



HR Bulletin

August 2017

2 - 3

What's in View

- Deadline for 12-month Salary Spread Election for FY18
- Texas State Blood Drive: 8/31
- Save the Date: Health & Wellness Fair - 10/11
- TexFlex Reminders

4 - 10

Highlights

- Summer Enrollment is Over! Now What?
- Graduate Student Employee Insurance
- Important Update: UPPS 04.04.35 and Reimbursement Form
- Student Worker Safety Orientation
- The 2017 - 2018 Performance Management Cycle is Live!
- 5 Steps in the Performance Plan Process
- Newly Revamped Employee Relations Website!
- Privacy Election on Personal Information
- Reminder: Elect Your 2017 W-2 Online Form
- Message from WellCats: Personal Health Appraisal

11 - 14

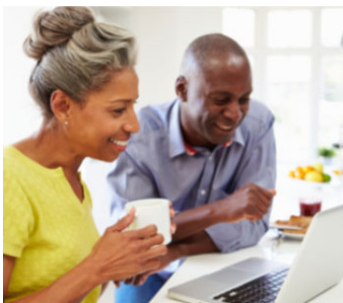
Employee Focus

- New Employee Welcome (NEW) II
- New Faculty Orientation
- Welcome New Employee Bobcats
- August Workshops
- August Employee Discounts

15-16

In the Spotlight

- Employee of the Month
- Movin' On Up



TEXAS  STATE
HUMAN RESOURCES

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

DEADLINE FOR 12-MONTH SALARY SPREAD ELECTION FOR FY2018

Faculty, staff and graduate students who want to change their salary spread election must do so by **Friday, August 25, 2017.**

To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31). Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year.

It is important to note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This typically increases the federal income tax withholding percentage for that month. Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

Election forms are available from Human Resources or on our website at www.hr.txstate.edu/Forms/miscforms.html. If you have questions, please contact Leah Cuellar (lb1123@txstate.edu) or 5.2557.



Texas State Blood Drive

Wednesday,
August 31

JCK 1100
9 a.m. - 3 p.m.

One blood
donation can
save up to
three lives

The next Blood Drive will be held on August 31 from 9 a.m. – 3 p.m. on JCK 1100. We are Blood (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit 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 "Donate Blood" Button
- Click on "Make an Appointment" Button
- Search by our scheduled drive date, or zip code, or our Group Code: A059
- Click on our schedule of available appointment slots and book your donation time!

NOTE: Time spent donating blood is entered as "Blood Donor Leave" in the SAP Portal. Employees are entitled to donate blood 4 times per fiscal year (UPPS 04.04.30). Contact Professional Development with questions at professionaldev@txstate.edu or 5.7899.

Save the Date:

10th Annual Texas State Wellness Fair

Wednesday, October 11
BJSC | 10 a.m. - 2:30p.m.

Mark your calendars to attend the 10th Annual Texas State Wellness Fair!

The event will consist of informational and interactive booths on a variety of health-related topics. Attend and take advantage of the health screenings that will be offered.

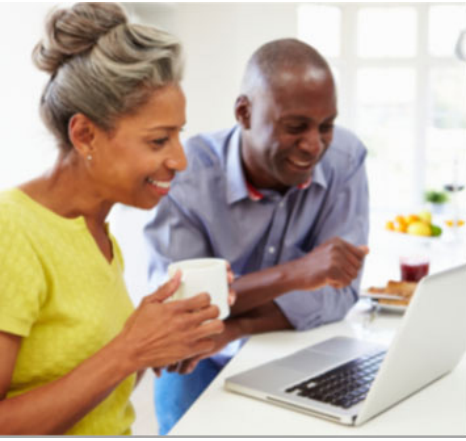
- Flu shots will be offered free with ID and BC/BS card.
- Blood pressure check stations will be available.
- Door prizes will be awarded for attendance.
- Mammograms will be offered free through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus, with ID and BC/BS card.

Contact Professional Development with questions at professionaldev@txstate.edu or 5.7899

Photo courtesy of unsplash



- **Health Care Flexible Spending Accounts have a \$500 rollover.** Amounts between \$25 and \$500 left in your health care account will rollover to use in Plan Year 2018.
- If you **elect to switch to the Consumer Directed HealthSelect during summer enrollment**, amounts between \$25-\$500 left in your Health Care Flexible Spending Account will be converted to a limited use FSA for dental and vision expenses only.
- **Deadline to file claims for Plan Year 2016:**
 - o 12/31/2017- for healthcare claims between 9/1/2016 – 8/31/2017
 - o 12/31/2017- for dependent care claims between 9/1/2016 – 11/15/2017. Dependent care accounts do not have a rollover, but do have a 2 ½ month grace period.



Summer Enrollment is Over! Now What?

Summer enrollment for 2017-2018 has ended. That means ERS is now processing our changes and will begin sending out new cards for certain benefits.

- If you are enrolled in HealthSelect or Consumer Directed HealthSelect, you should expect to receive new BCBSTX cards in August, as well as new Optum RX cards for prescription coverage.
- If you enrolled in a new dental or vision plan, you should receive those cards in August.
- If you are newly enrolled in a TexFlex Health Care Account, your TexFlex debit card will be mailed in August.

Questions about the HealthSelect transition to BCBSTX? Visit www.bcbstx.com/hs for more details. You can also check out the provider search tool to make sure your primary care doctor and specialists are in the new BCBSTX network. If your provider is not in the new network, complete the [Provider Nomination form](#). BCBSTX will reach out to your provider about joining the network. This process can take up to 90 days to add providers to the network.



Graduate student employees with a 50% FTE are eligible to participate in both the Student Health Insurance Plan and the Texas State employee insurance plan offered through ERS.

A comparison between the Student Health Insurance Plan and the Texas State employee plan can be found here: www.hr.txstate.edu/benefits/Insurance-Programs-/Comparison.html.

IMPORTANT UPDATE:

UPPS 04.04.35: Professional Development and Educational Opportunities

Updates include the availability of a revised UPPS, the launch of a new online reimbursement form, and the enforcement of stricter deadlines for submission.

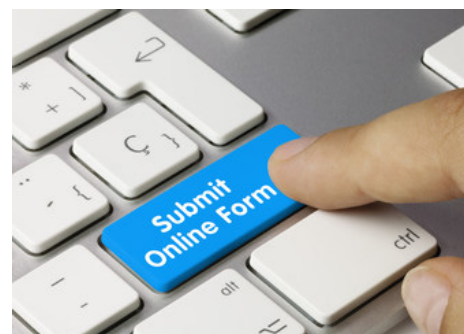
The revised UPPS documents the transition in place for Texas State employees taking university courses to reimbursements from the previous waiver process.

Employees can receive reimbursement of certain fees after successful completion of course(s) by submitting the Academic Fee Reimbursement Form.

Another feature of the revised UPPS is the establishment of hard stop dates when the reimbursement form will be accepted:

- 12th class day for fall and spring semesters, and;
- 4th class day for both summer sessions.

Visit www.txstate.edu/pdevelop/AcademicCourseReimbursementPolicy.html.



Please note:

From now on, only the [online form](#) is accepted, due to the discontinuance of the paper form.

Late online submission will *only* be accepted when approval is routed through the employee's Cabinet member and the VPFS.

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

Student Worker Safety Orientation

Since the Fall 2007 semester, it has been a requirement that all student workers complete the Safety Orientation training course administered by Environmental Health Safety and Risk Management and test with a score of 70% or higher.

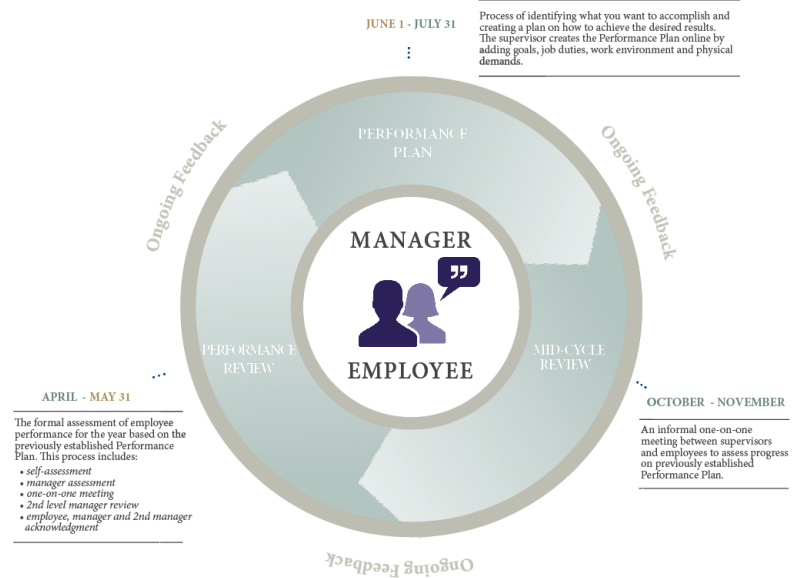
The Safety Orientation training is required TO BE COMPLETED ONCE during their employment at Texas State University. The training (formerly through TRACS) will soon be administered through SAP. Student employees will be automatically flagged upon hiring and should complete this course within 30 days.

Contact Professional Development with questions at professionaldev@txstate.edu or 5.7899.



The 2017 - 2018 PERFORMANCE MANAGEMENT cycle is live

Supervisors can start the
performance plan process!



As recently announced in the July 3, 2017 VPFSS email "Performance Management Change Notification" and July 25, 2017 VPFSS email "Performance Plan for June 2017 – May 2018 Cycle Available" to Staff and Faculty Who Supervise Staff, the performance management system is open to develop and input goals for the 2017-2018 year.

New Features Include:

- Goals and Job Duties have been combined into one section.
- [Assessment values and descriptions have changed.](#)
- The number of [Competencies](#) have decreased from 14 to 7.
- The number of [Behaviors](#) have decreased from 7 to 4.

Open Lab Training:

Training for all employees runs from the end of July through August. Both managers and employees interested in learning about the new updates with the system are invited to attend open labs. These sessions are designed for both managers and employees. By the end of the session, you should be able to:

- Identify important dates through [the cycle](#)
- Describe the [new performance plan process](#)
- Identify the components of the plan
- List the new performance criteria and corresponding assessment value
- Understand SMART goals

Click here to view the [Open Lab training schedule](#). Register online through the SAP portal and click the Training and Development tab. Choose the date and time which works best for you in the Course Catalog under Organizational Excellence. Please refer to Performance Management's [Tools and Resources website](#) for additional training materials.

5 steps in the PERFORMANCE PLAN Process

This page is interactive. Please click on the steps to access the appropriate User Guide.

1

MANAGER CREATES GOALS & JOB DUTIES

- Manager adds goals by going to employee's goal plan.
 - Click on "Add New" < Library Goal < choose University Goal *(modify as necessary)*
- Manager adds duties by going to employee's goal plan.
 - Click on "Add New" < Library Goal < Add Job Duty *(modify as necessary)*

MANAGER ADDS WORK ENVIRONMENT & PHYSICAL DEMANDS

2

- Manager adds work environment and physical demands by clicking on task under "To Do" tile.

3

MANAGER SENDS PLAN TO EMPLOYEE

- Once the plan is complete, manager sends plan to employee for review by clicking on "Send to Employee for Review" button at the bottom of the plan.

1:1 MEETING

4

- Manager and employee meet to discuss performance plan for the year.
 - Expectations should be clarified and competencies/behaviors defined.

5

MANAGER SENDS PLAN TO COMPLETION

- Once meeting is complete, manager clicks on "Meeting Scheduled and Held with Manager and Team Member", under "To Do" tile.
 - Click on "Send to Completion" button at the bottom of the plan.

(The Plan process will not be complete until this action is taken.)

Newly Revamped Employee Relations website



We are pleased to introduce the newly revamped [Employee Relations \(ER\) website](http://www.hr.txstate.edu/employee-relations.html), which went live today! As part of the Human Resources website revamp program, the ER site is the latest to undergo renovations to better meet the needs of our users.

One of the main improvements is more organized content on the ER home page which highlights the area's services, best practices, resources, and frequently asked questions.

We look forward to more upgrades throughout our HR website during 2017.

www.hr.txstate.edu/employee-relations.html

Privacy Election on Personal Information

As an employee of Texas State, your public record information, like home address, phone, and emergency contacts are subject to be released as part of your public record, if requested.



You can elect to maintain privacy on your personal data any time during the year. Simply use the SAP Portal Employee Self-Service and choose Personal Information/Personal Data. Under 'addresses' click the pencil to edit. Under your home address you will see a checkbox for Privacy. Check the box and save for an immediate update to your record.

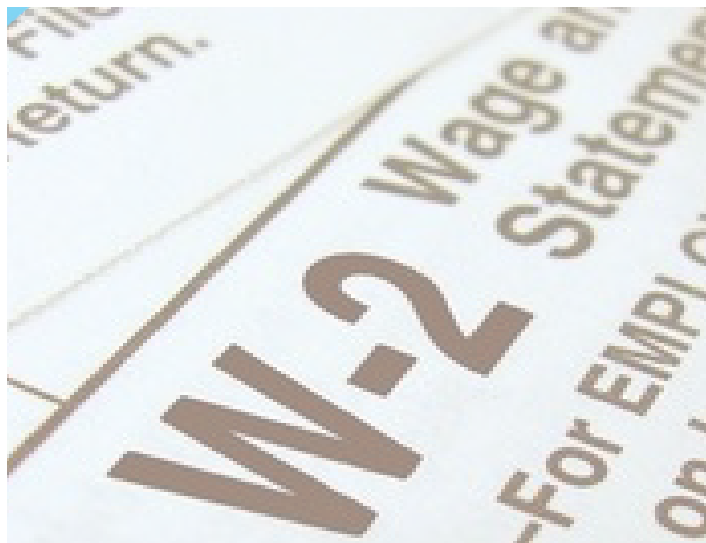
If you need assistance logging on, please contact ITAC at itac@txstate.edu or 512.245.4822.

REMINDER

Elect Your 2017 W-2 Form Online

(PAPERLESS DELIVERY)

- Instructions to elect online (paperless) delivery on the SAP Portal are available on the [Payroll website](#).
- The election process is a one-time enrollment using our secure website.
- SAP will automatically send you an election confirmation email.



Benefits of the electronic W-2 Form:

- Access to your W-2 form in mid-January of each year
- Print the W-2 form at your convenience
- Ensure the security of your W-2 by stopping the annual mailing of a paper copy
- Have access to your W-2 before the traditional U.S. mail delivery
- Help the university Go Green and save money in printing and postage cost

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, 2018

All employees will be notified via email when the online 2017 W-2 forms are available on the SAP Portal in January 2018.

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

The deadline for electing online (paperless) delivery is December 31, 2017



AN IMPORTANT MESSAGE
FROM YOUR WELLCATS TEAM:

PERSONAL HEALTH APPRAISAL

Contributing authors: Janet Bezner, Ph.D.,
Sylvia Crixell, Ph.D., and Lisa Lloyd, Ph.D.



WellCats is delighted to serve Texas State employees. In order to continue to offer services and also improve them, we must regularly evaluate all aspects of WellCats. For example, after you participate in certain services (e.g., Lunch and Learns, cooking classes, health behavior change coaching, and fitness testing), we seek your feedback. We take your comments to heart, and often improve these services based on what you tell us. In a similar fashion, we conduct scheduled evaluations of other program elements (e.g., group exercise classes) and modify them based on comments.

A very important piece of our evaluation of WellCats is the [Personal Health Appraisal](#). Employees complete the appraisal the first time they register and again every year thereafter. The Personal Health Appraisal is critical for the success of WellCats.



Results of Personal Health Appraisals are used to:

- [MAXIMIZE YOUR SAFETY WHILE HELPING YOU ACHIEVE YOUR WELLNESS GOALS.](#)

For example, the appraisal is used to identify those at increased risk for cardiovascular, pulmonary, or metabolic disease. It is important for employees to know that being at such increased risk may also increase risk for experiencing a cardiac event during exercise. Based on your responses to the appraisal, we may suggest that you see a healthcare provider before participating in wellness activities; we may also suggest that you participate in program services that may help you safely and effectively decrease your risk.

- [EVALUATE THE OVERALL IMPACT OF THE PROGRAM.](#)

We use deidentified aggregated data to assess the impact of WellCats for reports provided to Texas State.

- [PROVIDE LEVERAGE FOR ADDITIONAL FUNDING.](#)

As researchers, we use deidentified aggregated data to seek grant funds to systematically evaluate the program, publish manuscripts about the program, and seek additional funding to create even more wellness opportunities.

In order for WellCats to flourish, we need your help. Please complete our quality improvement surveys and your annual Personal Health Appraisal. Thank you for helping us make WellCats the best university wellness program in the country!

NOTE: [WellCats](#) is funded by the university; funding pays for graduate students and other personnel. However, the Texas State faculty who participate in implementing and evaluating [WellCats](#) volunteer their time and are not otherwise compensated. We are passionate about health and strive to help deliver an optimal program while also leveraging our experience to contribute to scholarship. The WellCats faculty sincerely thank you for your help.



NEW EMPLOYEE WELCOME

NEW II

Friday, August 11, 2017

8 a.m. - 1:30 p.m.

JCK 460

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, August 11.

NEW is designed to provide useful information to new employees 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. Please note the location change due to graduation activities.

For more information, contact Professional Development at ext. 5.7899.

Reminder: NEW FACULTY ORIENTATION SCHEDULED FOR AUGUST

Faculty Records will be hosting New Faculty Orientation on Tuesday, August 22, 2017. All new benefits-eligible faculty members should attend this session. Information for new faculty members, including registration information, can be found at facultyrecords.provost.txstate.edu/work-at-txstate/nfo.html.

For questions about New Faculty Orientation, contact Faculty Records at 245.3628 or facultyrecords@txstate.edu.



Welcome



Join us in welcoming our new employee Bobcats hired between June 5, 2017 and July 3, 2017.

ALEXANDRA D MIDDLEBROOK
Coordinator, Employer Outreach
Career Services

KAELYN D MORICE
Librarian
University Library

NATHAN M TEYMER
Assistant Coach
Women's Basketball

CATHERINE L SAPPINGTON
Library Assistant II
University Library

KAMARIE B CARTER
Administrative Assistant II
Student Center

REYMUNDO RAMOS
Director, PACE Advising Services
PACE Advising Center

CHARLES W MCINNIS
Inventory Control Clerk I
Bookstore

KARA L LUECKEMEYER
Procurement Specialist
Student Health

ROBERT J GARCIA
Student Development Specialist I
Office of Student Diversity and
Inclusion

CHRISTIAN T ALLEN
Athletics Intern
Football

MALLORIE K GABBERT
Administrative Assistant II
Health Professions Academic
Advising Center

STEVE R BLANK
Library Assistant II
University Library

DREWANN A REYES
Academic Advisor I
College of Liberal Arts
Advising Center

MARK D LIGGETT
Construction Contract Administrator
Facilities Planning Design

SYLVIA REYES
Student Development Specialist II
Student Center

ERICA J MEIER
Administrative Assistant II
Spring Lake

MELISSA L JOHNSON
Coordinator, Housing and
Residential Life
Department of Housing and
Residential Life

TAD L PALMER
Police Officer
University Police

EVAN M PICKREL
User Services Consultant I
Learning Applications Solutions

MICHAEL D JONES
Grant Specialist
Meadows Center for Water
and the Environment

YVONNE P RHODES
Public Information Specialist
University News Service

ISSAC MOORING II
Assistant Coach
Football

August 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.



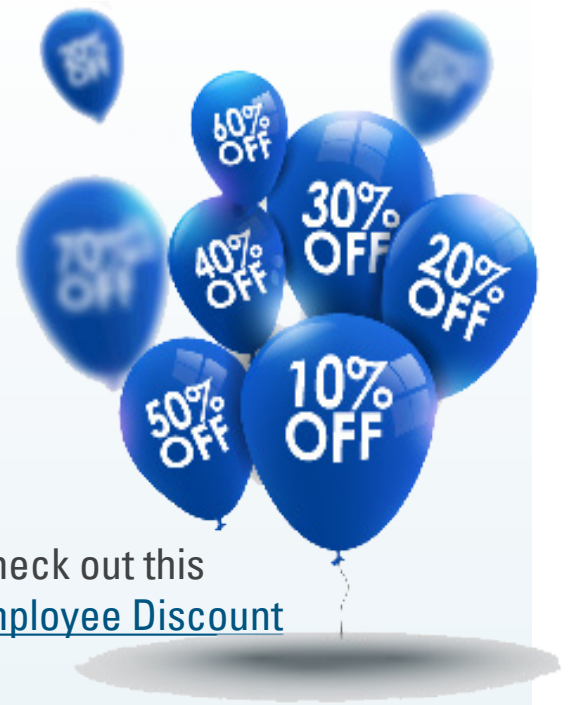
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	*Facilitation Skills 1	Travel Policies and Procedures 2	NEW Health and Wellness Brunch and Learn Series: Holistic Brain Health 3	4
7	*Facilitation Skills 8	**Securing Confidential Information 9	**Securing Confidential Information 10	New Employee Welcome (NEW) II 11
14	15	16	All About Employment 17	18
21	Allies Training 22	23	24	25
28	29	30	Blood Drive 31	

(*) Workshop is required both dates

(**) Workshop is offered either date.

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.

- **ShieldX2:** Never worry about your phone breaking again. ShieldX2 is more than just a phone case, it's peace of mind. Save 40%!
- **TripBeat:** Vacation to your heart's content! Save 25% at more than 2,400 resort rental properties worldwide with TripBeat.
- **Samsung:** Check out the next big thing from Samsung! Enjoy exclusive, members-only pricing on the latest Samsung products - including TVs, tablets and PCs.
- **Wyndham:** Save up to 20% with Wyndham! From upscale hotels and all-inclusive resorts to something more cost-effective, Wyndham has the right hotel for you!
- **AC Lens:** For trendy eyewear at low prices go with AC Lens! Save 15% on

www.beneplace.com/txstate

WHITTEN SMART

Supervisor, Learning Applications
Solutions

EMPLOYEE OF THE MONTH
July 2017



Kenneth Pierce and Whitten Smart

Whitten Smart is an empathetic and equitable leader within the Learning Applications Solutions (LAS) department. As Supervisor of the LAS team, he exemplifies the balance every staff member hopes to find in a supervisor. He cares about the staff he manages, promoting individual accomplishments in and out of the work place and ensuring smooth operations within the team.

Whitten is also a valued member of the LAS leadership team. His guidance is frequently sought by supervisors in other areas, both within the context of staff issue resolution and project work. His efforts within the Faculty Qualifications migration from the Tk20 system to Digital Measures system this year were fraught with technical issues, temporary personnel challenges, and unyielding deliverable dates. Whitten responded to each problem with calm determination and faithful focus on the end goal.

Whitten consistently promotes faculty and student success through the high quality services his team provides within the teaching and learning community at Texas State. He is a frequent guest in department, college, and committee meetings such as Council of Academic Deans, Council of Chairs, and Faculty Senate. Whitten genuinely listens, compiles and escalates attendee concerns to the most suitable technical and administrative staff, resolving issues quickly and comprehensively.

Whitten has been described as an avid and effective communicator who is able to connect with a wide range of personalities through his natural rapport and enjoyable personality. Whitten asks good questions and sincerely listens to clients and stakeholders; sets, measures, and re-evaluates project priorities on a regular basis; is tenacious and resourceful; and, most importantly, looks forward to going to work and helping the university move forward. Whitten's efforts in the Faculty Qualifications migration from the Tk20 system to Digital Measures system have been indispensable as well as other projects supporting faculty and staff. Congratulations, Whitten, on your dedication and hard work, and being recognized as the July 2017 Employee of the Month!

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

We would like to recognize the following employees who were promoted or reclassified between June 5, 2017 and July 3, 2017.

Lisa C Braun

Promoted to Director, Accounting
from Associate Director, Accounting,
Accounting Office

Leah N Cuellar

Promoted to Human Resources Representative
from Sr Human Resources Assistant,
Human Resources

(Promotion occurred previously this year.)

Markus M Provence

Promoted to Psychologist
from Program Staff,
Counseling Center

Carolyn B Anzures

Reclassified to Administrative Financial Analyst
from Administrative Budget Specialist,
VP for Information Technology

