

HR Bulletin

Dec.  2018



PHONE

512.245.2557

EMAIL

hr@txstate.edu

LOCATION

JCK 340

TEXAS  **STATE**
HUMAN RESOURCES[®]

WHAT'S IN VIEW

- 3 Need To Make Tax Changes for 2019?
- 4 Did You Participate In TexFlex Last Plan Year?

HIGHLIGHTS

- 5 IRS Announces 2019 Retirement Plan Contribution Limits
- 6 Discounts Just In Time For The Holidays!
- 6 TRS Annual Statement Updates
- 7 Timekeeping Information For The Holiday Break In December
- 8 HR Launches It's Newest Website | Grant Staff HR Resources

EMPLOYEE FOCUS

- 9 December Workshops
- 10 N.E.W. II | Welcome New Employee Bobcats
- 12 Bobcats On The Move
- 13 December Employee Discounts

IN THE SPOTLIGHT

- 14 Employee of the Month
- 16 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 us your suggestions to hr@txstate.edu

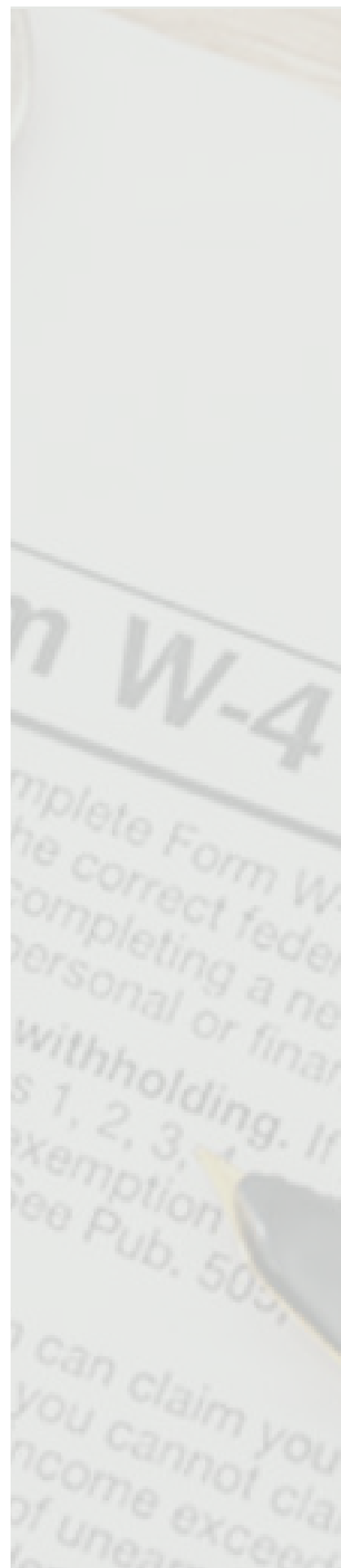




Form W-4 Tax Withholding:

Make your changes to your W-4 tax status by using Employee Self-Service in the SAP Portal. You will find the Form W-4 under the Benefits and Payroll Tab. Easily make your changes online or come by JCK 360 to submit a paper copy.

If you would like the changes to be effective with your January 2 paycheck, be sure to make the changes no later than December 10! Changes made after December 10 will take effect on the February paycheck. Remember, you can make changes to your W-4 at any time throughout the year.



Did you participate
in TexFlex last
plan year?



You can carry over a maximum of \$500 in your TexFlex health care account. Log in to your TexFlex account at www.textflex-fsa.com to view your balances.

You have until December 31, 2018 to file any claims from September 1, 2017 – August 31, 2018. On January 1, 2019, if you have more than \$500 left from the last plan year, you will forfeit that amount.

The TexFlex Dependent Day Care does not have a carry-over. The last day to submit claims for day care expenses incurred from September 1, 2017 – November 15, 2018 (2 ½ month grace period) is December 31, 2018.

IRS ANNOUNCES

2019 Retirement Plan Contribution Limits



On November 1, 2018, the Internal Revenue Service announced cost-of-living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2019. The chart below lists some of the increases that may affect your Texas State retirement plans.

If you would like to increase the amount you are currently contributing to your 403(b), make sure to complete a new [Voluntary Retirement Savings Plan Authorization form](#). Forms received by the 10th of the month will be effective on the next paycheck. To increase your 457 plan contributions, you will need to log in to your [Texa\\$aver](#) account or call [Texa\\$aver](#) directly at 800.634.5091.

Retirement Plan	2018	2019
457 Elective Deferrals	\$18,500	\$19,000
403(b) Elective Deferrals	\$18,500	\$19,000
Age 50 Catch Up (403(b) & 457)	\$6,000	\$6,000
IRA Contribution Limit	\$5,500	\$6,000
IRA Catch Up Contributions	\$1,000	\$1,000

Discounts just in time for the Holidays!

Blue365® Discount Program

For HealthSelect members, Blue Cross and Blue Shield of Texas offers a discount program called Blue365®. With this program, you can save money on health and wellness products and services from top retailers that may not be covered by your health plan.

Below are some examples of the deals and savings that are offered through Blue365.

- Eyeglasses, contact lenses and accessories
- Laser vision correction
- Hearing tests, evaluations and hearing aids
- Weight management solutions
- Healthy meal deals
- Discounts on fitness brands, wearables and more

For more information on the Blue365® discount program, go to www.blue365deals.com/bcbstx.

For additional discounts, visit the [Work Life website](#) and click on the employee discounts tab.

Blue365®
Because health is a big deal®



Annual Statement Update

The Teacher Retirement System of Texas (TRS) began mailing statements to TRS participants in early November and expected to mail all statements before December 1. TRS is still updating the MyTRS portal so you will not be able to view your current statement through the portal.

If you do not receive a statement by mid-December, contact TRS at 800.223.8778 to request another copy. You can find more information about your **TRS Annual Statement** on the TRS website.

Need to update your mailing address with TRS? Complete and mail the **Change of Address Notification form** directly to TRS.

Timekeeping Information for the Holiday Break in December



Texas State will observe the holiday break with most offices closed December 19, 2018 – January 1, 2019. Texas State will re-open January 2, 2019. December 19 – 21 are designated as energy conservation (EC) days. Since comp time may not be granted in advance, you will need to acquire the necessary state comp time or FLSA overtime for the EC days prior to those days. Supervisors must provide ample opportunity for employees observing the EC days to earn the comp time in advance. If comp time is not available, you must use available vacation or take leave without pay (LWOP).

Some offices have been designated as “essential offices” to remain open with skeleton crews for the three EC days. Other offices may be requested by their vice president to remain open as well. To view a list of departments designated as essential offices, see the [holiday schedule](#) on the HR website.

WHAT IF I JUST STARTED AND I HAVEN'T EARNED COMP TIME OR VACATION?

Employees are required to be on a paid status at least part of the regular workday immediately before a holiday in order to receive holiday pay. Therefore, if you do not have comp time or vacation available for

the EC days in December, you will not receive pay for the holidays in December unless you work part of the day on December 21. State law will not allow us to pay for holidays when a person is on a LWOP status the entire day before a holiday.

HOW DO I LOG THE HOLIDAY TIME IN SAP?

Remember, you only report exceptions to your normal work schedule. All holidays are already programmed into your work schedule, so you do not record the holiday itself. The system also knows if you are eligible for the holiday based on whether you are in a paid status on the day before the holiday.

If you work on a holiday, be sure to enter Code 0100 – Additional Hours Worked for all hours worked. Regular staff who report to work on an official holiday will be allowed comp time off during the twelve-month period following the holiday.

Questions about timekeeping should first be addressed to your supervisor or departmental time administrator. If you need further assistance, contact hr@txstate.edu or call 5.2557.

HR LAUNCHES IT'S NEWEST WEBSITE

Grant Staff HR Resources

We are pleased to introduce Human Resources' newest website, the [Grant Staff HR Resources website](#).

This past May we launched an HR website redesign focused on improving web organization of HR services, tools, and resources. Our most recent website launch is part of our current goal of creating and revamping websites for our different users groups.

The [Grant Staff HR Resources website](#) focuses on simplifying access to HR specific resources used by post-award research coordinators and assistants. The content and resources on this new website were created based on feedback gathered from focus groups and subject matter experts. To the right you will see how this new website is categorized.

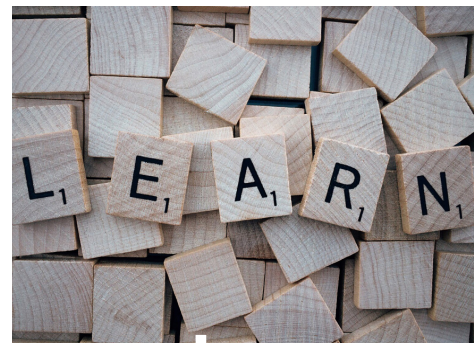
Our goal in website launches and revamps is to enhance the user experience so please send any comments or questions to hr@txstate.edu.

MAIN MENU

- **Classification** - resources to help you classify a position, create new grant funded position, request a reclassification audit
- **Hiring** - resources to help you post a job, understand and explain the hiring workflow, and understand the value of expedited search
- **Training and Development** - with regard to processes and performance management
- **Benefits** - overview
- **FAQs** - some of your most commonly asked questions answered by our HR experts

DECEMBER 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
*Delve into the Data: Resources for Texas State Institutional Data 3	*Delve into the Data: Resources for Texas State Institutional Data *For the Record: What You Really Need to Know About Records Management 4	*For the Record: What You Really Need to Know About Records Management 5	6	7
10	Everything You Wanted to Know About Family Law but Were Afraid to Ask 11	WellCats Educational Series: Why in the World Do I Stop Exercising? 12	13	14
17	18	19	20	21
24	Holiday Break			
31	Jan 1	Jan 2		

(*) Workshop is offered either date.

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, DECEMBER 14, 2018

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

JCK 460

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

Join us in welcoming our new employee Bobcats!

ALFRED G LOPEZ

Network Technician
Network Operations

BARBARA MENCHACA-AGUILAR

Administrative Assistant III
Center for P-16 Initiatives

BEVERLY ANDERSON

Administrative Assistant III
Special Projects

BRITTANY M MALDONADO

Medical Assistant
Student Health

CALEB M HUGHES

Guard
University Police

CESAR BERNAL

Coordinator, Testing Lab
Testing Evaluation and
Measurement Center

CHLOE P MCDANELD

Staff Specialist
Anthropology

CYNTHIA BALBOA

Procurement Analyst
Procurement and Strategic
Sourcing

DAVID S HENRY

User Services Consultant II
Mobil/Web Systems

ELIZABETH A KOEN

Administrative Assistant III
Associate Provost, Academic
Affairs

ERNEST L CAIN II

Athletics Intern
Athletics

GEORGIA D SHAFFER

Administrative Assistant II
Computer Science

HALEY N ROHDE

Administrative Assistant II
Dean of Students

JESSICA E HILLYER

Research Coordinator
College of Health Professions

JOE L JUAREZ

Accountant III
Accounting Office

JULIAN J MORELL

Construction Contract
Administrator
Facilities Planning Design

LINDA R RODRIGUEZ

Buyer I
Procurement and Strategic
Sourcing

MARK K KINZLER

Staff Attorney
Dean of Students

MELINDA HOWE

Administrative Assistant II
Office of the University Registrar

NATALIE A TAYLOR

Parking Service Officer
Transportation Services

PHILLIP A BALKE

Habitat Conservationist Technician
Grounds and Waste Management
Operations

RACHEL P WULBERT

Grant Specialist
Curriculum and Instruction

RYAN C PARKER

Police Officer
University Police

TRAVIS J JACK

Residence Hall Director
Department of Housing and
Residential Life

WILLIAM E BECKER

Assistant Director, Procurement
and Strategic Sourcing
Procurement and Strategic
Sourcing

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.

ANNA C HALE

Promoted to Payroll Services Assistant
from Administrative Assistant II,
Office of Payroll and Tax Compliance

BLAKE S BISSING

Promoted to Manager, Compensation
from Human Resources Analyst,
Human Resources

SARAH E DRENNAN

Promoted to Grant Senior Secretary
from Grant Secretary,
ALERRT Center

VICTORIA M MIRANDA

Promoted to Administrative Assistant III
from Administrative Assistant II,
Department of Respiratory Care

AMANDA N MARSHALL

Reclassified to Veteran's Affairs Specialist
from Administrative Assistant II,
Office of the University Registrar

ANGELA N BEHNKE

Reclassified to Grant Specialist
from Grant Specialist Secretary,
LBJ Institute for STEM Education and Research

CINDY V KEILERS

Reclassified to Employee Relations Specialist
from Sr Administrative Assistant,
Human Resources

JESSICA M BAZALDUA

Reclassified to Veteran's Affairs Specialist
from Administrative Assistant II,
Office of the University Registrar

KATHRYN L BONNER

Reclassified to Manager, Master Data Center
from Sr Human Resources Analyst,
Human Resources

RYAN K SPENCER

Reclassified to Research Coordinator
from Grant Specialist,
Meadows Center for Water and the Environment



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.

- **Apple:** Say hello to the future with Apple. Preferred pricing is now available on iPhone X.
- **Volvo:** Enjoy exclusive pricing on your next purchase or lease with Volvo. Save a full 6%.
- **Dell:** Get your holiday shopping done early with Dell! Find something for everyone on your list – save on desktops, tablets, laptops and accessories.
- **Sam's Club:** At Sam's Club, you'll get members-only pricing on high-quality products and brands you trust, from everyday essentials to unexpected finds. For a limited time, a one-year membership costs only \$24.88.
- **Brookdale Senior Living:** Are you looking for help with an aging loved one's care or daily needs? You and your family are eligible for benefits and savings on Brookdale Senior Living's comprehensive senior-care services.

[Special holiday savings this month!](#)



Eugene Bourgeois Ph.D., Michael Niblett, Christine Haney, and John Fleming Ph.D.

Christine Haney

Administrative Assistant II,
School of Art & Design

EMPLOYEE OF THE MONTH
November 2018

Christine is charged with all of the administrative support for the Master of Fine Art (MFA) in Communication Design. She also backs up other administrative assistants in the School of Art and Design as needed.

Quite simply Christine is the soul of the MFA program for both faculty and students. She effectively keeps everyone on track. She is the champion for her students, and will fight for them in any way possible. They all know that to be true. She has developed a report with students in the MFA program that most faculty would envy. The MFA program is a blended program with a considerable portion of its offerings online. Other courses include weekend seminars, and receptions for visiting scholars as well as evening classes. Christine never complains about the unusual schedule.

Her job performance is exemplary and she goes the extra mile to help other staff, faculty and students. When one of Christine's co-workers had to go on an extended leave, she immediately stepped-up to the plate. She completely took over all the purchasing for the entire department on top of her regular duties. This all happened during the rush for year end, plus the start of the new year. She has done an exceptional job under dire circumstances and has done so with a smile.

When help was needed due to unforeseen circumstances, Christine graciously volunteered to take on many new

responsibilities to ensure that faculty, staff, and students had what they needed to start the new school year. She has put in many extras hours to make sure everything got done.

Not only did Christine take on new responsibilities, but she also worked to get temporary help for the department. When the new person came onboard, she made her feel welcome and help to get her up-to-speed.

Christine managed this increase in responsibility with such grace despite the unusual, and unsustainable, demand on her workload. She excels in her ability to build community with other administrative workers at Texas State, so that we can all assist one another more effectively. She is also eager to learn new skills.

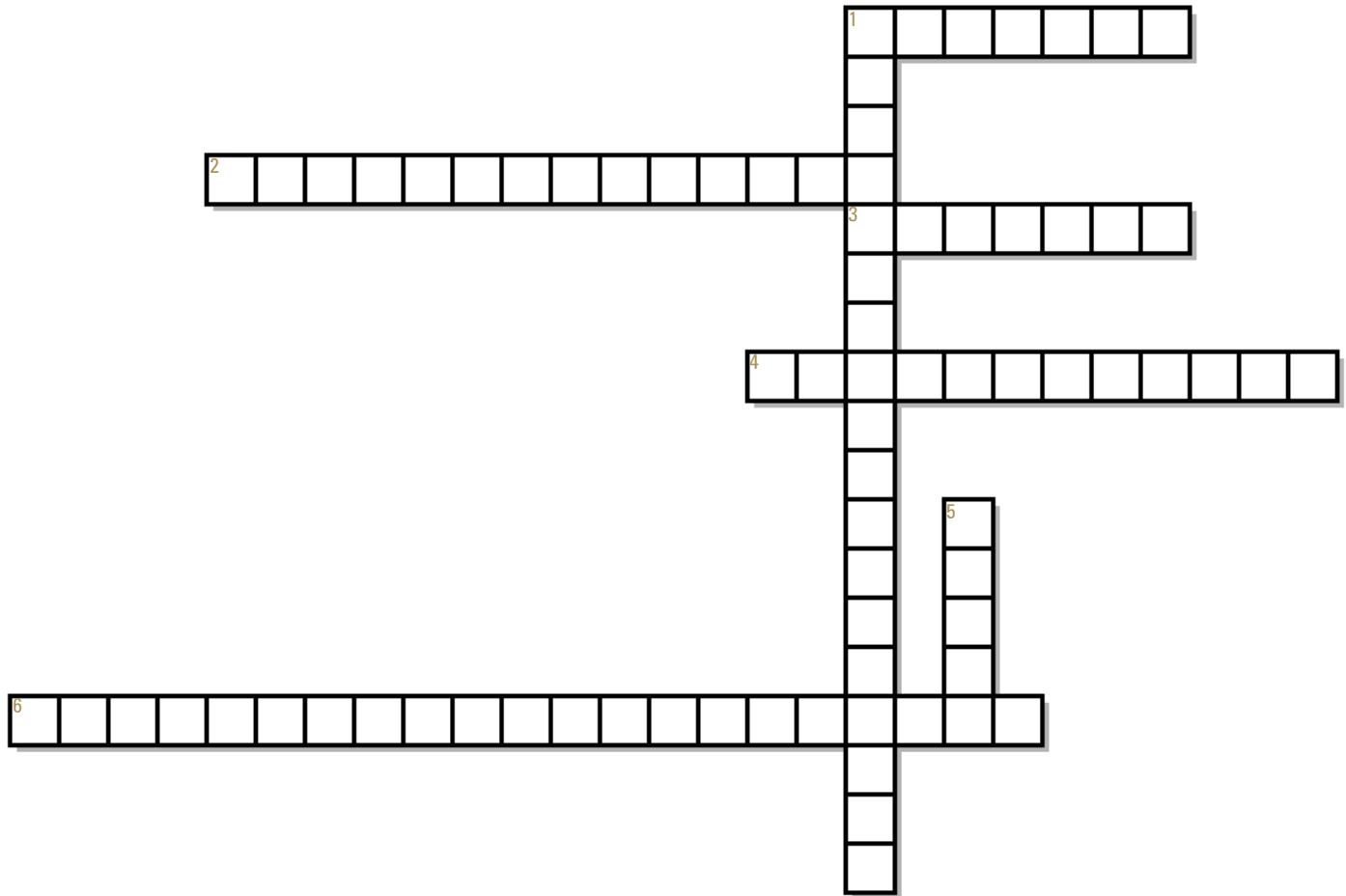
The School of Art & Design and Texas State is fortunate to have such a gracious and giving employee.

"Quite simply Christine is the soul of the MFA program for both faculty and students. ."

Congratulations, Christine, 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 December 7th. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 1 Name of BCBSTX's program to save money on health and wellness
- 2 The goal of website launches and revamps is to enhance
- 3 This happens if you have more than \$500 left from last years plan in your TexFlex account on Jan. 1
- 4 IRS announced an adjustment to_____ that affect dollar limitations for pension plans
- 6 If you work on a holiday enter this time code in SAP

DOWN

- 1 You will find the W-4 form under this tab in SAP
- 5 One of this months employee discounts



FROM OUR HUMAN RESOURCES FAMILY TO YOURS,

Happy Holidays



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