

HR Bulletin

July 2015



4th of July
HAPPY
INDEPENDENCE
DAY

BREAKING NEWS:

Important ERS Announcement

BENEFIT CHANGES 2016

NUTRITIONAL COUNSELING now available

Liberal Arts



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

BREAKING NEWS:

Benefits enrollment for same-sex spouses of Texas Employees Group Benefits Program members begins July 1, 2015

Texas State University has received the following information from the Employees Retirement System of Texas (ERS) for employees wishing to enroll a same-sex spouse in the Group Benefits Program.

The Benefits staff in Human Resources is available to assist as needed and may be reached at (512) 245-2557 or e-mail hr@txstate.edu.



Following the U.S. Supreme Court's ruling on June 26, 2015, regarding same-sex marriage, state agency and higher education employees and retired employees eligible for the Texas Employees Group Benefits Program (GBP) will be able to enroll their same-sex spouses and dependent children of those spouses in the same coverages and services, and at the same cost, as opposite-sex spouses.

Enrollment will begin on July 1, 2015

For already existing same-sex marriages that took place in other states, the Supreme Court's decision legalizing those marriages in Texas will be considered a Qualifying Life Event (QLE) by ERS. The QLE period for this event – the time in which someone can enroll a same-sex spouse and/or dependent stepchildren outside of his or her annual enrollment period – is June 26 - July 25, 2015. The event date will be June 26, 2015. The effective date for coverage will be July 1, 2015. Evidence of insurability (EOI) will not be required to enroll in Dependent Term Life Insurance in connection with the QLE.

For new marriages occurring on and after June 26, 2015, the standard QLE period (within 30 days from the date of the marriage) will apply. For marriages occurring during the Summer Enrollment period, a QLE should be used. As with all coverages added through the QLE process, coverage will be effective the first day of the month following the QLE date.

Participants who are not enrolled in Medicare may add a spouse and/or dependent stepchildren during the Summer Enrollment period that is currently underway and ends on July 31, 2015. A spouse or dependent stepchild enrolled during the Summer Enrollment period will have coverage beginning September 1, 2015. EOI will be required to elect Dependent Term Life Insurance when enrolling in coverage during Summer Enrollment, outside the 30-day QLE enrollment period.

Retirees who participate in Medicare will have an enrollment period this fall. At that time, a Medicare-eligible retiree may add his or her spouse as part of the Fall Enrollment opportunity. If a Medicare-eligible retiree would like to add a same-sex spouse before then, beginning July 1, he or she can contact ERS to have the spouse added during the QLE period or may log into ERS Online to complete the online QLE enrollment process.

As of 2011, ERS requires each GBP member to verify a dependent's eligibility. Everyone enrolling a new dependent will be notified to send documentation that shows each dependent's eligibility. ***Find more information on the dependent verification process [here](#).***

ERS maintains the enrollment and eligibility system for GBP benefits. ERS is notifying all third-party administrators of GBP programs (such as UnitedHealthcare for HealthSelectSM of Texas, or Humana for HealthSelect Medicare AdvantageSM) about these dependent eligibility changes. We will require that they accept these enrollments, issue ID cards for them and make other administrative changes, as needed.

Benefit Changes for Plan Year 2016

The Employees Retirement System of Texas (ERS) has announced a few changes to our benefits effective with the new plan year on September 1, 2015. Below is an overview of the most significant changes.

For more details including the rates, please visit the *HR Summer Enrollment Website*.

TexFlex

- ADP is replacing PayFlex and will be the new third party administrator for the TexFlex program effective September 1, 2015.
- There will be no administrative fees and no fee to use the debit card for Plan Year 2016.
- New debit cards will be mailed to all health care TexFlex participants in late August to be effective September 1, 2015. Payflex cards will expire after August 31, 2015.
- Dependent care accounts will not be eligible to use the TexFlex debit card starting September 1, 2015.
- The maximum annual contribution for the TexFlex health care account is increased slightly from \$2,500 to \$2,550. Dependent care remains the same at \$5,000 per household.

Health Insurance

- Starting January 1, 2016, the total out-of-pocket maximum will include both medical and pharmacy deductibles, copays and coinsurance.
- Referrals will no longer be required for any ophthalmology or optometry visits, including diagnostic, preventative, and treatment.
- The mental health office visit copay is reduced from \$40 to \$25.
- For HealthSelect, the prescription drug deductible of \$50 will move to a calendar year basis so you won't have to meet it until January 1, 2016.

ERS began sending Personal Employee Benefits Statements by mail in late June to all employees eligible for benefits through Texas State. Your statement will include more details about these changes and other important information.

Annual enrollment is open now through July 31. This is your only chance to make changes to your benefits without a qualifying life event. To make a change, log into your ERS account at www.ers.state.tx.us or come by the Human Resources Benefits office in JCK 360 for assistance.





E-Verify **Mandatory** by Texas Law Effective September 1, 2015

On June 10, 2015, Governor Greg Abbott signed Senate Bill 374 into law making E-Verify mandatory for all state agencies in Texas, but more specifically giving the Texas Workforce Commission the power to control E-Verify use by state agencies.

Texas State University will stay current on the developments and provide additional guidance to departments at a future date.

Please **DO NOT** register for an E-Verify Employer account. The university has the main employer account and HR will coordinate with all to determine the appropriate process.



Save the Date Employee Wellness Fair Tuesday, October 6 | LBJSC 10 a.m. – 3 p.m.

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.

Texas State
is working
to make Your Health
Top Priority

Employee Wellness Program:

NUTRITIONAL COUNSELING

now available

We have
officially kicked
off the start
of Individual
Nutrition
Counseling
through the
Employee Wellness
Program!

To address the growing demand for more personalized nutrition consultations, we are providing one-on-one appointments to fit your unique dietary needs. This summer, one of two graduate students in the MS in Human Nutrition program, Catherine Applegate or Jessi DeGruy, working under the supervision of Dr. Sylvia Crixell, will meet with you.

To schedule an appointment, contact Catherine at ccapplegate@txstate.edu.

Once an appointment is scheduled, you will be asked to return a form answering a few questions and record your diet for a 24-hour period (one day) prior to the appointment. This will allow your nutritionist to prepare for your meeting. During the session, the nutritionist will talk about your diet and suggest any changes you can make. Together, you will consider goals you'd like to set for yourself in order to create a healthier diet. You are always welcome to make a follow-up appointment to review your progress.

It is important to note that this counseling session is not a medical appointment. The nutrition graduate students are working on becoming Registered Dietitians; they have taken most of the coursework, but have not yet participated in their mandatory dietetic internship experience. So, while the graduate students will be happy to meet with any participant, for those with medical conditions (e.g. diabetes), please also seek professional medical assistance.

We look forward to working with you!



Updates to the Overtime and Compensatory Time Policy



Questions concerning these changes or the policy should be directed to the HR Compensation section at 5.2557.

The UPPS 04.04.16, “Overtime and Compensatory Time Policy” has been revised effective April 8, 2015 through the regular review cycle. The major changes are listed below:

- Removed “exempt” and “non-exempt” language from policy
- Explains the university’s typical work hour schedule and permits university sponsored events to be considered work time in the VPAA division
- Defines various terms and identifies five categories of employees
- Clarifies the accrual of leave time for energy conservation days
- Explains comp time for non-regular part time unclassified staff
- Describes on-call policy
- Describes meal period time

PeopleAdmin
Better Talent. Better Future.

News about EASY (PeopleAdmin) Upgrade

The upgrade project continues with configuration to the system to accommodate the process for position management actions including audit requests and reclassifications.

Representatives from PeopleAdmin visited campus on June 4, 2015. They spent the entire day in two working sessions completing live configuration and modifications to the system with representatives from Faculty Records, Office of Equity and Access, Budget Office, and

Office of Human Resources.

Testing and configuration continues with all project team members. The Office of Human Resources will begin to identify selected users for pilot training and testing. Departments interested in pilot training and testing may contact LynnAnn Brewer at lb64@txstate.edu.

The Office of Human Resources is pleased to announce that on May 15, 2015, Nancy Brister, Sr. Business Process Analyst, from Technology Resources received

the Certified Administrator Certification for the completion of the PeopleAdmin certified administrator program.

The program brings in house the expertise to assist and implement process changes reflected in PeopleAdmin, serve as the subject matter expert for training hiring managers and system users, the ability to respond to internal requests, diagnose issues, customize reports and greater system service capabilities.

Leave for Memorial Day Weekend Floods

Dr. Trauth authorized paid Administrative Leave for regular staff and faculty who incurred property damage or were displaced from their homes over the Memorial Day weekend.

An employee may also use this leave to assist immediate family who were affected by the flood. Immediate family is limited to those family members listed in section 9.01 of *UPPS 04.04.30 University Leave Policy*.

Requests for this leave must be submitted through the employee's supervisory chain to their divisional vice president for approval.

GUIDELINES

- *Leave must be approved by the employee's divisional vice president prior to time entry.*
- *Documentation must include dates, time, and justification for leave.*
- *Once the leave has been approved by the divisional vice president, a courtesy copy must be sent to Selma Selvera, University Time Administrator, at ss24@txstate.edu.*
- *The department time administrator must keep the approved document on file with the employee's leave records for four years.*
- *This leave is not intended to cover volunteers. Employees who missed work to volunteer should use their accrued vacation, FLSA overtime or state comp time.*
- *The use of administrative leave for employees is limited to Blanco, Caldwell, Guadalupe, Hays, and Travis counties.*
- *Time entry and submittal of documentation needs to be completed no later than July 3, 2015.*

If you have any questions, please contact Selma Selvera in Human Resources at 245-2557 or ss24@txstate.edu.



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between May 11, 2015 and June 15, 2015.

Noel G Alvarez
Instrument Technician
Utility Operations

Joseph L Hare
Instrument Technician
Utility Operations

Evan B Boldt
Coordinator, New Student
Orientation
Office of Undergraduate
Admissions

Delfino Moncivais
Custodian
Campus Recreation

Bonet Nuttall
Administrative Assistant II
Education Advising Center

Patricia A Clarke
Administrative Assistant II
Office of the University
Registrar

Alyssa C Garza
Administrative Assistant III
Center for Diversity and
Gender Studies

Chandra S Dorsey
Assistant Coach
Women's Basketball

Ana A Aldana
Custodian
LBJ Student Center

Chad R Willis
User Services Consultant I
Client Services

Jimmy L Roach
Air Conditioning Mechanic II
Department of Housing and
Residential Life

Sheila R McInnis
Administrative Assistant II
Retention Management and
Planning

Stephanie L McNeely
Business Process Analyst
Technology Resources
Administration

Taylor M Heard
Dive Coordinator
The Meadows Center

Ann M Webster
User Services Consultant II
Client Services

Matthew C Taylor
User Services Consultant II
Client Services

Lynn A Bostwick
Library Assistant II
University Library

Sarah K Weissmann
Athletics Intern
Bobcat Club

Jose A Guerrero
Custodian
Campus Recreation

Monica M Swift
Grant Senior Secretary
Chemistry and Biochemistry

Jenna E Remily
Academic Advisor I
Education Advising Center

Amanda R Martinez
Assistant Athletic Trainer
Athletic Trainers

John W Garrett
Parking Garage Manager
Transportation Services

Chad A Bose
Custodian
Campus Recreation

Abel E Hernandez
Custodian
Campus Recreation

John A Brotze
Electrician II
Facilities Operations

Bridget A Sarbu
Administrative Assistant II
Department of Accounting

Mayra Mejia
Administrative Assistant II
Department of Finance and
Economics

Callie E Payne
Administrative Assistant III
Accounting Office

Talitha J Pierceson
Administrative Assistant II
Office of Undergraduate
Admissions

Andrew C Blaylock
Administrative Assistant II
Football

New Employee Orientation (NEO) II

Friday, July 10, 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, July 10.

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 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

Faculty

New Faculty Orientation Set for August

Tuesday, August 18, 2015

8a.m. – 1p.m.

JCK 11th floor

Texas State is preparing to welcome a new group of faculty members to campus this fall. At orientation, new faculty members will receive required EEO training, benefits information, a temporary parking permit, ID card, and information about resources available to faculty members.

New faculty can access more information on the following *website*.

All new faculty members must attend New Faculty Orientation. Department administrative support staff should register their new faculty members by submitting a New Faculty Log to Alaina Archer in Faculty Records at asa65@txstate.edu.



JULY

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	2	3
	The Hand From Beyond the Grave: Managing Your Digital Property in the Afterlife	Health and Wellness Lunch & Learn Series: Tracking the Body: Tools and Apps You Can Use **7 Habits of Highly Effective People		New Employee Orientation (NEO) II
6	7	8	9	10
13	14	**7 Habits of Highly Effective People	Credit Card Acceptance at Texas State	17
20	21	Hiring International Employees **7 Habits of Highly Effective People	23	24
*Securing Confidential Information	Health and Wellness Lunch & Learn Series: Eating Healthfully in the Restaurant World *Securing Confidential Information	**7 Habits of Highly Effective People		Jobs4Cats
27	28	29	30	31

** Workshop is offered either dates.*

*** 7 Habits of Highly Effective People is a 5-part course. The last day of the course is August 5.*

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



SAP Training Classes Offered by the HR Master Data Center

The HR MDC offers monthly training classes to assist you in understanding SAP organizational management, the electronic PCR process, and how to create staff or student PCRs.

The training classes are open to SAP users who have the security role of DEPARTMENT HEAD.

A calendar of available classes and training presentations is available at our [HR MDC website](#).

Class registration is easy! Simply logon to the [SAP Portal](#), click on the Training and Development tab, then the Organizational Excellence link in the Course Catalog section. Select your class title, desired date, and Book This Course.



Texas State Employee Discount Program

Check out July's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Dell systems:** Get up to 10%, 20%, 30% or more off select configurations of Dell systems. Every PC comes with a 30-day price guarantee.
- **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.
- **Glasses.com:** Save an extra 20% off orders of \$100+ or more on all brands at Glasses.com. Get free shipping, free CR-39 Plus lenses and a 100% satisfaction guarantee.
- **rateGenius:** Refinance your auto loan with rateGenius and save on your car payment within 48 hours! Get a \$50 rebate with a funded loan.
- **Campmor:** Campmor has the outdoor clothing, gear and accessories you need. Save 10% when you shop directly from your employee discount website.



www.beneplace.com/txstate





From left to right: Adam Clark and Dr. Eugene Bourgeois

Adam Clark Systems Support Specialist I History

Adam is the technical support person for the Department of History, but also serves two other College of Liberal Arts units as well. He balances his duties professionally and skillfully with History, Anthropology and the Center for the Study of the Southwest.

Adam manages all of the computers, cameras, audio-visual material, and software. He oversees the inventory and troubleshoots issues that faculty have with their computers. He keeps the technology in the departments running smoothly, including classroom equipment, laptops, desktops but also provides technological support for departmental events and website updates.

Adam goes way beyond his regular duties and is always willing to pitch in to help. He frequently receives

requests on weekends and has them done before Monday.

Adam recognizes needs and takes care of them before being asked. He will open the office if needed; he will help set up chairs before a presentation; he will troubleshoot with the classroom technology while waiting for a response from ITAC; he will run across campus since he works for units in three different buildings and work on technical problems until they are solved.

Adam epitomizes what is special about Texas State. He handles emergencies as emergencies, commitments are kept, inventory issues are straightened out and updates are performed almost instantly. He cheerfully does his job so well that he makes it look easy. He also goes out of his way to make everyone with whom he comes in contact feel important and

Employee of the month *June 2015*

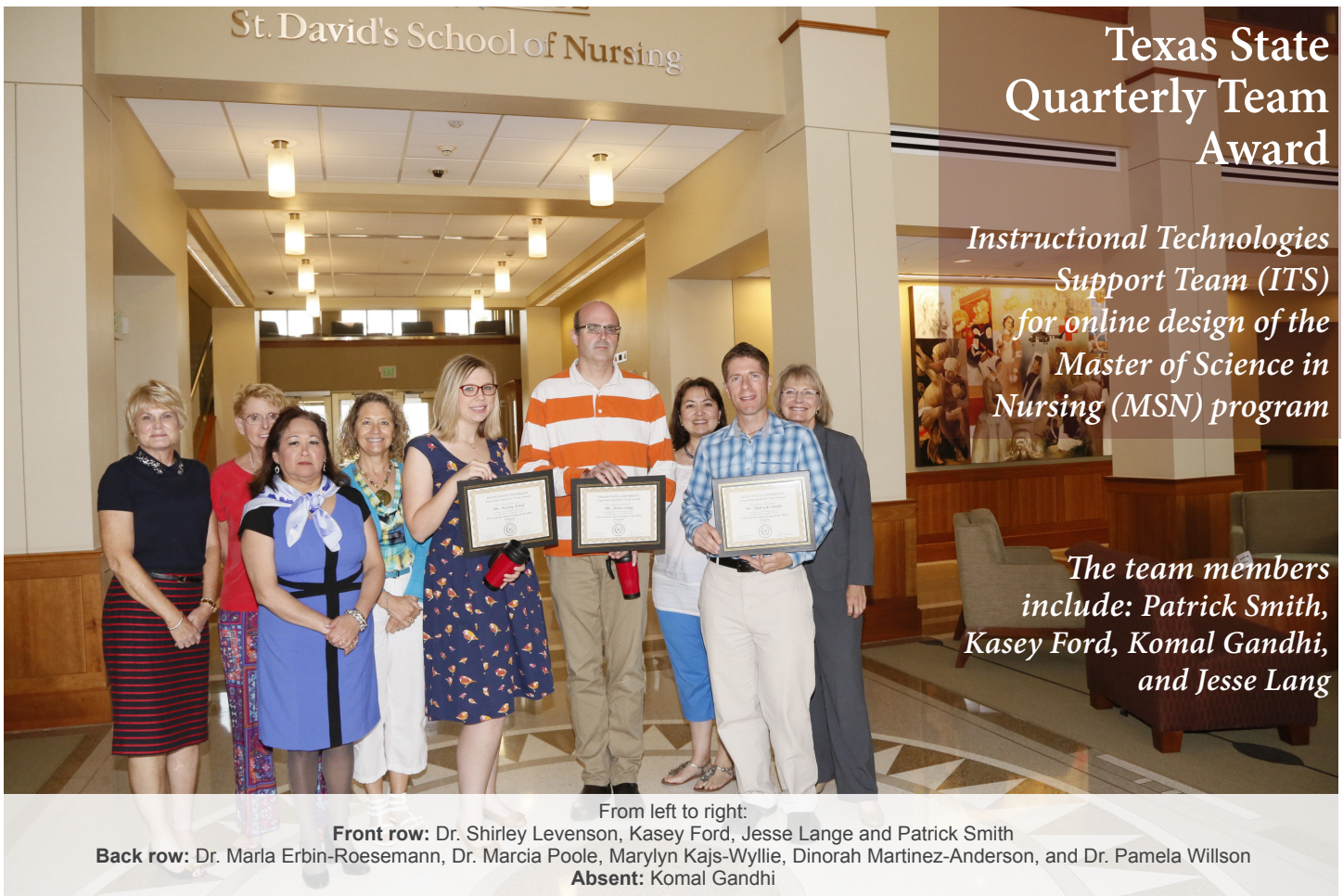
*Adam epitomizes
what is special
about Texas State.”*

respected. From student worker to graduate instructional assistants to faculty, everyone agrees on Adam's efficiency and professionalism.

Congratulations, Adam, on your hard work, innovation and being recognized as the June 2015 Employee of the Month!

***Congratulations,
Adam, on your
remarkable
dedication!***





Texas State Quarterly Team Award

*Instructional Technologies
Support Team (ITS)
for online design of the
Master of Science in
Nursing (MSN) program*

*The team members
include: Patrick Smith,
Kasey Ford, Komal Gandhi,
and Jesse Lang*

From left to right:
Front row: Dr. Shirley Levenson, Kasey Ford, Jesse Lange and Patrick Smith
Back row: Dr. Marla Erbin-Rosemann, Dr. Marcia Poole, Marylyn Kajs-Wyllie, Dinorah Martinez-Anderson, and Dr. Pamela Willson
Absent: Komal Gandhi

The Texas State Quarterly Team Award was presented to the Instructional Technologies Support Team (ITS) for online design of the Master of Science in Nursing (MSN) program.

The services of the Instructional Technologies Support (ITS) team benefited the faculty of the St. David's School of Nursing, and two cohorts of students enrolled in the newly designed online Master of Science in Nursing (MSN) degree program, preparing Family Nurse Practitioners.

A small team of instructional designers and course developers worked with nursing faculty to design, develop, and deliver an entire online MSN degree program, the last courses of which were completed in December 2014. This marked the completion of a long-term, one-time project that began in Spring 2013. The ITS team continues to consult with the nursing faculty to revise and improve the initial course offerings.

The instructional design team met with nursing faculty on a weekly basis for two semesters to design and develop the MSN courses. Instructional designers guided faculty through the process of developing measurable learning objectives and course outcomes. The designers then collaborated to create innovative and effective assessments that would ensure that course outcomes are being met by students. Finally, the designers coached the faculty regarding online teaching effectiveness and monitored every course during its initial offering so as to provide assistance when needed.

The ITS Round Rock Instructional Design team played a crucial role in the development and delivery of a completely new degree program, bringing new students and faculty to the university. By providing high-quality online course offerings to their students, the nursing department has been able to prepare a new generation of Family Nurse Practitioners, and based on the success of this program, has applied to the Board of Regents to launch a doctoral degree in nursing practice by the end of 2016.

President Denise Trauth, in her fall 2013 convocation speech, said, "...the most coveted jobs in nursing...require advanced degrees for those who want to ascend to the top positions in those fields. I'm pleased to say that this has been something we've made central in our strategic plan." The ITS Round Rock Instructional Design team played an integral role in achieving the strategic goal that Dr. Trauth spoke of.

The team worked under a tight timeline to design and develop a total of 19 courses to finish out the online MSN program. Most importantly, they designed courses that were of extremely high quality. Students are polled by ITS after the initial offering of every online course they design, and the students' responses show a remarkably high level of overall satisfaction with their online course experiences. In addition, the Commission on Collegiate Nursing Education (CCNE) visited campus for an accreditation review and remarked specifically in their report regarding the quality of the online courses the ITS Round Rock Instructional Design team has produced, and how the university's students will benefit from the collaboration between the nursing faculty and the ITS team.

Congratulations, ITS Team, for your achievements and outstanding efforts!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between May 11, 2015 and June 15, 2015.

Andrew K Cassell

Promoted to Recycling/Waste Management Worker II, from Recycling/Waste Management I, Grounds and Waste Management Operations

Chandler H Prude

Promoted to Assistant Director, University Marketing, from Photographer, Office of University Marketing

Tiffany R Houze

Promoted to Financial Aid and Scholarships Counselor, from Financial Aid and Scholarships Processor, Office of Financial Aid and Scholarships

Adrianna M Garza

Promoted to Financial Aid and Scholarships Counselor, from Administrative Assistant II, Office of Financial Aid and Scholarships

Javier M Garcia

Promoted to Assistant Director, Undergraduate Admissions, from Coordinator, New Student Orientation, Office of Undergraduate Admissions

Kathy E Martinez-Prather

Promoted to Director, Tx School Safety Center, from Grant Senior Coordinator, Tx School Safety Center

Debra L Smith

Promoted to Head Inventory Control Clerk, from Inventory Control Clerk II, Department of Housing and Residential Life

Ana I Hicks

Reclassified to Stores Clerk II, from Stores Clerk I, Facilities Management

Daniel C Owen

Reclassified to Chief Information Security Officer, from Information Security Officer, VP for Information Technology

Elizabeth B Strand

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

Joel F Bermea

Reclassified to Crew Supervisor, Facilities Management, from Head Stores Clerk, Facilities Management

Lindsey M Sinner

Reclassified to Administrative Assistant III, from Administrative Assistant II, Facilities Management

Ricki Myers

Reclassified to Information Security Analyst II, from Information Security Analyst, VP for Information Technology



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