

HR Bulletin

April 2016

SUMMER CAMP FAIR FRIDAY, APRIL 1, 2016

UNDERGRADUATE ACADEMIC CENTER | 3 p.m. - 6 p.m.

FINANCIAL PLANNING & RETIREMENT FAIR

WEDNESDAY, APRIL 6, 2016
LBJSC BALLROOM | 9 a.m. - 3 p.m.

Performance Management Training

We're Revamping our HR Website



employee of the month

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Human Resources
601 University Drive
JCK Suite 340
512.245.2557

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

SUMMER CAMP FAIR

2016

APRIL 1, 2016 | 3P.M. - 6 P.M.
UNDERGRADUATE ACADEMIC CENTER



The Office of Community Relations, Human Resources Work Life Program, and University College will host the third annual Summer Camp Fair. This event showcases Texas State summer camps and other services to San Marcos and surrounding area families and alumni.

This interactive event also features door prizes, refreshments, live music, demonstrations and an appearance by the Texas State Spirit Team.

Camp representatives will be on hand to answer questions and offer more information. Attendees will learn about the variety of camps focusing on fine arts, athletics, advanced academics and more.

To see a full list of the summer camps offered, visit [Work Life's Summer Camps](#) website or the [Office of Community Relations Summer Camp Fair website](#). *Exact camp dates will be updated on the website as soon as possible. Please check back for the most updated information.

For questions, please contact Community Relations at 512.245.9645.

2016 Financial Planning & Retirement Fair

Wednesday, April 6
9 a.m. - 3 p.m.
LBJSC Ballroom

Gain a better understanding of how you can start saving *now* to retire with the lifestyle you want.

- Optional presentations by TRS, ERS, & Social Security
- Interactive booths
- Find ways to start planning for your financial future
- Speak one-on-one with financial planning experts
- Win door prizes! Eat snacks!

Attendance to the Financial Planning & Retirement Fair is considered work time.

Summer Insurance Premiums “Prepay” Option

(For 9-month faculty, staff and graduate students)

Faculty, staff, and graduate students scheduled to return in the fall but not expecting to receive a paycheck each month this summer may elect to have their insurance premiums payroll deducted in advance on their **June 1 paycheck**.

What are the Advantages of Prepay?

- Since premiums are payroll deducted, the amount will be tax sheltered.
- It is convenient - just complete the authorization form, and we will take care of the rest.

How Do I Sign Up?

Look for a form sent directly to your e-mail in mid-April. Return your completed form to Human Resources by the stated deadline in the e-mail.

If you have questions about the status of your insurance coverage during the summer, please contact Heather Steed (hh19@txstate.edu) or Debbie De La Cruz (dad145@txstate.edu) in the Benefits Section of Human Resources. Call us at 5-2557 or come by JCK 360.

Texas State Blood Drive

The next Blood Drive will be held on Wednesday, April 6 from 9 a.m. – 3 p.m. in JCK 1100. The Blood Center of Central Texas brings their mobile unit on a regular basis so employees may donate blood on campus. because there is no donation center in San Marcos.

Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to www.inyourhands.org

- Click on the link above.
- In the “Donate Blood” section, click on “Find a Drive.”
- Click on the “Donate Now” option located in the top menu bar.
- Under the Quick Links list, click on “Search By Group Code A059” option.

**One blood
donation
can save
up to 3
lives**



Wednesday, April 6

**JCK 1100
9 a.m. – 3 p.m.**



HeathSelect Medical Plan Tip

Do I need a referral to see a specialist?

Yes. HealthSelect requires a referral to see a network specialist prior to seeking services. Referrals are valid for 12 months or 12 visits (whichever comes first).

A referral is NOT required for the following services:

- Routine or medical eye exams
- Behavioral health counseling
- OB/GYN visits
- Outpatient therapies (including chiropractic visits)
- Urgent care centers
- Convenience care clinics
- Virtual visits
- Emergency services

Training offered by the HR Master Data Center (MDC)

The HR Master Data Center (MDC) offers monthly training classes to assist our campus users in understanding SAP Organizational Management and Staff and Student PCR creation.

Go to www.hr.txstate.edu/hrmasterdatacenter.html to register for a class and review all training presentations. Classes are open to SAP users who have the security role of 'Department Head'. This role allows access to their department's organizational structure and the Electronic PCR tab in the SAP Portal for E-PCR creation.



The HR Master Data Center offers the following classes:

- Introduction to Understanding Organizational Management and PCR Processing in SAP
- Understanding Organizational Management in SAP
- Understanding Staff PCR Appointments in SAP
- Understanding Hourly Student PCR Appointments in SAP
- Understanding the Electronic PCR Process



®

W-2 ONLINE ELECTION (PAPERLESS DELIVERY) OF YOUR 2016 W-2 FORM

All employees should elect SAP online delivery due to the replacement of your previously elected ADP online delivery.

SAP PORTAL NOW PROVIDES YOUR ANNUAL W-2 FORMS

- All employees **should** elect online (paperless) delivery.
- **Click here** to access **instructions to elect online (paperless) delivery** on the SAP Portal available on the **Payroll website**.
- **Click here** to proceed with the **one-time enrollment election process** using our secure website.
- SAP will automatically send you an **election confirmation email**.

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

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 email 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.

We're Revamping our HR Website



At the tail-end of last year, the HR Web Team held focus groups with our main users to determine how to best meet their needs. As a result, the website will undergo a significant overhaul to provide the tools and resources our main user groups need in a more user-friendly and attractive way, while maintaining access to our functional areas. Updates will be announced as we move forward. Brief overviews of some of the changes and new additions are provided below.

UPDATES

[HR Homepage](#)

Our [HR Homepage](#) underwent a facelift. Now you can view our HR news through the slider and access our main areas at the bottom of the page.

Future changes to the homepage involve 1) revamping the top tab to identify our user groups, and; 2) a clean sweep of our sidebar to only reflect our HR areas and main resources.

[Hiring Manager Website](#)

The [Hiring Manager website](#) received an update. New features include new buttons directly linking to EASY for hiring managers posting positions. There are also links to resources and training for the EASY upgrade. The HireRight website is also available with resources regarding the user guide and customer service.

NEW ADDITIONS

[Performance Management Website](#)

To facilitate the transition between appraisals and performance management, a [new website](#) was created to help you understand more about performance management, how the new process will work, the training involved and who to contact for more information.

[New Employee Welcome Website](#)

To facilitate the onboarding of newcomers, this [new website](#) is designed to help new Bobcats access what they need before they arrive up until their first year. Features include access to the main resources newcomers need, the benefits available, and an invitation to explore Texas State to connect with our culture and Bobcat initiatives.



Image courtesy of Pixabay

Performance Management

Training

Both supervisors and employees can sign-up for training. Dates are announced on the [Training section](#) of the new [Performance Management website](#).

SUPERVISOR TRAINING: APRIL - MAY

Training will provide an overview of:

- the new process and how it works;
- your role as a supervisor;
- the new performance criteria;
- how to define and articulate SMART goals;
- the steps to have effective conversations;
- how to use the new software; and
- the benefits of the new process as a supervisor.

NON-SUPERVISOR TRAINING: JUNE - JULY

Training will provide an overview of:

- the new process and how it works;
- the new performance criteria;
- the benefits of the new process as an employee; and
- how you can contribute to the effectiveness of the process.

REGISTER: Both supervisors and non-supervisors can 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 on the [Training section](#) of the [Performance Management website](#).

Questions may be directed to Jeff Lund or Tammy Coyle at 5.2557.



How is your Sleep Hygiene?

Dr. Gregg Marshall

Chair/Associate Professor | Texas State University
College of Health Professions,
Department of Respiratory Care &
Texas State Sleep Center

Image courtesy of Pixabay

Research has shown both the quality and the quantity of sleep we get has an undisputed impact on our ability to fight infection and disease, overall physical health, our memory and recall, our ability to concentrate, and our decision-making ability. With your busy schedule, it is very important for you to view sleep as a necessary part of your daily routine leading to staying physically, mentally, and emotionally healthy.

Here are “6 Lifestyle Tips” to help you increase both the quality and quantity of your sleep.

- 1) **Decrease caffeine, nicotine, and restrict alcohol after 7pm:** this will allow you to fall asleep quicker and stay asleep all night.
- 2) **Get regular physical exercise:** this will help you fall asleep faster, spend more time in deep sleep and wake up less often in the night.
- 3) **Keep the bedroom dark:** your TV, computer screen, smart phone, and tablet has a high degree of blue spectrum light, which signals our brain that is it “time to wake up.” The bedroom should only be used for sleeping—not as your library or office.
- 4) **A hot shower before going to bed can help you go to sleep faster:** or you can try a cup of decaffeinated herbal tea.
- 5) **Melatonin (over the counter):** this naturally occurring hormone we make in our own body can be used as a supplement to help assist you getting to sleep and staying asleep when you are having a difficult time sleeping. It is safe to take 0.3 to 5 mg just 30 minutes before bedtime for a few days and then stop taking it when you are back on track with your sleep.
- 6) **Relaxation Techniques:** try meditation, guided imagery, deep breathing exercises, progressive muscle relaxation OR Cognitive Behavior Therapy for serious sleep issues.

Foods that are helpful in maximizing sleep are poultry, seafood, nuts & seeds, legumes, fruits—like bananas & prunes, grains, low-fat yogurt, soybeans, green snap peas, okra, broccoli, avocado, spinach. Foods that ROB you of a good night's sleep include foods/drinks containing caffeine, spicy foods, alcohol, high fat or high protein foods eaten late at night, foods containing water, or any heavy meals before bedtime. Ideally, you should not eat later than 7pm to give your stomach a chance to empty before a 10pm bedtime.

Follow these easy tips and you will NOT be...“Sleepless in San Marcos!”



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between February 15, 2016 and March 7, 2016.

Sean D Rubino

Director, Office Research Integrity
and Compliance
Office of the Associate VP for Research
and Federal Relations

April L Cunningham

Academic Advisor I
Education Advising Center

Alexandra C Copeland

Program Staff
Tx School Safety Center

John A Gonzalez

Systems Support Specialist II
School of Social Work

Laura M Shearer

Administrative Assistant II
Department of Counseling, Leadership,
Adult Education and School Psychology

Antoine B Smith

Assistant Coach
Football

Harry A Herbert

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

Anna E Edmonds

Administrative Assistant II
Student Center

Jeanne M Heinen

Development Officer
Development

Kathleen Matula

Research Coordinator
Center for P-16 Initiatives

Joseph O Sokal

Physician
Student Health Center

Angela M Leibold

Administrative Assistant II
College of Education

Sina R Teofilo

Student Development Specialist II
Retention Management and Planning

Nikki K Herrera

Administrative Assistant II
Department of Marketing





New Employee Orientation (NEO) II

Friday, April 8, 2016

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, April 8.

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 required 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.

Support Staff Resources Website

Do you have questions about a business process or service? Don't know who to contact? Here is your chance to find answers.

The Support Staff Resources@TXSTATE website is designed to help you quickly find information on business processes, services, policies, e-forms, manuals, training opportunities, and much more.

The website was created by the Administrative Support Staff Committee 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.

For quick access, bookmark the site today!

[*www.ssr.hr.txstate.edu*](http://www.ssr.hr.txstate.edu)



APRIL 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
	(***) NEW Research Coordinators Training Series (Part 6)	Texas State Blood Drive	Allies Training	New Employee Orientation (NEO) II
4	5	6	7	8
(**) Securing Confidential Information	(**) Securing Confidential Information	(***) NEW Survival Sign Language Series (Part 1 of 6)		
11	NEW Health and Wellness Lunch & Learn Series: Meal Planning	Health Plan Basics 101	14	15
(**) Title IX and Sexual Misconduct Policy at Texas State	(***) NEW Research Coordinators Training Series (Part 7)	(***) NEW Survival Sign Language Series (Part 2 of 6)	(*) Managing@TXSTATE	NEW Health and Wellness Lunch & Learn Series: Stroke
18	(**) Title IX and Sexual Misconduct Policy at Texas State	20	21	22
		(***) NEW Survival Sign Language Series (Part 3 of 6)	(*) Managing@TXSTATE	The 5 Choices to Extraordinary Productivity®
25	26	27	28	29

(*) Workshop is a two-part course. (**) Workshop offered either dates. (***) Workshop is a multiple-part course.

SPRING PREVIEW AVAILABLE

Remember to check out the [Spring Preview](#), the combined workshop listing for 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*

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.

- **Frontpoint:** makes home security simple – with a home security solution that fits your home and lifestyle. Save up to \$350 on an alarm system.
- **TurboTax:** Keep more of your hard-earned money with TurboTax, the #1 best-selling tax software. TurboTax is always up-to-date with the latest tax laws and the most innovative technology.
- **Ticket Monster:** Don't overpay for your event tickets! Use Ticket Monster for a 10% discount plus free shipping on tickets to sports, concerts and theater events worldwide.
- **Diamondback:** Whether you're a serious cyclist, just starting out or somewhere in between, Diamondback has the right bike for you. Save 40%!
- **MetLife Xcelerate:** Get a discounted auto insurance quote in just two minutes! MetLife Xcelerate provides an accurate, no-obligation quote without a bunch of questions.



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



www.worklife.txstate.edu





L-R: Jacque Allbright, Eric Algae, Shonte' Gordon and Darryl Borgonah

Employee of the month March 2016

Shonte' Gordon
Assistant Director,
Purchasing

Shonte' is responsible for all of the e-Procurement (TSUS Marketplace) functions of the Purchasing department as well as all of the SAP Purchasing functions. Not only does she make sure that the TSUS Marketplace is up and running on a continual basis, she also works diligently with our vendors to ensure that Texas State receives the best pricing and service in accordance with their contract with Texas State. She and her group constantly analyze pricing and availability to make sure that the University utilizes its best strategic buying power. Shonte' leads all new start-ups for each store brought on to the Marketplace. She works with SciQuest all the way through the testing phase to make sure that everything is working perfectly before the store is introduced to the campus. Shonte' works tirelessly with the end-users answering numerous questions and conducts one-on-one training. She trains the staff and end-users on both SAP and the Marketplace. As one faculty says, "Shonte' saved me again." She always goes the extra mile in order to help the campus. She is exactly the kind of employee that most departments would be proud to have!

In addition to her many job duties, Shonte' also works with the other schools in the Texas State University System to ensure that the consortium created by Texas State offers the same level of service that we receive here on our campus. She has trained nearly all of the other purchasing offices on the Marketplace. All of this has been done by phone and her patience never falters. Most of the other schools have stated clearly that without Shonte's help, they would not be nearly as productive as they are today.

Shonte' started in Purchasing as an Administrative Assistant II and was promoted to a Buyer because of her positive personality and "can-do" attitude. She learned as much as she could and took as many classes as she could. She is certified as a Certified Texas Purchaser (CTP) and Certified Texas Purchasing Manager (CTPM). When the position of Assistant Director was created it was not hard to see that she was a perfect contender for the position. She has excelled and never stops learning or trying to better herself. Shonte' will be graduating from Texas State on December 11, 2016. Not only is she a rising Star as an employee, she is a true BOBCAT! She has put in 40-50 hours a week at work, finished her internship program and is graduating with a 3.25 grade point average. She also takes care of three young children. Shonte' works hard and leads by example. She is well respected among her peers at Texas State and throughout the System.

"Shonte' always goes the extra mile in order to help the campus. She is exactly the kind of employee that most departments would be proud to have!"

Congratulations, Shonte', on your hard work and dedication!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between February 15, 2016 and March 7, 2016.

Valerie L Creveling

Promoted to Accountant III from Accountant II,
Office of Financial Aid and Scholarships

Alyssa M Rodriguez

Promoted to Sr Administrative Assistant
from Administrative Assistant III,
McCoy College of Business

Faber L Castano

Promoted to Air Conditioning Mechanic I
from Facilities Maintenance Worker I,
Facilities Operations

Sabrina E Lee

Promoted to Coordinator, Student Center Services
from Administrative Assistant II,
Student Center

Timothy R Bobo

Reclassified to Network Technician
from Telecommunications Assistant,
Network Operations

Dontae L McGaugh

Reclassified to Budget Assistant
from Administrative Assistant II,
English

Synthia L Tuma

Reclassified to Procurement Specialist from Grant
Clerk,
Meadows Center for Water and the Environment

Shaun D Whitworth

Reclassified to Systems Support Specialist II
from Systems Support Specialist I,
Bookstore

Melissa S Kelley

Reclassified to Accountant III from Accountant II,
Student Business Services and Bursars

Kara L Ulibarri

Reclassified to Sr Proposal Coordinator
from Proposal Coordinator,
Office of Sponsored Programs



TEXAS  STATE[®]
HUMAN RESOURCES