

HR Bulletin

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HR

2019

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LOCATION

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





TUITION REIMBURSEMENT DEADLINE

SPRING 2019 | FEBRUARY 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 Spring 2019 must complete the [online academic reimbursement form](#) by **February 6**. Late online submission will only be accepted when approval is routed through the employee's Cabinet member.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.5287.

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: Jan. 14 , 9 a.m. & 1 p.m.

Registration: Jan. 15 & 17, 9 a.m.

Registration: Jan. 16 , 1 p.m.

Location: San Marcos Public Library

Learn more about the requirements at [UPPS 04.04.35](#). | Contact: professionaldev@txstate.edu | 5.7899

One blood
donation can
save up to
three lives

TEXAS STATE BLOOD DRIVE

JCK 1100

Friday, January 18, 2018

8:30 a.m. - 3:30 p.m.

Register: www.weareblood.org

Learn more on the Professional Development [Blood Drive website](#).



It's a new year ————— Deductibles and Coinsurance Start Over!

Every January 1, deductibles and coinsurance payments start over. See below to find out what your maximums are for calendar year 2019. Find out more details about your medical benefit plans; visit the [ERS Health Benefits website](#).

Plan	In-Network Deductible	Non-Network Deductible	Coinsurance Maximum	Total Out-of-Pocket Maximum
HealthSelect	\$0	\$500 per person/ \$1,500 per family	\$2,000 per person (in-network) \$7,000 per person (non-network)	\$6,550 per person \$13,300 per family (no maximum if non-network)
Consumer Directed HealthSelect	\$2,100 per person \$4,200 per family	\$4,200 per person \$8,400 per family	None	\$6,550 per person \$13,300 per family in-network (no maximum if non-network)
HMOs	\$0	N/A (no non-network benefit)	\$2,000 per person (in-network) N/A (no non-network benefit)	\$6,550 per person \$13,300 per family N/A (no non-network benefit)



Virtual Visits

Now Offering Mental Health Services

HealthSelect has expanded the virtual visit benefit to include mental health visits. Virtual visits give you the option to receive medical care from the comfort of your home. HealthSelect* participants can create an account with either Doctor on Demand or MDLIVE to access services with their mobile phone or computer. You're then able to video chat with a provider and even receive prescriptions if needed.




Medical virtual visits have a \$0 copay with both Doctor on Demand and MDLIVE.



Mental health visits have a \$0 copay with Doctor on Demand and a \$25 copay with MDLIVE.

Consumer Directed HealthSelect Participants can use their HSA funds for virtual visits with Doctor on Demand only. Claims will be filed and applied to your deductible or coinsurance if the deductible has been met.

For examples of what mental health virtual visits treat, please read more on the [doctor on demand mental health website](#). You can find more details about virtual visits and links to Doctor on Demand and MDLIVE on the [BCBSTX HealthSelect virtual visits website](#).



Have you updated your address recently?

If you've moved and haven't updated your address, now is the time to do it!

- Update in the SAP Portal Employee Self-Service (in the Personal Information section).
- Once you update in SAP, we will update with ERS for you to relay to all insurance carriers.
- If you are a TRS member, you will also need to update your address with TRS directly. You can either do this through your myTRS account at www.trs.texas.gov or with a form TRS 358 mailed directly to TRS.

Updating your address ensures that important items like your tax forms, insurance cards, and retirement statements are sent to your correct mailing address.



Top Reminders for Hourly Student Worker Appointments

Did your hourly student worker graduate or will not be returning to your department for the Spring 2019 semester? If so, a PCR will need to be processed to terminate their employment record.

- 1 | Use SAP transaction CATS_DA (Display Working Times) to verify time entry completion and approval by the student's supervisor.
- 2 | Run SAP transaction ZHRPEOPLESEARCH (Employee Search for History) to determine if the student has more than one appointment.
- 3 | If no additional appointment, prepare a Separation PCR and indicate the actual last day worked as the effective date for the action. If an additional appointment does exist, prepare an End Additional Appointment PCR.

Student PCRs must be submitted to the HR Master Data Center by the established PCR deadlines for the month of January 2019. If you have questions, please contact [Lisa Gonzalez](#) or 5.2557.



Do you know how to track hours worked?

Learn how to access the report to track hours worked for benefits eligibility.

The HR Master Data Center staff is tracking the number of weeks an hourly Non-Student Non-Regular (NSNR) temporary staff person is employed if working 20 or more hours per week. This report is also available for departmental use; please find instructions on our [Master Data Center website](#).

To ensure compliance with [UPPS 04.04.03](#), the number of work weeks for an NSNR employee must be less than 4.5 months. At the point of reaching 19 weeks of working 20 or more hours per week, the NSNR employee should be terminated or their hours reduced to 19.75 hours or less per week.

The HR MDC staff will notify the time administrator for each department appearing on our tracking report when they have an NSNR employee approaching the work week limit. Notification will start at 17 weeks followed by weekly reminders.

This tracking is in addition to the Affordable Care Act working hours limit monitored by the Benefits staff. NSNR employees must not exceed 129.75 hours each calendar month. Additional information concerning the Affordable Care Act is available on our [Affordable Care Act Overview website](#).

Is **Wellness** on your

New Year's Resolution?

WellCats can help!

Led by professional, experienced wellness experts to help you every step of the way. WellCats offerings will help you adopt lifestyle changes that last and achieve your New Year's resolutions. Join WellCats! As a registered member of WellCats, you have free access the following:

01 COOKING CLASSES

These hands-on cooking classes include all the ingredients and easy to follow directions for making yummy and nutritional recipes.

02 HEALTH BEHAVIOR COACHING

Meet one-on-one with a board certified health and wellness coach to learn the skills and insight you need to successfully live your healthiest lifestyle.

03 GROUP TRAINING

Group training classes are offered throughout campus, learn more by checking out the group schedule.

04 OPEN SWIM

Do you prefer to do your fitness in the water? Open swim is available in the Aqua Sports Center!

05 EDUCATIONAL SERIES

The WellCats educational series is hosted by wellness experts and highlights various wellness topics.

06 FITNESS TESTING AND FEEDBACK

Do you want to learn more about your fitness levels? An experienced member of our WellCats team provides testing and one-on-one feedback explaining your results.

07 WALKING PROGRAM

An instructor led, self-paced walking program designed for all levels of fitness, from sedentary to very active.

08 NUTRITION COUNSELING

During this one-on-one session, a trained nutrition professional will assess your current diet and help you identify goals to improve your diet, overall health, and well-being.

09 SUBSIDIZED REC CENTER MEMBERSHIP

Membership grants access to 8 basketball/volleyball courts, weight room, cardio area, indoor track, 6 racquetball courts, multipurpose studios, and natatorium. During the spring semester, enjoy free group fitness classes from 11 a.m. – 1 p.m. (Must be a WellCats member and have valid membership to SRC.)

For more information on WellCats, visit the [Work Life website](#) and click on the "[health & wellness](#)" tab. Registration is on-going; employees can join anytime. Let your wellness start with WellCats!



WellCats
Live. Work. Be Well.

JANUARY workshops

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



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7	8	WellCats Educational Series: Fad Diets	10	11
14	Brief Updates on Undocumented/ DACAmented Students	Best Practices for an Inclusive Search Process	17	18
21	22	Providing Legendary Customer Service	24	Allies Training Round Rock Campus
28	29	Mental Health Concerns at Texas State University: Trends, Resources, and Interventions	31	
How to be an Upstander				

What are Your Spring Development Possibilities? Look for an email shortly before the spring semester begins with your link for the Spring Preview.

Please visit [Professional Development's workshop website](#) for further information.



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 by accessing the official new employee [website](#).

N.E.W. II

FRIDAY, JANUARY 11, 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!

ALLISON A. MCCORKLE

Administrative Asst II
Student Health

ANDREA ALVARADO

User Services Consultant I
IT Assistance Center

AUSTIN C GAMBLE

Assistant Coach
Track

AVERY T ROFFMAN

Network Technician
Network Operations

BETH L ORTIZ

Administrative Assistant II
Accounting Office

BLAKE A EDWARDS

Coordinator, Undergraduate
Admissions | Office of
Undergraduate Admissions

CARRIE LANGFORD

Assistant Director, Administrative
Services | University Libraries

CHRISTOPHER L RIGGINS

Grant Specialist
Meadows Center for Water and
the Environment

CONAN C CAMPOS

Undergraduate Admissions
Counselor
Office of Undergraduate Admissions

DAVID M DAILEY

Air Conditioning Mechanic I
Department of Housing and
Residential Life

EDITH HERNANDEZ ANTONIO

Custodian
Department of Housing and
Residential Life

EMILY A HIMES

Human Resources Analyst
Human Resources

FELISHA A NAUERT

Grant Specialist
Tx School Safety Center

HANNAH C SAVARD

Cashier
Transportation Services

HECTOR L CONDE

Guard
University Police

JACOB T CICH

Parking Services Officer
Transportation Services

JACOB SPAVITAL

Head Coach
Football

JANICE L BARNES

Administrative Assistant II
St David's School of Nursing

JOSE A GUERRERO

Custodian
Department of Housing and
Residential Life

JOSEPH B VALDEZ

Facilities Maintenance Worker I
Facilities Operations

KARINA DE LEON

Administrative Asst I
Procurement and Strategic
Sourcing

KIMBERLY K DOYLE

Academic Advisor I
College of Liberal Arts Advising
Center

LAURA HERNANDEZ

Administrative Budget Specialist
VP for Information Technology

MARIA D TORRES

Custodian
Department of Housing and
Residential Life

MICHAEL B WAGNER

Accounting Clerk II
Athletics Business Office

NIKKI P STEVENSON

Digital Marketing Strategist
Office of University Marketing

NIKOS J TZORTZINAKIS

Grounds Maintenance Worker II
Grounds and Waste Management
Operations

RICHELER ALADIN

Undergraduate Admissions
Counselor | Office of
Undergraduate Admissions

RUSTY L RAY

Construction Contract
Administrator
Facilities Planning Design

TAMMY R LONGCOR

Network Technician
Network Operations

TERRELL E TEAGUE

Academic Advisor I
College of Liberal Arts Advising
Center

TROY L HAMER

Custodian
Department of Housing and
Residential Life

WALTER X THORINGTON

Administrative Asst II
School of Social Work

Connect with other new bobcats by accessing the official new employee [website](#).

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

ANDREY TUPIKOV

Promoted to Head Electrician
from Electrician II, Facilities Operations

BENJAMIN H SEANOR

Promoted to Student Development Specialist I
from Academic Advisor I, PACE Advising Center

BRIAN E SOLIS

Promoted to Budget Assistant
from Accounting Clerk II, English

CATARINA E DOMINGUEZ

Promoted to Grant Director, Non-Faculty
from Grant Specialist, University College

CHELSEA R YEATTS

Promoted to Grant Director, Non-Faculty
from Grant Coordinator, Rural Talent Search

DAVID R CUMMINGS

Promoted to Administrative Assistant II
from Coordinator, Extended Learning Services,
Office of Distance and Extended Learning

JOE L ZAPATA

Promoted to Facilities Maintenance Worker II
from Facilities Maintenance Worker I, Student
Center

JOHN W SORSBY

Promoted to Coordinator, Bobcat Club
from Administrative Assistant I,
Athletics

MARCOS MARTINEZ III

Promoted to Supervisor, Electricians
from Electrician II, Facilities Operations

MATTHEW C TAYLOR

Promoted to Coordinator, Software Licensing
from Procurement Specialist, VP for Information
Technology

BRYAN K. MILLER

Reclassified to Associate Athletics Director
from Systems Support Analyst,
Strutters/Ticket/Mktg/Cheer

GEORGE M. TURNER

Reclassified to Sr Research Analyst
from Research Analyst, Office of Institutional
Research

JEREMY R. STOLFA

Reclassified to Associate Athletics Director
from Assistant Director, Athletics, Strahan

KELSEY N. SOLIS

Reclassified to Associate Athletics Director
from NCAA Athletics Compliance Officer, Athletics

MATTHEW A. PANTUSO

Reclassified to Grant Senior Coordinator
from Grant Coordinator, Department of Geography

MITZI R. HARDEMAN

Reclassified to Coord, Events & Publication
from Administrative Assistant II, Student Center

SUSAN G. QUICK

Reclassified to Research Analyst
from System Support Analyst, Office of
Institutional Research

TERRI D. VANCE

Reclassified to Non-Exempt Specialist
from Accounting Clerk II, Accounting Office

VALENE B. JOHNSON

Reclassified to Coordinator, Events & Publication
from Administrative Asst II, Student Center



Jack Rahmann, Brenda Rodriguez, and Joanne Smith Ph.D.

Brenda Rodriguez

Associate Director,
Student Involvement

EMPLOYEE OF THE MONTH
December 2018



Brenda oversees a variety of aspects within Student Involvement including: reviewing, interpreting, revising and enforcing of policies; advising and developing chartered student organizations and supervision of the website and social media. She works very hard with her team members and guides them not only with their work goals, but also with their personal and professional goals. She works well with her staff and develops and implements sound strategic plans. She oversees all Student Involvement departmental operations, services and programs in the areas of campus activities, student organizations, pride and traditions, and volunteer services. Brenda does a great job in these areas and she is always eager, positive, and willing to do what is needed to get the job done.

Brenda plays a very important role in the development and implementation of university policies that are applicable for student organizations (student organization conduct).

Although this is not the fun part of her job, she does it with professionalism, diligence, and integrity.

On campus, Brenda actively participates on the President's Council for Women in Higher Education, the Alcohol and Drug Advisory Committee, the Title IX Collaborative (Member

of Title IX Training and Campus Resources subcommittee), the Greek Affairs Steering Committee (Chair for Leadership & Education), and the Co-Curricular Transcript (iCAT) Committee. She represents our university well.

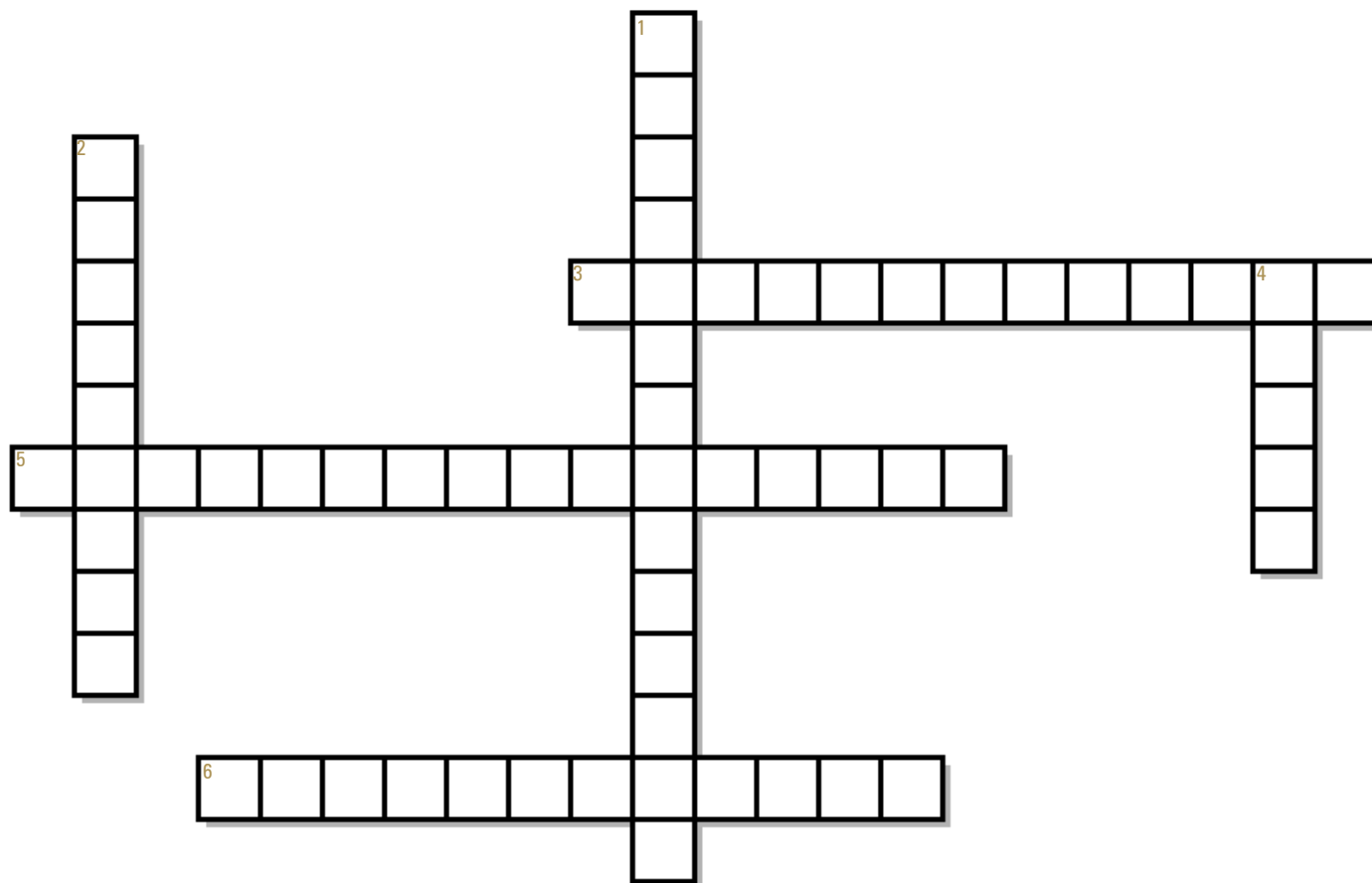
Brenda is an enthusiastic team player in both her office and the university community. She has managed to be extensively involved in the Student Affairs division and the university. This is visible in her participation in teaching and participating on teams and committees, while successfully leading an office of eight full-time staff members, six graduate students, and twelve undergraduate student staff. Brenda has a very strong work ethic and leads by example, making her a role model for not only Texas State students but also her peers.

"Brenda is an enthusiastic team player in both her office and the university community."

Congratulations, Brenda, on your dedication, professionalism 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 **January 11th**. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 3 These are now offered for mental health services
- 5 Your HR contact for PCR processing information
- 6 One of the 3 insurance plans discussed in the deductibles and coinsurance article

DOWN

- 1 One of the free services offered through WellCats
- 2 Deadline for spring 2019 tuition reimbursement
- 4 One blood donation can save this many lives



TEXAS  STATE[®]
HUMAN RESOURCES

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