# Table of Contents

The Support Staff Resources Website: Information at Your Fingertips! ...................................3
Daylight Saving Time Change ........................................................................................................3
March Timekeeping .........................................................................................................................3
New Employee Orientation – Schedule Changes for March ........................................................4
    NEO I ................................................................................................................................4
    NEO II ................................................................................................................................4
Getting a Tax Refund? Invest in Your Future .............................................................................4
2014 Financial Planning & Retirement Fair ..................................................................................5
New PayFlex Mobile App Available ..........................................................................................6
“Come-Back Pack” for New Moms .............................................................................................6
Maternity Leave .............................................................................................................................7
    Family & Medical Leave Act (FMLA) ....................................................................................7
    Parental Leave .......................................................................................................................7
    Sick Leave ..............................................................................................................................7
    Short-Term Disability ............................................................................................................8
Employee Discount Program - Featured Discount for March .....................................................8
Departmental Personnel File Retention Rules ..........................................................................9
SAP for Supervisors ....................................................................................................................10
    New SAP Report to Track Hours Worked by Your Non-Student Non-Regular Staff ......10
Staff Performance Appraisals are Due .......................................................................................10
Performance Development Plan for Your Employees ...............................................................11
Professional Development March Workshops .........................................................................12
Hiring Managers: Must Review Applications for Possible Nepotism ......................................12
Employee of the Month - Janet (Judy) Herington ....................................................................13
Welcome New Employees ..........................................................................................................14
Focus on Employees ....................................................................................................................14
Ask Human Resources ..............................................................................................................16
    Benefits/Master Data Center ..............................................................................................16
    Compensation: .....................................................................................................................17
The Support Staff Resources Website: Information at Your Fingertips!

The Administrative Support Services Committee (ASSC) and Human Resources (HR) have created a Support Staff Resources website to assist employees via links to quickly locate information on business processes, services, forms and training opportunities. The website can be found by (1) clicking on the Expand Navigation button on the main Texas State home page and then clicking on Support Staff Resources, or (2) going directly to the website by clicking on http://ssr.hr.txstate.edu/.

The site has the ability to list topics two ways: Alphabetically (A-Z) or by Division. The A-Z listing provides an alphabetical listing of links for a variety of topics. The divisional listing provides a list of departments, sections, and functions within each division.

This website has become a primary tool for those who provide administrative support services to the campus. It is a “living” site in that it is continuously improved, expanded, and updated. To steer this development, employees are strongly encouraged to submit their observations and recommendations to the ASSC.

<table>
<thead>
<tr>
<th>Daylight Saving Time Change</th>
<th>March Timekeeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daylight Saving Time change will be March 9, 2014. Please remember to move your clocks forward by one hour at 2:00 a.m.</td>
<td>For timekeeping purposes, the month of March ends March 29 and should include the following weeks ending:</td>
</tr>
<tr>
<td></td>
<td>March 1</td>
</tr>
<tr>
<td></td>
<td>March 8</td>
</tr>
<tr>
<td></td>
<td>March 15</td>
</tr>
<tr>
<td></td>
<td>March 22</td>
</tr>
<tr>
<td></td>
<td>March 29</td>
</tr>
</tbody>
</table>

Remember, for employees entering their own time using the SAP Portal Employee Self Service (ESS), release your time at the end of each week.
New Employee Orientation – Schedule Changes for March

**NEO I**
Due to Spring Break, NEO I will not be held on March 10, 2014. If an employee begins employment that week, the hiring department should contact HR in advance for instructions on completing the Form I-9 and send their new hire to NEO I on March 17, 2014.

**NEO II**
All new staff employees hired during the past month are reminded that the second part of New Employee Orientation (NEO II) will occur on Friday, March 21, 2014 instead of the normally scheduled date. This mandatory session will be held in JCK 460 from 8:15 am to 12:00 noon. Employees are asked to arrive by 8:00 am in order to have continental breakfast before the session begins. Any new faculty members are also invited to attend.

This monthly session is the second part of an orientation program for all new Texas State employees. Employees receive information to enhance their basic understanding of Texas State and the benefits and opportunities associated with employment. For more information, contact Professional Development at extension 5-7899.

---

**Getting a Tax Refund? Invest in Your Future**

Consider investing all or a portion of your tax refund in your future! How?

Start participating in a voluntary 403(b) and/or 457 retirement savings plan. Your contributions are tax deferred and the money you invest will help you maintain your financial freedom in your retirement years. Roth options are also available. Over time, a little bit each month goes a long way.

Stop by the HR Benefits office in JCK 360 or check out the Retirement Programs section of the website (http://www.hr.txstate.edu/benefits.html) for more information on how you can set up your account. Enrollment is flexible -- you can start, stop or change your contributions at any time throughout the year.
2014 Financial Planning & Retirement Fair
Thursday, April 3, 2014
9:00 am – 3:00 pm
LBJ Student Center, 3rd Floor Ballroom

Presentations will be made by Social Security, ERS, and TRS to help you gain a better understanding of these topics important to your financial future.

Representatives from Human Resources, Texas State approved 403(b) vendors, TexaSaver 457 plan, and Texas State Retired Faculty & Staff Association will also be on hand with information concerning retirement savings plans offered to our staff and faculty.

Look for registration information coming soon from Professional Development!

*Attendance at the Financial Planning & Retirement Fair is considered work time*

<table>
<thead>
<tr>
<th>Time</th>
<th>Presenter</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am – 10:30 am</td>
<td>Mr. Jim Gibson</td>
<td>Social Security – This session will focus on helping you understand Social Security and what part it will play in your retirement. A general overview of Medicare will also be covered.</td>
</tr>
<tr>
<td>10:45 am – 11:45 am</td>
<td>Ms. Lisa Cazacu</td>
<td>Retiree Insurance Program – Learn about Texas State’s retiree insurance benefits including coordination with Medicare.</td>
</tr>
<tr>
<td>1:00 pm – 3:00 pm</td>
<td>Ms. Deanna DeGraw</td>
<td>TRS: It’s Your Retirement – This session will provide a general overview of your Teacher Retirement System of Texas benefits as an active member and an explanation of what to expect when you retire.</td>
</tr>
</tbody>
</table>
New PayFlex Mobile App Available

There is a new mobile app available for download on iPhone, iPad, Android, and BlackBerry devices from PayFlex. Access your TexFlex account information anywhere you go with the free PayFlex Mobile application. With this app, TexFlex participants can easily manage accounts at their convenience.

In order to access your account through the PayFlex Mobile app, please create your online account on the PayFlex website first. View the PayFlex Mobile Quick Reference Guide to help you get started. You can find this guide online at http://www.texas.payflex.com via My HealthHub Resources.

The PayFlex Mobile app lets you:

- View your account balance and manage your account funds,
- Submit a claim for reimbursement and view claims processed,
- View TexFlex debit card purchases and submit documentation (if applicable), and
- View a list of common eligible expense items.

“Come-Back Pack” for New Moms

Calling all new moms and moms-to-be. Through the new Mother-Friendly Worksite program, new moms and moms-to-be can receive a “come-back pack” which includes a portable Medela cool ‘N carry milk insulated storage tote for proper storage and an educational book on breastfeeding. These totes and books were made possible through a grant from the Texas Department of State Health Services as part of a Mother-Friendly Worksite Policy Initiative.

Congratulations new moms and moms-to-be, enjoy your free gift! The come-back pack is available in Human Resources, JCK 360.

For additional information on the Mother-Friendly Worksite program, visit the Work Life website at:

www.worklife.txstate.edu/mfw.html

Or, call Rose Trevino, Work Life Coordinator, at 5-2557.
Maternity Leave

Many have asked if the University has a policy regarding maternity leave. While there is not a policy that is specifically titled “maternity leave” at Texas State, the University Leave Policy provides information regarding the Family Medical Leave Act (FMLA), Parental Leave and sick and vacation usage. The University Leave policy can be found at: http://www.txstate.edu/effective/upps/upps-04-04-30.html.

Family & Medical Leave Act (FMLA)

Under FMLA, employees are allowed up to twelve weeks off for the birth or adoption of a child under the age of three years old. To qualify for FMLA an employee must have worked for the State of Texas for at least 12 months and have worked 1,250 hours in the 12 months immediately prior to the beginning of the leave. FMLA is unpaid leave but runs concurrently with an employee’s paid leave such as sick and vacation. The employer’s portion of the employee’s health insurance is paid if the employee is on a leave without pay status for a full calendar month. If the employee and spouse both work for the State of Texas and are eligible for leave, they are limited to a combined total of 12 workweeks for the birth or adoption of their child. Medical documentation is required for FMLA.

To request FMLA please submit the Family and Medical Leave Request form and provide a completed Certification of Health Care Provider for Employee’s Serious Health Condition form to Human Resources for processing. The forms are available at: http://www.hr.txstate.edu/Forms/leaveandtimeforms.html.

Parental Leave

If the employee does not meet the criteria for FMLA, then she should request Parental Leave. Parental leave also allows for up to twelve weeks off for the birth or adoption of a child under the age of three years old. The employee would be responsible for the employee and employer portion of health insurance premiums if she is on a leave without pay status for a full calendar month.

Sick Leave

A mother may use sick leave in conjunction with the child’s birth for the first six to eight weeks after delivery, depending on when the doctor releases her from his care. The remainder of her leave should be covered with vacation, FLSA overtime, state comp time or leave without pay.
Short-Term Disability

If the employee is enrolled in short-term disability insurance through the Texas Income Protection Plan (TIPP), she may file a claim for the period of disability. Medical documentation is required to process the claim.

If approved, she will be paid up to 66% of her monthly salary. The employee must complete a 30 calendar day waiting period and exhaust her sick leave balance before benefits are approved.

For more information on short-term disability please visit the website at: http://www.ers.state.tx.us/Employees/Insurance/Short-term_Disability/

Please contact Selma Selvera (ss24@txstate.edu) in Human Resources at 5-2557 if you have questions.

Employee Discount Program - Featured Discount for March

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. Highlights include:

- YOU PAY WHAT WE PAY for a limited time on Lenovo's suite of notebooks, tablets, laptops, and accessories. Think Savings. Think Lenovo.
- Feed your love with a Restaurant.com Gift Certificate! $25 gift certificates are just $10 today. Choose from thousands of restaurants nationwide!
- Shop for optical products online and save 15% at AC Lens. Order now and get free shipping and free returns on any eyewear purchase.
- Save 6% on any set of 4 tires or rims at TireBuyer.com. Get great deals on top brands, with fast, FREE delivery available.
- Want to lose weight and keep it off for good? Retrofit can help. Join risk-free and save 20%.

Limited-time offers and regional programs are also available. Find out more about the Texas State Employee Discount Program, and make these discounts and services work for you!
Do you have files for terminated employees that are taking up space in your office? Depending on how long the employees have been gone, perhaps you can (or must) get rid of them.

The State requires that all business records appear on the Records Retentions Schedule (RRS). The University’s Records Retention Schedule applies to all University records no matter the format. Records can be paper, digital, or other electronic media, but all formats are subject to the same retention and disposition requirements. The University Archivist & Records Manager, Kris Toma, maintains our RRS and submits updates for State certification every three years. This ensures that we meet state and federal retention requirements.

When we refer to “employee’s personnel file,” the term “employee” includes staff, faculty, student workers, non-regular employees, and graduate student employees. There are a variety of documents that can be found in a department’s personnel files (see PER550 Personnel Files - Departmental Copies), including applications, resumes, vitas, PCRs, I-9s, W-4s, performance evaluations, and professional development activities. Faculty personnel files should also contain summary/statistical reports for end-of-course evaluations.

The retention for a departmental personnel file (PER550) is the employee’s date of separation from the department + 5 years. Separation could be a transfer out of your department to another department on campus or a separation from the University altogether. Once the retention period has passed you should complete a Disposition Log and submit it for approval (see instructions on the form). Kris will check the information on your log to ensure it meets the State documentation requirements and is in compliance with the RRS. Once you receive the approved form back from Kris, you can then dispose of the records as listed on the form. Documents that include personal or sensitive information should be shredded.

If you are responsible for managing records in your department, it is a good idea to review the information on the Records Management website. A records management workshop entitled “For the Record: What You Really Need to Know About Records Management” is offered through Professional Development each long semester. The next workshop will be held April 30 and May 1.
SAP for Supervisors

New SAP Report to Track Hours Worked by Your Non-Student Non-Regular Staff

Many departments on campus have hired temporary staff employees (NSNR) to work in their offices. If the NSNR employee is working 20 or more hours per week, UPPS 04.04.03 limits these employees to a work period of less than 4.5 months. It is important for our hiring managers to monitor their NSNR employee work hours to assure policy compliance. If you choose to retain any NSNR employee who reaches the maximum allowable NSNR employment limit, you will need to request a permanent benefits-eligible position and follow all necessary recruiting procedures.

SAP transaction ZTRKHSSTF – Tracking Hours Worked Staff allows you to track the number of weeks worked to determine if the employee is approaching the maximum work period allowed per fiscal year. The report is accessible through SAP GUI and is available to office personnel who have the security roles of Supervisor or Department Head. Department personnel will enter their organizational unit or can also search by individual Person ID or Personnel Assignment number (PERNR).

Specific instructions can be found at http://www.hr.txstate.edu/hrmasterdatacenter/HoursWorked.html. Questions may be directed to Rosie Olivo (ro03@txstate.edu) in the HR Master Data Center.

Staff Performance Appraisals are Due

The performance appraisal process has begun. Supervisors should be wrapping up the process of meeting with their staff to discuss their performance and provide them with a performance appraisal.

Pursuant to UPPS 04.04.20 - Staff Performance Appraisal Policy, supervisors and department heads are reminded of key deadlines. The UPPS requires that the following deadlines be met:

- It is the responsibility of each vice president to see that all regular administrative, unclassified, and classified employees in their division receive a written performance appraisal once each year covering the period January 1 to December 31. Exceptions are for those employees promoted, transferred, reclassified, demoted, or hired between October 1 and December 31 who will be appraised after six (6) months on the job and again after the next December 31.
The written performance appraisal and interview will be conducted during January and February of each year unless an alternate appraisal cycle has been approved.

The annual appraisal form and interview on all regular staff employees must be completed by the last day of February. All appraisals are due to the divisional vice president no later than April 1.

The divisional vice president will forward all appraisals to Human Resources by April 15. Prior to April 22, the Assistant VP of Human Resources will provide to the Vice President for Finance and Support Services (VPFSS) a list by division of all appraisals not received by April 15.

Please use the comment box provided under each expectation in Section 1 of the appraisal form. Comments are required whenever an employee is rated above or below a “3,” which indicates that the employee met standards.

Both the employee and their supervisor must certify that the GOJA that was used for the performance appraisal period is accurate and current. This is accomplished by each signing the appropriate documents (i.e. the GOJA and performance appraisal document).

Note that HR does not need a copy of the GOJA for each position this year. Please only forward GOJAs for new positions or those that have undergone significant changes.

Please work with your staff to ensure that they are appraised in a timely manner in accordance with this policy. If you have questions, contact Human Resources at 5-2557.

---

**Performance Development Plan for Your Employees**

Supervisors are reminded as they complete their Performance Appraisals on employees that report to them that a performance development plan should be created for each employee. This plan should outline expectations for employee development as well as projects to be completed during the calendar year. Texas State offers a wide variety of workshops on campus to assist with your employee development.
Professional Development
March Workshops

The following workshops will be coordinated through Professional Development during the month of March. Please go to [www.txstate.edu/pdevelop/Services/workshops.html](http://www.txstate.edu/pdevelop/Services/workshops.html) for further information.

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing Surveys for Quality Improvement or Outcomes Assessment</td>
<td>Mar. 4</td>
</tr>
<tr>
<td>7 Habits of Highly Effective People</td>
<td>Five ½ days: Mar. 18-Apr. 15</td>
</tr>
<tr>
<td>QPR—Suicide Prevention Training</td>
<td>Mar. 19</td>
</tr>
<tr>
<td>Introducing iCAT: Connecting Student Activity and Achievement</td>
<td>Mar. 20</td>
</tr>
<tr>
<td>Allies Training</td>
<td>Mar. 24</td>
</tr>
<tr>
<td>Travel Policy and Procedures</td>
<td>Mar. 26 or Mar. 27</td>
</tr>
<tr>
<td>Pre-Award Services Available to the University Community</td>
<td>Mar. 27</td>
</tr>
<tr>
<td>Transition from Combat to Classroom: Helping Student Veterans Succeed At Texas State</td>
<td>Mar. 31</td>
</tr>
</tbody>
</table>

**Hiring Managers: Must Review Applications for Possible Nepotism**

Hiring managers must comply with the University’s policy on nepotism by reviewing the application of the selected candidate for familial or marriage relationships to other employees in the department or to the Board of Regents of Texas State University.

Hiring managers should use the [Consanguinity and Affinity Chart](http://www.txstate.edu/pdevelop/Services/workshops.html) for reference. In extenuating circumstances, hiring managers may seek appropriate authorization to hire a relative that may be directly or indirectly reporting to the other relative in the same department.

Further details are outlined in [UPPS 04.04.07, Nepotism and Related Employment](http://www.txstate.edu/pdevelop/Services/workshops.html). Please contact LynnAnn Brewer ([lb64@txstate.edu](mailto:lb64@txstate.edu)) in Human Resources with questions.
Janet (Judy) Herington, Administrative Assistant III, Developmental Education was selected as the Texas State Employee of the Month for February 2014.

Judy is the Administrative Assistant III for the Graduate Program in Developmental Education, providing administrative support to faculty, staff, and students. Her responsibilities are wide-ranging and her knowledge in each area is impressive. Judy exhibits breadth and depth of expertise in the following areas on a regular basis: assisting DE doctoral and master’s degree coordinators, faculty, and students with daily issues, needs, questions and research; providing information, organization, and assistance related to budgets and external grants; assisting with planning and organizing of course schedules, registration, and student petitions; developing and maintaining catalog and tracking systems for program records; preparing travel applications and expense reports. It needs to be emphasized that these are only a select few of Judy’s normal responsibilities, and that they do not represent the project-oriented expertise she develops and employs as new needs arise.

Judy brings consistent excellence to her position, manifested in four main areas: outcome effectiveness, student support, faculty and student relations, and continuous professional development. She voluntarily and enthusiastically takes on initiatives to make sure that the program runs smoothly. Judy provides a “centering” aspect for student’s out of class experience by guiding them and making them feel welcome. Faculty and staff feel strongly that she is an integral part of the program. Judy makes great efforts to learn everything she can about our field, so that when students call looking for information, she is able to talk about conferences, professional interests, research areas of our faculty, and other aspects of the field in a way that provides prospective students with an immediate feeling that they have found the right program. Judy’s intellectual curiosity, coupled with the willingness to educate herself on foundational aspects of an initiative, has resulted in a solid resource for the program in a number of areas. Judy is a model of continuous improvement for her job.

Congratulations, Judy, on a job well done and being recognized as the February 2014 Employee of the Month!
Welcome New Employees

We would like to welcome the following employees hired between January 21, 2014 and February 10, 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Name</th>
<th>Title/Department</th>
<th>Name</th>
<th>Title/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braden C Owsley</td>
<td>Grant Technician II Department of Geography</td>
<td>Ruben Villarreal</td>
<td>Power Plant Operator Utility Operations</td>
<td>Joy J Schneider-Cowan</td>
<td>Grants Assistant Anthropology</td>
</tr>
<tr>
<td>Bradley H Bedell</td>
<td>Assistant Coach Football</td>
<td>Jennifer N Morales</td>
<td>Grant Specialist Texas Justice Court Training Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sabrina E Lee</td>
<td>Administrative Assistant II Student Center</td>
<td>Michael W Edelstone</td>
<td>Graphic Artist I Office of University Marketing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between January 21, 2014 and February 10, 2014

Allison E C Tifft, promoted to Academic Advisor II from Academic Advisor I, University College Advising Center

Carole Brauer-Dykema, promoted to Accountant I from Administrative Assistant III, Facilities Management

Erin C Magee, promoted to Administrative Assistant III from Graduate Admissions Specialist, Aerospace Studies

Madelyn A Patlan, promoted to Administrative Assistant III from Administrative Assistant II, History

Donna C Kelly, promoted to Administrative Assistant III from Administrative Assistant II, Student Center

Alissa C Ruiz, promoted to Administrative Assistant III from Administrative Assistant II, Registrar
Amanda N Houser, promoted to Administrative Assistant III from Administrative Assistant II, Department of Physical Therapy

Matthew J Hay, promoted to Athletics Ticket Sales Assistant from Athletics Intern, Strutters/Ticket/Mktg/Cheer

Christopher W Hannah, promoted to Coordinator, Athletics Events from Athletics Intern, Strahan

Chad E Wendel, promoted to Plumber II from Plumber I, Facilities Operations

Nancy A Brister, promoted to Senior Business Process Analyst from Business Process Analyst, Enterprise Systems

Richard A Rodriguez, promoted to Stores Clerk II from Stores Clerk I, Facilities Management

Jaimie R Reyes, promoted to Student Development Specialist I from Academic Advisor I, PACE Advising Center

Catrin Elise Bennett, reclassified to Grant Specialist from Grant Secretary, Department of Geography

Leslie A Garrett, reclassified to Outreach Coordinator from Development Officer, College of Liberal Arts

Elisabeth P Jones, reclassified to Child Care Teacher from Child Care Teacher Aide, Child Development Center

Justin M Dietert, reclassified to Graphic Artist II from Graphic Artist I, Office of University Marketing

Megan L Weatherly, reclassified to Senior Instructional Designer from Instructional Designer, Office of Distance and Extended Learning

Brian K Shanks, reclassified to Associate Director, Instructional Technologies from Assistant Director, Academic Lab/Server Support, Academic Lab/Server Support
Ask Human Resources

Benefits/Master Data Center:

**Question:** I’m still working, but turn 65 soon. Do I need to sign up for Medicare Part B coverage? If so, when should I do so?

**Answer:** You will not need Medicare Part B coverage until you reach age 65 and are retired. If you retire under age 65 and are enrolled in our retiree medical plan, your insurance coverage will remain the same until you reach age 65. If you are retired at age 65, you should enroll in Part B coverage as early as 3 months prior to turning 65 to avoid penalties. Here is what Medicare says about enrolling in Part B coverage: [http://www.medicare.gov/sign-up-change-plans/get-parts-a-and-b/when-how-to-sign-up-for-part-a-and-part-b.html](http://www.medicare.gov/sign-up-change-plans/get-parts-a-and-b/when-how-to-sign-up-for-part-a-and-part-b.html).

**Question:** I have an employee who is on a leave without pay status. Is he eligible to use “University Closure” for the bad weather days?

**Answer:** No. If your employee is on an unpaid status, he is not entitled to paid leave for the bad weather days.

**Question:** I am hiring a student worker but he does not have his original social security card or birth certificate to present for proof of employment eligibility. I’ve sent him to the local Social Security Administration office to apply for a replacement card. The student was given a statement verifying his social security number. Is this an acceptable document for the Form I-9?

**Answer:** No; be sure the student is given a receipt documenting they have applied for a replacement card. The receipt is in letter format stating they should be receiving their card in about two weeks from the date they applied for the replacement card. Human Resources will accept the receipt for a period not to exceed 90 days. The student will need to present the actual card to Human Resources to finalize his I-9 documentation.
Ask Human Resources

Compensation:

Question: Can I use the same performance appraisal form that I have used for the past few years?

Answer: No. Please use the current form provided on the HR website. This form has been updated recently.

Question: When does my division have to have the performance appraisals to the Human Resources department?

Answer: No later than April 15, 2014.

Question: How do I know if all performance appraisals were completed in my department/division?

Answer: Human Resources runs a report starting April 15th that shows the appraisals which have not been received in HR. The report is distributed to the VP of each division.

Question: Do I need to complete a performance appraisal for an employee who terminated in August?

Answer: No, you don’t need to appraise terminated employees.

Question: Do I need to provide comments in section 2 of the performance appraisal if I have also used the comments box below each item?

Answer: No, either the comment box or section 2 in the appraisal can be used.
Ask Human Resources

Employment

**Question:** How does a hiring manager create a new position?

**Answer:** The hiring manager will need to create a requisition in the EASY system. By completing the audit section (required fields with a red asterisk), cost center and fund information, the Budget Office will review this information for approval. In the document tab of the requisition, attach the New Position Data Form (NPDF); GOJA; organizational chart; and justification memo. Finally, submit the requisition. An HR compensation analyst will audit the requisition ensuring it is ready to be posted. The hiring manager will be notified when the audit has been completed and ready to be posted to the University website for employment.

**Question:** What does the Office of Equity and Access do when they review the applicant log and hiring matrix?

**Answer:** The Office of Equity and Access reviews and approves all candidates recommended for hire. The Equity and Access Analyst reviews that the selection process was equitable and non-discriminatory, ensuring the hiring manager selected the best-qualified candidate. The applicant log (EEO Summary-Hiring Manager) and hiring matrix must match all applicant names. Additionally, the qualifications used to screen applicants in the hiring matrix must match the posted required and preferred qualifications. The qualifying and disqualifying criteria must be consistent throughout the hiring matrix.

**Question:** What types of recruitment advertising is available to hiring managers?

**Answer:** The University advertises all staff positions on the University employment website. The University also advertises selected positions on the Texas Workforce Commission website, Monster.com, InsideHigherEd.com, Indeed.com and other sites per the hiring manager’s request.