Welcome
Remote Work Policy
Staff Development Day
SuccessFactors (SF) Learning & EVERFI Training Updates
i2Verify Announcement
Revamped HR COVID-19 Website
Upcoming Calico Update to HR Websites
Talent Acquisition Resources
W2s and W4s
HR Forum Renaming Contest
Q&A & Wrap-up

Dani Artaza
Heather Houston
Carole Clerie
Dani Artaza & Carole Clerie
Katie Bonner
Dani Artaza
Dani Artaza
Alicia Barthel
Madeline Davila Adams
Dani Artaza
Dani Artaza
Your microphone is automatically muted, and your camera is automatically off.

Please type in your questions using the Q&A button located at the bottom of your Zoom screen.

Please avoid putting questions in the chat, as they may not be seen by our presenters.
Remote Work Policy

Heather Houston, MS, PHR
Assistant Director
Office of Human Resources
Remote Work Policy and Time Entry Guidance:

UPPS 04.04.01
Short-Term Remote Working

- Supervisor can approve up to 30 working days per fiscal year
  - Full-time = 240 hours
  - Half-time = 120 hours
- WT Remote Work Salaried (0158) for monthly-paid employees or WT Remote Work Hourly (0157) for semi-monthly paid employees
- Salaried employees should not enter more than planned scheduled hours for remote working; should enter additional hours for hours over planned scheduled hours

If you are working outside of the State of Texas, please know that there are additional tax considerations. You can consult with the Office of Payroll and Tax Compliance for further information.
SAP ESS Time Entry

Calendar

Remark
You can navigate from 12/13/2021 to 03/05/2022

Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Pers. Assign</th>
<th>Att.</th>
<th>SU, Q2'206</th>
<th>Det. NO, Q2'07</th>
<th>Det. TU, Q2'08</th>
<th>Det. WE, Q2'09</th>
<th>Det. TH, Q2'10</th>
<th>Det. FR, Q2'11</th>
<th>Det. SA, Q2'12</th>
</tr>
</thead>
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<td>33020</td>
<td></td>
<td>50001698 00013020</td>
<td>Additional Freq Work</td>
<td></td>
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</tr>
<tr>
<td>02/20</td>
<td>33020</td>
<td></td>
<td>50001698 00013020</td>
<td>State Comp Time</td>
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<tr>
<td>02/20</td>
<td>33020</td>
<td></td>
<td>50001698 00013020</td>
<td>Vacation</td>
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<td>02/20</td>
<td>33020</td>
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<td>50001698 00013020</td>
<td>Performance Award</td>
<td></td>
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<tr>
<td>02/20</td>
<td>33020</td>
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<td>50001698 00013020</td>
<td>Sick Leave</td>
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<td>02/20</td>
<td>33020</td>
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<td>50001698 00013020</td>
<td>Remote Work Salary</td>
<td></td>
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</tbody>
</table>
The Wrong Way
The Correct Way

Remark
You can navigate from 12/19/2021 to 03/05/2022
# Leave Balances (mostly...)

<table>
<thead>
<tr>
<th>Name</th>
<th>Heather Houston</th>
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</thead>
<tbody>
<tr>
<td>Personnel No.</td>
<td>00033020</td>
</tr>
<tr>
<td>Position</td>
<td>50001698 - Asst Dir</td>
</tr>
<tr>
<td>Hire Date</td>
<td>07/19/2010</td>
</tr>
<tr>
<td>Employment</td>
<td>11(Yr) 7(Mo)</td>
</tr>
<tr>
<td>Vacation</td>
<td>334.00 (hrs)</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>630.50 (hrs)</td>
</tr>
<tr>
<td>State Comp Time</td>
<td>166.75 (hrs)</td>
</tr>
<tr>
<td>FLSA Overtime</td>
<td>0.00 (hrs)</td>
</tr>
<tr>
<td>COVID Emer Sick Leave</td>
<td>78.25 (hrs)</td>
</tr>
<tr>
<td>COVID Expand FMLA Leave</td>
<td>0.00 (hrs)</td>
</tr>
<tr>
<td>Remote Work</td>
<td>70.00 (hrs)</td>
</tr>
<tr>
<td>Max vacation carryover (Sep 1)</td>
<td>292.00 (hrs)</td>
</tr>
<tr>
<td>Vacation converted to sick leave</td>
<td>108.00 (hrs) - will convert on 08/31/2022</td>
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</tbody>
</table>
What about my employees?
What About Students?

- Currently consulting with student employee stakeholders: Graduate College, Office of the Provost, Career Services. Current policy is specifically for staff, but we acknowledge guidance is needed for student employees as well.
- Will be developing guidance for all student employee types (GRA, GTA, GRA, hourly student worker, etc.)
- Wage types for students currently work in SAP; EXCEPT WORK STUDY STUDENTS
  - Do not have work study students enter remote work hours
Long-term Remote Work Agreements

- Submitted through SAP ESS: Remote Work Agreements
- Should be discussed with supervisor/department before submitting
- Include justification for requesting a long-term remote working agreement
Long-Term Remote Work Request

**Purpose/Instructions:** The purpose of this form is to establish specific terms and conditions that the employee and University agree upon for Long Term Remote Work within UPPS no. 04.04.01, General Workplace Policy.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Ms Heather M Houston</th>
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<tbody>
<tr>
<td>Job:</td>
<td>Ave Dll</td>
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<tr>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Ms Carla Claire</td>
</tr>
<tr>
<td>Personnel No:</td>
<td>33320</td>
</tr>
<tr>
<td>Texas State ID:</td>
<td>A909495974</td>
</tr>
<tr>
<td>Personnel Area:</td>
<td>Finance/Support Services</td>
</tr>
<tr>
<td>Job FLSA Status:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Employee Group:</td>
<td>Staff</td>
</tr>
<tr>
<td>Employee Subgrp:</td>
<td>32 Mo Ex Salaried</td>
</tr>
</tbody>
</table>

This request is for:
- [ ] Long Term Remote Work Agreement (requires VP signature)

Remote Work Requested Dates:
- From: [ ] To: [ ]

Enter 1 or more work schedules and (press Add Schedule):

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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</table>

Primary Location (Campus Office) - Planned Hrs

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
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</table>

Alternate Work Site Location - Planned Hrs

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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</tbody>
</table>

Press Add Schedule to add each desired schedule. (minimum 1 required)

Work Schedules
Long-Term Remote Work Request

Address of alternate work site location:

Remote work sites outside of Texas may have tax implications for the employee and the university.

If working outside of TX, please contact Payroll and Tax Compliance Office.

Street:  
City:  
State:  
Zip:  

1. In the text box below, describe the alternate work site (e.g. home office, section of a room, etc.).

Describe alternate/remote work site or if preferred attach a photo or sketch.

And attach any supporting documentation and/or justifications for requesting a remote work agreement.

2. Indicate specific and/or various types of assignments to be performed at the alternative work site:
Contact Us

HR Benefits

5.2557
Select Option 1 for Benefits
hrbenefits@txstate.edu
hr.txstate.edu/benefits
“The growth and development of people is the highest calling of leadership.”
-Harvey S. Firestone
**Event Details**

**What is it?**

Staff Development Day is an event dedicated to professional development and exploration of:

- Education opportunities
- Career development
- Wellness
- Community resources
- Partnership opportunities

**Who is it for?**

All Texas State University staff (full and part-time) are encouraged to participate.

The event is free, will include refreshments (for in-person attendees).

Attendance and participation are supported by university leadership.
Event Details

When and where is it?
- Date: May 24, 2022
- Time: 9 a.m. - 5 p.m.
- Location: LBJ & Virtual

How do I participate?
- Aspiring presenters – submit a proposal online!
- Excited participants – just show up (either in-person or online)

For more info, visit the Staff Development website or email hr_odc@txstate.edu
SuccessFactors (SF) Learning & EVERFI Training Updates

Dani Artaza, M.A. & Carole Clerie, MBA

Office of Human Resources
SuccessFactors (SF) Learning

- Replaced SAP LSO in October 2021
- Includes new and accessible blended learning
- Allows for content curation
- Hosts improved compliance training
- Brings together training onto one user-friendly platform
- User Guides are available on the ODC website
- Learn more at go.txstate.edu/sflearning
EVERFI Training Courses

- Partnership with EVERFI for training content
- Dynamic, interactive, and engaging courses
- Preventing Harassment & Discrimination out now
- More courses to come!
Contact Us

Organizational Development & Communications

5.7899
hr_odc@txstate.edu
hr.txstate.edu/odc
What is i2Verify?

- i2Verify is the new point of contact for all Texas State University employees and former Texas State University employees who separated after Dec. 16, 2018.

- If you need a verification for extending credit, rental leases, employment background checks or social services entitlements, please refer the requester to:
  - i2Verify
  - Ph: (888) 458-6319
  - Fx: (480) 383-6949
  - info@i2verify.com
  - www.i2verify@txstate.edu

- Internal Texas State University and Prior State Service requests are still completed by Texas State University Human Resources. Employees can provide their own employment verification letters and Public Service Loan Forgiveness forms by accessing www.i2Verify.com and creating an account.

- Please view additional information here: https://www.hr.txstate.edu/mdc/i2verify.html
Contact Us

HR Data Management
(Formerly Master Data Center)

5.2557
hr_mdc@txstate.edu
hr.txstate.edu/mdc
COVID-19 Workplace Resources

The COVID-19 pandemic has posed many challenges on our university community. Human Resources is here to help support you as we continue to navigate this new normal together.

This page contains related resources that you may find helpful in adapting to change and staying safe.

Have questions?
Please visit our COVID-19 FAQ website or contact Human Resources at 5.2557 for more information.

TIME AND LEAVE

Emergency Leave and FMLA provisions provided through the extension of the Families First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act (ARPA) expired on Sep. 30, 2021. Accrued leave balances, other available leave as outlined in UPPS 04.04.30, and/or leave without pay should be used going forward.

Navigating the New Normal

Explore a curated selection of videos and articles to help support employees in navigating the workforce on TXST campuses including:

- Being Adaptable During Change
- Managing Uncertainty During COVID-19
-Managing Anxiety in the Workplace

Revamped HR COVID-19 Website

Dani Artaza, M.A.
Organizational Development & Communications Specialist
Office of Human Resources
Upcoming Calico Update to HR Websites

Dani Artaza, M.A.
Organizational Development & Communications Specialist
Office of Human Resources
Talent Acquisition Resources

Alicia Barthel
(she/her/hers/ella)

Director, Talent Acquisition
Coordinator, Bobcat J.E.D.I. Program
Office of Institutional Inclusive Excellence – Faculty and Staff Initiatives
Talent Acquisition and Inclusion

DISCOVER TXST, NEXT IS NOW
Find out more about our university and campus life.

INCLUSION AND RETENTION
Building an increasingly diverse community.

HIRING MANAGERS CORNER
Diversity Hiring Toolkits, user guides & more.

TALENT ACQUISITION FORMS
Downloadable documents, releases and checklists.

TALENT ACQUISITION RESOURCES
A CLICK AWAY...
Talent Acquisition Resources

- **PRE-EMPLOYMENT**
  - Assessment

- **GENDER DECODER**
  - For Job Ads

- **HIRE RIGHT**
  - Tx State Logon

- **NEW**
  - New Employee Welcome

- **PEOPLEADMIN**
  - Logon with TxState ID

- **SAP**
  - TxState SAP

- **TEMPORARY STAFFING**
  - Approved Vendors
Pre-Employment Skills Assessments

Talent Acquisition and Inclusion offers an extensive list of assessments in general categories of:

- Keyboarding/Data Entry,
- Clerical, Microsoft Office Suite, Core KSAs, and Soft Skills. Any number of tests may be grouped together into a test session or bundle and administered sequentially to job applicants. All TestGenius tests are self-administering and self-scoring, which means that the results are available as soon as the testing is complete.

Microsoft Applications

Expand

Microsoft® Word [Basic]

This test measures the ability to correctly modify and format a professional document in Microsoft® Word, including but not limited to the following functions: • Creating Text • Page Format • Editing Text • Tables References

Microsoft® Word [Intermediate]

Microsoft® Excel [Basic]

Microsoft® Excel [Intermediate]

Microsoft® Outlook

Microsoft® PowerPoint

READY TO SCHEDULE AN ASSESSMENT?

SCHEDULE NOW
Pre-Employment Skills Assessments

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- Core KSAs
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### Microsoft Applications

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<table>
<thead>
<tr>
<th>Microsoft® Word [Basic]</th>
</tr>
</thead>
</table>

This test measures the ability to correctly modify and format a professional document in Microsoft® Word, including but not limited to the following functions: • Creating Text • Page Format • Editing Text • Tables References

<table>
<thead>
<tr>
<th>Microsoft® Word [Intermediate]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Excel [Basic]</td>
</tr>
<tr>
<td>Microsoft® Excel [Intermediate]</td>
</tr>
<tr>
<td>Microsoft® Outlook</td>
</tr>
<tr>
<td>Microsoft® PowerPoint</td>
</tr>
</tbody>
</table>

**READY TO SCHEDULE AN ASSESSMENT?**

SCHEDULE NOW
Temporary Staffing Agencies

For temporary staffing needs, only approved temporary service providers under contract and listed in the TSUS Marketplace may be used. **UPPS No. 04.04.22** describes the procedures for hiring temporary workers through staffing agencies.

For guides and information on accessing the preferred and contracted vendors, please visit the [TSUS Marketplace](#) website provided by the Office of Procurement and Strategic Sourcing.
New Point of Contact Model

The Talent Acquisition CDR's piloted a point of contact model in the areas of support they provide to hiring departments. Each recruiter will now be supporting specific divisions in their staff hiring needs. This new model will provide a more streamlined, efficient, and strategic support throughout the recruiting and hiring process for hiring managers.

Deana Townsend, CIR, CDR
- Academic Affairs (Staff)
- Information Technology
- Department of Athletics
- University Advancement

E-mail: dt1100@txstate.edu
Phone: 512-408-4116

Leah Brown, CDR
- Finance and Support Services
- Student Affairs
- University Administration
- Office of the President

E-mail: lb1365@txstate.edu
Phone: 512-408-4308
Alicia Barthel, PHR, CDR
• Director, Talent Acquisition & Inclusion
• Email: afb48@txstate.edu
• Phone: 512.408.0154
• Teams

Stella Silva, Ph.D.
• Assistant VP, Institutional Inclusive Excellence-Faculty and Staff Initiatives, Interim Chief Diversity Officer
• Email: ss23@txstate.edu
• Phone: 512.245.4428

Carol Alvarez
• Admin. Assistant III
• Email: c_a206@txstate.edu
• Phone: 512.245.1697
W-2 Wage and Tax Statement
- Available through the SAP Portal
- IRS encourages people to:
  - File electronically
  - Enroll in direct deposit

1042-S Foreign Person’s U.S. Source Income Subject to Withholding
- Nonresident (for tax purposes)
- US Income: Scholarship, Grants, Fellowships, and Wages
2022 Tax Filing Season

W4 - Employee’s Withholding Certificate
IRS Tax Withholding Estimator
° Why?
° Who?
° When?
° How?
Tips for using the IRS Withholding Calculator

- Have your most recent pay stub and federal tax return on hand.
- The calculator's results are only as accurate as the information you enter.
- The Withholding Calculator does not ask you to provide sensitive personally-identifiable information like your name, Social Security number, address or bank account numbers. The IRS does not save or record the information you enter on the Calculator.

Find the IRS calculator at https://apps.irs.gov/app/tax-withholding-estimator
Contact Us

Office of Payroll & Tax Compliance

5.2543  payroll@txstate.edu  txstate.edu/payroll
HR Forum Renaming Contest

A survey link will be emailed after the event today!
Questions

Please type in your questions using the Q&A button.
Thank you!
We hope to see you at
our next HR Forum on April 19!

512.245.2557
hr@txstate.edu
hr.txstate.edu/HR-Forum