

HR Bulletin

August 2015

Health Benefits of Water-based Exercise: AQUA PUMP

SAVE ON

Back to School

ESSENTIALS!



Contents | August 2015

2 - 3 What's in View

- Event - Voluntary Savings Plans
- Deadline for Salary Spread Election
- TexFlex Reminders
- Save the date: Employee Wellness Fair

4 - 6 Highlights

- Health Benefits of Water-based Exercise: Aqua Pump
- Revised UPPS 04.04.41 - Now Available
- Assisting New Employees Relocate
- Top 5 Reminders for Appointing Hourly Student Worker

7 - 10 Employee Focus

- Welcome New Employee Bobcats
- NEO II
- New Faculty Orientation
- ASSR website
- August Workshops
- Employee Discounts and Back to School Savings!

11 - 13 In the Spotlight

- Employee of the Month
- HR Forum Committee
- Movin' On Up - Promotions & Reclassifications

Human Resources
601 University Drive
JCK Suite 340
512.245.2557

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



Want to Know More About Voluntary Savings Plans Offered at Texas State?
Come to a convenient one-stop shop!

Visit with representatives from:

- Human Resources
- Texas State approved 403(b) providers (ORP & TDA plans)
- Texa\$aver 457 Plan

Thursday August 20 | JCK 1100
8 a.m. – 11 a.m.

*Come and go
No registration required*

Deadline for 12-Month Salary Spread Election: Friday, August 21

Faculty, staff and graduate students who want to change their salary spread election must do so by **Friday, August 21, 2015.**

To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31). Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year.

It is important to note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This typically increases the federal income tax withholding percentage for that month. Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

Election forms are available from Human Resources or on *our website*.

If you have questions, please contact **Debbie DeLaCruz** (dad145@txstate.edu) or 245-2557.



TexFlex Reminders for End of PY2015 (September 1, 2014 – August 31, 2015)

- Health Care Accounts have a \$500 rollover. Amounts between \$25 and \$500 left in your health care account will rollover to use in PY2016.
- Deadline to file claims for PY2015:
 - o 12/31/2015- for healthcare claims between 9/1/2014 – 8/31/2015
 - o 12/31/2015- for dependent care claims between 9/1/2014 – 11/15/2015. Dependent care accounts do not have a rollover, but do have a 2 ½ month grace period.
- Use Payflex for filing claims until 8/31/2015. Beginning 9/1/2015, all claims will be filed through the new TexFlex administrator, ADP.



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.

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

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

Other features include:

- Information on smoking cessation
- Blood pressure check stations
- Mammograms will be offered through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus, free with an employee ID and United Healthcare card
- Door prizes awarded for attendance





Health Benefits of Water-based Exercise: AQUA PUMP

Do you have osteoarthritis or suffer from other musculoskeletal problems? Are you overweight? Are you new to exercise? Are you bored with your current exercise routine and are looking for something new? Do you have high blood pressure?

If you answered “yes” to any of these questions, then you may want to try out **Aqua Pump**, a water-based group fitness class, offered through your Texas State Employee Wellness Program. Designed for people of all ages as well as varying fitness levels and physical conditions, this enjoyable, yet effective, class offers benefits that land-based exercise cannot: the benefits of buoyancy and resistance.

- Water’s buoyancy virtually eliminates the effects of gravity. It supports most of your body weight and, thereby, acts as a cushion, reducing stress on your joints, muscles, ligaments, and tendons. It also aids blood flow back to your heart. So, your heart rate and blood pressure will not be as high when exercising in the water as it will be when exercising on land.
- Water provides resistance to movement in all directions. In a basic sense, water is an easily and instantly-adjustable weight-training machine. You can increase water’s resistance by speeding up your movement or using water fitness equipment, such as webbed gloves and floats.

As with land-based forms of exercise, water-based exercise will not only improve your physical health, but will also improve your mental health. It will, for instance, improve your sleep quality, release endorphins that positively impact your mood, relieve depression, and decrease anxiety.

Summer is a great time to make a splash! So, come join us at Aqua Pump on Mondays and Wednesdays at 5:30 PM at the Aqua Sports Center and on Fridays at noon at the Student Recreation Center. **Visit [here](#) for more information.**

Texas State
is working
to make Your Health
Top Priority





NOW AVAILABLE

REVISED UPPS 04.04.41 “Staff Employee Mediation and Grievance Policy”

This UPPS is *now available* on the HR website. Major changes to the policy include:

- Compliance with changes in the TSUS Regent’s Rules removing the use of a grievance review board to hear grievances.
- Added and revised definitions for key roles and terms used in the grievance process: hearing officer, grievance, assistant vice president, department head, grievant, termination for cause, termination at will.
- Redefined grievance process to differentiate a non-termination grievance from a termination grievance.
- Changed all appeals and complaints to grievances and removed language related to complaint.
- Identified role of department head and vice president in the grievance process.
- Identified the role of Special Assistant to the President regarding grievances against a vice president.
- New forms reflecting these changes will be updated on the HR website along with the policy.

Assisting New Employees with Moving and Relocation

Departments may assist new employees with moving and relocation by utilizing the [FSS Moving and Relocation Expenses Policy](#) and the GMS relocation services for relocation coaching.

The University only allows relocation and moving for full-time faculty, principal investigators, technical employees, and administrative and professional staff employees at the director level and above.

The policy, [FSS/PPS No. 03.05.04, Moving and Relocation Expenses](#) outlines expenses that qualify for moving and relocation expenses in compliance with IRS regulations.

Examples of qualified and non-qualified moving and relocation expenses are in this [attachment](#).

Additionally, the Purchasing Office, Procurement & Strategic Sourcing team recommends using the vendors that are a part of the [E&I Cooperative Services](#):

- Allied Van Lines
- Graebel Moving Services
- Mayflower Transit
- North American Van Lines
- United Van Lines

Prior to making an offer to pay for moving and relocation expenses, hiring managers must obtain the appropriate approvals on:

Authorization for Employee Moving Expenses ([Form Ap-16](#)).

In addition, Human Resources also offers relocation services and coaching to all new employees. The hiring manager may submit a request for relocation services to Human Resources via the [GMS Relocation Service Request form](#).

Global Mobility Solutions is a nationally recognized vendor that provides highly reputable relocation services.



Top 5 Reminders for Hourly Student Worker Appointments

- 1) Be sure to send in a separation PCR for your student workers who will not be returning for the fall semester.
- 2) Select the correct effective date of separation when submitting a separation or end additional appointment PCR. The effective date should be the last day actually worked. Use SAP transaction CATS_DA (Display Working Times) to verify the last date of time entry.
- 3) Review your existing student worker appointments to verify whether they are still active or the position is no longer needed. Use SAP transaction ZNOTIME – Employees with No Time Entry to see employees with either no time entry or time entry that is not current.
- 4) If you have returning student workers for the fall and you know their first day of employment, please submit the PCR as soon as possible.
- 5) If your department is eligible to hire work-study students, refer to the chart below for accounting line information.

From July 1, 2015 – August 31, 2015			
Department	%	Fund	Cost Center
Departments that have an E&G/ Designated Method fund account to use for work study	30	200001101 ⁵	1032811015
	70	450006101 ⁶	1032811011
Student Service Fee accounts (fund 30000010XX)	30	300000101 ⁵	Your Cost Center
	70	450006101 ⁶	1032811011
Departments without E&G/ Designated Method fund accounts to use for work study	30	Your fund	Your cost center
	70	450006101 ⁶	1032811011
From September 1, 2015 – June 30, 2016			
Department	%	Fund	Cost Center
Departments that have an E&G/ Designated Method fund account to use for work study	30	200001101 ⁶	1032811015
	70	450006101 ⁶	1032811011
Student Service Fee accounts (fund 30000010XX)	30	300000101 ⁶	Your Cost Center
	70	450006101 ⁶	1032811011
Departments without E&G/ Designated Method fund accounts to use for work study	30	Your fund	Your cost center
	70	450006101 ⁶	1032811011



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between June 22, 2015 and July 6, 2015.

Jessica L James
Grant Specialist
School of Journalism and Mass
Communication

Daniel F Seed
Grant Specialist
School of Journalism and Mass
Communication

Ann E Flink
Master Teacher
Child Development Center

Elizabeth Teran
Custodian
Campus Recreation

Paola A Campesi
Administrative Assistant II
University Police

Terrence J Johnson
Assistant Coach
Men's Basketball

Amanda G Conley
Administrative Assistant II
Department of Housing and
Residential Life

Michael R Charlton
Programmer Analyst I
Enterprise Systems

Laura F Terry
Assistant Coach
Women's Basketball

Kevin W Proctor
Custodian
Campus Recreation

Devaradura T Mendis
Systems Support Specialist I
Round Rock Campus

Kerri L Harmon
Supervisor, Enrollment and
Advising
Round Rock Campus

Jaclyn A Contreras
Academic Advisor I
Fine Arts and Communication
Academic and Advising Center

Aja V Varnado
Administrative Assistant II
Round Rock Campus

Mary J Flint
Director, Center for Student and
Preparation
College of Education

Renee A Jurell
Financial Aid and Scholarships
Assistant
Office of Financial Aid and
Scholarships

Tammy B Caballero
Administrative Assistant II
Office of Financial Aid and
Scholarships

Roberto Sanchez Jr
Academic Advisor I
College of Liberal Arts Advising
Center

Kenneth R Pierce
Assistant to the President
President Office

James R Cooper Jr
Head Facilities Maintenance Worker
Department of Housing and
Residential Life

Lorin M Craft
Administrative Assistant II
Fine Arts and Communication
Academic and Advising Center

James D Chancellor
Residence Hall Director
Department of Housing and
Residential Life

LeAnna M Willis
Residence Hall Director
Department of Housing and
Residential Life

Alexandra M Kytan
Residence Hall Director
Department of Housing and
Residential Life

Stephanie A Schulz
Photographer
Office of University Marketing

William D Butler
Grant Specialist
Texas Stream Team

Austin J Zitkus
Police Officer
University Police



New Employee Orientation (NEO) II

Friday, August 14, 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, August 14.

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

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.

AUGUST

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
	Travel Policy and Procedures			
3	4	5	6	7
*For the Record: What You Really Need to Know About Records Management	*For the Record: What You Really Need to Know About Records Management	Effective Faculty Hiring		New Employee Orientation (NEO) II
10	11	12	13	14
	New Faculty Orientation			
17	18	19	20	21
	Blood Drive			
	Health and Wellness Lunch & Learn Series: Nutrition Q & A			
24	25	26	27	28
31				

** Workshop is offered either dates.*

What are Your Fall Development Possibilities?

Look for an email shortly before the fall semester begins with your link for the Fall Preview, the combined workshop listing for workshops coordinated through the offices of Academic Development and Assessment, Information Technology Support, Professional Development/Human Resources, and Technology Resources.

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



Texas State Employee Discount Program



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

Limited-time offers and regional programs are also available.

- **Costco:** Join Costco now as a new member; get coupons for free products and other great savings! Value is more than \$50.
- **Lenovo:** Cool off this summer with big savings from Lenovo! Now is the time to upgrade your home or home office PC with instant savings off select laptops, tablets, desktops and accessories.
- **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.
- **Liberty Mutual :** Liberty Mutual offers exclusive employee savings on quality auto and home insurance. Save even more with multi-car and multi-policy discounts.
- **AC Lens:** Style you can afford, quality you can see. Save up to 15% off a wide selection of contact lenses and eyewear with AC Lens.

And...

SAVE ON

Back *to* School

ESSENTIALS!

Check out the *Back to School* specials on computers, phones, bicycles, clothes, corrective lenses and other essentials.

www.beneplace.com/txstate





From left to right: Marsha Moore, Bill Nance, Karen Hollensbe, and John McBride

Employee of the month *July 2015*

Karen Hollensbe
Human Resources Representative,
Office of Human Resources

Karen's regular responsibilities as HR Representative in Professional Development involve coordination of workshops and maintaining the Training and Development module in SAP. Karen's communication skills on a day-to-day basis involve interactions with workshop presenters, workshop participants, and all the support individuals required to run the operations of the Professional Development area, and staff in the HR Office.

In addition to her main responsibilities, Karen is also the coordinator of the Employee Wellness Fair, an annual event put together by a committee made up of individuals who volunteer from offices from across campus within four different divisions.

Preparation for last year's fair, held in October, began in June and involved detailed management of every aspect of the fair. Karen oversaw all the details limited to, the budget, vendor registration student volunteers. Karen also applied entities which considerably expanded

*Karen (is a)
definite asset to
our HR Office."*

The 2014 Fair set records in several at 44 and the highest participation to the free flu shot booth, the fair also vaccines, as well as mammograms

regarding event planning including, but not and needs, LBJSC Ballroom set-up, and for and received grant money from two the fair's budget.

areas: the most vendors participating by faculty and staff at 603. In addition offered pneumonia and whooping cough through the Seton Hospital Pink Bus.

As Karen dealt with all the details of the event, she exhibited excellent organizational skills, teamwork, and leadership to make the 2014 Employee Wellness Fair a success.

Her calm demeanor is present no matter what the extenuating circumstances might be and makes daily work with her a joy.

Karen's "can do" attitude and innate ability to work with employees at all levels of the university makes her a definite asset to our HR Office.

Congratulations, Karen, on your hard work and dedication!



Human Resources Forum Committee

Connecting HR information to campus



From left to right:

Front row: Jessica Etzler, Sophia Joseph, Mary Alice Gonzales, Tammy Coyle, Sulvia Cruz, Donya Villareal, Albert Cheng, Kathleen Whetstone, Teresa Jo Rudolph and Patricia Prado

Middle row: Bertha DeLeon, Stacey Rodriguez, Heather Steed, L.A. Chafin, Michelle Aguilar, Michelle Bohn, Sandra Elliot, Carolyn Holesovsky, Holly Tipton, Michelle Moritz, Rita Staires, Ethel Banks, Lynn Ann Brewer, Norma Gaier, and Roxie Weaver

Back row: Cindy Keilers, Debbie Chandler, Jeff Lund, Mary Ann Ortiz-Moerke, Robert Jackson, Vanessa Salazar, John McBride, Matthew Worthington, Jennifer Barker, Paula Slocombe, Karen Farnsworth, Christie Stampley, Marsha Moore, Debra Sowards, Lillian Garcia, and Margie Rodriguez

The Human Resources Forum has come a long way since its creation back in 2010!

The Forum's primary purpose is to facilitate two-way communication with campus departments on HR issues. The idea for this communication channel evolved from the results of department peer reviews in the early 2000's and is modeled on a highly successful similar group at UT-Austin.

The initial Forum format included monthly meetings. However, when attendance began to slide we knew we needed a change if we were going to have an effective communication channel. In early 2014 we initiated a survey of the membership to see what could be done to help us meet our objective of effective two-way communication with the people we serve. The survey findings resulted in a reappointment of members selected by their divisional vice president; a move to quarterly rather than monthly meetings; a revised meeting time and format to include guest speakers; designation of the Forum as an official body listed in the University's Councils, Committees, and Teams; formal evaluations of each meeting by the membership; and last but not least... providing a wellness oriented lunch!

The Forum meeting on July 14, 2015 represented our one year birthday for implementing the changes gathered from our membership survey, and they seem to be having a positive effect. Attendance in the 47 member body has risen from 10-15% to over 70% which in turn has resulted in producing the desired two-way communication objective: to learn from each other and liaison HR information to campus.

So, if you want to have more information about an HR issue, contact a committee member and have them bring it to the Forum!

... the desired two-way communication objective: to learn from each other and liaison HR information to campus."

Committee Members

Albert Cheng
Bertha DeLeon
Brandi Martinez
Carolyn Holesovsky
Christie Stampley
Cindy Keilers
Cynthia Prado
Dana Chapman
Deborah Chandler
Donya Villareal
Ethel Banks
Heather Steed
Holly Tipton
Isabel Mathies
JaNelle Barnes
Janet Moseley
Jeff Lund
Jennifer Barker
Jessica Etzler
John McBride
Karen Farnsworth
Karen Munoz
Kathleen Whetstone
Kindra Colgin
Krista Haynes
L.A. Chafin
Lacy Needham
LaDonna Tate

Lillian Garcia
Lynn Ann Brewer
Margie Rodriguez
Marsha Moore
Mary Alice Gonzales
Mary Ann Mendoza
Mary Ann Ortiz-Moerke
Mary Ann Trevino
Melanie Liddle
Melinda Olivo
Michelle Aguilar
Michelle Bohn
Michelle Moritz
Nabila Aikawa
Norma Gaier
Patricia Prado
Paula Slocombe
Rita Staires
Robert Jackson
Roxie Weaver
Sandra Elliot
Sophia Joseph
Stacey Rodriguez
Sylvia Cruz
Tammy Coyle
Teresa Jo Rudolph
Vanessa Salazar
Wendi Rios

Thank you for a wonderful year HR Forum Committee members!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between June 22, 2015 and July 6, 2015.

Michele T Weaver

Promoted to Supervisor, Testing Lab from Coordinator, Testing Lab, Testing, Research-Support

Kambra K Bolch,

Promoted to Associate Dean, Academic Programs from Publications Writer, University College

Lindsay A Stadter

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

Joseph M McKenna

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

Holly M Bazaldua

Promoted to Administrative Assistant III from Administrative Assistant I, Donor Services

James L Peterson

Reclassified to Parking Services Maintenance Worker from Service Coordinator, Transportation Services

Jonathon E Gaddis

Reclassified to Contract Specialist from Supervisor, Custodial Services, Facilities Management



TEXAS  STATE[®]
HUMAN RESOURCES

