

HR Bulletin

September 2015

*New Legislative Requirements
for employees who take
University courses*

Texas State Employee Wellness Program
is now...

WELLCATS



New Online Form to Report
Relatives Working
at Texas State

Graduate Student Health Insurance Information Session

Tuesday, September 15 | Alkek 105-106
10 am – 11am



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Human Resources
601 University Drive
JCK Suite 340
512.245.2557

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



The university will be transitioning to an electronic I-9 and E-Verify system through the third party vendor HireRight. Transition is expected to occur in late September 2015.

On June 10, 2015, Governor Greg Abbott signed Senate Bill 374 into law making E-Verify mandatory for all state agencies in Texas, including institutions of higher education.

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Currently, the university and HireRight partner to conduct background check services. The university upgraded services with HireRight to assist us in complying with the requirements of SB 374.

HireRight will begin to provide implementation services to incorporate a web cloud platform for E-Verify, which will also require the university to transition from a paper Form I-9 Employment Eligibility Verification to electronic form. New employees, re-hire employees, and administrative support staff will access the platform through a website to complete Form I-9 Employment Eligibility Verification and E-Verify

University stakeholders from Human Resources, Faculty Records, and Technology Resources Administration/Core Systems are beginning the implementation phase. Human Resources will provide details about focus groups, training, and the go-live date as information becomes available. We anticipate late September.

Until the new system goes into effect, our current I-9 Employment Eligibility Verification procedures will be followed. However, once the new system is implemented, HR will no longer accept hard copies or paper I-9 Employment Verification forms.

The program will be monitored by Human Resources. The point of contact in Human Resources for assistance or questions is Ms. LynnAnn Brewer who can be reached at lb64@txstate.edu or 512-245-2557.

Mark your calendars to attend the 8th Annual Employee Wellness Fair!

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.

The following immunizations will be offered free with an employee ID and United Healthcare card:

- Flu shots
- Pneumonia Vaccine
- Pertussis (whooping cough) vaccine
- Tetanus

Other features include:

- Information on smoking cessation
- Blood pressure check stations
- Dental health information
- Mammograms screenings:

Mammograms will be offered by advance appointment through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus, free with an employee ID and United Healthcare card. To make an appointment please call the central scheduling line at (512) 324-1199.

- Door prizes awarded for attendance

Enter for your chance to win great door prizes provided by our vendors. We are also giving away Grand Prizes of annual "Wellness Activity" memberships.

Finally, you can enter to win Beats by Dr. Dre Wireless Headphones by bringing food donations for the Hays County Food Bank!



Save the Date

EMPLOYEE WELLNESS FAIR

Tuesday, October 6 | LBJSC

10 a.m. – 3 p.m.

*No advance registration required for participants.
For a regularly updated list of vendors, please check:
www.txstate.edu/pdevelop/Services/employeehealthfair*



As of 9/1/2015, HB 3337 recently passed by the 84th Texas Legislature went into effect which impacts Texas State employees who take university courses.

The most significant change is that employees will not be eligible to receive reimbursement of tuition or fees until after successful completion of a course. Several offices who are involved in the past procedure will be working out the effect this Legislation will have on the policies we will follow after 9/1/15.

Updated procedures currently outlined in UPPS 04.04.35 Professional Development and Educational Opportunities that will affect spring enrollment will be released shortly after the beginning of the fall semester. Any questions may be addressed to Ms. Marsha Moore at mm12@txstate.edu, or at ext. 5-7899.

Important New Legislative Requirements: *for employees who take University courses*

Insurance and Retirement Changes *Effective September 1, 2015*

- Changes made during the 83rd Legislative session put into place stepped increases to your TRS employee contributions. This year, employee contributions to TRS will increase from 6.7 to 7.2%. You will see this change on your October 1, 2015 paycheck.
- Effective 9/1/15, ADP is the new provider for TexFlex benefits. And, there is NO charge for the TexFlex convenience card this year. All health care TexFlex participants will receive a card. Visit www.textflex-fsa.com for more details.
- All changes made during annual enrollment are effective September 1 and premium changes will be reflected on your October 1 paycheck.

For additional information, please contact the Benefits staff at 5-2557 or hr@txstate.edu.





New Online Form to Report Relatives Working at Texas State

An online form is now available for employees to report certain relatives who also work at Texas State.

With centralized records, Human Resources will be able to better manage potential conflicts and provide accurate reports as required by State law and the TSUS Regents Rules & Regulations. The governing UPPS is [04.04.07 Nepotism and Related Employment](#).

Action Needed by September 30, 2015

- Log into the [SAP Portal](#)
- Click on 'Other Self-Service'
- Click on 'Self-Reporting of Relatives'
- Complete your certification by
 - Entering all relatives who work in your same division, including student workers; or
 - Indicating you have none.
- [Instructions for Self-Reporting of Relatives at Texas State](#)

After your initial certification, you must report any changes as they occur.

The records will be reviewed by Human Resources or Faculty Records using the organizational structure in SAP. If there is a potential conflict, the appropriate department heads will be contacted for resolution.

New Report for Department Heads

Employees who hold the SAP security role of 'Department Head' have access to run a status report for employees in their department.

[Instructions for Department Head Report of Relatives Reported by Employees](#)

Questions

Logon questions should be directed to the IT Assistance Center (itac@txstate.edu; 245-4822).

Policy or data-related questions should be sent to Human Resources (hr@txstate.edu; 245-2557).



Have you heard the great news?

Phase II of the Texas State Employee Wellness Pilot Program continues through the fall semester, but this time with a new name and even more opportunities.

Texas State
Employee
Wellness
Program is
now...



WELLCATS

As a registered member of WellCats, you will have access to the following:

- Open swim at the Aqua Sports Center,
- Racquetball at Jowers Center,
- Group exercise classes at various locations throughout campus,
- Lunch and learn sessions covering a variety of wellness topics,
- Subsidized membership at the Student Recreation Center (for the first 200 members),
- Health behavior change coaching sessions,
- Hands-on cooking classes,
- One-on-one nutrition consultation,
- One-on-one fitness testing, feedback, and basic exercise programming,



Registration is ongoing.
You can join anytime!

*Our goal is to help
make Texas State one
of the healthiest places
to work!*

www.worklife.txstate.edu/WellCats.html





WELLCATS

The Texas State Employee Wellness Program

Offering Fitness Testing, Feedback, and Basic Exercise Programming

- Are you thinking about beginning an exercise program?
- Have you made positive health behavior changes in the last six months and are interested in knowing whether these changes are working?
- Do you want to know whether your current exercise routine is effective?
- Would you like to know more about your current health status?
- Are you feeling stuck and need a little motivation to get moving?

If you answered “yes” to any of these questions, then we invite you to sign up for Fitness Testing, Feedback, and Basic Exercise Programming. There is no charge to employees for this service. All you have to do is **register** for the WellCats if you have not already done so.

This service involves two visits to the trained health and fitness professional. During the first visit, you will undergo an array of tests designed to assess your body size and composition, cardiovascular fitness, muscular strength and endurance,

flexibility. During the second visit, you will learn more about your current health and fitness status and how you compare to others your age and gender. You will also be given an individualized exercise plan based on your results and goals. As a way of monitoring your progress, you may return to the lab at a later date for retesting. At that time, you can see if the changes you have made and the exercise program you are following are working!



Texas State
is working
to make Your Health
Top Priority

If you would like to know more about Fitness Testing, Feedback, and Basic Exercise Programming or want to sign up, contact Jo Beth Perkins at jp1686@txstate.edu.

www.worklife.txstate.edu/WellCats.html





Graduate Student Employees Qualify for Health Insurance

Students hired into a graduate student position with a minimum of 50% FTE for a full semester of 4 ½ months are eligible for both the Student Health Center plan and the Group Benefits Plan for employees through Human Resources.

A comparison chart is available on the HR Benefits website www.hr.txstate.edu/benefits.

An information session will be held Tuesday, September 15, at Alkek 105 - 106, from 10am to 11am.

Representatives from HR and the Student Health Center plan will be presenting plan information and helping with enrollment.

Please share this information with graduate student employees in your area that might be interested in coverage.

Save the Date

Graduate Student Health Insurance INFORMATION SESSION

Tuesday, September 15 | Alkek 105-106
10 am – 11am

No registration required

FY16 PAYROLL AND PCR DEADLINE CALENDARS

We have begun a new fiscal year and we encourage campus users to review the FY16 salaried and hourly payroll deadline calendars [here](#).

Staff PCR deadlines

Student PCR Deadlines

Additional PCR processing information

Additional PCR processing information

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 will keep your employee from being 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. For questions, please contact the HR MDC at 5-2557.



If you just received a pay increase, pay yourself first by starting or increasing your voluntary savings plan.

Faculty and staff are eligible to save money in tax-sheltered 403(b) and 457 accounts. It is a great way to put your merit increase to work for your future!

Visit the Retirement Programs section at www.hr.txstate.edu/benefits for details about providers and plan comparisons. For additional information, contact *Debbie DeLaCruz* in the Benefits Office at dad145@txstate.edu or call 5-2557.



Put Your Pay Increase to Work for You



Administrative Survey Policy

Texas State University has a policy regarding the conduct of administrative (i.e., non-academic) surveys. Surveys related to the management of the University that will be distributed to large numbers of faculty, staff or students must follow this policy. Surveys conducted for academic research, distributed to a small number of individuals, or used as a classroom teaching exercise are exempted from the policy.

UPPS 01.03.05 provides a definition of what constitutes an administrative survey and sets forth the process by which such surveys are to be reviewed and scheduled by the University Survey Committee.

More information about the policy and the review process can found online [here](#).

Questions about administrative surveys should be addressed to *Susan Thompson* in the Office of Institutional Research at 245-2386 or susan@txstate.edu.

Welcome New Employee Bobcats

Join us in welcoming the following employees hired between July 13, 2015 and August 10, 2015.

Leslie G Richter
Custodian
Campus Recreation

Leanne T Harper
CARES Clinic Manager
Curriculum and Instruction

Jenevieve M Struk
Coordinator, Campus
Recreation
Campus Recreation

Zachary R Lucas
Athletic Equipment Manager
Athletics

Valene A Bummara
Academic Advisor I
McCoy Academic Advising Center

Carlos R Solis
Associate VP, ITS Instructional
Technology
Instructional Technology

Barbara A Simpson
Administrative Assistant II
Student Health Center

Victoria B Swynenberg
Nurse Practitioner
Student Health Center

Lucinda M Holzer
Systems Support Analyst
Office of the University
Registrar

Lynn A Heller
Media Technician I
Classroom Technology

Cecil E Brown
Coordinator, Campus Recreation
Campus Recreation

Jill K Davis
Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

Claudia Y Ortiz
Information Security Specialist
VP for Information Technology

Deanna N Rodriguez
Administrative Assistant II
Psychology

Harmony L Hughes
Residence Hall Director
Department of Housing and
Residential Life

Kambra Bolch
Associate Dean, Academic
Programs
University College

Victoria J Gongora
Dispatcher
University Police

Markus M Provence
Program Staff
Counseling Center

Jordan R Fisher
Residence Hall Director
Department of Housing and
Residential Life

Brittnie N Curtis
Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

Jose L Marines
Custodian
Department of Housing and
Residential Life

Courtney N Hofer
Academic Advisor I
Fine Arts and Communication
Academic Advising Center

Terry L Vaught
Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

Michael A Unger
Program Staff
Counseling Center

Laurel H Bluntzer
Program Staff
Counseling Center

John A Griffis
Coordinator, Campus Recreation
Campus Recreation

Shea K Cockrell
Environmental Health Safety
Specialist
Environmental Health, Safety
and Risk Management

Lilia A Montes
Academic Advisor I
Education Advising Center

Benjamin L Underwood
Coordinator, Housing Camp
and Conferences
Department of Housing and
Residential Life

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

Vyasar M Ganesan
Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

Justin L Canfield
Coordinator, New Student
Orientation
Office of Undergraduate
Admissions

Scott P Owens
Guard
University Police





New Employee Orientation (NEO) II

Friday, September 11, 2015
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, September 11.

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.

Administrative Support Staff Resources Website

Do you feel overwhelmed when navigating the university website? If so, this resource is for you!

The Administrative Support Staff Resources (ASSR) website is designed to help employees quickly find information on business processes, services, policies, forms, training opportunities, and much more.

The website was created by the Administrative Support Services Committee (ASSC) 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.

www.ssr.hr.txstate.edu



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
		(*)DIY (Do It Yourself) Security	(*)DIY (Do It Yourself) Security	
	1	2	3	4
		NEW Health and Wellness Lunch & Learn Series: But I Don't Have Time to Exercise		
		(*)Earn Your Degree While Working Full Time	(*)Earn Your Degree While Working Full Time	New Employee Orientation (NEO) II
		Pre-Award Services Available to the University Community		
7	8	9	10	11
	Post-Award Services Available to the University Community	NEW Social Media at Texas State		
	(*)Outcomes Assessment Series: Creating an Outcomes Assessment Plan	(*)Outcomes Assessment Series: Creating an Outcomes Assessment Plan	Providing Legendary Customer Service	
14	15	16	17	18
	NEW Health and Wellness Lunch & Learn Series: What Should I Drink?	(*)Outcomes Assessment Series: Developing Assessment Methods/ Measures		
	(*)Outcomes Assessment Series: Developing Assessment Methods/ Measures	Allies Training		College Mental Health: Understanding and Helping Your Students in Distress
21	22	23	24	25
Responding to Emergencies on Campus: Standard Response Protocol	(*)Outcomes Assessment Series: Implementing Assessment Plans	(*)Outcomes Assessment Series: Implementing Assessment Plans		
28	29	Sponsored Programs Contract Management	30	

(*) Workshop offered either dates.

Please visit *Professional Development's workshop website* for further information.



Texas State Employee Discount Program

Check out September's featured discounts from the *Texas State Employee Discount Program*.

Limited-time offers and regional programs are also available.

- **Panasonic:** The Panasonic Employee Purchase Program offers substantial savings on top consumer products! Enjoy significant discounts, intuitive navigation and in-depth product information.
- **MetLife Auto & Home:** MetLife Auto & Home policies can help you protect your belongings. Call for a free quote today to see how much you can save with group discounts.
- **AT&T:** Save on AT&T products and services. Enjoy discounts on qualified wireless services, free phones, free shipping when you purchase online, and access to other exclusive offers.
- **Braun:** Reward yourself, or find the perfect gift! Get premium Braun men's electric shavers and women's epilators at special employee discount prices.
- **Remax:** Receive full service professional representation from a program certified REMAX agent plus a valuable rebate for all of your real estate needs.
- **TireBuyer:** TireBuyer.com is the fastest, easiest way to buy tires. Save 6% on any set of four tires or rims! Find great deals on top brands and get the perfect tires for your vehicle.



RE/MAX

BRAUN

tirebuyer
.com



MetLife
MetLife Auto & Home®



at&t

www.beneplace.com/txstate





From left to right: Kyle Estes, Dr. Joanne H. Smith, Jessica Rodriguez, and Dr. Rosanne Proite

Employee of the month *August 2015*

Jessica Rodriguez
Administrative Assistant II
Department of Housing
and Residential Life

Jessica is organized, committed, caring, and performs her duties at an extremely high level 100% of the time. She takes her responsibilities for purchasing, customer service and teamwork very seriously. She creates purchase orders for DHRL with over \$3.5 million dollars in materials and services. She tracks invoices, secures supervisor approvals and collaborates with the Purchasing Department almost weekly in her effort to ensure that all university policies and procedures are met. Jessica manages the P-card log processing for DHRL, helping managers to stay on top of due dates and meet deadlines.

Jessica also provides support and leadership to the entire Housing Facilities Services area ensuring that our students, parents and staff members receive excellent service. She supervises student workers and ensures that we have all day coverage. She personally adjusts her lunch schedule to cover any gaps that may occur. She greets all visitors and makes them feel important. She is patient with questions and always calls to verify information if she is unsure where to refer someone needing services that our office does not offer. Finally, Jessica always has a positive, can do attitude. She is quick to volunteer to try new things and actively contributes to brainstorming on ways to improve things. She sees not only her own area, but the big picture as well.

Jessica's leadership skills, teamwork and positive attitude was most evident during a time when DHRL had a vacancy in the 2nd Admin II position in their office. Jessica took responsibility for both positions and along with student workers made sure that nothing was missed. Reports were filed, PCRs were generated, assistance with timekeeping was provided and all custodial supplies for 7000 students were ordered. None of which were her original duties, but she made sure they got done on time or early.

"Jessica is organized, committed, caring, and performs her duties at an extremely high level 100% of the time."

Congratulations, Jessica, on your hard work and dedication!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between July 13, 2015 and August 10, 2015.

Brent R Losak

Promoted to Head Custodian from Custodian,
Campus Recreation

Bonet Nuttall,

Promoted to Academic Advisor I from
Administrative Assistant II,
Education Advising Center

Lauren N Petersen

Promoted to Administrative Assistant III from
Administrative Assistant II,
Student Center

Alexis A Guerrero

Promoted to Administrative Assistant III from
Administrative Assistant II,
University Seminar

Danielle L McEwen

Promoted to Administrative Assistant III from
Administrative Assistant II,
Psychology

Jonathan W Tyner

Promoted to Student Development Specialist II from
Academic Advisor I,
Office of Disability Services

Deborah A Chandler

Reclassified to Assistant Director, Student Health Center from
Business Manager, Student Health Center,
Student Health

Patrick A Smith

Reclassified to Assistant Director, Instructional Design from
Sr Instructional Designer
Instructional Design Support



TEXAS  STATE[®]
HUMAN RESOURCES

