

HR Bulletin

Oct.

HR

2019

PHONE

512.245.2557

EMAIL

hr@txstate.edu

LOCATION

JCK 340

WHAT'S IN VIEW

3 Texas State Employee Wellness Fair

4 Texas State Resources Fair

HIGHLIGHTS

5 Just Launched FY20 Staff Handbook

6 Revamped Website | Work Life

7 Check Your Paycheck

8 New Pilot Program Launches: HR Essentials

10 Helpful Hints for Your Dental & Vision

Insurance

11 TexFlex Healthcare Reminders

EMPLOYEE FOCUS

12 October Courses

13 Featured Monthly Discounts

14 N.E.W. II | Welcome New Employee
Bobcats

16 Bobcats on the Move

IN THE SPOTLIGHT

17 Employee of the Month

18 Employee of the Year

20 Bobcats Connect: HR Crossword Puzzle

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





TEXAS STATE UNIVERSITY

EMPLOYEE WELLNESS FAIR

OCTOBER 10
10 A.M. - 2 P.M.
LBJSC BALLROOM

The fair will focus on the eight dimensions of wellness and feature vendors that serve the areas of: Environmental, Financial, Intellectual, Nutritional, Occupational, Physical, Social and Emotional, and Spiritual wellness.

All employees are encouraged to attend and take advantage of the free health screenings and get their Flu shot (*free with an employee ID and HealthSelect Blue Cross Blue Shield card*).

Some of the activities and services provided include:

Blood pressure checks * MyoVision screenings * Dry eye screenings * Meal plans * Dental awareness * Glucose testing * Body Mass Index * Warning signs of heart attack, stroke, and heat exhaustion * Library services * Saving for retirement * Hearing screenings * Skin screenings * Free chair massages courtesy of the WellCats program* and more!

Fair attendance can be considered work time, with supervisor approval. If you require accommodations due to a disability in order to participate, please contact 5.2557 at least 72 hours in advance of the event. Texas State University is a tobacco-free campus.

LEARN MORE AT: HR.TXSTATE.EDU/WORKLIFE

Flu Shot Time!

Reminder – Flu shots and other preventive immunizations are covered at 100%. Visit your primary care physician or an in-network doctor's office to get your immunizations with no co-pay. If you aren't sure if they are "in-network," visit www.healthselectoftexas.com to find out. You can visit www.healthselectoftexas.com and search for "Immunization Clinics" to find a clinic near you.

And of course, Texas State will be offering flu shots again (with an "in-network" provider) at the Employee Wellness Fair on October 10!

Blood Drive

The next Blood Drive will be held at this year's Employee Wellness Fair on Thursday, October 10 from 10 - 2 p.m. in LBJSC 3.9-1. Learn more on the [Blood Drive website](#).



Texas State Resources Fair

Thursday

October 31

2:30 - 4:30 p.m. | JCK 1100

- MEET WITH EXPERTS FROM ACROSS CAMPUS.
- LEARN MORE ABOUT NEW PROCESSES AND/OR SERVICES.
- GET ANSWERS TO QUESTIONS REGARDING ANY BUSINESS PROCESS OR SERVICES YOU USE.
- PARTICIPATE IN FUN WAYS TO WIN GREAT PRIZES!

Fair attendance can be considered work time, with supervisor approval. If you require accommodations due to a disability in order to participate, please contact 5.7899 at least 72 hours in advance of the event. Learn more on the [Staff Resources website](#).

TEXAS  STATE
HUMAN RESOURCES

The
RISING
STAR
of Texas

Just Launched

FY 2020 Texas State Staff Handbook

SEE NOTABLE UPDATES ON THE [2020 STAFF HANDBOOK WEBSITE](#).



REVAMPED WEBSITE | WORK LIFE

October is National Work and Family Month, and we would like to take this opportunity to announce the launch of our revamped [Work Life website](#).

Website features include:

- **New [Life Experiences website](#):** This website houses links to Texas State resources that will help guide employees through various life events.
- **New [TXST Family Activities](#):** Check out the numerous family-friendly activities available through Texas State.
- **Updated [Bobcat Balance website](#):** This update features a refresh to content layout and easier to find resources.

Work.
Life.
Balance.



Check Your Paycheck

With many changes the new fiscal year brings, be sure to review your pay statement carefully in Employee Self-Service through the SAP Portal.

October 1 paycheck reminders:

- Changes made during annual enrollment are reflected on this check.
- Your benefit salary used to calculate premiums for life and disability coverage are updated annually as of September 1.

Things to look out for:

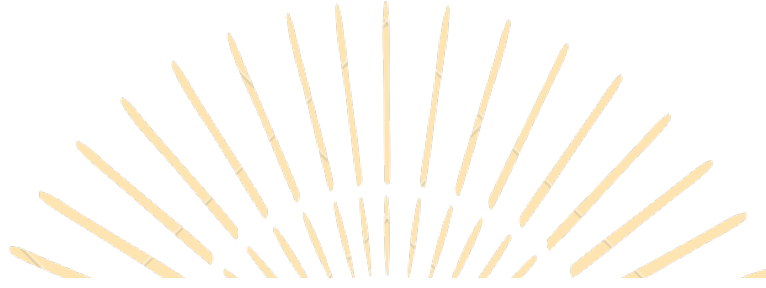
- You can view your tax withholding status in the top left corner. If you need to make changes, you can do so in the SAP portal any time throughout the year.
- You can view your itemized deductions, taxes, and employer contributions. Review each section to ensure all are correct.

Faculty & Graduate Student Employees

Check Your Salary Spread!

Did you elect to start or stop spreading your 9-month salary over 12 months? Those changes take effect on your October 1 paycheck. Please review your check to ensure that your salary spread election is correct going forward for the 2019-2020 academic year.

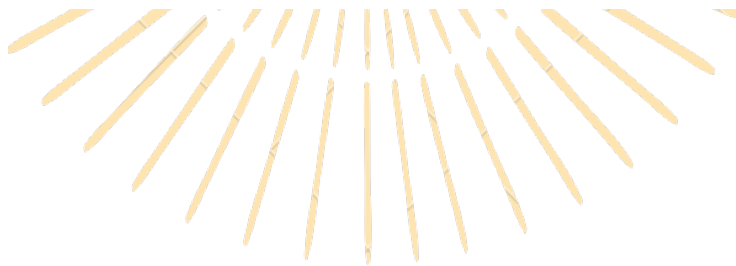
If you see an issue or have questions, please contact the Benefits staff at 5.2557 or hr@txstate.edu.



ORGANIZATIONAL DEVELOPMENT & COMMUNICATIONS

IS PROUD TO INTRODUCE A NEW PILOT PROGRAM

- HR ESSENTIALS FOR TXST MANAGERS CERTIFICATE •



The Organizational Development & Communications team is proud to announce the launch of a new pilot program: HR Essentials for TXST Managers Certificate!

This certificate replaces the previous Managing@TXST course. After evaluating content for this course and reviewing the feedback of participants, the team researched different ways on how to bring back the content in the most effective way to our Texas State learners.

HR Essentials is designed to offer multiple webinar sessions that provide an introductory overview of key topics, policies, and procedures surrounding HR. As this marks a new beginning for e-learning at Texas State, the HR Essentials program will be launched as a pilot.

This pilot will allow a cohort of 50 employees in supervisory roles to learn content through live webinars or through recordings, which allows for greater accessibility and ease of anytime learning. Participation in this HR Essentials pilot will also serve as a pre-requisite for an upcoming pilot program – Leadership Essentials.

The OD & Communications team looks forward to this new direction of e-learning through its first pilot program. Visit the [HR Essentials website](#) to learn more about the pilot program, its objectives and how to participate. If you have any questions, please contact OD & Communications at hr_odc@txstate.edu.

DEVELOPMENT IS
HAPPENING. ARE
YOU IN?



HR Essentials for TXST Managers

Fall 2019 Pilot Program

How It Works

- Complete 12 webinars & assessments
- Participate in February Panel Session
- Provide pilot program feedback

Key Concepts

- Understand strategic and operational HR concepts and policies
- Gain tools to help effectively and ethically manage your team
- Apply best practices to real-world situations

Why participate?

- Enhance your knowledge of HR essentials
- Contribute to building a TXST leadership culture
- Pre-requisite course for Leadership Essentials Certificate
- Network with cohort of peers and subject matter experts across campus

Next Steps

- Visit [HR Essentials Website](#)
- Apply by October 25

If you have any questions about participation, contact OD & Communications hr_odc@txstate.edu | 5.7899.



Helpful Hints for Using the State of Texas Vision Plan & Delta Dental

If you are enrolled in the State of Texas Vision Insurance or in one of the Delta Dental plans, you will not receive a member ID card in the mail.

Vision: Be sure to identify yourself as a State of Texas Vision member and they will be able to locate you based on your name and other identification methods. If you would like a physical card, you may print a member ID card by creating an online account at the website provided below.

More things you can do on the [State of Texas Vision website](#) include, creating your account, printing a temporary ID, searching for in-network providers, and more!

Dental: Delta Dental will send you a welcome letter that includes your member ID. You can also call Delta Dental to obtain your member ID.

Visit www.ersdentalplans.com to find in-network providers, create an account, print a temporary ID, and more!

TexFlex

HEALTHCARE REMINDERS

The 2019 plan year is over, but your window to file TexFlex health care claims for the previous year is not. Remember that you have through December 31, 2019 to file claims for the 9/1/2018 – 8/31/2019 plan year. It is best to file any outstanding claims as soon as possible **prior** to the deadline to ensure further information is not required. Find more helpful tips in this [ERS Newsletter article](#).

As a reminder, TexFlex funds are available each year from September 1 – August 31. You will only receive a new card if you are new to the plan or your existing card is expiring. Otherwise, you can continue using the same card from the previous year. Visit www.texflex-fsa.com for more info or to file your claim today.



OCTOBER

course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the [SAP Portal](#). Please visit the [OD & Communications Course Offerings website](#) for further information.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Survival Spanish (8 sessions) 1	Survival Spanish (8 sessions) 2	In Limbo: Dilemmas Faced by Undocumented Students 3	4
7	Survival Spanish (8 sessions) 8	Survival Spanish (8 sessions) NEW WellCats Educational Series: Prioritizing Health and Wellness at Work: WellCats Member Panel 9	10	11
14	Survival Spanish (8 sessions) 15	Survival Spanish (8 sessions) Surveys 101: Developing Useful Surveys in an Academic Environment 16	Effort Reporting Credit Card Acceptance 17	18
21	Survival Spanish (8 sessions) Supporting Male Student Retention at TXST 22	Survival Spanish (8 sessions) 23	Understanding the University's Sponsored Program Policies 24	25
28	Supporting Transgender/ Non-binary People in Higher Education Settings Pre-Award Services Available to the University Community 29	30	31	

[GED PROGRAM](#) | Location: San Marcos Public Library

Dates: [Part One](#): Tuesday, October 8 at 9:00 a.m. or 6:30 p.m. | [Part Two](#): Thursday, October 10 at 9:00 a.m. or 6:30 p.m.

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!

Garmin | No matter your fitness level or activity preference, Garmin has you covered! Save up to 30% on Garmin wearable devices.

U-Pack | U-Pack is a “you pack, we drive” moving solution that specializes in long-distance moving services. You can save \$60 on your next move with U-Pack!

T-Mobile | Save an extra \$125 on each new T-Mobile line. Combine this deal with other T-Mobile offers, devices, and Netflix promos at T-Mobile.com to save even more.

Apple | Find the right tech at an exclusive price through your Apple Employee Purchase Program. Plus, enjoy free shipping, personalization, and more!

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

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, OCTOBER 11, 2019

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

JCK 1100

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

Join us in welcoming our new employee Bobcats!

Employees hired between August 1 - August 31

ADAM ANGEL DELEON

Guard
University Police

ADAM WAYNE LITTLETON

Residence Hall Director
Department of Housing and Residential Life

ALEXANDRIA LEIGH CAMPBELL

Administrative Assistant II
Psychology

ALICIA FABIOLA BARTHEL

Talent Acquisition Partner
Human Resources

AMANDA CHRISTIEN CAMACHO

Administrative Assistant II
College of Liberal Arts Advising Center

AMELIA C. HERRERA

Staff Specialist
Student Health

ARMANDO DANIEL CASTILLO

Systems Support Specialist I
Human Resources

BRANT D. FREEMAN

Athletics Announcer
Athletics

CASEY MATELAND POE

Coordinator, International Affairs
Study Abroad Office

CESQUINN MARKUS CURTIS

Assistant VP University Advancement
VP for University Advancement

COLLEEN MICHELLE CONKLIN

Doctoral Intern
Counseling Center

DAVID RAY GARZA

Police Officer
University Police

GABRIELLA LAUREN GAMBOA

Administrative Assistant II
University Police

GAVIN ERIC STEIGER

Director, Disability Services
Office of Disability Services

HARRISON DAVID WALKER

Library Assistant IV
University Libraries

JESSICA LYNNE SEDLACHEK

Senior Human Resources Assistant
Human Resources

JESSICA LYNN AMARAL

Financial Aid & Scholarship Program
Specialist
Office of Financial Aid and
Scholarships

JOHN WESLEY CLARK

Digital Video Specialist
Office of University Marketing

JOSEPH W. WARD

Academic Advisor I
Fine Arts & Communication
Academic Advising Center

JOSHUA DAVID BLAKLEY

Assistant Coach
Baseball

KATHERINE E. DASH

Health Promotion Specialist
Student Health

KATHERINE MARTIN KAINER

Doctoral Intern
Counseling Center

LAUREN LYNNE HARMON

Administrative Assistant II
Communication Disorders

LEE CONSTANCE LANCASTER

Administrative Assistant II
Chemistry and Biochemistry

MATTHEW L. DOUGLAS

Undergraduate Admissions
Specialist
Office of Undergraduate Admissions

RAFAEL ALBERTO VIOLANTE

Administrative Assistant II
Fine Arts & Communication
Academic Advising Center

REBECA PAULA GONZALEZ

Psychologist
Counseling Center

REBECCA DEE EARNEST

Academic Advisor I
McCoy Academic Advising Center

ROMAN VICTOR GROS

Administrative Assistant II
Department of Geography

SHANA JANETTE VARNELL

Postdoctoral Resident
Counseling Center

SHELTON BLANDEE LEWIS

Program Director – New Student
Orientation
Office of Undergraduate Admissions

SIERRA BLISS BLIGH

Administrative Assistant II
University Police

SIERRA JADE HERRERA

Child Care Teacher
Child Development Center

TODD DANIEL DUBOSE

Coordinator, Events & Publication
Student Center

URIEL NAVARRETE, JR.

Program Staff
Counseling Center

VERONICA MARTINEZ

Accounting Clerk II
Student Business Services &
Bursars

DESTINY KRISTEN DARLING

Academic Advisor I
Applied Arts Academic Advising
Center

FIELD LEON ALLISON

Accountant II
Accounting Office

MADISON ANNA PFEIFFER

Human Resources Assistant
Human Resources

VICTORIA BETHANY STRIMPLE

Coordinator, University Registrar
Office of the University Registrar

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between August 1 - August 31

ABDIEL REYES

Promoted to Systems Analyst I
from Systems Support Specialist II,
Facilities Management

ANDREA ALVARADO

Promoted to User Services Consultant II
from User Services Consultant I,
Client Solutions

ANDRES LARS VASQUEZ

Promoted to Plumber II
from Plumber I,
Facilities Operations

CORDELL SPEARS

Promoted to Psychologist
from Program Staff (Post Doctoral),
Counseling Center

DAVID ROSS WILLIAMS

Promoted to Air Conditioning Mechanic II
from Air Conditioning Mechanic I,
Department of Housing and Residential Life

EMILIO H. HERNANDEZ

Promoted to Steam & Water Works Operations
Mechanic I
from Utility Maintenance Worker II,
Utility Operations

ERICA LYNN MATHIS

Promoted to Postdoctoral Resident
from Program Staff,
Counseling Center

GWENDOLYN ELISE THOMPSON

Promoted to Librarian
from Library Assistant II,
University Libraries

REBECCA ELLEN TORRES

Promoted to Research Coordinator
from Graduate Student Fund Specialist,
College of Education

BARBARA HURTADO

Reclassified to Accountant I
from Administrative Assistant III,
VP for Information Technology

CHRISTOPHER A. LEHMAN

Reclassified to Associate Director, Student Affairs
Technology Services
from Systems Support Analyst,
VP for Student Affairs

KEVIN D. MCCARTY

Reclassified to Director, Student Affairs Technical
Services
from Supervisor, Systems Services,
VP for Student Affairs

KRISTY K. HERNANDEZ

Reclassified to Buyer III
from Procurement Specialist,
VP for Information Technology

SHALENA LEE STELZIG

Reclassified to Associate Director, Advancement
Services
from Systems Analyst II,
Advancement Services



Joanne Smith Ph.D. and Hillary Jones Ph.D.

EMPLOYEE OF THE MONTH | SEPTEMBER 2019

Hillary Jones Ph.D.

Senior Psychologist, Counseling Center

Dr. Jones has assisted the Counseling Center by taking on more leadership and administrative responsibilities during a time when there is a search for a Director and multiple open positions. She has been a strong source of team building and has created collaborative communication within the center.

She has responsibilities as the newly appointed Assistant Director of Operations and Assessment, making herself available to manage the center's crisis demand, overseeing client evaluation processes, and being available for consultation with the staff. Her calm and thoughtful leadership style and strong work ethic have been a huge source of support. The center is always in good hands when she is present to help the staff navigate unexpected situations.

Dr. Jones provides calm, compassionate, and constructive feedback to her clients, colleagues, and the Texas State community. She coordinates the

trauma response and has made herself available for specialized consultation to departments. This semester she worked closely with a campus department on how to prepare and respond to a student potentially being triggered by sexual assault. She often lets students in crisis know "I am in your corner" and she exemplifies being their advocate.

Dr. Jones has also provided support, education and advocacy to the student Veterans as part of the Veterans Advisory Council. She serves as a visible representative of the Counseling Center so that student Veterans are aware of services provided. She also helps educate colleagues with professional development training: Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State. The Veterans Alliance of Texas State presented her with the "Above & Beyond" staff award. Above and beyond is how Hillary approaches all of her professional responsibilities.

Congratulations, Dr. Jones, on your dedication and hard work!



employee of the year

2018-2019

Danielle McEwen

Administrative Assistant III,
Department of Psychology

Danielle was chosen from 12 employees of the month, who represent more than 2,500 staff employees at Texas State. McEwen's honor was announced Monday, August 12, by Texas State President Denise M. Trauth. As stated by President Trauth, "The 2019 Employee of the Year was nominated for this award by more than 40 faculty and staff." "She is known to be incredibly dedicated, efficient, and positive."

cont. on next page...

"She goes out of her way to welcome new faculty, staff and student workers—with what her colleagues have noticed is an uncanny memory and attention to detail."

In this role as Administrative Assistant III in Psychology, Danielle supports the needs of nearly 2000 Psychology majors and over 35 full-time faculty members. This job is huge in scope and unrelenting in pace, but Danielle carefully manages all the duties with calm and a wonderful sense of humor and generosity.

Danielle carefully attends to the needs of every student and member of the department. Faculty, staff and students inside and outside the office tend to gravitate to Danielle. She is the go-to person for anything and everything in the department, and it is not unusual for administrative assistants in other departments to seek out her help and advice.

Some of Danielle's current duties include monitoring, forecasting and allocating the department's operating and research budget, preparing financial reports, processing reimbursements, vendor payments, purchase orders, invoices, and contracted payments, purchasing and maintain office supplies and promotional items, processing Personnel Change Requests and maintaining employee files for all current and former faculty, staff, and student employees. She prepares all faculty contracts, tenure track documents and handles travel arrangements for faculty, students and external visitors. She coordinates department meetings, events, catering, and related logistics as

well as managing various faculty special projects and facilitates guest visits.

Danielle recently has done the work of two staff members, and in one case three staff members, due to vacancies in other staff positions. These extra duties have lasted weeks and even months in some cases. Danielle has done all of this with a smile while working nights or weekends to meet pressing deadlines even when they are not her responsibility. She always has gone out of her way to welcome new faculty, staff, and student workers and be sure that all of their business needs are met. Danielle always "has a plan" for how to accomplish a goal and works hard to achieve it.

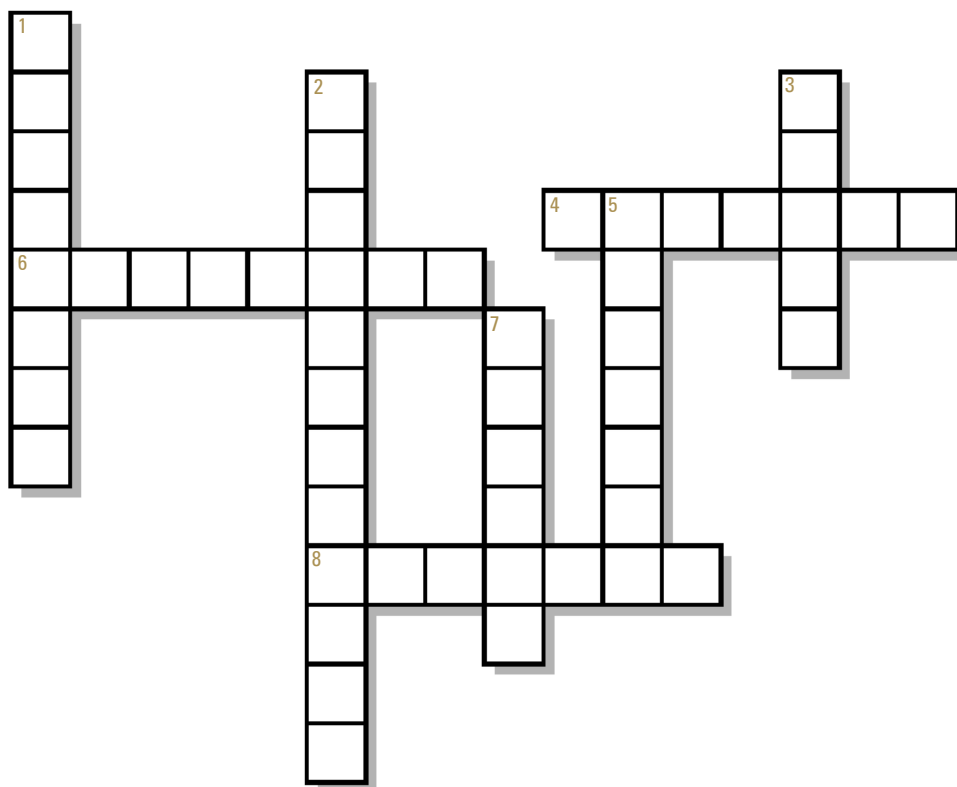
Danielle's professionalism, dedication, highly personable management style and sensitivity to the needs of all faculty, staff and students are what make her special. Her interpersonal talents complement regular duties. She is an exemplary representative for the department and university.

"She is known to be incredibly dedicated, efficient, and positive."

Congratulations, Danielle! Thank you for your professionalism and dedication to Texas State.

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 **October 11**. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 4 ____ funds are available from Sept. 1 - Aug. 1
- 6 HR just launched the FY20 Staff ____
- 8 One of the testing's offered at this years Employee Wellness Fair

DOWN

- 1 Review your ____ for any discrepancies due to annual enrollment changes
- 2 OD & Communications is launching a new ____
- 3 Helpful hints are for using ____ dental are available through ERS
- 5 Meet with ____ across campus at the Texas State Resources Fair
- 7 One of this months featured employee discount providers



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