

HR Bulletin

December 2015

New SAP Functionality: W-2 Online Election

Need to Make Tax Changes for 2016?

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TEXAS STATE
PHYSICS

employee of the month

Human Resources
601 University Drive
JCK Suite 340
512.245.2557



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

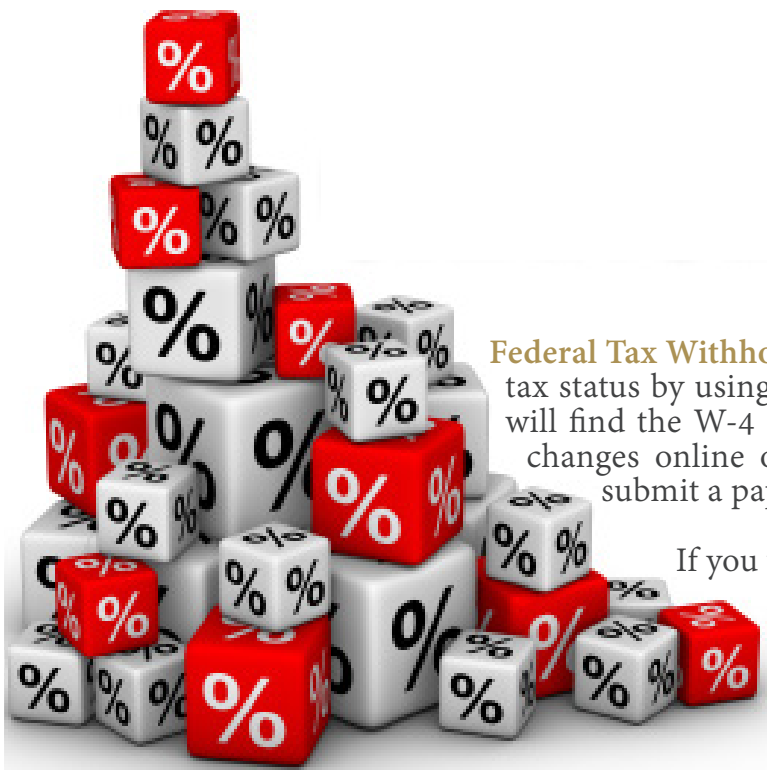
TEXA\$AVER Changes for the New Year

Effective January 1, Texa\$aver 457 participants will be able to select a salary deferral percentage, rather than just a set dollar amount. This change allows participants the ability to have contributions increase (or decrease) automatically when they have pay changes.

Employees now have the option of using a set whole dollar amount (\$20 minimum) or a set whole percentage (1% or more). No action is required if you plan to continue contributing a set dollar amount each month.

Texa\$aver changes and new enrollments made during the month of December will be reflected on your February 1, 2016 paycheck.

For information on making a change to your plan or enrolling in the Texa\$aver 457 retirement account, visit www.texasaver.com or contact the Human Resources Benefits staff at 245-2557.



Need to Make Tax Changes for 2016?

Federal Tax Withholding (Form W-4): Make changes to your W-4 tax status by using Employee Self-Service in the [SAP Portal](#). You will find the W-4 under the Benefits and Payroll tab. Make your changes online or come by Human Resources in JCK 360 to submit a paper form.

If you would like the changes to be effective with your January 4 paycheck, be sure to make the changes no later than December 10! Changes made after December 10 will take effect on the next paycheck. Remember, you can make changes to your W-4 at any time throughout the year.

Supplemental Retirement Savings Accounts: The IRS announced the contribution and benefit plan limits for 2016. For 403(b) and 457 elective deferrals, the contribution limits remained unchanged from 2015.

If you would like to make changes to your voluntary 403(b), please complete a [TDA Salary Reduction Agreement](#) found on the HR website or in JCK 360. For changes to your 457, contact Texa\$aver at www.texasaver.com or 800-634-5091.



NEW SAP FUNCTIONALITY: *W-2 Online Election (Paperless Delivery) of Your 2015 W-2 Form*

SAP Portal will now provide your annual W-2 forms

- All employees *should* elect online (paperless) delivery
- Instructions to **Elect Online (Paperless) Delivery** on the SAP Portal are available on the Payroll website at: www.txstate.edu/payroll
- The election process is a **one-time enrollment** using our secure website [here](#).
- SAP will automatically send you an **election confirmation email**.

The deadline for electing online (paperless) delivery is December 31, 2015

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 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.

Upgrade of Electronic Application System (EASY): Go live January 4, 2016

Texas State is finalizing the upgrade of its Electronic Application System (EASY) from PeopleAdmin 5.8 to PeopleAdmin 7. This transition will go live January 4, 2016.

Positions may continue to be posted in the current EASY PeopleAdmin 5.8 up until December 18, 2015. After this time, PeopleAdmin 5.8 will enter a deactivation period. New requests and positions will be posted in the new EASY PeopleAdmin 7 starting on January 4, 2016.

When the upgrade is complete, applicants will be required to create a new login profile and application. Applicants will no longer be able to access previous applications and documents. However, hiring managers and support staff will have access to EASY PeopleAdmin 5.8 only for closed and open-until-filled positions until February 29, 2016 to review and select applicants and fill positions.

PeopleAdmin 7 will have several new features and improvements for both applicant and hiring managers. For example, applicants will be able to perform keyword searches within job postings, as well as save their applications by section to complete at a later time. Hiring managers will now be able to easily access a one page dashboard summarizing statistical information, and utilize the “Alert” section that highlights pending items. Also, the browser’s BACK button will now work within the system for all users.

Human Resources will host both an informal kick-off meeting and a hands-on lab training to help with the system transition. See [Easy \(PeopleAdmin 7\) Implementation website](#), which includes important dates, a PeopleAdmin user guide, and links to web-based, on demand training.

Contact hr@txstate.edu to RSVP for the kick-off meeting. Link to the [SAP Portal](#) to register online for the hands-on lab training and click on the **Training and Development** tab. Locate the PeopleAdmin 7 training in the **Course Catalog** under **Organizational Excellence**.

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

People Admin7.0 Kick-Off
Thursday, December 3 | JCK 1100
11 a.m. – 12 p.m. | 3 p.m. - 4 p.m.

This is a one-hour meeting to give a high level overview of the project and the system. Everyone is invited to this informal and fun kick off to celebrate the project completion and new system.

Please RSVP to hr@txstate.edu by December 2, 2015, at 5:00 pm.

People Admin7.0 Computer Lab Training
Monday, December 7 - 18, 2015
9 a.m. – 12 p.m. | ASB South 203
1 p.m. - 4 p.m. | JCK 623

This is hands-on training in a computer lab to learn how to request a new position in the Position Management module and to post a position in the Applicant Tracking Module.

This is training for hiring managers and support staff.

Follow this [link](#) to the SAP Portal to register online and click on the Training and Development tab. Locate this workshop, PeopleAdmin 7 in the Course Catalog under Organizational Excellence.

Important Dates

- **December 3, 2015:** EASY PeopleAdmin 7 Kick Off
- **December 18, 2015:** Last day to post a position in EASY PeopleAdmin 5.8
- **December 7-18, 2015:** User Adoption Training. Register in SAP Training & Development.
- **December 19, 2015 - January 3, 2016:** EASY PeopleAdmin 5.8 deactivation period
- **January 4, 2016:** Go Live EASY PeopleAdmin 7



Reporting Time for Holidays and Energy Conservation Days in December

Texas State will observe the holiday break with most offices closed December 21, 2015 – January 1, 2016. Texas State will re-open January 4, 2016. December 21 and December 22 are designated as an energy conservation (EC) days. Since comp time may not be granted in advance, you will need to acquire the necessary state comp time or FLSA overtime for the EC day prior to that day. Supervisors must provide ample opportunity for employees observing the EC day to earn the comp time in advance. If comp time is not available, you must use available vacation or take leave without pay (LWOP).

Employees are required to be on a paid status at least part of the regular workday immediately before a holiday in order to receive holiday pay. Therefore, if you do not have comp time or vacation available for the EC day in December, you will not receive pay for the holidays in December unless you work part of the day on December 22. State law will not allow us to pay for holidays when a person is on a LWOP status the entire day before a holiday.

Guidelines for Time Recording

- Remember, you only report exceptions to your normal work schedule. All holidays are already programmed into your work schedule so you do not record the holiday itself. The system also knows if you are eligible for the holiday based on whether or not you are in a paid status on the day before the holiday.
- If you work on a holiday, be sure to enter Code 0100 (Additional Hours Worked) for all hours worked. Regular staff who report to work on an official holiday will be allowed comp time off during the twelve month period following the holiday.

Essential Offices

Some offices have been designated as “essential offices” to remain open with skeleton crews for the two EC days. Other offices may be requested by their vice president to remain open as well. To view a list of departments designated as essential offices, see the Holiday Schedule on the HR website [here](#).



Maintaining Weight *through the Holidays*

It's easy to overindulge throughout the holiday season. We gather with family and friends and eat and drink - appetizers, egnog, rich meals, and decadent desserts.

There are both good news and bad news about holiday weight gain. The good news is that while we often hear that the average holiday weight gain is between 5 and 8 pounds, according to a study published in the *New England Journal of Medicine*, the actual amount of weight we gain is more like 1 to 2 pounds. The bad news? This weight is really difficult to lose the rest of the year. In fact, holiday weight gain can contribute significantly to our overall lifetime weight gain. More bad news – for people who are already overweight, the holiday gain can be a bit higher – up to 5 pounds!

So how can we stop this madness and avoid weight gain during the holidays altogether?

The answer seems simple: stop overindulging! But realistically, we don't want to miss out on all the family fun. So try these tips for taking charge of holiday weight:

1. Reduce the amount of treats kept in the house. We reach for those too easily when we are hungry, or even when we aren't.
2. Moderation, moderation, moderation. Enjoy the heavy foods and the sweet treats, but know when to say "when." Eat just a few bites or just one of whatever delicious and irresistible food item finds its way into your home.
3. Remember that the holidays are about gatherings, not just about food.
4. Don't give treats as gifts. That way, you won't be tempted to buy some for yourself or sample each of the treats you make.
5. Alcohol is often a staple. Remember the mixers are often high in calories - moderation is key.
6. Take full advantage of family and friend time and go for walks together. Christmas morning is an excellent time for a long hike!



Thinking about getting in shape? What better time than the present?

Now is the perfect time to make positive changes in your life! WellCats, Texas State's employee wellness program, can help you get on the path to wellness through a variety of resources. **Registration is ongoing. You can join anytime!** Visit online for more information!

www.worklife.txstate.edu/WellCats.html



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between October 26, 2015 and November 9, 2015.

Tommy Daugherty
Head Carpenter
Facilities Operations

Ryan Tyler Martin
Network Technician
Network Operations

Beth Smith
Administrative Assistant II
College of Liberal Arts Advising Center

Alyssa Gonzales
Academic Advisor I
McCoy Academic Advising Center

Adrianna Eye
Child Care Teacher
Child Development Center

Alejandra Arismendez-Lengefeld
Research Coordinator
College of Education

Margaret Vaughn
Graduate Assistant
Office of Equity and Access

Joseph Runyon
Facilities Maintenance Worker I
Facilities Operations

Anna Huff
Program Staff
The Meadows Center for Water and the Environment

Jose H Calderon
Digital Video Specialist
University of Marketing

Christopher McClanahan
Program Faculty
St. David's School of Nursing

LaTonya Bell
Guard
University Police

Scott O'Neal
Night Supervisor
Student Center

Brandy Dane
Administrative Assistant III
Materials Science, Engineering, and
Commercialization Program

Kristi R Bigley
Administrative Assistant II
History

Erin Keenan
Staff Specialist
Anthropology

Kyle Walsh
Grant Technician II
Chemistry & Biochemistry

Anson Davis
Administrative Assistant II
Office of the University Registrar

New Employee Orientation (NEO) II

Friday, December 11, 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, December 11.

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.

New Employee Orientation Reminders

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.
- New Faculty hired during the year are encouraged to attend New Staff Orientation to get relevant benefits information.

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



DECEMBER 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	(**)How to Find the Data You Need	SAP Chart of Accounts	
	1	2	3	4
(**) Mobile and Smart Device Security	(**) Mobile and Smart Device Security	NEW Health and Wellness Lunch & Learn Series: Aging Gracefully: Women's Health Issues		New Employee Orientation (NEO) II
7	8	9	10	11
		University Seminar (US1100) & PACE		
14	15	16	17	18
Energy conservation days		Holiday Break		Christmas
21	22	23	24	25
		Holiday Break		
28	29	30	31	

(**) 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.



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.

- **Blue Nile:** Make the holidays special for that special someone. Save 10% with Blue Nile – the leading online retailer of diamonds and fine jewelry.
- **Volvo:** Wander more. Star gaze. Do it all, with a month on us. Volvo will cover your first month, so you can spend it doing the things that matter.
- **Liberty Mutual:** offers exclusive employee savings on quality auto and home insurance. Save even more with multi-car and multi-policy discounts.
- **Godiva Chocolatier:** Whether you're sending a gift or treating yourself, Godiva Chocolatier has the perfect gift for any occasion! Enjoy 20% savings.
- **1-800-Flowers:** Send someone special a truly original arrangement from 1-800-Flowers.com. This holiday season, enjoy 20% off your next order!

www.beneplace.com/txstate



Employee of the month

November 2015

Dr. Casey Smith
 Scientific Instrumentation
 Technician,
 Department of Physics



From left to right:
 Dr. Casey Smith and Dr. Gene Bourgeois

Dr. Casey Smith, Scientific Instrumentation Technician, Department of Physics was selected as the Texas State Employee of the Month for November 2015.

Casey oversees the Mitte Cleanroom Analysis Research Service Center (ARSC), introducing and maintaining old and new equipment for broad usage by research teams for the College of Science and Engineering. He provides set up and maintenance of professional fabrication environments for interdisciplinary use. He loves helping, guiding, and training students, faculty, outside researchers, and staff on cleanroom usage and the ARSC equipment.

Casey has a “safety first” philosophy, extensively trains students and other users in training, and maintains safety protocols in these facilities. Casey goes “above and beyond” in providing access and training in these facilities without departmental boundaries. He is having a major impact on students through both research and through courses. He takes on any task that needs to be done, whether it is in his job description or not, and completes it with full competence. He is an outstanding role model for students.

“(Casey) is having a major impact on students through both research and through courses. (...) He is an outstanding role model for students.”

Casey is always willing and eager to lend a hand and his efforts and work production are first-class and right the first time. He keeps the cleanroom operating efficiently and provides critical and timely assistance. Casey’s expertise with labs and support for both graduate and undergraduate students is important to the student’s education and future employment potential. He always conducts himself with complete professionalism and a “can do” attitude. He works well with faculty, staff and is never too busy to mentor students.

Congratulations, Casey, on your dedication and professionalism!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between October 26, 2015 and November 9, 2015.

Billy R Bailey

Promoted to Head Carpenter from Carpenter 1, Facilities Operations

Leslie N Sanchez

Promoted to Academic Advisor I from Administrative Assistant II, Health Professions Academic Advising Center

Rachel E Phipps

Promoted to Administrative Assistant III from Administrative Assistant II, Office of Educator Preparation

Sarah O Pierce

Promoted to Coordinator, Microcomputer Lab II from Coordinator, Microcomputer Lab I, Ingram School of Engineering

Alejandro T Martinez

Reclassified to Scientific Instrument Technician from Grant Specialist, Chemistry and Biochemistry

Samuel R Hernandez

Reclassified to Coordinator, Microcomputer Lab I from Microcomputer Lab Assistant, Academic Lab/Server Support

Leah D Hennington

Reclassified to Sr. Instructional Designer from Instructional Designer, Instructional Design Support

Amanda M Cerrillo

Reclassified to Coordinator, Microcomputer Lab I from Microcomputer Lab Assistant, Academic Lab/Server Support

