

HR Bulletin

January 2016

2016
Happy
New Year

Performance Management Process Announced

New Commuter Spending Accounts

New Tax Form for Medical Insurance Coverage

Contents | January 2016

2 - 3 What's in View

- New Performance Management Process
 - President Trauth's announcement
 - What does this mean for the 2015 cycle?
 - What is changing?
 - How will the 2015 cycle differ from future cycles?

4 - 9 Highlights

- New - Commuter Spending Accounts
- New SAP Functionality
- New Tax Form for Medical Insurance
- EASY Go Live! January 4
- Medicare Tips
- Texas State Blood Drive
- Reminders for Student Worker Appointments
- Wellcats: Resolve to be More Active

10 - 13 Employee Focus

- Welcome New Employee Bobcats
- New Employee Orientation (NEO) II
- New Employee Orientation Reminders
- Support Staff Resources Website
- January Workshops
- Monthly Employee Discounts

14 - 15 In the Spotlight

- Employee of the Month
- Movin' On Up - Promotions & Reclassifications

Human Resources
601 University Drive
JCK Suite 340
512.245.2557

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



Dear Colleagues:

In July 2013, I announced that we were seeking to improve our staff performance management process in partnership with Sibson Consulting. The new process that has been developed will ensure that our performance management system aligns with and supports the University's goals, strategies, and objectives. This is a defining characteristic of staff performance management systems at major research universities, and it will have a direct impact on our ability to achieve Texas State University's goal of reaching National Research University status. The software solution that we have selected, Success Factors, is used by major research institutions such as Johns Hopkins, MIT, the University of Kentucky, and the University of Cincinnati.

The primary objective of the new evaluation process is to better support employees and their supervisors as they have meaningful conversations about performance expectations, goals, plans, and professional development.

The current paper performance appraisal process will be extended and cover the period of January 1, 2015, through May 31, 2016. Appraisals can begin April 1, 2016, and must be completed by May 31, 2016. To ensure a smooth transition, training on the new system for supervisors and employees will be scheduled during spring 2016. Additional communication and reference resources to address details and questions about the new system will be released as we go forward.

I want to thank everyone who has participated in the many planning and implementation sessions and who has served on committees over the past two years to bring this project to where it is. I look forward to your support as we implement this new system.

Please contact Mr. **Jeff Lund** or Ms. **Tammy Coyle** in Human Resources at 512-245-2557 with questions or comments you may have.

Sincerely,

Denise M. Trauth
President



*President Trauth addresses the new
Performance Management Process*



WHAT DOES THE NEW PERFORMANCE MANAGEMENT PROCESS MEAN FOR THE 2015 PERFORMANCE CYCLE?

The current performance appraisal cycle has been extended five months, encompassing **January 2015 to May 2016**. This will be the last time using the current paper-based system.

As such:

- managers will use the current system and forms (GOJA, performance appraisal documents) for this evaluation cycle;
- performance reviews should be conducted between April and May 2016;
- all appraisals must be completed and provided to HR by May 31, 2016.

WHAT IS CHANGING?

The current paper-based performance appraisal system is being redesigned into an online performance management process for staff positions.

The new streamlined process will:

- provide more opportunities for meaningful and continuous conversations with your supervisor and/or staff about performance expectations and development
- help you focus on job expectations with the aim of increasing personal growth and professional development
- help you better understand performance expectations and take control of your career

HOW WILL THE 2015 CYCLE DIFFER FROM FUTURE PERFORMANCE MANAGEMENT CYCLES?

The new performance management process begins June 1, 2016. Hence forth, the new cycle will be from **June to May**, rather than from January to December.

During the first half of 2016, managers and staff will undergo training on the new performance management process, including how to use the new software, to ensure goals and expectations are set under the new guidelines for the 2016 cycle.

As we move forward, more information will be provided via e-mail and HR Bulletin articles.



WANT TO SAVE MONEY ON YOUR COMMUTE?

New COMMUTER SPENDING ACCOUNTS

Beginning in January, employees have the option to enroll in a Commuter Spending Account. This new benefit allows you to enroll in either a parking account or a transit account, or both. The purpose is to use pre-tax dollars through payroll deduction to pay for eligible expenses.

- **PARKING ACCOUNT:**

You can use pre-tax dollars if you are paying to park in a parking garage or lot near your workplace. If you are paying for your Texas State parking permit through payroll deduction, you are already using pre-tax dollars and this would not be an eligible expense. Minimum monthly contribution amount is \$15 and the maximum is \$255.

- **TRANSIT ACCOUNT:**

You can use pre-tax dollars if you use public transportation, such as Capitol Metro, or a vanpool to get to and from work. Minimum monthly contribution amount is \$15 and the maximum is \$130.

You can enroll or make changes anytime throughout the year through your ERS Online account. When you enroll, your election is effective the first of the next month.

See the [TexFlex website](#) for more details or check out the ERS webinar available on demand.

**Enroll in a commuter spending account and use pre-tax money
for eligible commuting expenses and save!**

ENROLLMENT STARTS JANUARY 1, 2016



W-2 ONLINE ELECTION (PAPERLESS DELIVERY) OF YOUR 2015 W-2 FORM

*All employees should
elect online delivery
even if you have done
so in the past.*

NEW SAP FUNCTIONALITY:

SAP Portal will now provide 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
January 7, 2016*

The benefits of the electronic W-2 Form include:

- 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, 2016

All employees will be notified via email when the online 2015 W-2 forms are available on the SAP Portal in January 2016. For any questions, please contact the Payroll and Tax Compliance office at 512.245.2543 or payroll@txstate.edu.

Form 1095-C
Department of the Treasury
Internal Revenue Service
Employer-Provided Health Insurance Offer and Coverage
Information about Form 1095-C and its separate instructions is at www.irs.gov/1095c.

Part I Employee

1 Name of employee
2 Social security number (SSN)
3 Street address (including apartment no.)
4 City or town
5 State or province
6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer
8 Employer identification number (EIN)
9 Street address (including room or suite no.)
10 Contact telephone number
11 City or town
12 State or province
13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

14 Offer of Coverage (enter required code)
15 Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage
16 Applicable

Form 1095-B
Department of the Treasury
Internal Revenue Service
Health Coverage
Information about Form 1095-B and its separate instructions is at www.irs.gov/1095b.

Part I Responsible Individual (Policy Holder)

1 Name of responsible individual
2 Social security number (SSN)
3 Street address (including apartment no.)
4 City or town
5 State or province
6 Country and ZIP or foreign postal code

New Tax Form for Medical Insurance Coverage

Starting January 1, 2016 most people will have to report to the federal government that they, along with their tax dependents, had medical insurance coverage during the previous year. The IRS has created new forms for this purpose (Form 1095-B and Form 1095-C). These are similar to a W-2 or 1099-R to be used to file your 2015 tax return. These new forms must be sent to employees no later than March 31, 2016.

Since we are part of the Texas Employees Group Benefits Program administered by the Employees Retirement System of Texas (ERS), many employees will receive two forms.

FORM 1095-B: Employees enrolled in medical coverage through ERS (HealthSelect or an HMO) will receive Form 1095-B to show coverage for the employee and all covered dependents. The form will come directly from your medical plan provider. If you are in a waived status for medical coverage, you will not receive this form.

FORM 1095-C: This form is provided by Texas State University to verify that we offered medical coverage to eligible employees. Form 1095-C will be provided to all “full-time” employees (at least 75% FTE for this purpose) whether enrolled or not. Additionally, part-time benefits-eligible employees enrolled in medical coverage will receive this form.

See [ERS FAQs](#) for many more details about distribution of the Form 1095-B from the medical plan providers. The IRS website provides guidance on the [individual shared responsibility provision](#) of the Affordable Care Act.



EASY (PeopleAdmin 7) Go Live!

January 4, 2016

For more information please click [here](#).

Hiring Managers may access job postings posted on or before December 18, 2015 in EASY (PeopleAdmin 5.8) by clicking [here](#).

All other questions may be directed to LynnAnn Brewer, Employment Manager, at lb64@txstate.edu or 5.2557.

Medicare.gov

Reaching Medicare Age and Not Planning to Retire Yet?

If you are nearing age 65, then you have probably received information in the mail about enrolling in Medicare. If you are currently enrolled in medical insurance through Texas State, here are some helpful tips to help you make your Medicare decisions:

- While you are still employed in a benefits-eligible position, your HealthSelect coverage will be primary and Medicare coverage will be secondary. Once you retire, Medicare will become your primary insurance.
- Part A: Medicare Part A is hospitalization coverage. The premiums for this coverage have been deducted throughout your working history. There is generally no monthly premium for this coverage, so most employees choose to enroll in Part A coverage at the time they turn 65. This would pay secondary to your HealthSelect coverage and help in the event that you are hospitalized.
- Part B: Medicare Part B is for medically necessary services and preventative services. This part of Medicare does have a premium paid monthly to Medicare. You can find information about the costs through www.medicare.gov. While you can enroll at age 65, many employees who are still working choose to wait until retirement to enroll in Part B. Upon retirement or ending of your employer-sponsored health coverage, you can enroll in Part B without penalty.
- Parts C & D: Medicare Parts C & D are supplemental and prescription coverage. While you are an active employee, this coverage is not available since Medicare is not primary coverage and you are covered for these expenses by your HealthSelect insurance.

If you have questions about Medicare, the Medicare website has great resources to help you. Visit Medicare.gov for more information.

Texas State Blood Drive

The next Blood Drive will be held on Jan. 19 from 9 a.m. – 3 p.m. on JCK 1100. The Blood Center of Central Texas brings their mobile unit on a regular basis to allow employees to donate blood on campus since 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.

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



**Tuesday,
January 19**

**JCK 1100
9 a.m. – 3 p.m.**

Top Reminders for Hourly Student Worker Appointments

Did your hourly student worker graduate or will not be returning to your department for the Spring 2016 semester? If so, a PCR will need to be processed to terminate their employment record.

- Use SAP transaction CATS_DA (Display Working Times) to verify time entry completion and approval by the student's supervisor.
- Run SAP transaction ZHRPEOPLESEARCH (Employee Search for History) to determine if the student has more than one appointment.
- If no additional appointment, prepare a Separation PCR and indicate the actual last day worked as the effective date for the action. If an additional appointment does exist, prepare an End Additional Appointment PCR.

Student PCRs must be submitted to the HR Master Data Center by the established **PCR deadlines** for the month of January 2016. If you have questions, please contact [Lisa Gonzalez](#) or 245-2557.





Resolve to Be More Active

Did you make a New Year's Resolution this year? Did you vow to lose weight? How successful do you think you will be? One way to gauge your success is to take a peek at your past. Have you made this resolution before? Did you keep it?

If not, rest assured that you are not alone:

- More than 40% of Americans make New Year's Resolutions.
- About 40% of New Year's Resolutions are weight-related.
- Less than 10% achieve their New Year's goals.

This year, try something different.

Make a physical activity-related resolution. Set a goal of being more active this year. To do this properly, you need to have some idea of how active you should actually be. General physical activity guidelines suggest that adults should engage in:

- 30 minutes of moderate-intensity physical activity on at least 5 days per week, AND
- muscle-strengthening activities that target major muscle groups at least 2 days per week.

Remember the turtle wins the race. So, if you haven't been active in a while, start out low and go slow. Something is better than nothing. Ten minute bouts of brisk walking three times throughout the day might be a perfect start for you.

If you need more structure or are looking for variety of options from basic to advanced, then be sure to explore the physical activity opportunities offered through WellCats, your FREE employee wellness program. Visit the link below for more information!

www.worklife.txstate.edu/WellCats.html



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between November 16, 2015 and November 30, 2015.

Lauren G Clawson

Procurement Analyst
Procurement and Strategic Sourcing

Elizabeth L Mikiten

Graphic Artist I
Office of University Marketing

Virginia K Williams

Administrative Librarian
University Library

Caitlin E Harvey

Marketing Coordinator
Office of University Marketing

Heather N Kristoff

Grant Specialist
School of Family and Consumer
Science

Sylvia Morales

Accounting Clerk II
Bookstore

Preston R Comstock

Accountant III
Office of Sponsored Programs

Paula J Stager

Administrative Assistant II
Office of Technology
Commercialization

Rachel J Canfield

User Services Consultant I
Educational Technology

Erin M Keenan

Staff Specialist
Anthropology

Susan J Patin

Buyer II
Procurement and Strategic Sourcing

Jasmin S Valdez
Administrative Assistant II
Office of Student Diversity

Mary B Aycock

Librarian
University Library

Alicia O Collins

Grant Specialist
School of Family and
Consumer Science

Cody J Chance
Night Supervisor, Student Center
Student Center

Phillip D Pongratz

Graphic Artist I
Sports Information

Ryan S Sozzi

Grant Specialist
Upward Bound

Lori B Gonzalez
Administrative Assistant II
Office of Student Diversity

Afi Y Wiggins

Grant Specialist
College of Education

Carlos Quintanilla Jr

Accountant II
Office of Financial Aid and
Scholarships





New Employee Orientation (NEO) II

Friday, January 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, January 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.

Reminders about orientation

Hiring a new employee? You can find the information you need on the **New Employee Orientation** page on our HR Website.

A few reminders:

- Staff Orientations are held every Monday. If Monday is a holiday, orientation will be the next business day. The first orientation of the New Year will be Monday, January 4, 2016.
- Register your new employee for orientation by sending an e-mail to hr@txstate.edu.

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



JANUARY 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
		Holidays		Happy New Year! 1
4	5	6	7	New Employee Orientation (NEO) II 8
11	(**)Standard Response Protocol 12	(**) Standard Response Protocol Allies Training 13	NEW How to Start, Manage, and Sustain Summer Camps 14	15
18	19	20	21	NEW Health and Wellness Lunch & Learn Series: Getting and Keeping the Motivation to Practice Healthy Habits 22
(**)Surveys 101 Series-Part I: Developing a Survey for Quality Improvement 25	(**)Surveys 101 Series-Part I: Developing a Survey for Quality Improvement NEW Research Coordinators Training Series I 26	College Mental Health: Understanding and Helping Your Students in Distress 27	University Seminar (US 1100) & PACE 28	29

(**) Workshop offered either dates.

What are Your Spring Development Possibilities?

Look for an email shortly before the spring semester begins with your link for 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.



2016

Happy
New Year

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.

- **Cruise & Vacation Perks:** Set sail for savings! Get 4% cash back when you book your next vacation through Cruise & Vacation Perks, plus enjoy additional deals and perks.
- **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.
- **Theme parks:** Your next big adventure awaits! Save on admission to the nation's most popular theme parks, special events and attractions.
- **McAfee LiveSafe™:** Get McAfee LiveSafe™ for only \$39.95! McAfee offers huge savings on the best protection for unlimited devices, including PCs, Macs, tablets and smartphones.
- **Body & Brain Yoga:** Are you ready to feel more energized and alert throughout the day? Try a 1-on-1 Intro Session with Body & Brain Yoga for just \$10 or a Group Class for \$15.



www.beneplace.com/txstate





From left to right:
Jeremy Pena and Dr. Gene Bourgeois

Employee of the month *December 2015*

Jeremy Pena
Academic Programs Coordinator,
International Studies

Jeremy provides administrative support to the Director and Associate Director with the overall leadership and daily management of the Center for International Studies including: supervision of staff, graduate assistants, and student employees; time administration, purchasing, departmental equipment and supply inventories, travel, and he serves as the Center's technology administrator. One of Jeremy's most important responsibilities is to advise all undergraduate, graduate, post-baccalaureate, and non-degree seeking students, a job he does with great skill and enthusiasm.

Jeremy is a natural leader with vast experience in academic management, student advising, and program development. No matter what he puts his mind and hand to, the results are the same-clear thinking, reasonable solutions, sharp analysis, happy students, and success.

Jeremy is a true professional, extremely reliable, mature, and dedicated to his job and the reputation and success of the Center. In many ways he is the face of the Center as he is one of the first people students interact with, providing knowledgeable and attentive degree planning and ongoing advising for both undergraduates and graduate students. He deals with young freshman and returning mid-career adults with equal dexterity, and treats each of the wide array of students with a great deal of respect and attention that makes them feel important and valued.

"Jeremy is a natural leader. (...) No matter what he puts his mind and hand to, the results are the same-clear thinking, reasonable solutions, sharp analysis, happy students, and success.."

Congratulations, Jeremy, on your dedication and professionalism!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between November 16, 2015 and November 30, 2015.

Crystal M Schaffer

Promoted to Sr. Administrative Assistant from, Administrative Assistant II, Office of Budgeting, Financial Planning and Analysis

Tracie M Godfrey

Promoted to Administrative Assistant III from, Grant Secretary Athletic Academic Center

Sandra T Spotts

Promoted to Recycling/Waste Management I from, Custodian Grounds and Waste Management Operations

Lynn R Buehler

Promoted to Stewardship Coordinator from, Coordinator, Advancement Services Advancement Services



TEXAS  STATE[®]
HUMAN RESOURCES

