

HR Bulletin

May 2015

Mental Health Awareness Month

employee wellness program CONTINUES

New Form: Voluntary Self-Identification of Disability

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Human Resources
601 University Drive
JCK Suite 340
512.245.2557

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



*HR wishes all
mothers...*

happy
**MOTHER'S
DAY**

Sunday, May 10

RIGHT AROUND THE CORNER: **ERS Insurance Annual Enrollment**

Annual enrollment (AEN) is the only chance to make changes to your ERS insurance without experiencing a Qualify Life Event.

This year, AEN will be June 29 – July 31. Changes made during AEN will take effect on September 1.

We will have more details concerning rates and plan changes in early June. As of now, one change to anticipate is a new vendor for the TexFlex program.

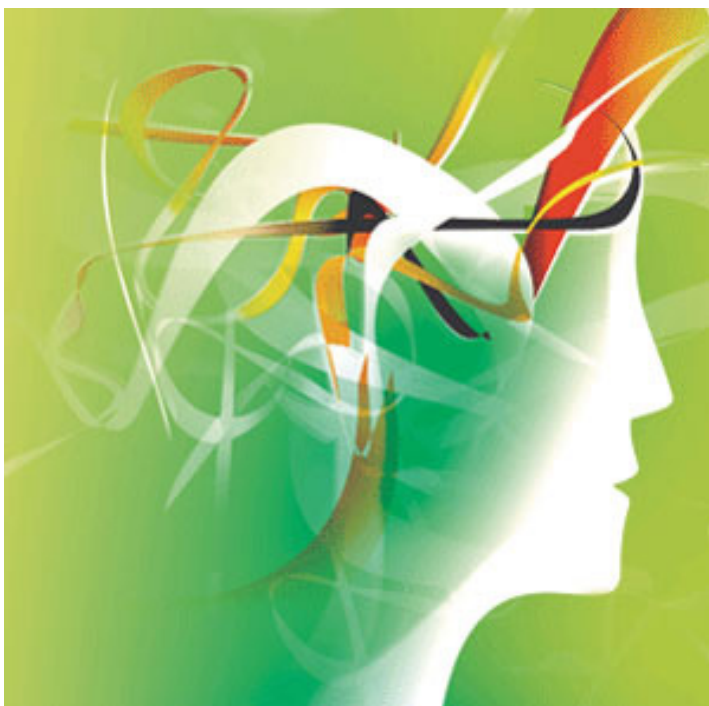
Stay tuned for more updates!

ERS


**Save
the
Date**

ERS Annual Enrollment Fair
Friday, June 26 | JCK 1100
9 am – 12 pm

Presentation by ERS
Visit booths from ERS providers
No registration required



May: Mental Health Awareness Month

HealthSelect Behavioral Health Benefits

In honor of Mental Health Awareness Month, we take this opportunity to reinforce the HealthSelect Behavioral Health Benefits at your disposal.

Your HealthSelect insurance offers coverage for many behavioral health issues. Mental Health and Substance Abuse services do not require a referral from your Primary Care Physician.

Accessing your Behavioral Health benefit is easy and available 24 hours a day. Call (855) 802-7093 and a specialist will help you identify the nature of your problem and the appropriate resource to address it.

Services are covered at the same benefit as any other medical service. United Healthcare won't share your personal records with Texas State or anyone else without your permission. All records are kept strictly confidential in accordance with federal and state laws.

Your **Behavioral Health benefit** – which includes counseling and substance abuse recovery services – can help you effectively deal with stressful and challenging situations.

Providers will help you through a wide-range of topics such as:

- Alcohol abuse
- Anger management
- Anxiety and stress
- Compulsive spending or gambling
- Coping with grief and loss
- Depression
- Domestic violence
- Drug abuse
- Eating disorders
- Medication management



One in four people suffer from mental illness.



Congratulations to Employee Wellness Program participants...you are off to a great start! Phase I of the Texas State Employee Wellness Pilot Program was a huge hit, with more than 500 employees registered.

Faculty and staff from several key areas collaborated to support Texas State employees in making their health a priority during the first phase of the pilot program (January 12 - May 3).



employee wellness program CONTINUES

With such overwhelming success, we begin Phase II, which remains free to employees and plans to be even better by making each service available to all members.

Phase II begins May 4 and will provide registered members:

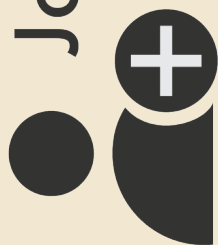
- Open swim at the Aqua Sports Center,
- Racquetball at Jowers Center,
- Group training classes at various locations throughout campus,
- Lunch and learn sessions covering a variety of wellness topics,
- Health behavior coaching sessions,
- One-on-one nutrition consultation,
- One-on-one fitness testing, feedback, and basic exercise programming,
- Much, much more!



*Our goal is to help make
Texas State one of the
healthiest places to
work!*

Registration is ongoing.

Join Now



Texas State
is working
to make Your Health
Top Priority

www.worklife.txstate.edu/Wellness.html





Ninety-day Max Booking Period for SAP Web Based Training Courses

To ensure that employees complete both the Texas State required Ethics and Compliance and EEO and Title IX online courses in a timely manner, any employee who has not completed these required courses within 90 days of booking, will have that booking cancelled.

Effective May 1, 2015, any staff Employee who has booked the Ethics and Compliance course and any faculty or staff member who has booked the Equal Employment Opportunity (EEO) and Title IX course more than 90 days in the past but has not yet completed and received credit for completion of the course, will have their booking deleted. They will need to rebook the course and start the program over from the beginning.

If an individual has completed more than 50% of the modules, they will be given an additional 30 days to complete the modules and receive confirmation of completion.

Employees may check their progress through the SAP Portal's Training and Development tab – current training activities.

Department Heads may use transaction, ZHRTRAINRPT, in SAP to monitor compliance for their employees. In addition, employees and their supervisors will continue to receive notification updates when their training for these courses needs to be renewed.

Employees are encouraged to complete the modules in a timely manner to insure their department is in compliance with University and State requirements.

If you have questions regarding the Ethics and Compliance course, please contact Julie Eriksen at 512-245-2557.

Questions concerning the EEO and Title IX course may be directed to Melissa Amaya at 512-245-2539.





New Form: Voluntary Self-Identification of Disability

As a federal contractor, Texas State is required to comply with Section 503 of the Rehabilitation Act of 1973. Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities, and requires these employers to take affirmative action to recruit, hire, promote, and retain these individuals.

In 2014, the U. S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) published a Final Rule with new reporting requirements. In order to measure how we are doing, we are required to collect statistics from job applicants and current employees.

During this initial rollout, we ask that you complete our new online Voluntary Self-Identification of Disability form via the **SAP Portal** under the 'Other Self-Service' tab.

The form is very simple and only asks if you have a disability, do not have a disability, or do not wish to answer. Your information will only be used to report statistics to the federal government. It does not replace the process for requesting an accommodation as outlined in UPPS 04.04.60, Workplace Accommodation.

For technical assistance, such as Logon, contact ITAC at 512.245.ITAC (4822) or itac@txstate.edu.

Questions regarding the form may be directed to Human Resources at 512.245.2557 or hr@txstate.edu.



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between March 23 and April 20, 2015.

Lance P Johnson
Instrument Technician
Utility Operations

Harold L Blankenship
Programmer Analyst II
Enterprise Systems

Stephen C Rogers
Program Specialist
Client Services

**Jon-Christopher
Cunningham**
Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

Anne M Faber
Programmer Analyst I
Educational Technology Center

Angela G Martinez
Facilities Maintenance Worker I
Department of Housing and
Residential Life

Cynthia Holmes
Information Technology Auditor
Office of Audits and Analysis

Jennifer M Barker
Executive Assistant
VP for University Advancement

Mary B Lorenz
Instructional Designer
Office of Distance and
Extended Learning

Alma T Vazquez
Grant Secretary
Tx School Safety Center

Nicole M Hefner
Copy Editor
Office of University Marketing

Joshua C Brynildsen
Librarian
University LibraryCenter

Honesty C Witmer
Academic Advisor I
College of Liberal Arts
Advising Center

Ruben M Juarez
Grounds Maintenance Worker II
Grounds and Waste
Management Operations

Rodney T Crouther
Publications Writer
Office of University Marketing

Ryan D Buck
Assistant VP, International Affairs
International Office

Matthew R Garza
User Services Consultant I
Educational Technology

Kayla A Edelman
Administrative Assistant II
Student Center

Tracy C Fear
User Services Consultant I
Educational Technology Center

Scott A Rouse
Construction Project Manager
Facilities Planning Design

Jon-Stephen Stansel Jr
Coordinator Social Media
Office of University Marketing

Kathleen R Bates
Grant Specialist
Tx School Safety Center

Brittany L Swain
Assistant Director, Child
Development Center
Child Development Center

Maureen E Owens
Nurse Practitioner
Student Health Center

Jeffrey A Thornton
Grant Specialist
Texas Stream Team

Joe L Zapata
Facilities Maintenance Worker I
Department of Housing and
Residential Life

Lisa J Willard
Graphic Artist II
Office of University Marketing

Denise M Chuick
Grant Specialist
Tx School Safety Center

Donna L Stanley
Administrative Assistant II
Office of the University Registrar

Laura L Moore
Accountant I
Facilities Management

Jose Daniel Beceiro
Major Gift Officer
VP for University Advancement



New Employee Orientation (NEO) II

Friday, May 8, 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, May 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 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 a tool designed to assist employees quickly locate 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



MAY

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
				How to Find the Data You Need 1
4	NEW *Privacy and Confidentiality @ Texas State 5	NEW *Privacy and Confidentiality @ Texas State 6	**Teambuilding 7	8
Job Classification Training 11	**Teambuilding 12	NEW Health and Wellness Lunch & Learn Series: Wellness 101 13	Administrative & Educational Support Outcomes: Reporting Results, Taking Action, and Improving Services 14	15
18	19	20	21	22
25	26	27	28	29

* Workshop offered either dates.

** Workshop is a two-part course.

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



Texas State Employee Discount Program

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

Limited-time offers and regional programs are also available.

- **Blue Nile:** Make Mom smile with 10% savings on jewelry from Blue Nile, the leading online retailer of diamonds and fine jewelry. Not available on all items.
- **Sunpower:** Get a rebate of up to \$1,500 on solar for your home! Sign up for a free solar evaluation to find out how much you can save on your electric bill.
- **Canvas Prints:** Turn your treasured photos into works of art – they'll be printed on canvas, stretched and gallery wrapped. Save 30%, plus get free standard shipping.
- **Hotel discounts:** Save a bundle on over 8,000 hotels worldwide – we have exclusive rates up to 60% off! With destinations all over the globe, get packing and start saving.
- **True Car:** Don't pay too much for your next car. Buyers save an average of \$3,221 off MSRP with the True Car employee purchase program. See website for details.



www.beneplace.com/txstate

University Employment Screening Background Checks

The University policies and procedures, UPPS 04.04.17 requires all new employees and current employees going through certain personnel change requests to go through a criminal background check.

The University has an agreement with HireRight to conduct all University criminal background checks.

HireRight is a leading vendor for employment screening background checks with thirty years of experience in 240 countries. Reports indicate that one-third of all application forms contain lies; that 3 out of 10 business failures are caused by employee thefts; and that the average negligent hiring lawsuit settlement is nearly \$1 million.

The University conducts employment screening background checks to discover potential issues that could impact the University's risk and security risks. The agreement with HireRight offers comprehensive background checks that allow our managers to focus on making the best employment decisions.



Is Your Student Worker Leaving Employment?

Many student workers will be leaving their student jobs at the end of the semester. As a supervisor, it is important for you to make sure all of their time entry is completed and approved right away.

Next, your department admin must submit a Personnel Change Request (PCR) with the termination date and reason. The termination date must match the last day actually worked. This helps us maintain accurate employment records, especially for employment verifications and prior state service credit.

If your student is planning to return in the Fall, you should still submit a separation action. Upon return, they are processed as a rehire.



If you have questions, please contact Lisa Gonzalez in the HR Master Data Center at 245-2557 or lv04@txstate.edu.



Employee of the month

April 2015

Sandy Clack

Accountant I
General Accounting Office-
Accounts Payable

Sandy has worked in the GAO Accounts Payable (AP) office since 2008 when she joined the Texas State staff. She has brought her exceptional attention to detail, accounting experience and positive perspective to the university's AP operation.

Sandy has many duties that require completion on a monthly basis. She handles several SAP upload processes including Verizon radio phones invoice (more than 300 staff affected). She also reconciles the daily E-Vendor payments for several of the large vendors from the TSUS. Sandy typically processes more than 1,700 invoices per month (e-vendors, regular vendors, and e-NPOs). Sandy also works closely with the Office of Research and Federal Relations regarding the research advances required to support the University's emerging research initiative. Sandy is responsible for auditing and posting the invoices related to the many construction projects the university has undertaken. She ensures all requirements have been completed before these payments are posted.

Sandy handles the year-end processes which capture accrued expenses and prepaid amounts. These processes capture a large number of transactions and the dollars involved are significant (\$3.4M in accrued expenses and \$300K in prepaid expenses). These year-end adjustments are important to the financial reporting process for fiscal year expenses and the integrity of the university's financial statements. Whether dealing with campus staff or vendor inquiries, Sandy always portrays the essence of professionalism. She is approachable and strives to provide exceptional customer service. Sandy is always willing to lend a hand to customers or colleagues in need, and displays great patience and tact in situations where it is needed. These attributes allow her to provide exemplary customer service and make her a great team member in Accounts Payable.



From left to right: Cindi Scheid, Darryl Borgonah, Sandy Clack, Bill Nance, and James Webb

“Sandy has brought her exceptional attention to detail, accounting experience, and positive perspective to the university’s AP operation.”

Sandy works closely with many office, but her interaction with the Office of Research and Federal Relations is very important to the research projects and staff involved. Sandy's interactions are primarily through the UPPS 02. 02. 06-Research Cash Advance and Payment of Human Subjects. These policy and procedures are very popular and have enabled a large amount of funded research since its inception by providing funds that support field studies in remote locales and for payment to research participants. A large and growing number of researchers rely on this program to conduct their research and scholarship and Sandy serves a vital role in the disbursement of funds and reconciliation processes. Her exemplary service benefits both the Divisions of Finance and Support Services and Academic Affairs and without her, this program would not run as smoothly and confidently as it does now. Sandy is extremely efficient and always seeks ways to improve the business practices (recording data, interacting with researchers, providing information to supervisors) while enhancing the service and reducing burden to the research community.

Sandy is also involved with many other back office processes that are important to the university. She is a key person tasked with reviewing the yearly SAP support-packs. This testing is critical as it must be thorough in order to identify software changes that could impact the payables process. She is concerned about the end-users as well as efficiency for the AP processes. This demonstrates Sandy's commitment not only to her own job, but to the end users who benefit from her suggestions. Texas State is fortunate to have a dedicated professional like Sandy in the Financial Services department.

Congratulations, Sandy, on a job well done!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between March 23 and April 20, 2015.

Steve L Burt Jr.

Promoted to Grounds Maintenance Worker II from Ground Maintenance Worker I, Grounds and Waste Management Operations

Carlos M Garcia

Promoted to Systems Administrator I from User Services Consultant I, Core Systems

Shauna L Martin

Promoted to Academic Advisor I from Administrative Assistant II, Education Academic Center

Travis R Strouse

Promoted to Facilities Maintenance Worker II from Facilities Maintenance Worker I, Facilities Operations

Liane R Taylor

Promoted to Business Process Analyst from Administrative Librarian, Technology Resources Administration

Jillian A Trujillo

Promoted to Grant Coordinator from Grant Specialist, Student Support Services

James C Wilkerson

Promoted to Head Electrician from Electrician II, Facilities Operations

Natalie D Taylor

Reclassified to Grant Technician II from Grant Technician I, Xiphophorus Genetic Stock Center



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HUMAN RESOURCES

