2 The new HR area, Organizational Development & Communications, combines our Communications team and the area formerly known as _____ Development

4 Summer Enrollment is your chance to make _____ coverage changes without a qualifying life event

5 All steps in the Performance Review process must be completed by May 31 to be eligible for _____

DOWN

1 HealthSelect participants have many resources available for mental health, including _____ visits

2 As part of employee reference checks, HR can provide additional info about staff members who are currently or _____ employed by another Texas State department

3 According to Dr. David Agus, five or more hours of _____ is the health equivalent of smoking a pack of cigarettes



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