



HR Bulletin

September 2018

2-4

What's in View

- Tuition Reimbursement Deadline
- 11th annual Employee Wellness Fair
- Save the Date: Texas State Resources Fair

5-7

Highlights

- Update Your Personal Information
- Insurance Changes
- What Does a Culture of Health Mean to You?
- GED Incentive Program
- Paperless Delivery of 2018 W-2

8-11

Employee Focus

- Welcome New Employee Bobcats
- New Employee Welcome | N.E.W. II
- September Workshops
- September Employee Discounts

12-14

In the Spotlight

- Employee of the Month
- Bobcats Connect: HR Crossword Puzzle
- Movin' On Up



TEXAS STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu

TUITION REIMBURSEMENT DEADLINE **FALL 2018**



[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. The deadlines for the acceptance of the academic reimbursement form are: 12th class day for fall and spring semesters, and 4th class day of the first summer session for both summer sessions.

For more details, visit www.txstate.edu/pdevelop/academic-reimbursement-process.html

Employees enrolled in courses for **Fall 2018** must complete the [online academic reimbursement form](#) by **September 12**. Late online submission will **ONLY** be accepted when approval is routed through the employee's Cabinet member.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

LOGIN TO ACCESS THE ONLINE ACADEMIC REIMBURSEMENT FORM

11th annual EMPLOYEE WELLNESS FAIR

The focus of the fair is on wellness supported through consumption of whole foods, being physically active, and managing stress. The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered. Attendance time will count as work time; verification of attendance can be provided if requested.

Mark Your Calendars!

WEDNESDAY • OCTOBER 10, 2018

10 a.m. - 2:30 p.m. • LBJSC BALLROOM



Activities and services provided include:

- Flu shots*
- Tdap Immunizations*
- Mammograms* ([flyer](#))
- Blood pressure check stations
- Hearing Screenings
- Vision Screenings
- Glucose Testing
- Nutritional Information
- Door prizes awarded for attendance

* offered free with an employee ID and BCBS Card

Enter for a Chance to Win:

- Schlitterbahn Tickets
- Garmin activity tracker (compliments of the Division of Information Technology)
- a \$150 Amazon Gift Card
- One-year membership to the San Marcos Activity Center
- One semester membership to the Student Recreation Center (compliments of the Department of Campus Recreation)

No advance registration is required for participants.

Help spread the word and print out the [event flyer](#) for your office!



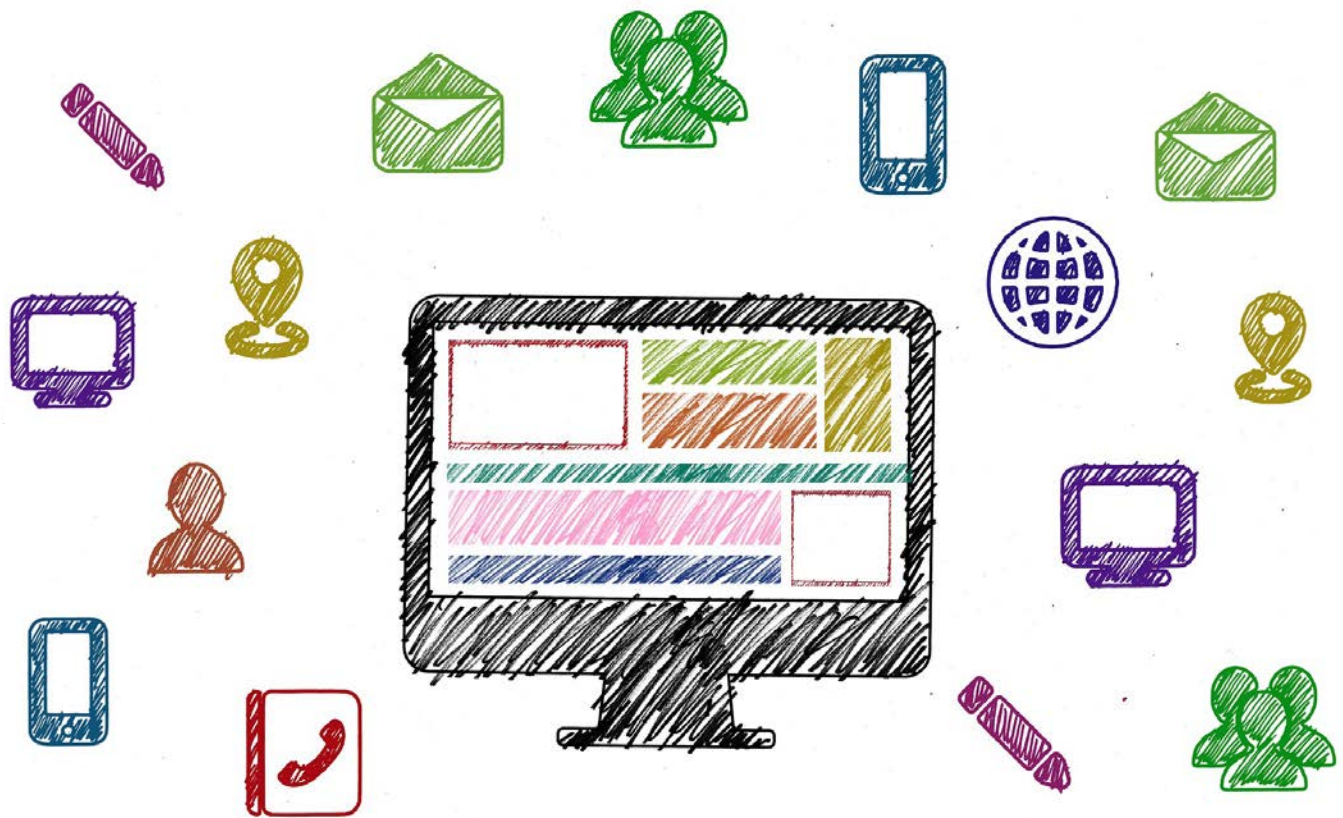
Visit the [employee wellness fair website](#) for a regularly updated list of vendors.



Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.



TOP



SAVE the DATE

Wednesday, October 31
JCK 1100 • 11 a.m.-1:30 p.m.

TEXAS STATE RESOURCES FAIR

The next Texas State Resources Fair is scheduled for Wednesday, Oct. 31 in JCK 1100 from 11 a.m. - 1:30 p.m. This is your opportunity to have questions answered about a business process or service you use. This Fair is designed to give you an opportunity to meet staff from over 25 departments and learn more about their office processes and how they can assist you with your job responsibilities.

Be sure to check out the [Support Staff Resources@TXSTATE website](mailto:SupportStaffResources@TXSTATE) which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

UPDATE YOUR PERSONAL INFORMATION

IT'S EASY AND QUICK!



The start of a new academic year is a good time to review your personal data on file in Human Resources and submit any changes. Did you move this summer? Need to update your marital status?

In the SAP Portal under the Employee Self-Service tab, you can make these changes anytime.

- Home address and phone number
- Elect privacy on certain personal information such as your home address
- Office phone, suite and room number
- Marital status
- Add a nickname

Legal name changes must be submitted through the Benefits Office in JCK 360 with proof of your name change from the Social Security Administration.

The Benefits staff can also assist you with how to update your life insurance or retirement plan beneficiaries.

These changes are so important to ensuring your personal business and benefits are handled properly. Questions can be directed to hr@txstate.edu or stop by JCK 360 for assistance.

INSURANCE CHANGES

Effective September 1st



All changes made during Summer Enrollment are effective September 1. Any premium changes will be reflected on your October 1 paycheck. If you added a new plan or increased TexFlex dollars, you can begin using them as of September 1.

Please review your benefits statement in your ERS Online account at www.ers.texas.gov to ensure the changes you made during Summer Enrollment are in place. If you see any errors, please contact Human Resources Benefits as soon as possible.

If you added a new dependent to your plan, be on the lookout for the Dependent Eligibility Audit notification and be sure to provide the necessary documents to Alight Solutions to ensure your dependents remain covered! Failure to provide all of the required documents will result in your dependent being dropped from coverage!

For additional information, please contact the Benefits staff at 5.2557 or hr@txstate.edu.



WellCats asks:

What does a culture of health mean to you?

"I think a culture of health promotes physical and mental wellness, as well as community health. I think as individuals we need to look after ourselves first and make sure we are doing what we can to be healthy, and then look outward at ways you can improve the community around you."



Learn more about:



your current health status,



how to establish a personal exercise program,



tracking your progress,



signing up for health-related physical fitness testing through the WellCats program

by contacting Josh Arguelles at worklife@txstate.edu or 5.2557.

GED INCENTIVE PROGRAM

General Educational Development (GED) Certificate

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

Registration: Oct. 9, 9 a.m. & 1 p.m.

Assessment: Oct. 11, 9 a.m. & 1 p.m.

Location: San Marcos Public Library

Full-time regular employees are eligible.

Learn more about the requirements at [UPPS 04.04.35](#).

Contact: professionaldev@txstate.edu | 5.7899

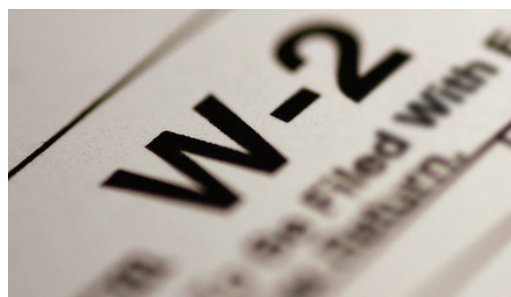
Elect Secured Online Paperless Delivery of Your 2018 W-2

Print your W-2 Form at Your Convenience

- **Instructions to elect online (paperless) delivery for Calendar Year 2018** on the SAP Portal are available at the [Payroll website](#).
- SAP will automatically send you an **election confirmation e-mail**.

Important Disclosure Information:

- Consent for paper delivery is only required **once** for active employees.
- 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, 2019.



For any questions, please contact the Payroll and Tax Compliance Office at 512.245.2543 or payroll@txstate.edu.

Employees who elected will be notified via email when the online 2018 W-2 forms are available on the SAP Portal in January 2019. The deadline for electing online 2018 W-2 (paperless) delivery is December 31, 2018



Welcome



Join us in welcoming our new employee Bobcats hired between July 9, 2018 and July 30, 2018.

ALYSSA L DENOFRÉ

Guard
University Police

ANNA D TRUJILLO

Graduate Degree Audit Specialist
The Graduate College

AVEN E JACKSON

Student Development Specialist
Office of Student Diversity and
Inclusion

CHRISTOPHER B BEVIS

Grant Specialist
Center for Archaeological Studies

CRISTINA L MCKEE

Coordinator, Clinical Education
Placement
St. David's School of Nursing

DEANNA M MARKS

Administrative Assistant II
St. David's School of Nursing

ELIZABETH CASTANEDA

Administrative Assistant II
Office of Student Diversity and
Inclusion

GREER L VINALL

Student Development Specialist II
Dean of Students

JESSICA H VANNAUKER

Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

JOSEPH A ASHLEY

Assistant Coach
Men's Golf

JUAN A ORTEGA

Scientific Instrument Technician
Physics

KAILA P GRAY

Coordinator, Department
Recruiting
The Graduate College

KATRINA A EILERS

IT Project Manager
Technology Resources
Administration

LORRAINE S QUINN

Assistant Coach
Soccer

LUCAS H HASKINS

Digital Media Specialist
Strutters/Ticket/Mktg/Cheer

MARISSA G KOLENCIK

Administrative Assistant II
Psychology

MARY M SITEK

Speech-Language Pathologist
Communication Disorders

MATTHEW E GAMBOA

Systems Support Specialist II
VP for Student Affairs

MAXIMILIAN A HALL

Grant Specialist
Center for Archaeological Studies

MEGAN I KASSMEIER

Student Development Specialist I
Athletic Academic Center

MIGUEL A ARRIAGA

Student Development Specialist II
Retention Management and
Planning

NICHOLAS L HOWELL

Sr Undergraduate Admissions
Counselor
Office of Undergraduate
Admissions

OLIVIA HERNANDEZ

Parking Services Officer
Transportation Services

PAUL M MATCHEN

Grant Specialist
Center for Archaeological Studies

RAY MEDINA-PADILLA

Technology Integration Specialist I
Learning Spaces

VICTOR M CAPELLAN

Student Development Specialist II
SLAC

RORY W HAECKER

Air Conditioning Mechanic I
Facilities Operations

VIVIANA RODRIGUEZ

Administrative Assistant II
Department of Housing and
Residential Life

SAMUEL T SCOGGINS

Assistant Coach
Soccer

YUAN LI

Accountant I
Accounting Office

SUSANNE K THAMES

Administrative Assistant II
Student Health



NEW EMPLOYEE WELCOME

N.E.W. II

Friday, September 14, 2018 | 8 a.m. - 1:30 p.m. | EndZone
Complex – Warren Room

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, September 14.

NEW is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff employees hired during the past month. Breakfast and lunch are served.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

SEPTEMBER 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
		*Securing Confidential Information	*Securing Confidential Information **7 Habits of Highly Effective People® Allies Training	
3	4	5	6	7
	Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State	Providing Legendary Customer Service NEW Health & Wellness Series: Metabolism 101 College Mental Health, Part I	**7 Habits of Highly Effective People® In Limbo: Dilemmas Faced by Undocumented Students Pre-Award Services Available to the University Community	New Employee Welcome (NEW) II
10	11	12	13	14
	NEW Outcomes Assessment Series - Educational Programs	NEW Outcomes Assessment Series - Academic and Student Service	**7 Habits of Highly Effective People® NEW Outcomes Assessment Series - General Education	NEW Outcomes Assessment Series - Administrative Support Services
17	18	19	20	21
QPR - Suicide Prevention Training	Post Award Services Available to the University Community	*NEW Texas State Crowdfunding - Streamlining Your Fundraising Needs *NEW Creating Efficiencies Within Your Office	**7 Habits of Highly Effective People® *NEW Texas State Crowdfunding - Streamlining Your Fundraising Needs	
24	25	26	27	28

(*) Workshop is offered either date. ** Five half-days on Thursdays on the Round Rock Campus.

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.

- **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.
- **Rollick:** At Rollick, you can experience the thrills and excitement of off-road adventures without a shopping struggle. Customers save an average of \$1,130.
- **Budget:** Hello, savings. Texas State University employees can get up to 25% off base rental rates with Budget Rent-a-Car.
- **Vitamix:** You can enjoy exclusive savings on Vitamix blenders. For a limited time, buy a Certified-Reconditioned Standard Programs blender with pre-program settings and a classic 64-ounce container or a Certified-Reconditioned Next Generation with a low-profile container for 34% off the original price.
- **Garmin:** No matter what your fitness level or activity preference is, Garmin has you covered. Texas State University employees receive up to 30% off Garmin wearable devices.

www.beneplace.com/txstate

Sharon Wilsford

Head Parking Services Officer,
Transportation Services

EMPLOYEE OF THE MONTH August 2018



Steven Herrera, Sharon Wilsford, and Eric Algoe

Sharon has been a truly devoted employee of Texas State for over 20 years. As a Head Parking Services Officer, she plays a major role in the organization and running of Parking Services.

She supervises Parking Services Officers on the San Marcos campus and Parking Services Officers on the Round Rock campus. With multiple shifts of officers, Sharon often comes in early and leaves late, and she is always on call whenever an officer needs information or advice. She never hesitates to help in any situation, including going over and above to plan for and mitigate weather events such as flooding or ice.

During football season she coordinates parking and tailgating and assists with game day parking issues. She works every home game, working with both teams, police, and athletics to provide the best game day experience possible. Sharon's dedication to all aspects of game day and her consistent drive to always exceed the basic requirements makes tailgating more successful and enjoyable for all Bobcats.

She is a true professional while assisting with customer complaints, utilizing every resource to investigate and resolve the complaint in a fair and thorough manner. Sharon is extremely reliable and adept at managing student outreach events and special events, including coordinating presidential event parking. Sharon has overseen over 220 events in the past year alone. This

is a demanding job, requiring not only the management of complex logistics and a great amount of effort outside of normal business hours but also delicacy and the ability to collaborate with faculty and staff in departments across campus.

Sharon consistently exhibits professionalism and ensures that all details are considered and delivered. A few events that stand out are Tailgating, Commencement and Presidential Special Events. Sharon provides aid to individuals that have been injured, persons lost and persons requiring special assistance. Sharon has deescalated situations and has turned potentially upsetting situations to a positive experience. Sharon has always been dependable, efficient, patient and punctual. She loves people, works hard, and always tries to lift the spirits of those around her.

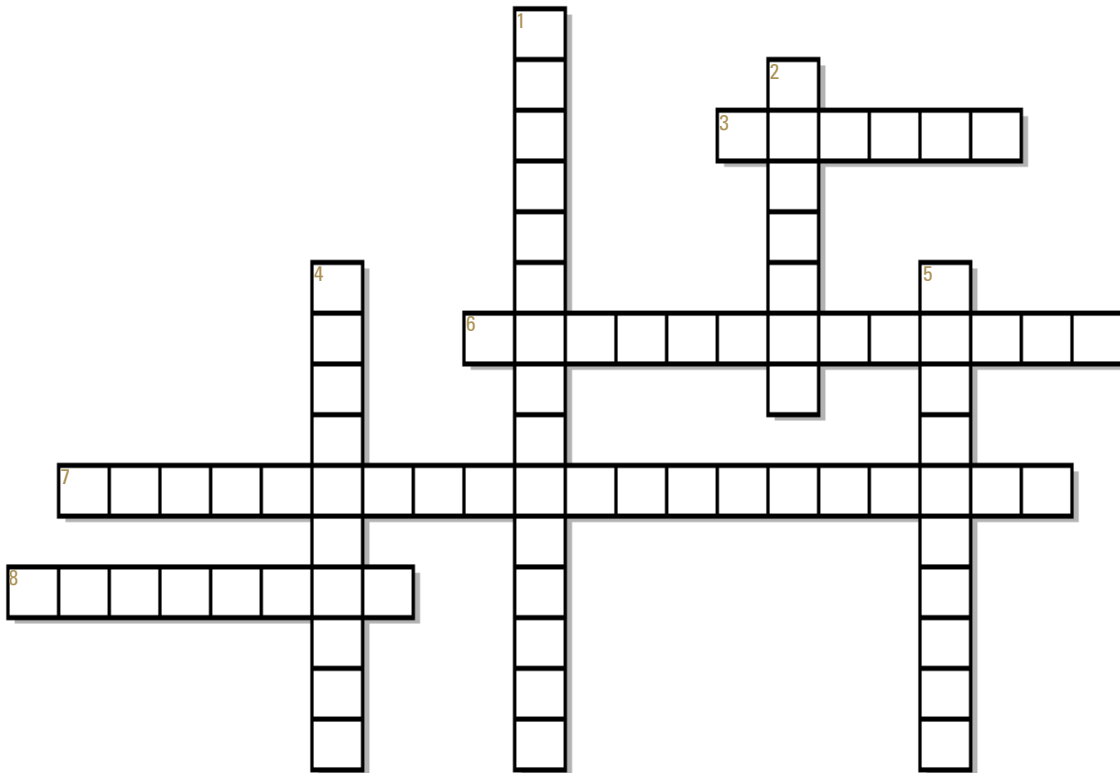
Sharon is a great asset to the Transportation Services department, Finance and Support Services division and the university; she is always willing to lend a hand and go above and beyond. Sharon's hard work and dedication help make Texas State the rising star of Texas.

"Sharon consistently exhibits professionalism and ensures that all details are considered and delivered."

Congratulations, Sharon, 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 **September 12th**. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 3 One of this months employee discount providers
- 6 One of the changes you can make in SAP to update your personal information
- 7 What deadline is due on September 12?
- 8 Premium changes will be reflected on this paycheck

DOWN

- 1 This type of testing is available through the WellCats program
- 2 One of the helpful links on the SSR Website
- 4 One of the services that will be provided at this years Employee Wellness Fair
- 5 Location of N.E.W. II

We would like to recognize the following employees who were promoted or reclassified between July 9, 2018 and July 30, 2018.



HOLLY A MESSLER

Promoted to Systems Support Analyst
from System Support Specialist II,
Office of University Registrar

NOEL A FULLER

Promoted to Academic Advisor II
from Academic Advisor I,
Applied Arts Academic Advising Center



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