

# HR Bulletin

June  2019



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LOCATION  
JCK 340

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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](mailto:hr@txstate.edu)



## ERS SUMMER ENROLLMENT FAIR

**SAVE THE DATE****Wednesday, July 17, 2019****10 a.m. - 1 p.m.****JCK 11<sup>th</sup> Floor**

*Presentation by ERS to begin at **10:15**. No registration required.*

*Attendance can be counted as work time with supervisor approval.*

**Summer Enrollment Dates: June 24 – July 26**

Check out the [TXST 2019 Summer Enrollment website](#) for more details! This is your chance to make changes to your ERS insurance benefits. Find details on changes, including our switch to [Delta Dental](#) to search for network providers, and see rates for the new plan year.

**Did you miss the TXST Financial Planning & Retirement Fair?**

Don't worry! We have a limited supply of handouts from Social Security, Teachers Retirement System, and the TXST Steps to Retirement presentations. Stop by the Benefits Office in JCK 360 to pick up a packet.

# 2019-2020

## Performance Plans: **Due July 31**

### 4 steps in the Performance Plan Process



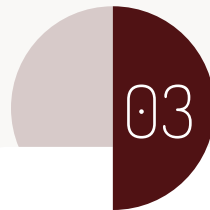
Manager creates employee performance plan

- Manager creates goals and job duties (or copies from last year)
- Manager adds work environment and physical demands
- Manager adds professional development goals
- Manager sends to employee for review



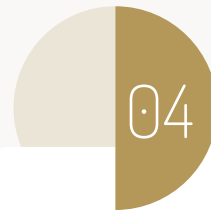
Employee reviews performance plan and sends to manager for 1:1

Employees can review the performance plan created by their manager. This should help employees prepare questions or concerns for the 1:1 meeting.



Manager schedules the 1:1 meeting

The performance plan is an important resource in developing successful teams by discussing goals, duties, and work expectations. Another important aspect of the performance plan is that it encourages ongoing communication throughout the year.



Manager sends the performance plan to completion

The final step in the process puts the performance plan in a completed status.

The deadline for completion of the performance plan is **July 31, 2019.**

For more information visit [Tools & Resources](#) or contact [performancemgmt@txstate.edu](mailto:performancemgmt@txstate.edu)





# Summer Tuition Reimbursement

## Form Due: June 6

Employees enrolled in courses for Summer 2019 must complete the [online academic reimbursement form](#) by June 6. Late online submission will only be accepted when approval is routed through the employee's Cabinet member.

[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. For more details visit the [Academic Course Reimbursement and Release Time Process website](#).

Contact [Organizational Development & Communications](#) with questions or call 5.7899.

## 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: JULY 9, 9 A.M.

ASSESSMENT: JULY 11, 9 A.M.

LOCATION: SAN MARCOS PUBLIC LIBRARY

Learn more about the requirements at [UPPS 04.04.35](#). Contact: [Organizational Development & Communications](#) | 5.7899

# Maximum Vacation Carryover to New Fiscal Year

There is a maximum amount of vacation that may be carried over from one fiscal year to the next. Review the chart based on your years of service to see your maximum allowable amount. Any hours over the allowable amount on August 31, 2019 will automatically be converted to sick leave as of September 1, 2019.

If you have a vacation balance that exceeds the maximum carryover, you may want to start scheduling some vacation leave now. You must take the vacation time by August 31, 2019 if you want to avoid the excess hours being rolled into your sick leave.

Years of Eligible Employment (State of Texas)	Months	Vacations Hours Earned Monthly	Vacation Days Earned Annually	Max Hours Allowed to Carry Over to next FY
< 2 years	0 - 24	8	12	180
2 but < 5	25 - 60	9	13.5	244
5 but < 10	61 - 120	10	15	268
10 but < 15	121 - 180	11	16.5	292
15 but < 20	181 - 240	13	19.5	340
20 but < 25	241 - 300	15	22.5	388
25 but < 30	301 - 360	17	25.5	436
30 but < 35	361 - 420	19	28.5	484
35 and over	421+	21	31.5	532

*\*These amounts are for full-time employees. The carryover amount for a part-time employee is proportional to FTE. For example, a 50% employee with less than two years of service may carry over up to 90 hours.*

If you have any questions, please contact Selma Selvera ([ss24@txstate.edu](mailto:ss24@txstate.edu)) in Human Resources at 245.2557.

# Changing Office Locations?

You can update your office phone number, office suite, personal room number and office building within the SAP Portal.










Simply navigate within the Employee Self-Service Tab to:

- Personal Information
- Personal Data
- Click the pencil icon next to any area that needs to be updated

If you do not see one of the categories already listed, click “Add” and choose one. The information updates overnight and should reflect on the TXST People Search the next morning.

If you have trouble updating the information in the SAP Portal, email [hr@txstate.edu](mailto:hr@txstate.edu) with the information, and we can update it for you.

The screenshot displays the SAP Portal Employee Self-Service interface. It features two main sections: 'Communication' and 'Building'. The 'Communication' section includes fields for 'System user name (SY-UNAME)', 'Office Phone', 'E-mail', and 'Office Suite'. The 'Building' section includes a field for '0694 J.C. KELLAM ADMINISTRATION'. Red arrows point to the pencil icons next to the 'Office Phone', 'Office Suite', and 'Building' fields, indicating where to click to edit the information. A 'Details' link is visible next to the 'E-mail' field.

Category	Field	Value	Action
Communication	System user name (SY-UNAME)	HR Sample	<a href="#">Details</a>
	Office Phone	512-245-2557	  
	E-mail	hr@txstate.edu	<a href="#">Details</a>
	Office Suite	340	  
Building		0694 J.C. KELLAM ADMINISTRATION	  



# WellCats Logo

meaning behind the design

### Did you know that the WellCats logo has a greater meaning?

Each swirl in the logo represents one of the **eight dimensions of wellness**.

**Wellness** means living fully in each of the dimensions and achieving balance among them - in other words, not just focusing on any one dimension of wellness, such as physical wellness or emotional wellness – but instead striving to embrace them all. Because each dimension is impacted by the others, efforts we make to improve one dimension of wellness will positively impact the other dimensions. Over the course of your lives, high level wellness is achieved by attending to all of the dimensions to the extent that we can.

It is important to note that wellness is not the absence of illness, disease or stress. At one time or another, we are all faced with such challenges. Regardless of the situation, the quality of our lives will be enhanced if we aim to achieve wellness even when experiencing such challenges.

## THE EIGHT DIMENSIONS OF WELLNESS



### NUTRITIONAL

Following a healthy eating pattern that prioritizes consumption of a variety of whole, minimally processed foods, including many fruits, vegetables, and whole grains, coupled with regular exercise to help maintain a healthy weight.





## PHYSICAL

The adoption of healthy habits such as exercise and plentiful sleep, and the avoidance of unhealthy activities such as smoking and consuming an unhealthy diet.



## OCCUPATIONAL

Finding value and meaning in the workplace, the ability to cope and manage stressful situations, the ability to build and maintain positive relationships with co-workers, and to feel energized by the contributions that they make.



## ENVIRONMENTAL

Learning to live in harmony with the planet and our natural world by avoiding harmful chemicals and being more aware of and actively reducing our footprint through actions such as recycling, reusing, and the repurposing of harmful and wasteful materials.



## FINANCIAL

The ability to learn how to manage financial-related stress by creating a clear plan with reasonable and relevant goals.



## SOCIAL AND EMOTIONAL

Having rich and meaningful connections with people in our lives, creating a support system, and being self-aware enough to comfortably accept life's challenges while maintaining a positive perspective.



## SPIRITUAL

Having a sense of meaning and purpose in your life created by exploring and finding balance among the five layers of self-discovery, including the physical body, the energy body, the emotional body, the wisdom body, and the bliss body.



## INTELLECTUAL

Maintaining an open perspective and active curiosity of the world around us through academic pursuits, the engagement in hobbies, and appreciation of the arts, and through meaningful and stimulating conversations with others.

For more information visit the [Health & Wellness website](#) or contact [Rose Trevino](#).

# Employee Discount Website Revamp to Launch June 5

Starting June 5, it will be easier for Texas State University employees to find and discover local and national employee discounts, thanks to a new and enhanced [Employee Discount Program website](#) by Beneplace.

## New Features Include:

1. Simple search, clean offer descriptions, smart categorization, and other common e-commerce features you'll enjoy and understand.
2. Familiar tools for rediscovering offers like favorites, recently viewed, recent searches, and wish list.
3. Discount offers from well-known, trusted brands – new offers added regularly.
4. A convenient nomination process that allows you to influence what discounts become available.
5. Self-controlled settings for personalizing the marketplace based on your preferences.
6. A responsive shopping experience that adapts over time based on your interactions with offers, brands, and advertisements.

Texas State University Employee Discount Program

MY OFFERS
HELP

BRANDS
CATEGORIES
NEW
LIMITED

Search Offers

Premium Offers

Explore flexible solutions for student debt

0 views

Over \$1,000 in mortgage savings

0 views

Up to 35% off HP's latest electronics

0 views

Save on tickets to theme parks nationwide

1 view

Up to 40% off movie tickets nationwide

0 views

Enjoy exclusive rates on over 225,000 hotels

7 views

Get a certified dealer discount on a new car

5 views



# Texas State University Employee Discount Program

Texas State University Employee Discount Program is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

Employees who make use of this site understand, agree, and acknowledge that they are using the Texas State University Employee Discount Program at their own risk. Beneplace, LLC cannot in any case be held or made responsible for any form of direct or indirect consequences that may result from activities or transactions completed on this site.

[Terms of Use](#) [Privacy](#) [Contact Us](#)

As part of the website revamp, Texas State employees will need to create a personal account login and password to access the site. This will allow users to personalize their preferences, select favorite discounts, and receive more tailored offers over time.

## How to Create an Account:

- Visit the new [Texas State University Employee Discount Program site](#)
- Provide your email address along with your first and last name
- You will be sent a confirmation email to complete your profile set-up
- Create your own password
- Then you can start exploring the new site!

If you have any questions, please contact Beneplace Customer Service at 800.683.2886 or click on HELP in the upper right corner of the site for Feature Tours, What's New and to contact Customer Service.





# Texas State Employee DISCOUNT PROGRAM

The [Texas State University Employee Discount Program](#) is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

**Garmin** | No matter your fitness level or activity preference, Garmin has you covered! Save up to 30% on Garmin wearable devices.

**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.

**U-Pack** | U-Pack is a 'you pack, we drive' moving solution that specializes in long-distance moving services. You can save \$60 on your next move with U-Pack!

**Rollick Powersports** | At Rollick Powersports, you can experience the thrills and excitement of off-road adventures without a shopping struggle. Customers save an average of \$1,130.

**Sprint** | Sprint Works offers special savings on phones and monthly plans for the whole family. The new Unlimited Plus plan includes the features you'll love for the price you'll love.

Check out this month's featured discounts from the [Texas State Employee Discount Program](#). Limited-time offers and regional programs are also available.

# JUNE workshops

The featured workshops are coordinated through [Organizational Development & Communications](#). Please note that due to A/V equipment updates this summer, June workshop dates are tentative and subject to change. Registration is available through the [SAP Portal](#).



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10	11	<a href="#">WellCats Educational Series: Exercise &amp; Emotional Wellness</a>	13	14
17	18	<a href="#">Credit Card Acceptance at Texas State</a>	20	21
24	<a href="#">LGBTQIA Allies Training</a>	26	<a href="#">For the Record: What You Need to Know About Records Management</a>	28

Please visit the [Organizational Development & Communications 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 access the official new employee [website](#).

N.E.W. II

**FRIDAY, JUNE 14, 2019**

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

EndZone Complex – Warren Room

Contact the office of Human Resources with questions at [hr@txstate.edu](mailto:hr@txstate.edu) or call 5.7899.

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*Join us in welcoming our  
new employee Bobcats!*

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ALLISON CHRISTINE ELLIS

Undergraduate Admissions Specialist  
Office of Undergraduate Admissions

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CALEB ANTHONY HENDERSON

Dive Coordinator  
Spring Lake

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DANICA GABRIELLA ARTAZA

Coordinator, Department  
Recruiting  
The Graduate College

---

DAWN ELAINE KINGDON

Executive Assistant  
VP for University Advancement

---

ELISE PAIGE BARLOW

Administrative Assistant II  
Health Professions Academic  
Advising Center

---

FRANCISCA ARANA

Grant Specialist  
Small Business Development Center

---

GUSTAVO E. GALLEGOS

Administrative Assistant II  
School of Health Administration

---

HECTOR GUERRERO

Custodian  
Campus Recreation

**JADE SYMONE FIGUEROA**

---

Academic Advisor I  
McCoy Academic Advising  
Center

**NOE RUBEN GONZALEZ**

---

Custodian  
Department of Housing and  
Residential Life

**JESSICA MARTINEZ TORRES**

---

Accountant II  
Office of Financial Aid and  
Scholarships

**RALPH M. CEBALLOS, JR.**

---

Coordinator, Microcomputer Lab  
School of Art and Design

**JON MOSEL**

---

Accountant IV  
Accounting Office

**RANDAL WAYNE WILLIS II**

---

Grant Specialist  
Center for Archaeological Studies

**LUCI J. PAPKE**

---

Financial Aid and Scholarships  
Advisor  
Office of Financial Aid and  
Scholarships

**REBECCA ALISON VAUGHAN**

---

Administrative Assistant II  
Student Center

**SAMUEL ANDREW PUGH**

---

Systems Support Specialist I  
Department of Communication Studies

**MARTIN GARZA**

---

Custodian  
Department of Housing and  
Residential Life

**SUSANNAH ELIZABETH BROYLES**

---

Librarian – Project Archivist – SPS  
University Libraries

**MARY ELIZABETH MERCATORIS**

---

Financial Aid and Scholarships  
Advisor  
Office of Financial Aid and  
Scholarships

**WILLIAM WALLACE STANDLEY**

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Plumber II  
Facilities Operations

**MICHELLE MANUELA ALVARADO**

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Parking Services Officer  
Transportation Services

# BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

**CHRISTIAN DANIEL HINER**

Promoted to Accountant III  
from Accounting Clerk II,  
Office of Payroll and Tax Compliance

**NORMA JANE TORRES**

Promoted to Parking Services Officer  
from Custodian,  
Transportation Services

**DIANA TANYAWAN CONNELL**

Promoted to Coordinator, University Registrar  
from Schedule Coordinator,  
Office of the University Registrar

**CHERYL DENISE HARPER**

Reclassified to Student Development Specialist III  
from Student Development Specialist I,  
Dean of Students



# Congratulations



## May employee Graduates

We know you've worked hard to further your education. [Let us know](#) how we can support your continued learning and development needs.







# Denise Dorsey

Administrative Assistant III,  
School of Family and Consumer Sciences (FSC)

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EMPLOYEE OF THE MONTH  
May 2019



As the Administrative Assistant III for the School of FCS, Denise is responsible for most of the School's business operations. The School of FCS is large, with 5 distinct program areas, 2 master's programs, about 1500 majors, about 40 faculty, 30 lecturers and staff. The programs are very diverse, ranging from nutrition, which has food laboratory courses and research laboratories, to interior design, which offers lengthy studio courses needing specific technologies.

The program schedules are understandably complex, and yet every semester Denise magically renders effective teaching schedules that work for students and faculty, while maximizing building efficiencies. She juggles all the moving pieces beautifully, taking into consideration such complex issues as faculty research schedules and new hires. Denise also manages our building, along with keeping faculty on task, meeting university deadlines, such as faculty evaluations and hiring deadlines, and overseeing building renovations.

This may all sound like a simple task, but it is not! Denise is a brilliant planner. In the process, she consults with all stakeholders to ensure that the final product is ideal. In the works now is the construction of a new community research laboratory space

and the university vivarium, an almost four million dollar initiative. Again, this all falls on Denise, who handles all the planning by working with faculty and staff across campus. There is an endless list of what she does and Denise does it to perfection.

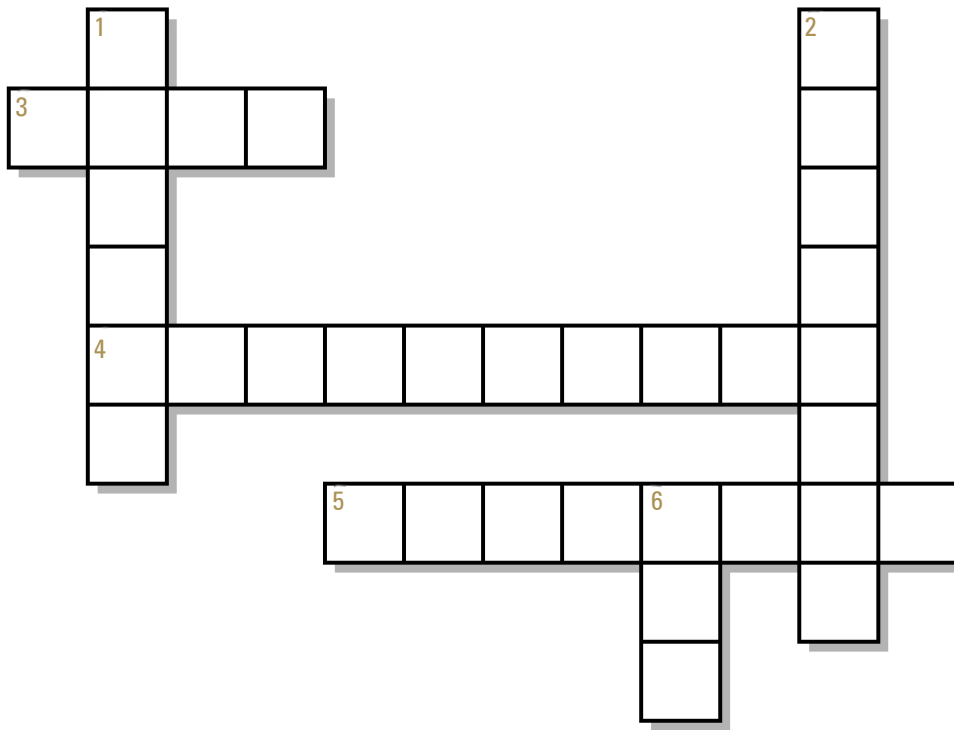
Denise is fully aware of all Texas State policies and procedures, and has established relationships with key individuals across campus who get things done. Independently, while FCS leadership has been changing, Denise has had her eye on how FCS can better serve students and faculty. For example, she has been deeply involved in leading updates in FCS room structure and function, considering simultaneously the burgeoning technology needs of general instruction, the needs of our diverse programs and the needs of our diverse population of students.

Denise is also helping to support our school's goal to enter new "blue oceans" of research and teaching. In other words, she is an innovative leader, helping make connections to move the school to be the first to market in a number of new academic and research areas. In short, Denise never rests. She always strives to improve the university and school while supporting our faculty, staff and students.

*Congratulations, Denise, on your dedication 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](mailto:hr@txstate.edu) by June 7<sup>th</sup>. Five random puzzle winners with all the correct answers will receive a prize from HR!



## ACROSS

- 3 All four steps in the Performance Plan process must be completed by \_\_\_\_ 31
- 4 On July 17, ERS will host a Summer \_\_\_\_ Fair
- 5 Summer renovations to update A/V equipment in JCK 460 imply a tentative summer \_\_\_\_ schedule

## DOWN

- 1 Employees enrolled in courses for \_\_\_\_ 2019 must complete the online academic reimbursement form by June 6
- 2 There is a maximum amount of \_\_\_\_ hours that may be carried over from one fiscal year to the next
- 6 You can update your office phone number, suite, personal room number and building within \_\_\_\_





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