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.

July Timekeeping

For timekeeping purposes, the month of July ends July 26 and should include the following weeks ending:

<table>
<thead>
<tr>
<th>Week</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5</td>
<td>5</td>
</tr>
<tr>
<td>July 12</td>
<td></td>
</tr>
<tr>
<td>July 19</td>
<td>19</td>
</tr>
<tr>
<td>July 26</td>
<td>26</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.
All new staff employees hired during the past month are reminded that the second part of New Employee Orientation will occur on Friday, July 11, 2014. 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 (held on the second Friday of each month) 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.

New Faculty Orientation

Set for August

Texas State is getting ready to welcome a new group of faculty members to campus this fall. During orientation new faculty members will receive employee benefits information, temporary parking permits, ID cards, required EEO training and information about resources available to faculty members.

New Faculty Orientation
will be held Tuesday, August 19, 2014 8:00 am – 1:00 pm
JCK 11th floor

View the detailed calendar at www.ada.txstate.edu/newfaculty/Calendar/calendar.html. A website has been created for new faculty at www.ada.txstate.edu/newfaculty.

Remember, all new faculty members must attend New Faculty Orientation. Department administrative support staff should register new faculty members by completing the New Faculty Log and submitting it to Heather Steed (hh19@txstate.edu) in Human Resources.

Selective Service Verification

Did you know there is a state law passed by the Texas Legislature in 1999 requiring Selective Service registration for males ages 18 to 25 prior to employment with a State of Texas agency?

House Bill 558 requires male U.S. citizens and male immigrants, age 18 through 25, living in the U.S., to provide proof of registration with the Selective Service System or exemption from registration.

Not all potential employees will have proof of registration in their possession; therefore, the hiring department has the ability to access the information from the Selective Service System web site located at www.sss.gov. Entry of the employee’s last name, social security number and date of birth is required.

If you cannot verify registration from this site, contact the individual and inform him of his responsibility to provide proof. Do not allow the individual to start work unless you have the printed proof. Proof of registration is to be scanned and attached to the appointing PCR at time of submittal to Human Resources or Faculty Records.
Benefit Plan Changes
for Plan Year 2015

We have received notice from the Employees Retirement System of Texas (ERS) about several changes to our benefits that will take effect September 1, 2014. Below are the highlights:

TexFlex

- Health care account - Beginning in Plan Year 2015, there will no longer be a two-and-a-half month grace period for reimbursable health expenses. Instead, participants will be able to carry over up to $500 in unspent health care account funds to the next plan year. For the Plan Year 2014 (9/1/13 – 8/31/14) there is still a grace period and funds are not eligible for carry over.
- Participants will now be able to decrease contributions to health care and day care accounts with certain qualifying life events, such as divorce. Terminated employees will not be required to continue monthly contributions unless they choose to.

Health Insurance

- Copays on Tier 1 generic prescription drugs decrease from $15 to $10 for a 30-day supply
- The benefit for hearing aids will increase to $1,000 per ear every 36 months (up from the previous benefit of $500 per ear every 36 months).
- Breast pumps for nursing mothers will be covered at 100% of retail cost (limited to one per delivery). Participants will have to file a paper claim with a copy of the receipt for reimbursement.

- Scott & White Health Plan adds Walker County to its service area

Dental

- A new dental offering has been added for Plan Year 2015. The State of Texas Dental Discount Plan will be managed by Careington International Corporation (Careington).

ERS began sending Personal Employee Benefits Statements by mail in late June to all employees eligible for benefits through Texas State. Your statement will include more details about these changes and other important information.

Annual enrollment is open now through August 1. This is your chance to make changes to your benefits. To make changes, log into your ERS account at www.ers.state.tx.us or come by the Benefits Office in JCK 360.
FY15 Holiday Schedule

As approved by the Board of Regents at its May 2014 meeting, Texas State will observe the following holiday schedule and energy conservation days for FY15:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 27 - 28, 2014</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 19, 2015</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 16 - 20, 2015 (energy conservation days)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25, 2015</td>
</tr>
</tbody>
</table>

This schedule includes fifteen paid holidays and five energy conservation days. Further details are posted on the HR website at: http://www.hr.txstate.edu/Holiday-Schedule/FY15HolidaySchedule.html.

Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between May 27, 2014 and June 16, 2014.

**James R Johnson**, promoted to Grant Coordinator from Grant Specialist, Small Business Development Center

**Eli Trenado**, promoted to Assistant Director, Housing and Residential Life from Residence Hall Director, Department of Housing and Residential Life

**Christopher G McGonagle**, promoted to Programmer Analyst II from Systems Programmer I, Enterprise Systems

**Percy K Adusei-Ameyaw**, reclassified to Application Administrator from Programmer Analyst II, Core Systems

(OPAC) Tests

Testing Applicant Skills Outside of the Human Resources Office Proficiency Assessment & Certification Must be Discontinued

In accordance with **UPPS 04.04.03**, Staff Employment, Human Resources will conduct all applicant office skills testing in the OPAC program when requested by departments.

The OPAC office skills testing program is the Office of Equity and Access approved testing and assessment program for the University.

Any department conducting unapproved skills testing during the recruitment and interviewing process must immediately discontinue the testing unless such testing has been approved by the Office of Equity and Access. The unapproved skills testing and assessments do not comply with policy, may not be legally compliant, and may be discriminatory.

The Office of Equity and Access will need to review and approve other job applicant skills testing or assessments. Departments may seek approval for other applicant skills testing or assessments by submitting a written request to the Office of Equity and Access.
Getting Your Back on Track

Back injuries and pain are all too common, and can be a nuisance at best or debilitating at worst. After your back is injured, you will want to learn new habits to avoid re-injuring your back. Once you're feeling better, improved posture, practicing back-safe lifting techniques, a fitness routine, and if necessary, weight loss will help to keep your back healthy. However, before you start to use your back, it must first heal.

If your back pain is severe, stay in bed, but no longer than two days. Prolonged bed rest weakens your back and deconditions you overall. Make sure you get out of bed and walk around a few times a day. Apply ice and then heat, in that order. Ice helps to soothe sore muscles and reduce the area of pain. So, for the first few days after injuring your back, apply an ice pack to the painful area for about 20 minutes at a time, a few times each day. Wrap a towel around the ice bag, so that only the towel contacts your skin over the painful area. Muscles also tighten or spasm in response to injury. Once the pain is reduced, apply a heating pad for about 20 minutes at a time for several times a day. Heat further reduces the pain and tightness.

Over-the-counter pain medicines can be helpful. Non-steroidal anti-inflammatory drugs (NSAIDs)—such as aspirin, ibuprofen, and naproxen—help reduce swelling and therefore can relieve pain caused by swelling. Acetaminophen doesn’t reduce swelling, but can help with some types of pain. Common over-the-counter brands for these types of medicines are listed below; generic versions also are available:

- Tylenol
- Aspirin: Bayer, Bufferin, Ecotrin
- Ibuprofen: Advil, Motrin
- Naproxen: Aleve

Keep in mind, that every medication has associated hazards. NSAIDs, for example, may cause stomach bleeding. Always read product labels before taking a drug. Talk to your doctor to learn about risk factors or if you take other medications.

Lower back red flags:

- tingling, weakness, or numbness of either leg;
- pain down the leg;
- weakness;
- limping or other gait problems;
- loss of bladder or bowel control;
- nausea, vomiting, fever, chills; and/or
- severe pain after injury, such as in a fall or automobile accident.

Article provided by the Employees Retirement System (ERS)
Texas State Employee Discount Program
Featured Discounts for July

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:

- Get 12 months FREE unlimited data and a $200 Visa card when you activate a new line on Sprint’s Framily Plan – plus, save 15% off eligible monthly plans.
- Have weekend errands you need wheels for? Sign up for Zipcar for a low annual fee of $60 and we’ll give you $30 in free driving.
- Protect your home with a FrontPoint alarm system. Save up to $350 on safer home security that gives you complete peace of mind.
- Get the latest products from HP at a 30% discount. Visit your HP Employee Purchase Program site today to see how much you can save.
- Take advantage of this great discount on Under Armour and Adidas apparel and shoes as well as other items from MLB, NCAA and NHL teams.

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!

I-9 Employment Eligibility Verification Form
Training Videos for Employers and Employees Now Available

Two training videos from the U.S. Citizenship & Immigration Services are now on the HR website under the Hiring Manager tab in the link I-9 Employment Eligibility Verification.

U.S. Citizenship & Immigration Services created these two videos to help employees and employers comply with employment eligibility verification, and to assist in the completion of Section One and Section Two forms accurately.

Video, Form I-9, Employment Eligibility Verification - Section One is for employers to show their new employees. This video highlights the changes in legislation, as well as the new form. It also provides instructions for employees to complete the form.

Video, Form I-9, Employment Eligibility Verification - Section Two is for employers to watch. This video highlights the changes in legislation, as well as the new form. It also provides instructions for employers to complete the form.

The Office of Human Resources recommends that hiring managers and administrative assistants completing the I-9 Employment Eligibility Verification Forms for new employees watch the Section Two video for employers. Human Resources also recommends new employees watch the Section One video. These best practice recommendations will help departments complete the forms more accurately and facilitate quicker E-PCR processing.
If you are a new employee, or if your Ethics and Compliance certificate is due to expire within 30 days, you and your supervisor will receive a reminder e-mail on the first of every month.

The e-mail will give you some helpful tips on completing the course and what steps are necessary to “confirm your participation.” Confirming your participation is essential to receiving confirmation for completing the course. Once you have confirmed your participation, a Certificate of Completion will be emailed to you.

The confirmation programming runs every 15 minutes so please allow at least 15 minutes to receive the confirmation e-mail. You may also need to check your “junk” email box, if you don’t receive it in your regular inbox.

Below are the notes that are at the end of the “reminder” email. They may also assist you in completing the course and receiving confirmation of completion. Please read them carefully.

Notes:

- A new window will open displaying Course Instructions. Please read carefully.

- You may view chapters in any order; however, you must view all pages and pass the test with a 100%.

- If you are using a Mac, the only supported browser and version is Firefox 3.6.82 with Plug in Add-on for PDFs.

- If you are logging on from off campus use the following link https://ive1.txstate.edu to logon and click on the SAP Portal web bookmark.

- You must click on the “End Test” option after completion of the Exercise.

- All pages must have a purple check mark when viewed in the Table of Contents, including the Test Instructions, Final Instructions, and Confirm Participation Instructions.

- After you have viewed all pages and passed the test, you must return to the course in the SAP portal and click “Confirm Participation.”

- If you do not see the “Confirm Participation” option, go back in through “Start Course Now” and view the Table of Contents and make sure that all chapters and tests have a check beside them.

Please contact the compensation section in Human Resources at 5-2557 with any questions concerning the compliance program.
Criminal History Record Checks

New Form

New Online Form to Request State of Texas Department of Public Safety (DPS) Criminal History Records Checks for NSNR Hourly and Task Workers, Students, and Volunteers.

The State of Texas Government Code 411 requires agencies performing a name and date of birth identifier Computerized Criminal History check on the DPS Secure Website maintain a form, to be kept on file by the agency, for future audit compliance.

In the past, departments requested the criminal history records for NSNR hourly workers, NSNR task workers, students, and volunteers by emailing Human Resources Representative, Bobbie Brandenburg the name and date of birth. However, effective June 1, 2014, the process will require departments to submit requests via an online form that is submitted to HR via the web. The link to the online form is on the HR website in the Hiring Manager tab, titled, DPS Computerized Criminal History (CCH) Verification.

UPPS 04.04.17, Staff Background Check, requires a DPS criminal history record check for NSNR hourly workers, NSNR task workers. Additionally, at the department’s request, this applies to student workers and volunteers working in areas that require criminal history record checks, such as student workers and volunteers working in areas that have access to protected confidential information.

Professional Development

The following workshops will be coordinated through Professional Development during the month of July. Please go to

www.txstate.edu/pdevelop/Services/workshops.html

for further information. Registration opens for each workshop three weeks prior to the workshop date and closes the week prior to the workshop date.

<table>
<thead>
<tr>
<th>Workshop Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the Record: What you Really Need to Know About Records Management</td>
<td>July 1 or 2</td>
</tr>
<tr>
<td>Travel Policies and Procedures</td>
<td>July 8</td>
</tr>
<tr>
<td>Survival Sign Language (8 T/Th sessions)</td>
<td>July 8-31</td>
</tr>
<tr>
<td>Krav Maga Self Defense Training</td>
<td>July 11</td>
</tr>
<tr>
<td>Credit Card Acceptance at Texas State</td>
<td>July 15</td>
</tr>
<tr>
<td>Yoga for the Mind (3 Wednesdays) NEW</td>
<td>July 16, 23, 30</td>
</tr>
<tr>
<td>Effective Faculty Hiring NEW</td>
<td>July 18</td>
</tr>
<tr>
<td>Campus Response to Violent Individuals</td>
<td>July 22</td>
</tr>
<tr>
<td>Cost Saving Tips: New Prescription Drug Comparison Tool and Other Ways to Get the Most out of Your Texas State Benefits NEW</td>
<td>July 29</td>
</tr>
<tr>
<td>Jobs4Cats: Effective Position Posting Techniques</td>
<td>Aug. 1</td>
</tr>
</tbody>
</table>
Employee of the Month
Elizabeth "Lisa" Ramos

Elizabeth “Lisa” Ramos, Academic Advisor, School of Social Work was selected as the Texas State Employee of the Month for June 2014.

Lisa Ramos consistently goes beyond the call of duty in her service to students, staff and faculty alike, both in the School of Social Work, and more widely within the College of Applied Arts. Lisa serves as academic advisor for more than 600 undergraduate and graduate Social Work students. Lisa is very knowledgeable about University policies and procedures, as well as the specific policies, procedures, and curriculum of Social Work. Therefore, she is not only an invaluable resource for Social Work students, but also for faculty and staff.

Lisa is always willing to assist in whatever way she is needed, and has become an integral part of not only the advising processes, but part of the admissions and orientation processes for the MSW Program. Lisa assists with all recruitment efforts undertaken by the BSW and MSW Coordinators, and provides prospective students with information about Social Work programs and is able to address specific curriculum-related questions. In addition to her excellent formal advising of both undergraduate and graduate students within the School of Social Work, Lisa contributes to the School in a variety of leadership capacities: she is involved in interview processes at the graduate level; participates in BSW and MSW Admissions Committee work; screens all of our students for eligibility to apply for internship; and works closely with our BSW, MSW and Field Program Coordinators to ensure the smooth and effective administration of all three administrative components of the School of Social Work.

Lisa is unfailingly polite and helpful with students, some of whom are disappointed, struggling to understand the needs of their program, and at times frustrated. She handles all student requests as her first job--and many see her as their number one ally in their academic careers. Her door is always open, a smile is always on her face, and she acts as advisor, counselor, strong shoulder and sometimes bearer of bad news to students, but always professional and respectful. She is direct, kind, and the embodiment of a true professional.

Congratulations, Lisa, on a job well done and being recognized as the June 2014 Employee of the Month!
Texas State Quarterly Team Award

The Texas State Quarterly Team Award was presented to the LBJ-MLK Crossroads Team. The team members include: Diann McCabe, Heather Galloway, Linda Kelsey-Jones, Jonnie Wilson, Elvin Holt, Jon Lasser, Ron Brown, Ed Mihalkanin, Angie Murphy, Dave Nolan, and Mary Mikel Stump.

The LBJ-MLK Crossroads Team was nominated and selected to receive the May 2014 Texas State Quarterly Team Award. After working together for six years, following up on the 2008-09 Common Experience theme, Civic Responsibility and the Legacy of LBJ, this team worked with City of San Marcos staff and local residents to create a memorial to Lyndon Baines Johnson and Martin Luther King at the intersection of LBJ and MLK Drives in San Marcos. The memorial, designed by artist Aaron Hussey, was dedicated January 20, 2014. Luci Baines Johnson and President Denise Trauth spoke at the dedication.

This team met with City staff and local residents for six years to secure the 248 square feet necessary for the installation of public art at the intersection of LBJ and MLK Drives. Hays County commissioners donated the land to the City in 2010; our team wrote a grant to the San Marcos Arts Commission resulting in $100,000 in funds to proceed. We raised an additional $6700 in private donations. Our team designed the RFQ to call for qualified artists. 54 responded. We chose 3 to present designs, and hosted over 100 residents at the San Marcos Activity Center to choose the design. Aaron Hussey of Baton Rouge was chosen. A groundbreaking ceremony was held in January 2013 with Eugene Lee and Ed Mihalkanin and Diann McCabe speaking along with the Mayor of San Marcos. A year later we organized a reception for local Civil Rights Trailblazers with the City, honoring 73 individuals. The memorial was dedicated the next day on January 20. Pulitzer Prize winning author, Nick Kotz, spoke at the reception and spoke on campus during the week of MLK celebrations. Dave

Nolan's summer Visual Storytelling class made a film which was shown at the San Marcos Public Library the week before the events.

The LBJ-MLK Crossroads Memorial was a project linking the City, University and County in honoring Civil Rights legislation made 50 years ago, and honoring the local history of the community and University. The memorial also makes connections to our campus by honoring our most famous alumnus, LBJ, and relating to the 2014-15 Common Experience theme of Integration. The memorial is a visible sign of cooperation.

This team worked for 6 years untangling red tape and speaking with community and campus members to keep alive the vision of using the unique intersection of LBJ and MLK Drives as a visible memorial honoring the Civil Rights work of the two remarkable men. This permanent work of public art will remain a reminder of the past and will provide hope for the future.

Congratulations to the LBJ-MLK Crossroads Team on its achievements and its outstanding efforts!
Welcome New Employees

We would like to welcome the following employees hired between May 27, 2014 and June 16, 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua D Matthews</td>
<td>Digital Video Specialist</td>
<td>Office of University Marketing</td>
</tr>
<tr>
<td>JoeRay Fathree</td>
<td>Media Technician I</td>
<td>Classroom Technology</td>
</tr>
<tr>
<td>Anthony A Malkowski</td>
<td>Systems Programmer II</td>
<td>Core Systems</td>
</tr>
<tr>
<td>Anita Garcia</td>
<td>Administrative Assistant II</td>
<td>Modern Languages</td>
</tr>
<tr>
<td>Tonya A Garza</td>
<td>Grant Secretary</td>
<td>School of Criminal Justice</td>
</tr>
<tr>
<td>Nicole C Wagner</td>
<td>Research Coordinator</td>
<td>Off of the Assoc VP for Research</td>
</tr>
<tr>
<td>Hallie C Kloots</td>
<td>Student Development Specialist II</td>
<td>Student Center</td>
</tr>
<tr>
<td>Carmen P Brysch</td>
<td>Grant Coordinator</td>
<td>Department of Geography</td>
</tr>
<tr>
<td>Cole A Stapp</td>
<td>Grant Technician II</td>
<td>ALERRT Center</td>
</tr>
<tr>
<td>Bleey Martinez</td>
<td>Assistant Athletic Trainer</td>
<td>Athletic Trainers</td>
</tr>
<tr>
<td>Wesley H Clark</td>
<td>Director, Annual Giving</td>
<td>Alumni Relations</td>
</tr>
<tr>
<td>Martha M Gonzales</td>
<td>Accounting Clerk II</td>
<td>Instructional Technologies Support</td>
</tr>
<tr>
<td>Monica P Gibson</td>
<td>Assistant Coach</td>
<td>Administration</td>
</tr>
<tr>
<td>Brandy Manning</td>
<td>Women’s Basketball</td>
<td></td>
</tr>
<tr>
<td>Victoria L Nordick</td>
<td>Accountant I</td>
<td></td>
</tr>
<tr>
<td>Travis L Irby</td>
<td>Instructional Designer</td>
<td></td>
</tr>
<tr>
<td>Harrison P Albrecht</td>
<td>Graphic Artist I</td>
<td></td>
</tr>
<tr>
<td>Chelsea L Stockton</td>
<td>Administrative Assistant II</td>
<td></td>
</tr>
<tr>
<td>Jennifer J Iles</td>
<td>Systems Support Specialist I</td>
<td></td>
</tr>
<tr>
<td>Gregory D Brooks</td>
<td>Administrative Assistant I</td>
<td></td>
</tr>
<tr>
<td>Office of Undergraduate Admissions</td>
<td>Athletics</td>
<td></td>
</tr>
</tbody>
</table>

Table of Contents
Benefits:

Question: I recently got married. How do I officially change my name with the university?

Answer: Please submit your new social security card and a completed name change form to Human Resources in JCK 360 or fax to 512-245-1942. The name change form is located at http://www.hr.txstate.edu/Forms/miscforms.html. HR will update your information with TRS, ERS, and the university database.

Question: How do I sign up to have my salary spread over 12 months for a 9 month contract?

Answer: You must complete a Salary Spread Election form and submit it to HR before the first class day of the fall semester. Click here to access the form: http://www.hr.txstate.edu/Forms/miscforms.html.

Question: My mother recently moved in with me and is totally dependent on me for care. Can I add her to my health insurance during Annual Enrollment?

Answer: No. A parent is not an eligible dependent regardless of whether they live in your household or not.

Compensation

Questions: Do I need to complete the Ethics and Compliance modules in order?

Answer: No. You may skip around and complete them in any order. However, you must view all of the modules and complete 100% of the questions for each module.

Question: I’m using a Mac. How do I access the Ethics and Compliance modules?

Answer: You must use Firefox 3.6.82 with the Plug in Add on for PDFs.

Question: I am attempting to log onto the Ethics and Compliance modules from off campus. How do I log on?

Answer: Use the link: https://ive1.txstate.edu to log on and click on the “SAP Portal” web bookmark.
**Question:** How can I confirm my participation and confirm my completion of the Ethics and Compliance modules?

**Answer:** You must click on the “End Test” option after completion of each Exercise.

All test pages must have a purple check mark when viewed in the Table of Contents, including the Test Instructions, Final Instructions, and Confirm Participation Instructions. After you have viewed all pages and passed the test, you must return to the course in the SAP portal and click "Confirm Participation.” If you do not see the “Confirm Participation” option, go back in through “Start Course Now” and view the Table of Contents and make sure that all chapters and tests have a purple check mark beside them.

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**Employment**

**Question:** As a candidate interviewing for a position at the University, the department asked me to complete a test. The Human Resources Office did not conduct this test. To whom should I report the department?

**Answer:** A candidate may report this to the Office of Equity and Access. The policy states that all employment assessments or testing must be approved by the Office of Equity and Access.

**Question:** A new employee presented an Employee Authorization Document (EAD) and stated that they are a recipient of the Deferred Action for Childhood Arrivals (DACA). Is this person eligible to work for the University?

**Answer:** Yes, this person is eligible to work and the department must accept an unexpired EAD to complete the Form I-9. The department may not request the new employee to provide additional proof that the employee’s case has been deferred or that he or she is authorized to work.

**Question:** I am a hiring manager interested in offering relocation to a candidate, what do I need to know and do?

**Answer:** Hiring managers will review the FSS/PPS No. 03.05.04, Moving and Relocation Expense. The University only allows relocation for full-time faculty, principal investigators, technical employees, and administrative and professional staff employees at the director level and above. Prior to making an offer to pay for moving and relocation expenses, hiring managers must obtain the appropriate approvals on an Authorization for Employee Moving Expenses (Form Ap-16).

In addition, Human Resources also offers a relocation service and coaching to all new employees. The hiring manager may submit requests for relocation services to Human Resources via the GMS Relocation Service Request form. Global Mobility Solutions is a national recognized vendor that provides highly reputable relocation services.
Professional Development

Question: Is there a consolidated Preview of all workshops offered on campus this summer (similar to what has been created for the fall and spring semesters)?

Answer: No, for the summer months, each entity that facilitates training and development on campus creates their own list of workshops being offered. For Professional Development workshops, go to www.txstate.edu/pdevelop/Services/workshops.html. Other offices that offer training and development are listed on http://www.txstate.edu/pdevelop/learning-and-development.

Question: I tried to register for a workshop and was given the option to “book on waitlist.” What does this mean?

Answer: If a Professional Development workshop has reached participant capacity, the SAP Training and Development Portal will display an option for the participant to “Book on Waitlist.”

If you click on the “Book on Waitlist” option, you will be placed in a waitlist queue. Should a registered participant cancel their booking and a space becomes available, SAP will automatically book the next-in-line person on the waitlist. The now newly-booked participant will receive an email confirmation from Professional Development.

At any time, you can check on the status of your waitlisted workshops by viewing the “My Training Activities” screen in the SAP Portal. For additional information about SAP waitlists, please visit our FAQ page: http://www.txstate.edu/pdevelop/about/FAQ#WAITLIST.

For questions, please call Professional Development at 5-7899.