HR Bulletin
January 2018

2 - 3
What’s in View
- Texas State Blood Drive
- What are Your Spring Development Possibilities?
- Spring Tuition Reimbursement Deadline: January 31
- 1095 Tax Forms for Medical Coverage

4 - 6
Highlights
- Top Reminders for Hourly Student Worker Appointments
- It’s a New Year: Deductibles and Coinsurance Start Over
- Compensation Refresh
- New Year for WellCats

7 - 10
Employee Focus
- Welcome New Employee Bobcats
- New Employee Welcome (NEW) II
- Happy New Year
- January Workshops
- January Employee Discounts

11-14
In the Spotlight
- Employee of the Month
- Texas State Quarterly Team Award
- Bobcats Connect: HR Crossword Puzzle
- Movin’ On Up

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

The next Blood Drive will be held on Wednesday, January 10 from 8:30 am – 3:30 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:

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.weareblood.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 in Human Resources with questions at professionaldev@txstate.edu or 5.7899.
1095 TAX FORMS FOR MEDICAL COVERAGE

Be on the lookout for your 1095 forms in the mail in January and February. These forms are necessary to complete your 2017 income taxes.

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

1095-C: All employees at least 75% FTE (whether enrolled or not) will also receive a form 1095-C. Additionally, 50 - 74% FTE employees enrolled in health coverage will receive this form. This form will come directly from Texas State. These forms will be sent out in late January.

These forms provide information to help you complete your 2017 taxes and avoid the *individual shared responsibility* provision of the Affordable Care Act.
Top Reminders for Hourly Student Worker Appointments

Did your hourly student worker graduate or will not be returning to your department for the Spring 2018 semester? If so, a PCR will need to be processed to terminate their employment record.

1 Use SAP transaction CATS_DA (Display Working Times) to verify time entry completion and approval by the student’s supervisor.

2 Run SAP transaction ZHRPEOPLESEARCH (Employee Search for History) to determine if the student has more than one appointment.

3 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 2018. If you have questions, please contact Lisa Gonzalez (lv04@txstate.edu) or 5.2557.

It’s a new year
DEDUCTIBLES AND COINSURANCE START OVER!

Every January 1, deductibles and coinsurance payments start over. See below to find out what your maximums are for calendar year 2018. Find out more details about your medical benefit plans here: www.ers.state.tx.us/Employees/Health/Overview/.

<table>
<thead>
<tr>
<th>Plan</th>
<th>In-Network Deductible</th>
<th>Non-Network Deductible</th>
<th>Coinsurance Maximum</th>
<th>Total Out-of-Pocket Maximum</th>
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<tbody>
<tr>
<td>HealthSelect</td>
<td>$0</td>
<td>$500 per person</td>
<td>$2,000 per person (in-network)</td>
<td>$6,550 per person</td>
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<td></td>
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<td>$1,500 per family</td>
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<td>$7,000 per person (non-network)</td>
<td>(no maximum if non-network)</td>
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<tr>
<td>Consumer Directed HealthSelect</td>
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<td>$4,200 per person</td>
<td>None</td>
<td>$6,550 per person</td>
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<td>$4,200 per family</td>
<td>$8,400 per family</td>
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<td>$13,100 per family in-network</td>
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<td>$13,100 per person non-network</td>
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<td></td>
<td></td>
<td>$26,200 per family non-network</td>
</tr>
<tr>
<td>HMOs</td>
<td>$0</td>
<td>N/A (no non-network benefit)</td>
<td>$2,000 per person (in-network)</td>
<td>$6,550 per person</td>
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<td>$13,100 per family</td>
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<td>(no maximum if non-network)</td>
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The Compensation area would like to start the year out with a little fun. See if you can find all of the compensation related words below!

Here is also a friendly reminder of the services provided by Compensation:

Job Audits | Job Descriptions | Salary Research | Salary Data
Start your year off well with WellCats! Our program offerings will help you achieve your New Year’s resolutions and make lifestyle changes that last.

As a registered member of WellCats, you have access to all of the services listed to the right.

Want to hear what members are saying about WellCats? Check out our Testimonials and Member of the Month links!

For more information on WellCats, visit www.worklife.txstate.edu/ and click on the “WellCats” tab. Registration is on-going. Employees can join anytime.

Our goal is to help make Texas State one of the healthiest places to work!
Join us in welcoming our new employee Bobcats hired between November 13, 2017 and November 27, 2017.

JONATHAN D SOWELL
Information Security Analyst I
Information Security Office

VIRGINIA R BOWMAN
Sr Administrative Assistant
Development

KRISTEN E CANTU
Academic Advisor I
Round Rock Campus

ALFREDO MEDINA IV
Administrative Assistant I
Office of Undergraduate Admissions

CAMILLE S REASOR
Grant Coordinator
Texas Justice Court Training Center

JESSON A GIL
Administrative Assistant II
Athletics Business Office

ANDREY TUPIKOV
Electrician II
Facilities Operations

THERESA A SHICK
Coordinator, IT Projects
VP for Information Technology

JOEL E SOTO
Construction Contract Administrator
Facilities Operations

JULIA A GROS
Academic Advisor I
University College Advising Center

MICHELLE P HAGEMAN
Administrative Assistant II
Computer Science

JARROD COOK
Guard
University Police

JOE A GARCIA
Carpenter I
Facilities Operations

CHELSEA N STALLINGS
Research Associate
Advancement Services
NEW EMPLOYEE WELCOME

NEW II
Friday, January 12, 2018
8 a.m. - 1:30 p.m.
End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, January 12.

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.
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.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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* New Employee Welcome (NEW) II
* Securing Confidential Information
* Mobile and Smart Device Security
* Allies Training
* Pre-Award Services Available to the University Community

NEW E-NPO Training
NEW Health and Wellness Series: Games Aren’t for Kids
NEW Health and Wellness Series: Mind Matters

(* Workshops are 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.

- Frontpoint: Janura

- Advance Auto Parts: With Advance Auto Parts, you get trusted advice and save on parts and accessories that keep your ride running right! Save 20%.

- Glasses.com: Save an extra 20% on orders of $100 or more from Glasses.com! Enjoy free shipping, free CR-39 lenses and a 100% satisfaction guarantee.

- TicketsatWork: Make your next vacation memorable with TicketsatWork! Save on admissions to popular theme parks, special events and attractions.

- TurboTax: Get your taxes done right and keep more of your hard-earned money with TurboTax, the nation’s #1 best-selling tax software. Save 15%!

www.beneplace.com/txstate
Lara has been with the School of Nursing (SON) since 2009 prior to the opening of the school.

Starting a new school within Texas State University is a daunting task; starting a new school on a campus that is over 60 miles away from the main campus brings new challenges in unchartered waters. Lara has embraced those challenges. She has networked with offices across Texas State to include IT, UPD, and the Registrar’s Office to ensure faculty, staff, and students have technical, safety, and classroom necessities to be successful.

She has been the lead on many new processes and initiatives and has helped organize the department. Her professional demeanor, as well as her quick smile and laugh, are unique to her personality. Lara is able to maintain her composure in difficult situations and handles all issues with sensitivity and confidentiality. She assists with staff hiring and is the point person for all student evaluations of faculty and clinical sites in both the undergraduate and graduate programs, which is a massive undertaking each semester. Lara also makes sure the schedule of classes is submitted for the SON and works closely with the director to make sure the information is correct. Several iterations are needed each semester to accomplish this but she completes all assignments with a smile. Her “get it done” attitude is appreciated and motivational to many.

In addition to dealing with the schedule of classes and evaluations, Lara is the time keeper for the SON processing multiple requests for leave on a daily and weekly basis. She makes sure all the time is accurately accounted for and that the director is informed. Lara serves as the point person for the SON website and has written the newsletter for the School, which includes taking photos at events. Everyone has words of praise when speaking about Lara and she is beloved member of the SON team.

Professional, accommodating, organized, patient, and team player are words used by her work colleagues to describe Lara. One of her qualities, team player, has definitely been put to use during the last two years when she had to step into the roles of two staff with major tasks in the school. Lara assisted while replacements were found and ensured that day-to-day tasks were completed. Lara’s ability to assist in various positions embodies the definition of team player.

Congratulations, Lara, on your dedication, professionalism and hard work!
The November Texas State Quarterly Team Award was presented to the Radiation Therapy Group-Marrow Donor Outreach Team. The team members include: Dr. Ronnie Lozano, Mrs. Dora Lopez, Madelin Busbee, Mattilyn Ender, Cynthia Gomez, Michael Macha, Beatriz Marinez, Brittany Mayfield, Karen Medoza, Leslie Nava, Joshua Navas, Monica Rayos, Sarah Richter, Hannah Sheehan, Laura Smith, Samantha Sorbo, Shelby Storm, Tien Tang, Brittnay Brashear, Cassidy Brune, Allie Bryant, Lara Buysman, Lynette Garcia, Benjamin Gore, Brooke Hanley, Jacob Price, Alaska Reed, Diana Salcido, Katherine Sawyer, and Anakaren Zapata.

The National Marrow Donor Program has the world’s largest marrow donor registry of over 12.5 million people that helps cure more than 75 different diseases. A tremendous need still exists in registering Latinos. In fact, a Latino has less than half the chance of getting a marrow donor match than a white person. Studies, observations, and testimonies support that there are barriers that exist related to inaccurate perceptions of both the registration and donation process, including a fear of pain. What studies have shown is that myths about registration and donation are pervasive and need to be dispelled in order to increase the number of potential donors in these registries. Thirty-two Radiation Therapy Program students, who have chosen a major in this cancer related profession, enrich their lives as they work with cancer survivors, family members who have lost loved ones, marrow donor drives, and community and national agencies involved in educational development. These students become the extensions of Texas State as Ambassadors working with students at other Texas universities to educate and recruit others to become marrow donor registrants.

In October, the team visited UT Rio Grande Valley and registered 787 potential marrow donors. Records by the National Marrow Donor Program show that the outreach team has registered 7,441 potential donors outside of the Texas State campus. Including the Texas State marrow drives, the team has helped to register 14,661 + 7,441 = 22,102 potential donors. The outreach alone (off campus) has resulted in 17 actual marrow donations for recipients ranging from age 2 to 68; and ranging in geographic location of those recipients from Mexico City, Florida, New York, Tennessee, to Spain, France, and Brazil among other locations. On the Texas State campus, the data show 42 actual marrow donations and 66 marrow donor matches. These marrow drive efforts on and off the Texas State campus have produced 59 students who have moved forward to save lives of patients including children with leukemia and other blood cancers.

The team’s legacy as community servant leaders is evident as the institutions continue to hold marrow drives after their visit. Although the outcome is no match for the level of spirit and enthusiasm this team incorporates to bring together large numbers of students, the outreach boosts interest and support for an annual event for each campus.

The Radiation Therapy Group has worked diligently to register 22,102 students to the national marrow donor registry. The team celebrates 59 lives saved through marrow donors registered at Texas State and other campuses through this outreach program.

Congratulations to the Radiation Therapy Group-Marrow Donor Outreach 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 hr@txstate.edu, by January 12th.
Ten random puzzle winners with all of the correct answers will receive a prize from HR!

ACROSS
4 This unit visits campus often
6 The Radiation Therapy Group- Marrow Donor Outreach Team visited this University recently
7 This is a service provided by Compensation
8 If I don’t get my academic reimbursement form in on time it has to go through
9 This starts over on January 1

DOWN
1 The forms necessary to complete 2017 income taxes
2 This is where PCRs are submitted
3 This SAP transaction is used to determine if a student has more than one appointment
5 One of the many WellCats activities

Congratulations to last month's HR Crossword Puzzle winners!

Cynthia Agold | Inventory Control Clerk, Department of Housing and Residential Life
Veronica Mazuca | Video Network Specialist II; Instructional Media
Crystal Salinas | Accountant I; SRC
Melissa Skasik | Administrative Assistant II; College of Education
Synthia Tuma | Procurement Specialist; Meadows Center for Water & the Environment
We would like to recognize the following employees who were promoted or reclassified between November 13, 2017 and November 27, 2017.

**Laramie A McWilliams**  
Promoted to Assistant Dean, Students from Student Development Specialist I, Dean of Students

**Austin Meyer**  
Promoted to User Services Consultant II from User Services Consultant I, Client Services