# Bulletin Feb. 2019

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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 <u>hr@txstate.edu</u>





## TUITION REIMBURSEMENT DEADLINE SPRING 2019 | FEBRUARY 6

<u>UPPS 04.04.35</u>: 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: 12<sup>th</sup> class day for fall and spring semesters, and 4<sup>th</sup> class day of the first summer session for both summer sessions. For more details visit the <u>Academic Course Reimbursement and Release Time Process website</u>.

Employees enrolled in courses for Spring 2019 must complete the <u>online academic reimbursement form</u> by **February 6**. 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 <u>professionaldev@txstate.edu</u> or call 5.5287.

#### 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: Feb. 19, 9 a.m. Registration: Feb. 21, 9 a.m. Location: San Marcos Public Library

Learn more about the requirements at <u>UPPS 04.04.35</u>. | Contact: <u>professionaldev@txstate.edu</u> | 5.7899

WHAT'S IN VIEW

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# TEXAS STATE RESOURCES FAIR

#### Tuesday, March 5 | LBJSC Ballroom | 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 30 departments and learn more about their office processes and how they can assist you with your job responsibilities.

Be sure to check out the <u>Staff Resources website</u> 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.

## SOVE THE DOTE 2019 FINANCIAL PLANNING & RETIREMENT FAIR



Wednesday, April 10 9 a.m. - 4: 30 p.m. LBJSC Ballroom

- Presentations by the Teacher Retirement System, Employees Retirement System (retiree health insurance), Social Security, plus sessions about other retirement issues
- Interactive booths
- Find ways to start planning for your financial future
- Speak one-on-one with financial planning experts
- Win door prizes! Enjoy snacks!
- Look for registration information soon.

Attendance at the Financial Planning & Retirement Fair can be considered work time with supervisor approval

## Getting a Pay Increase or Tax Refund?

Consider starting or increasing your contribution to a voluntary retirement savings account. Texas State staff and faculty are eligible to contribute to traditional taxsheltered or Roth retirement plans in addition to your mandatory TRS or ORP retirement accounts.

You can start with as little as \$17 a month up to \$19,000 per year (or more if you are age 50 or older). If you start small while you are young, you'll be surprised how much you can save over time. The key is to get started!

Find more details visit the <u>Retirement Programs</u> <u>and Information website</u>.

Visit the Human Resources Benefits staff in JCK 360 or call 5.2557 for more information.



# Save Even More on Retirement!

Tax Deferred Annuity (TDA) Plans Universal Eligibility Notification

A Tax-Deferred Annuity (TDA) Plan is a voluntary 403(b) retirement program that allows you to save additional income for retirement through pre-tax or Roth after-tax contributions. Contributions are made through payroll deductions and may be invested in mutual funds, fixed or variable annuities with any one of the authorized vendors. There is no employer contribution with the 403(b) Tax-Deferred Annuity (TDA) Plan.

#### ELIGIBILITY

All employees who normally work at least 1,000 hours per calendar year and are not student employees are eligible to contribute to a TDA.

#### CONTRIBUTIONS

You can get started for as little as \$200 a year and contribute up to the general limit (\$19,000 for 2019) or 100% of your salary, whichever is less. In addition, you can contribute more if you are at least age 50 by year's end or if you have worked for Texas State for at least 15 years. Contact Human Resources for more information regarding how much you can contribute.



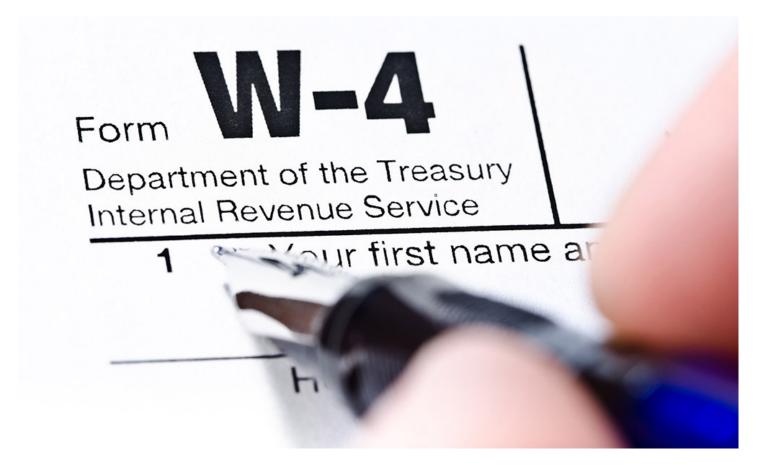
#### GETTING STARTED

Contact a representative on the list of authorized vendors found on the <u>Human Resources Approved</u> <u>ORP/TDA Vendors website</u> Complete the account application and other documents the representative will have. The completed documents must come to Human Resources before the payroll deduction can begin. The effective date of your plan will always be the first day of the month following the date Human Resources receives the paperwork.

#### MAKING CHANGES

You can start or stop your account or change the amount of your contributions at any time during the year. You can also change the company your contributions are going to anytime. Contact Human Resources if you want to make changes to an existing account. If you want to change how your funds are being invested, contact your vendor directly.

Follow up questions about the program may be directed to Human Resources at <u>hr@txstate.edu</u> or 5.2557.



## 2019 W-4 FORMS DUE FOR EMPLOYEES CLAIMING "EXEMPT"

All employees who claim "exempt" on their federal income tax withholding (i.e., have no income tax withheld) must file a new W-4 form each tax year. If a new form is not completed, the university is required to withhold at the "single and zero" rate until a new form is received.

All W-4 forms should be entered via SAP Employee Self-Service or submitted to Human Resources/Benefits by February 8, 2019. Please send your form to Human Resources in J.C. Kellam, Room 360, or fax to 5.1942. You can find a new W-4 form on the <u>HR Forms website</u> in the Payroll section.



Development & Communications in Human Resources is excited to roll out our newest way of promoting our workshops and trainings. In January we launched the first of the monthly announcements that include a listing of workshops and trainings for the upcoming month, along with news and other helpful reminders for the month. These monthly announcements will replace the emails you previously received that included individual workshop pdf flyers.

We hope these monthly emails will provide a more comprehensive view of workshops and other learning opportunities available to you. For further information please contact us at <u>professionaldev@txstate.edu</u>.



# RESOURCES FOR **NEW MOMS**

The Mother-Friendly Worksite through the Work Life Program provides resources for new moms and moms-to-be.



#### Available Resources:

- New moms and moms-to-be may receive a gift which includes a portable Medela cool 'N carry milk insulated storage tote for proper storage and an educational book on breastfeeding (while supplies last). Dads can also pick up a gift for their spouse. The gift is available in the Human Resources Benefits office, JCK 360.
- Private, specially equipped rooms in several buildings across campus are available for nursing mothers. Renovated rooms, supplies, the storage totes and books are made possible through a grant from the Texas Department of State Health Services as part of a Mother-Friendly Worksite Policy Initiative.
- University policies that support working families are located on the Work Life website for convenience.
- As a HealthSelect of Texas member, breast pumps and certain breast pump supplies are covered under the plan if they are purchased within the duration of breastfeeding.

For more information on the Mother-Friendly Worksite Program and resources, visit the <u>Work Life website</u> and click on the family-friendly perks tab. Questions may be directed to Rose Trevino, Work Life Coordinator, at <u>rt24@txstate.edu</u> or 5.2557. USA USA MENTAL HEALTH FIRST AID

### Featured Training: Mental Health First Aid (MHFA) Training

The 8-hr training, gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care.

The course covers:

- A discussion of campus culture and its relevance to the topic of mental health.
- A discussion of the specific stress and risk factors faced by those in higher education.
- Application of the action plan in a number of scenarios designed for faculty and staff.
- A review of the mental health resources available on campus and the community.

# California52,637Pennsylvania44,704Texas33,468Michigan27,728Missouri25,391

12,000 Instructors (mhfa website).

More than 1 million people across the United States have been trained in Mental Health First Aid by a dedicated base of more than SAN MARCOS TRAINING DATES:

Tuesday, February 19 and Thursday, February 21

8 a.m. – noon JCK 460

#### **ROUND ROCK TRAINING DATES:**

Friday, February 8 and Tuesday, February 12 1 p.m. – 5 p.m. Avery 354

#### WHAT PAST ATTENDEES ARE SAYING:

- Presenter did a fantastic job! Please keep offering this course.
- This workshop was beneficial and should be offered again.
- It was excellent!

Learn more on the Mental Health First Aid Training Website.



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# FEBRUARY workshops

The featured workshops are coordinated through Professional Development. Registration is available through the the <u>SAP Portal.</u>



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
	Finding and Using Copyright Compliant			
	Images and Music Online			
4	Teacher Certification Advising 5	6	7	8
•	<u></u> ,		,	U
		<u>WellCats Educational</u> <u>Series: Losing</u> <u>Weight, For Good</u>	Empowering First-	
		Allies Training	<u>Generation College</u> <u>Students</u>	
11	12	13	14	15
	<u>Mental Health First Aid</u> <u>Training – 2 Half Day</u>		Marcal Harden Prove	
	<u>Course</u> Understanding the	<u>Texas State</u> <u>Retirement Plans 101</u>	<u>Mental Health First</u> <u>Aid Training – 2 Half</u> <u>Day Course</u>	
18	University's Sponsored Program Policies 19	20	21	22
	Transforming Your Work Group Into a High		Post Award Services	
	Performing Team Pre-Award Services		<u>Available to the</u> <u>University Community</u>	
25	Available to the University Community 26	27	28	

Please visit <u>Professional Development's workshop website</u> for further information.

# Texas State Employee DISCOUNT PROGRAM

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

Avis | There's never been a better reason to rent with Avis! Save up to 25% on base rates, and enjoy more great offers.

FromYouFlowers | Save 25% on all flowers and gifts with From You Flowers. You can choose from more than 2,000 exquisite items with same-day service.

1-800-Flowers.com | 1-800-Flowers.com has the perfect arrangement for any occasion—save 15%! Same-day delivery is available for most products.

H&R Block | Start 2018 off right by getting your taxes done early! Save on tax preparation with H&R Block.

Quicken Loans | Quicken Loans is proud to provide benefits for all your home purchasing and refinancing needs. With over 22 years of mortgage-lending experience, Quicken Loans is the nation's largest online mortgage lender.

Check out this month's featured discounts from the <u>Texas State Employee</u> <u>Discount Program</u>. Limited-time offers and regional programs are also available.



#### EMPLOYEE FOCUS



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 by accessing the official new employee <u>website</u>.

#### N.E.W. II

#### FRIDAY, FEBRUARY 8, 2019

8 a.m. - 1:30 p.m. EndZone Complex – Warren Room

Contact the office of Human Resources with questions at <u>hr@txstate.edu</u> or call 5.7899.

#### Join us in welcoming our new employee Bobcats!

#### AMELIA N JAEGER

Academic Advisor I Science and Engineering Academic Advising Center

#### FLISA M STEVENSON

Director, Campaign Communications Development

#### HUNTER L KESTER

Administrative Assistant II Office of the University Registrar

#### JUSTIN D CANTU

Duplicating Equipment Operator Printing Services

#### KARINA M MEDELLIN

Administrative Assistant I Athletics

#### LATONYA Y HENRY

Supervisor, Round Rock Office of Student Diversity and Inclusion

#### MANUEL B GARCIA III

Public Information Specialist University News Service

#### MORRIS BERGER

Assistant Coach Football

#### ROBERT A STITT

Assistant Coach Football

#### SAMANTHA O HEIMBACH

Human Resources Representative, Human Resources

#### TOLBERT COLE

Head Auto Mechanic Facilities Management

#### WILLIAM C MCGUIRE

Assistant Coach Football

#### ZACHARY B SPAVITAL

Assistant Coach Football

# BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

#### ELIZABETH L HEWETT

Promoted to Student Business Specialist from Coordinator, Student Business Services, Treasurer

#### JOSEPH C RODRIGUEZ

Promoted to Administrative Assistant II from Library Assistant II, Anthropology

#### KAITLIN WHITE

Promoted to Student Development Specialist I from Administrative Assistant II, Student Center

#### KOMAL A GANDHI

Promoted to Senior Instructional Designer from Instructional Designer (SPS), Office of Distance and Extended Learning

#### MICHAEL L CAVANAGH

Promoted to Student Development Specialist I from Academic Advisor I, PACE Advising Center

#### **ROSEANNE E BARRY-PRYOR**

Promoted to Systems Programmer I from Systems Analyst I, Facilities Management

#### WILLIAM E HARGROVE

Promoted to Carpenter II from Painter II, Department of Housing and Residential Life

#### ANNE M FABER

Reclassified to Programmer Analyst II from Programmer Analyst I, Mobile/Web Systems

#### SHANE PIERCE

Reclassified to Academic Budget Specialist from Budget Assistant, Biology

#### SHELBY M PRITCHETT

Reclassified to Senior Administrative Assistant from Administrative Assistant II, Dean of Students

#### IN THE SPOTLIGHT: EMPLOYEE OF THE MONTH



# Alissa Savage

#### **Scientific Instrument Technician,** College of Science and Engineering (CoSE)-Shared Research Operations

## EMPLOYEE OF THE MONTH January 2019

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Alissa pours a tremendous amount of energy into providing timely and quality training on scientific equipment to better educate our faculty/staff/student users. Our researchers benefit from Alissa's familiarity with the operation and maintenance of equipment as they train with her. Additionally, Alissa coordinates the efforts of other staff, graduate assistants, and student workers to organize training requests across the Analysis Research Service Center (ARSC) equipment offerings.

Alissa participates in the creation of transparent, logical, and relevant policy and procedures required to manage Shared Research Operation facilities. Alissa leads the team managing our user base, enforcing policy, and assisting with generation of safety policy training documentation as a member of Texas State University's Lab Safety Committee. She was one of the voluntary founding members of the CoSE safety committee, putting in a tireless effort to improve safety in our teaching and research labs.

Alissa's stewardship of the Analysis Research Service Center (ARSC) should be commended. She has helped build a large user base, personally maintains several pieces of equipment, manages the efforts of support staff, organizes meetings, processes usage data to generate monthly invoices, and cooperates to evolve the safety and research culture for the benefit of all users.

Alissa fulfills her duties with little supervision, is very flexible and is always eager to take on new challenges. She works well with faculty, fellow staff, and most importantly with students in training and mentoring. She is a complete professional and an asset to the program, college and university.

"Alissa fulfills her duties with little supervision, is very flexible and is always eager to take on new challenges."

Congratulations, Alissa, on your dedication, professionalism and hard work!

#### IN THE SPOTLIGHT: TEXAS STATE QUARTERLY TEAM AWARD



#### Texas State Quarterly Team Award Innovation Week Team

The November Texas State Quarterly Team Award was presented to the Innovation Week Team. The team members include: Twister Marguiss, Dr. Erika Nielson, Kaylee Smith, Allison Johnson, Erika LeMaster, Dr. Dann Brown, Dr. Kambra Bolch, Dr. Michael Nava, Michelle Bohn, Sarah Pivonka, Victoria Black, Gaila Reymer, Robert Styers, Sgt. Darin Wilde, Lyda Guz, Tammy Gonzales, Stacey Rodriguez, Anlo Sepulveda, Jayme Blaschke, Kelly Raaz, Julie Cooper, Yvonne Rhodes, Dan Eggers, Kelly King-Green, Caitlin Harvey, Isabel Ray, Vanessa Villescas, Joshua Matthews, Benjamin Rauls, Blain Hefner, Jacqueline Tiznado, Brooke Adams, Michael Rodriguez, Stephanie Schulz, Margo Handwerker, Cedrik Chavez, Dr. Jo Ann Carson, Dr. Aimee Roundtree, Nabila Aikawa, Dr. Audwin Anderson, Manda Anderson, Dr. Susan Day, Dr. Elizabeth Erhart, Dr. Kenneth Grasso, Dr. Craig Hanks, Dr. Lucy Harney, Dr. Paul Hart, Dr. William Kelemen, Dr. Daniel Lochman, Dr. Yongmei Lu, Dr. John Mckiernan, Dr. Angela Murphy, Dr. Chad Smith, Leslie Garrett, Jessica Schneider, Dr. Araceli Ortiz, Karen Fabac, Missy Berry, Roy Cordero, Dr. Denise Smart, Dr. Michael O'Malley, Dr. Andrea Golato, Dr. Mary Brennan, Debbie Pitts, Steve Frayser,

Dr. Andrew Rechnitz, Jessica McClean, Liz Sisemore, Dean Brennan, Joseph Fuller, Janet Hale, Grayson Lawrence, Scott Ayers, Luis Seijo, Lyanna Lucas, Sierra Tyler, Jose Rodriguez, Yazhini Chidambaram, Dr. Eli Kanon, Donya Villareal, Melanie Liddle, Michelle Sotolongo, Jonathan Babcock, Cristian Aguilar, Tim Ahearn, Clarissa Coronado, Madi Hale, Nisa Lateef, David Lozano, Mariam Martin, Gabriel Moreno, Maisha Mumu, Diana Quinones, Kayla Simon, Angelica Morales, Mary Messonnier, Madison Savage, Joy Schroeder, Rori Sheffield, Rachel Canfield, Maria Higginbotham, Cristian Aguilar, Rosemary Akubueze, Jared Brown, Nicholas Castillo, Danielle Ciapi, Deandra Deauvearo-Cooper, Alden Falcon, Nikolas Farrell, Andy Fernandez de la Garza, Abby Frolichstein, Wendy Garcia-Ramirez, Patricia Hilbig, Nyeira Leonard, Matthew Mendoza, Kaela Molina, Kati Ortiz, Ellie Phillips, Jailene Polanco, Sneha Pradhan, Fernanda Rivers, Julissa Ruiz, Laura Schweitzer, Sidney Scott, Kasey Stovall, Gene Wellington, Paul Collins, Steffanie Agnew, Ed Temple, Rebecca Ormsby, Luis Seijo, Miriam Martin, Ernest Villalpando, Kay McCarty and Chris Medina.

Innovation Week (September 24-28) was comprised of 54 events, all part of the Common Experience, all highlighting the university's innovative opportunities for current students, faculty, staff, alumni, and community members.

This was a massive undertaking: 54 events in five days. It was a one-time project, turning the campus into an expo of sorts, showcasing the programs and opportunities in innovation at Texas State.

More than a year of planning, marketing, and executing went into coordinating and presenting all 54 events. Committees and subcommittees developed ideas and plans, some directed from the Common Experience office and others steered by academic departments. The list of members includes only those who developed or helped organize events (from planners to student ushers); the list does not include speakers, panel participants, or staffers/students who assisted the principal organizers.

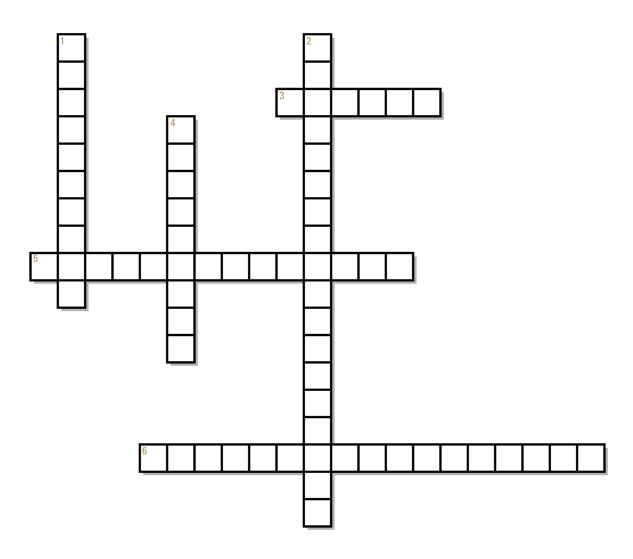
The team's actions led to the successful presentation of the largest one-week series of Common Experience events in the history of the initiative. The events showcased Texas State's programs and opportunities in innovation, especially for our students.

This was one of the largest, most collaborative team efforts Texas State has ever seen. Every member, from administration to student staff, contributed significantly to a remarkably successful series of 54 events in just five days. Innovation Week was one of the brightest highlights of the Fall 2018 semester, as President Trauth noted in her most recent "From the Hill" message.

> Congratulations to the Innovation Week Team on its achievements and outstanding efforts!

# 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 <u>hr@txstate.edu.</u> by February 8<sup>th</sup>. Five random puzzle winners with all the correct answers will receive a prize from HR!



#### ACROSS

3 Employees claiming \_\_\_\_\_ status are required to submit a 2019 new W-4 form each year

5 This \_\_\_\_\_ website provides helpful links to

university business processes, services, electronic forms etc

6 Speak one-on-one with \_\_\_\_\_ experts at the 2019 financial planning and retirement fair

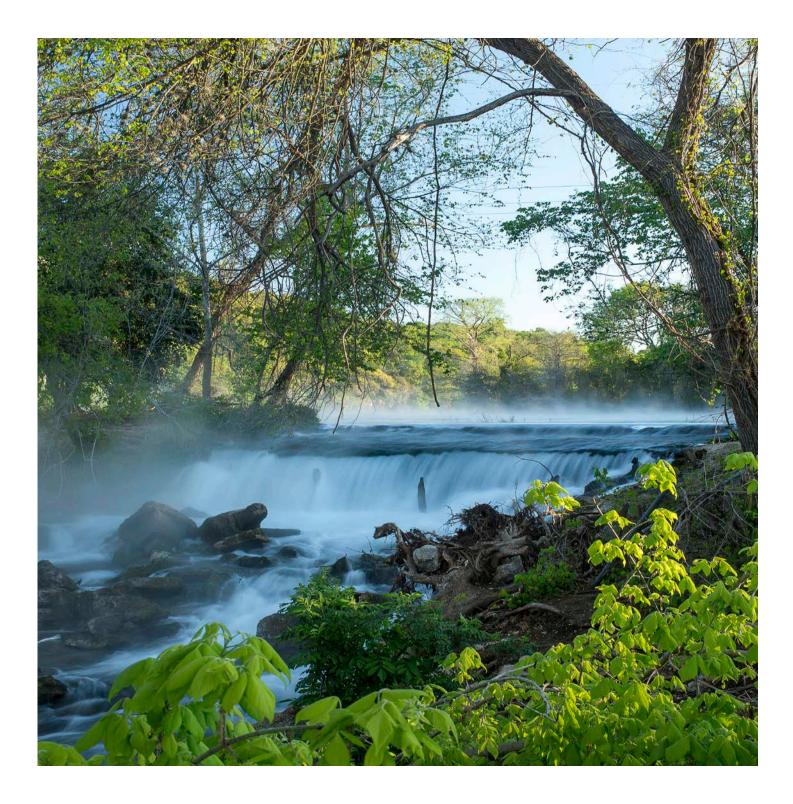
#### DOWN

1 The \_\_\_\_\_\_ is available for new moms and can be picked up in the HR Benefits office

2 \_\_\_\_\_ plans are voluntary 403(b) retirement programs

4 MHFA training will be available on the San Marcos

campus and the \_\_\_\_\_ campus





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