

HR Bulletin

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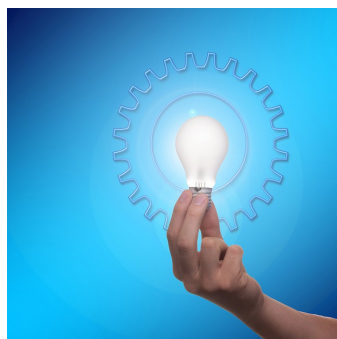
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TEXAS  STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu

Photo courtesy of pixabay

Happy 4th of July

From all of us at HR

Save the Date

Employee Wellness Fair

Tuesday, October 4 | LBJSC | 10 a.m. - 3 p.m.

Mark your calendars to attend the 9th Annual Employee Wellness Fair!

The event will have 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.

Photo courtesy of pixabay





CONSUMER DIRECTED HEALTHSELECT

- High Deductible Health Plan (HDHP) paired with Health Savings Account (HSA)
- Available as a health plan choice along with the traditional HealthSelect and HMO options (where available)

This year there are several changes to our insurance benefits administered through the Employees Retirement System (ERS). Changes take effect September 1, 2016. On the left is a summary of the major changes. Click on the headers for more information about each topic.

STATE OF TEXAS VISION

- Standalone vision plan offered by Superior Vision Services, Inc.
- Lower exam copays, lens costs, and allowances for glasses or contacts each year

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

RATES

- No change to term life insurance, dependent term life insurance, short-term disability, long-term disability, or Voluntary AD&D
- No change to the Humana Dental DHMO or State of Texas Dental Discount Plan
- Rates increase for the State of Texas Dental Choice Plan
- For full-time employees, there is still a 100% contribution for employee-only health coverage and a 50% contribution for enrolled dependents for all medical plans. For HealthSelect, the employee's cost for dependents will increase about 7%.

Annual Enrollment is July 11 - August 12. This is your chance to make changes to your benefits! To make changes, log into your ERS account at www.ers.state.tx.us or come by the Human Resources Benefits Office in JCK 360.

NEW

Good-bye, GOJA!

Hello, Job Analysis Form

WHAT'S HAPPENING?

The Guidelines Job Analysis (GOJA) is officially gone!
(Pause for a moment of silence.)

Yes, the rumors are true. The GOJA is no longer used to audit new positions or to reclassify existing positions.

Instead, the [Job Analysis Form \(JAF\)](#) was created to replace the GOJA and streamline the informational requirements for proper position classification.

WHY THE CHANGE?

The GOJA had a good run. After a few decades, it's time to streamline the way we classify positions.

As Texas State moves toward an improved performance management process, we are taking the opportunity to create new documents that assist in expediting the job audit process and facilitate classification of current and new positions.

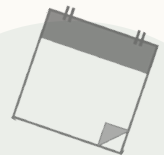


HOW DO I USE THE NEW JOB ANALYSIS FORM?

The Job Analysis Form is used only for *reclassification of an existing position* and for the *creation of a new position*. The new form is not a part of our new Performance Management process.

WHEN DO I START USING THE JOB ANALYSIS FORM?

You can use it right now! Effective immediately, the GOJA is now replaced with the Job Analysis Form.



WHERE DO I FIND THE JOB ANALYSIS FORM?

The Job Analysis Form can be found on the [Compensation website](#) under [Compensation Forms and Documents](#).

ADDITIONAL QUESTIONS:



512.245.2557



Jeff Lund [JL21](#) or Julie Eriksen [JE36](#)

What's Your Plan?

Completing the Performance Plan: The first piece of Performance Management

The Performance Plan, the first piece of the new Performance Management process, should be complete by July 31.

This includes:

- Completion and submission of the plan by supervisors to their employee(s). Components of the plan include:
 - goal(s);
 - duties;
 - competencies*;
 - behaviors*;
 - professional development;
 - work environment; and
 - physical demands.
- *Competencies and behaviors are embedded into the plan.
- Review of the plan by employee(s).
- 1:1 meeting with supervisor and employee to review plan together and clarify questions.



Friendly Reminder

User guides and other information regarding the plan and new software are available in the [Tools and Resources](#) website of [Performance Management](#).

All questions should be addressed to performancemgt@txstate.edu.

Final Call

PERFORMANCE MANAGEMENT

Training

JULY 5th & July 18th

Employee training for all *non-supervisors* will be held for two days in July. Those who attended Manager training *are not* required to attend, but are welcome to do so.

Register online through the [SAP Portal](#) and click on the Training and Development tab. Choose the date and time which works best for you in the Course Catalog, under Organizational Excellence.

More information is available in the [Training section](#) of the [Performance Management website](#).





This month: Elect the W-2 online delivery of your annual W-2 Form to automatically enter for your chance to win a Texas State University T-Shirt!

Employees electing online (paperless) delivery during July will be entered in a drawing for a **Texas State University T-Shirt**.

- Instructions to elect **online (paperless) delivery** on the [SAP Portal](#) are available on the [Payroll website](#).
- The election process is a **one-time enrollment** using our secure website.
- SAP will automatically send you an **election confirmation e-mail**.

The final deadline for electing online (paperless) delivery is December 31, 2016

Benefits of the electronic W-2 Form:

- Access to your W-2 form in mid-January of each year
- Print the W-2 form at your convenience
- Ensure the security of your W-2 by stopping the annual mailing of a paper copy
- Have access to your W-2 before the traditional U.S. mail delivery
- Help the university Go Green and save money in printing and postage costs

Important Disclosure Information:

- Consent for online delivery is only required once
- Upon termination of employment, all former employees will receive a paper W-2 for their last year of compensation
- For those employees *who do not elect online delivery*, a paper W-2 Form will be mailed to the last known address on or before January 31, 2017

All employees will be notified via e-mail when the online 2016 W-2 forms are available on the SAP Portal in January 2017. For any questions, please contact the Payroll and Tax Compliance office at 512.245.2543 or payroll@txstate.edu.



Tips for Using HireRight to Complete Electronic I-9 Forms and the E-Verify Process

Attention all hiring managers:

A [Quick Reference Guide](#) is available to help all department requestors and those with HireRight permissions to complete the I-9 Employment Eligibility Verification Form.

Also, did you know that there are three ways an I-9 Form and the E-Verify process can be completed?

Three ways to complete the Electronic I-9 Form:

- 1) Requestors may use the *invite* function and send a request to a new employee to complete Section I of the electronic I-9 form. Then the requestor will log in to HireRight and go to the *pending employer* tab to complete Section II by right clicking on the *employee row* and selecting *verify I-9 documents*.
- 2) Department requestors may also use the *invite* function to send a request to a new employee to complete Section I of the I-9 form and send a request to a hiring manager that is not a HireRight permissioned user to complete Section II. In the invitation, the department user will need to complete the *blue hiring manager section* and provide the first name, last name, and e-mail address for the hiring manager. The invitation provides the hiring manager with a one-time access to the employee's I-9 form.
- 3) The Kiosk link option allows department requestors to have others complete Section I on site. If a department user utilizes the Kiosk, employees must complete the hiring manager and department field. The department user may call Human Resources and request reassignment to the department user. The default assignment for I-9 and E-Verify forms created through the Kiosk is Bobbie Brandenburg. HR periodically checks and reassigns it back to department users. Department requestors are required to upload copies of the verification documents. They may take this action by navigating to the *completed* tab, right clicking on the *employee row*, and selecting *managing supporting documents*.

Additional information is available in the [Quick Reference Guide](#).

Please contact LynnAnn Brewer (lb64@txstate.edu) or Bobbie Brandenburg (bb27@txstate.edu) at 512-245-2557 with any questions.





One-on-one Nutrition Consultation

WellCats nutrition offers a variety of nutrition services. For individual help, we can meet with employees one-on-one. To schedule an individual counseling session, contact Jessi DeGruy Page (jdd93@txstate.edu). Jessi, a graduate student in nutrition, is conducting the sessions this summer.

Before you meet with the nutritionist, he or she will ask you to record a usual day's diet and indicate physical activity for the day. You will also be asked to submit any questions you may already have in mind before you meet. Providing this information will allow us to be better prepared for the meeting. During the one-on-one consultation, we will review your diet, talk about any diet issues you may have, provide you with professional advice and resources, and help set achievable goals. You are welcome to schedule a follow-up visit.

We also offer one-on-one counseling for maternity and for young children. To schedule such as session, contact Ms. Hannah Thornton (ht1074@txstate.edu). Hannah is a Registered Dietitian and senior lecturer.

It is important to note that these services are intended to promote wellness. For acute or chronic disease conditions that require medical nutrition therapy, we suggest you work through your healthcare provider to find a Registered Dietitian that specializes. Alternatively, we have a list of dietitians that we can share.


 The Texas State Employee Wellness Program

To improve your overall wellness, join WellCats today! Wellcats is Texas State's employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 5.8358 or CC61@txstate.edu or visit www.worklife.txstate.edu/welcats.html.

www.worklife.txstate.edu/WellCats.html

Welcome New Employee Bobcats

Join us in welcoming the following employees hired between May 16, 2016 and June 6, 2016.

Annette A Gutierrez

Student Development Specialist II
SLAC

Elizabeth P Johnson

Data Entry Operator
Advancement Services

Zachary P Perdieu

Academic Advisor I
PACE Advising Center

John A Kirchner

Buyer II
Procurement and Strategic
Sourcing

Estefania L Garza

Academic Advisor I
PACE Advising Center

Rodney E Hill Jr

Assistant Coach
Women's Basketball

Mariela Villanueva-Beltran

Administrative Assistant II
Student Business Services

Laura S Murray

Major Gift Officer
Development

Karli C Barger

Grant Secretary
College of Science and
Engineering

Sepideh Maleki

Grant Technician II
Computer Science

Terri L Vanderhamm

Administrative Assistant II
Department of Housing and
Residential Life

Amy L Wilkerson

Inventory Control Clerk I
Bookstore

Kelsey E Bolfig

Administrative Assistant II
College of Science and
Engineering

Christopher R Bell

Recording Studio Technician
Sound Recording Studio

Claire E Richardson

Administrative Assistant II
The Graduate College

Peter W Janovics

System Analyst I
Computer Science

Dana R Willett

Director, Distance and Extended
Learning
Office of Distance and Extended
Learning

Chase A Key

Police Officer
University Police

Michael H Martaindale

Grant Coordinator
ALERT Center

Lisa M Lawrence

Student Development Specialist I
Athletic Academic Center

Scott M Ayers

Coordinator, IT Projects
VP for Information Technology



NEW EMPLOYEE WELCOME (NEW) II

Friday, July 8, 2016

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

Bobcat Stadium - Football End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, July 8.

NEW is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State employees hired during the past month. New faculty members are also invited to attend. Breakfast and lunch is served. For more information, contact Professional Development at ext. 5.7899.

New Faculty Orientation Set for August

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

New Faculty Orientation will be:

Tuesday, August 23, 2016
8:00 a.m. – 1:00 p.m.
JCK 11th floor

A website has been created to help your new faculty at www.ada.txstate.edu/newfaculty.

All new faculty members must attend New Faculty Orientation. Department administrative support staff should register new faculty members by completing the New Faculty Log and submitting it to Alaina Archer 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
 4	5	6	7 Hiring International Employees	8 New Employee Welcome II
11	12	13	14	15 NEW Health and Wellness Lunch and Learn Series: Tired of Rice and Pasta? Cooking with Healthy Grains
18	19	20	21 The 5 Choices to Extraordinary Productivity	22
25	26	27	28	29 Credit Card Acceptance at Texas State

(*) Workshop offered either dates.

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



TEXAS STATE

Employee Discount Program

To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Verizon:** With your exclusive employee discount, save on wireless service, phones and accessories from Verizon - America's largest 4G LTE network.
- **Diamondback:** Bike rides are a great activity for the whole family! Save 40% on current and prior model year bikes with Diamondback.
- **Red Roof Inn:** Add more wow to your vacation! Stay at a Red Roof Inn and save 15% on your room rate at over 380 locations nationwide.
- **MetLife:** Lower your auto insurance with MetLife! Start today by getting an accurate, no-obligation quote in just two minutes - customers save an average of \$500.
- **ADT:** Protect your home with a security system from ADT! Sign up and get a free ADT Monitored Home Security System (an \$850 value) plus a \$200 gift card.



www.beneplace.com/txstate

HAVE YOU VISITED BOBCAT BALANCE LATELY?

Bobcat Balance is Texas State's Work Life Employee Assistance Program (EAP).

We're here to help you balance life's challenges so you can get back to celebrating your everyday successes.

More information is available in the following [brochure](#).

Call toll-free at 855.884.7224 or visit www.worklife.txstate.edu

User name: **txstate** | Password: **txstate**

Visit Bobcat Balance today!



www.worklife.txstate.edu





ROBERT STYERS

*Box Office Manager,
College of Fine Arts and
Communication*

June 2016

Robert is highly dedicated to his work, serving the public, the students and faculty who do their work in the Performing Arts Center. His hours are unusual, working many evenings a semester to make sure the ticketing and ushering of many events work smoothly. He is also ambitious and creative in promoting all the performing arts events. He is knowledgeable and skillful with database systems and a highly effective communicator.

Robert's job is to sell tickets and manage operations for the Performing Arts Center. It's a job that takes a very good head for figures and a very sensitive touch with human beings. Robert has both. Although marketing is not his primary function, Robert is always on the alert for ways to increase sales. This might mean a mid-season change in our approach to wooing season ticket holders or an end-of-the-run promotion to bring in additional patrons. Two of the last theatre productions have run at 99+% capacity - largely because of Robert's untiring efforts. He is also a miracle-worker when it comes to last minute emergencies.

Robert has been integral to organizing the marketing, sales, distribution, and reporting for all of the Dance Division concerts and University Performing Arts events since his arrival at Texas State. He spearheaded the on-line ticketing system (www.txstatepresents.com), and is the point person for all Fine Arts events within the College of Fine Arts and Communication. He is the man "behind

the scenes" anticipating and ensuring all box office needs are met, handling delicate situations, and always making our patrons feel special. Each event requires hours of advance work and correspondence in order to "go-live". Robert never backs down from taking the time necessary to do his job to perfection. Additionally, he spends countless nights and weekends handling the box office before, during, and after each production (many times juggling two or three events in multiple locations simultaneously).

Robert always performs his duties with professionalism, cheerfulness, and grace. He exceeds expectations to ensure success and to maintain harmony among various programs, events, and individuals with whom he is in contact. He is passionate and devoted to his job, the arts, our students and faculty and Texas State, and most importantly, our patrons. Robert wears his many hats with ease, and is genuinely supportive and enthusiastic of all events. He is a friendly, welcoming and effective public face for the University.

"Robert never backs down from taking the time necessary to do his job to perfection."

Congratulations, Robert, on your hard work and professionalism!



MOVIN' ON UP: IN THE SPOTLIGHT

We would like to recognize the following employees who were either promoted or reclassified between May 16, 2016 and June 6, 2016.

Brooke L Tuttle

Promoted to Academic Advisor II
from Academic Advisor I,
Science and Engineering Academic Advising Center

Victoria L Nordick

Promoted to Accountant II
from Accountant I,
Accounting Office

Anson M Davis

Promoted to Coordinator, University Registrar
from Administrative Assistant II,
Office of the University Registrar

Maria J Holguin Cruz

Promoted to Undergraduate Admissions Counselor
from Administrative Assistant II,
Office of Undergraduate Admissions

Jenevieve M Struk

Promoted to Assistant Director, Campus Recreation
from Coordinator, Campus Recreation,
Campus Recreation

Dustin P Olivo

Promoted to Supervisor, Sports Field Maintenance
from Grounds Maintenance Worker II,
Campus Recreation

Michelle C Pruett

Promoted to Assistant Director, Mathworks
from Program Specialist,
Mathworks

Kendra N Wesson

Promoted Student Development Specialist II
from Residence Hall Director,
Dean of Students

Teresa A Duggins

Reclassified to Sr Human Resources Assistant
from Human Resources Assistant,
Human Resources

Elizabeth S Mello

Reclassified to Sr Faculty Records Analyst
from Faculty Records Analyst,
Associate Provost, Academic Affairs

Lyndi S Wittekiend

Reclassified to Manager, Faculty Employment
from Administrative Assistant III,
Associate Provost, Academic Affairs

