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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.

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December Timekeeping

For timekeeping purposes, the month of December ends December 28 and should include the following weeks ending:

December	7
December	14
December	21
December	28

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

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New Employee Orientation II Breakfast

All new staff employees hired during the past month are reminded that the second part of New Employee Orientation will occur on Friday, December 13, 2013. 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.

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Reaching Medicare Age but not Retired

If you are nearing age 65, then you have probably received information in the mail about enrolling in Medicare. If you are currently enrolled in medical insurance through Texas State, here are some helpful tips to help you make your Medicare decisions:

- While you are still employed in a benefits-eligible position, your HealthSelect coverage will be primary and Medicare coverage will be secondary. Once you retire, Medicare will become your primary insurance.
- Part A: Medicare Part A is hospitalization coverage. The premiums for this coverage have been deducted throughout your working history through a payroll tax. There is no monthly premium or charge for this coverage, so most employees choose to enroll in Part A coverage at the time they turn 65. This would pay secondary to your HealthSelect coverage and help in the event that you are hospitalized.
- Part B: Medicare Part B is for medically necessary and preventative services such as doctor visits, lab, surgery, etc. This part of Medicare has a premium paid monthly to Medicare. You can find information about the costs through www.medicare.gov. While you are eligible to enroll at age 65, many employees who are still working prefer to wait until retirement to enroll in Part B. Upon retirement or ending of your employer sponsored health coverage, you can enroll in Part B. The Social Security Administration will give you a form for us to certify that you've been covered as an active employee so you will not incur any penalties for waiting.

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Need to Make Tax Changes for 2014?

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

If you would like the changes to be effective with your January 2 paycheck, be sure to make the changes no later than December 9! Changes made after December 9 will take effect on the next paycheck. Remember, you can make changes to your W-4 at any time throughout the year.

Tax Deferred Accounts: The IRS has announced the new contribution and benefit plan limits for 2014. For 403(b) and 457 elective deferrals, the limits remain unchanged from 2013.

Retirement Plan	2013	2014
Tax Deferred Account (TDA):		
403(b) Elective Deferrals (regular and Roth)	17,500	17,500
403(b) age 50 or older catch-up limit	5,500	5,500
403(b) service based catch-up for employees with 15 yrs	3,000	3,000
457 Elective Deferrals (regular and Roth)	17,500	17,500
457 age 50 or older catch-up limit	5,500	5,500
457 service based catch-up in last 3 yrs before retirement	17,500	17,500
415(c) limit for total ORP and TDA contributions	51,000	52,000
IRA (regular and Roth)	5,500	5,500
IRA age 50 or older catch-up	1,000	1,000

If you would like to make changes to your voluntary 403(b), please complete the TDA Salary Reduction Agreement found on the HR website or come by JCK 360. For changes to your 457 plan, contact TexaSaver at www.texasaver.com or 800-634-5091.

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New Employee Orientation Reminders

Hiring a new employee? You can find the steps to follow on the New Employee Orientation page on the HR Website. A few reminders:

- New Employee Orientation for staff is held every Monday. If Monday is a holiday, orientation will be the next business day. The first orientation of the New Year will be Thursday, January 2, 2014.
- Register your new employee for orientation by sending an e-mail to hr@txstate.edu.
- New faculty hired mid-year are encouraged to attend the staff New Employee Orientation to complete new hire forms and receive relevant benefits information.

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Reporting Time for Holidays and the Energy Conservation Day in December

Texas State will observe the holiday break with most offices closed December 19, 2013 – January 1, 2014. Texas State will re-open January 2, 2014. December 19 is designated as an energy conservation (EC) day. Since comp time may not be granted in advance, you will need to acquire the necessary state comp time or FLSA overtime for the EC day prior to that day. Supervisors must provide ample opportunity for employees observing the EC day to earn the comp time in advance. If comp time is not available, you must use available vacation or take leave without pay (LWOP).

Employees are required to be on a paid status at least part of the regular workday immediately before a holiday in order to receive holiday pay. Therefore, if you do not have comp time or vacation available for the EC day in December, you will not receive pay for the holidays in December unless you work part of the day on December 19. State law will not allow us to pay for holidays when a person is on a LWOP status the entire day before a holiday.

Guidelines for Time Recording

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

- If you have enough state comp time, FLSA overtime or vacation to cover the EC day, then enter those hours on your time sheet for that day. You will be paid for the nine holidays.
- If you do not have enough state comp, FLSA overtime or vacation time, you must record your time one of the following ways:
 - Report the state comp, FLSA overtime or vacation that you have available on December 19. Then, enter LWOP status for the remaining hours. If you are on LWOP the entire day on December 19, you will not be paid for the nine holidays.
 - Make a request to your supervisor to work all or part of December 19. If approved, report the state comp, FLSA overtime or vacation that you have available on December 19. Enter LWOP status for any remaining hours that you have not been approved to work. If you are not working the entire day on December 19, enter LWOP for the remainder of that day. As long as you are working some portion of December 19, you will be paid for the nine holidays. Any LWOP or reduction of holiday pay will be reflected on your February 3, 2014 pay check (this assumes time entry is completed and approved by January 22).

Essential Offices

Some offices have been designated as “essential offices” to remain open with skeleton crews for the EC day. Other offices may be requested by their vice president to remain open as well. To view a list of departments designated as essential offices, see the Holiday Schedule on the HR website at <http://www.hr.txstate.edu/Holiday-Schedule.html>.

Termination of Employment in December

If you will be terminating between December 1 and December 17, your last day worked will be your termination date.

If your last day worked is December 18, your termination date will be December 31, provided you have state comp, FLSA overtime or vacation to cover the EC day on December 19.

If you work in an essential office and are required to work the EC day, your last day worked is December 19 and your termination date will be December 31.

Questions

Questions concerning the holiday and the EC day scheduled, as well as timekeeping procedures for these days, should be addressed to your departmental time administrator or the Benefits section of Human Resources at 5-2557 or e-mail hr@txstate.edu.

Questions about who is required or allowed to work the energy conservation days should be addressed to your supervisor.

December Payroll Deadlines

Due to the holiday break, we would like to remind you to review the FY 2014 Payroll Deadlines and Salaried PCR Deadlines available on the Office of Payroll & Tax Compliance website at <http://www.txstate.edu/payroll/resources/forms/calendars.html>.

All PCR cutoff dates have been moved up to allow adequate time for processing prior to the holiday break. Failure to submit the PCR by the published deadlines may result in delayed payments to your employees.

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Counseling Available to Help You Reduce Holiday Stress



Reduce holiday stress this season by taking advantage of the counseling benefit provided through Bobcat Balance, your work life and employee assistance program.

Faculty, staff, and graduate student employees in a benefits-eligible position and their household members may receive up to five counseling sessions per issue. Counseling is available for a range of issues like parenting, family concerns, stress, anxiety, depression, grief, anger management, drug and alcohol abuse, and more.

These counseling sessions are at no cost to the employee and provided by licensed counselors. Services are completely confidential – HR receives a monthly utilization report with statistics, but never any names of employees who utilized this benefit.

To access your counseling benefit, contact Bobcat Balance at 855.884.7224. Or, go on-line through the work life website at www.worklife.txstate.edu and log in to Bobcat Balance.

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Nepotism Compliance
(UPPS 04.04.07)

The University defines nepotism as the hiring of a relative, or when any other employment and/or personal actions place a relative under direct or indirect supervision of a manager or supervisor. Employment actions include hiring, promotions, re-classifications, and transfers. Personal actions include marriage and other personal/life status changes.

Personnel actions that place a relative under the direct or indirect supervision of a manager or supervisor within the following relationships must be approved in advance by the President:

1. Spouse, parent, son, or daughter;
2. Grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, brother or sister;
3. Great grandparent, great grandchild, great uncle, great aunt, children of great uncle or great aunt, second cousin, children of first cousin, grandnephew, or grandniece;
4. Spouse's parent, son, or daughter;
5. Spouse's grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, brother or sister; and
6. Spouse's great grandparent, great grandchild, great uncle, great aunt, children of great uncle or great aunt, second cousin, children of first cousin, grandnephew, or grandniece.

A Consanguinity and Affinity Relationship Chart can be found at: <http://www.hr.txstate.edu/compensation/Nepotism.html>

If you have any questions about nepotism, please direct them to Ms. LynnAnn Brewer, Employment Manager, at lb64@txstate.edu or 5-2557.

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Staff Handbook

The Texas State University Staff Handbook has been updated on the Human Resources website at:

<http://gato-docs.its.txstate.edu/human-resources/Texas-State-Staff-Handbook/Texas%20State%202013%20Staff%20Handbook.pdf>

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Professional Development

December Workshops

The following workshops will be coordinated through Professional Development during the month of December. Please go to www.txstate.edu/pdevelop/Services/workshops.html for further information.

Staff Performance Appraisal Training— Supervisors and Employees	Dec. 3
DIY (Do It Yourself) Security	Dec. 5 or 6
Job Classification Training	Dec. 10
Jobs4Cats: Effective Position Posting Techniques	Dec. 10 or 11
New Employee Orientation II	Dec. 13

*All employees are reminded of the Performance Appraisal Training workshop being offered on Tue., Dec 3 from 10:30-noon. Since Texas State requires that performance appraisals are completed on most employees during the months of January and February, this workshop will answer questions you might have whether you are an employee being appraised or a supervisor completing the appraisal.

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Tuition & Fee Payment Requests and Payment Deadlines for Spring 2014

All tuition & fee payment request forms for the Spring 2014 semester must be received by the Student Business Services Office, located in JCK 188, by the following dates:

Spring:

- Late Registration
 - Request forms due: December 17, 2013
 - Payment due: January 9, 2014 @ 6:00 p.m.

Request forms can be found at the following links:

- Non-Resident Tuition Waiver & Graduate Assistantship Course forms

<http://www.sbs.txstate.edu/students/waivers-exemptions.html>

- Faculty/Staff Tuition/Fee Payment Request form

<http://www.hr.txstate.edu/Forms/miscforms.html>

(Note: Per UPPS 04.04.01, if an employee terminates prior to the end of the semester for which the fees were paid, the employee must reimburse the University for all fees paid by the University.)

Any questions should be directed to Student Business Services at 245-2480 or cashiers@txstate.edu.

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**Sign-Up Now for the 2013 Electronic W-2 Form and Paperless Delivery
Deadline is December 31, 2013**

Register at: <https://w2.adp.com>. The instructions are found on our payroll website at:
http://www.txstate.edu/payroll/contentParagraph02/content_files/file0/document/W2Services%20ADP2013%20Instructions.pdf.

You will need the following important information to complete your One-Time Registration:

1. This is optional. Delete your Internet History Browser before you login at ADP - For example: Temporary internet and History Files.
2. Texas State Registration Pass Code – **TXSTSM-W2**.
3. Texas State Bobcat ID card – Your 9 digit number (**For example: A0xxxxxx**) should be entered as the “Employee ID”.
4. Texas State Company Code – **V9Q**.
5. Employee’s home address zip code (**e.g. 78666**).
6. Your ADP User-ID is displayed.
7. Create at least an 8 character (include 1 letter and a number) password.
8. Complete the Security questions.
9. Enter your contact information to receive communication from Texas State and/or ADP. You will receive an activation code (which you will need to use later on) to validate that ADP can contact you for example JDoe@txstate.edu or JDoe@hotmail.com.
10. Select at least one email address (either work or personal) to receive the notifications.
11. Phone Numbers. This is optional. You can authorize ADP to send login information to a cell phone at your request. If you choose not to use this option do not click on any of the mobile phone numbers.
12. Check your Email for the Activation Code. Enter the code.

13. Your User-ID is displayed. Review your information. If corrections need to be made click Previous. If the information is correct? Click Submit.
14. Registration Complete.

New and currently registered employees can use this opportunity to elect paperless (electronic) delivery and avoid your paper mail postmarked by January 31. Login to the ADP website (<https://w2.adp.com>) and enter your (ADP) User ID and password to access the W-2 Services home page. On the web page titled “Your W-2 Summary”, click on “Change Your Paperless Options” under Things You Can Do.

A notification will be sent in January 2014 automatically to the email address you provided when the 2013 W-2 form is available.

For any questions or concerns, please contact Payroll and Tax Compliance office at 5-2543 or payroll@txstate.edu.

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Staff Council Corner

Mission Statement: To promote and enhance the status of the university staff, to ensure the effective contribution of staff expertise toward university goals, and to act as liaisons between the President and staff employees. The Council shall represent the collective body of the staff and shall report directly to the university president.

For more information on Staff Council please visit our website at: <http://www.staffcouncil.txstate.edu/>.

Staff Council would like to highlight a group of individuals that make a difference in our campus community. While we may be familiar with the larger departments on campus, there are many smaller departments or teams who perform services that make all of our jobs easier on a daily basis.

For the month of December, we would like to introduce you to the University Key and Lock Shop. The Key and Lock Shop Team members are: Michael Costa, Jesse Ponce and Jody Lee.

This team is responsible for servicing, installing and maintaining approximately 80,000 doors for both the main campus and the Round Rock campus – This is a number that continues to grow almost daily! Besides taking care of 80,000 doors, they are also required to complete inspections on projects, write specifications for contractors and they are on-call 24/7/365.

We want to say “Thank you” for all your hard work across campus! Keep up the GREAT WORK!

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SAP for Supervisors

Monitoring Your Work Study Student Allocations

Now is the time to review your hourly student worker's work study allocation for the Fall 2013 semester. The hiring department is responsible for monitoring the monies awarded to their work study students to ensure that the allocated amount is not exceeded.

Once those funds are exhausted and if you do not want your student to be paid out of your departmental main account, you will need to submit a Change in Cost Distribution PCR or terminate the student's appointment.

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Employee of the Month - Maria Morales



Maria Morales, Custodian in Custodial Operations, Division of Finance and Support Services was selected as the Texas State Employee of the Month for November 2013.

Maria takes great pride in maintaining the beauty of Taylor Murphy Hall, which involves more work than the maintenance of most other university buildings because of its courtyard and fountain. Her standards of excellence are evident in the fact that many

promotional products for the University contain pictures of the building and courtyard, and some former students have even had wedding photos taken there. She can be counted upon to ensure building security when she makes her rounds in the evening, as she invariably locks computer cabinets mistakenly left open in smart classrooms and makes certain that all offices doors are locked. She always is willing to help out with special events after hours and readily agrees to practically any request for special assistance.

Maria does a wonderful job of keeping up with the day-to-day cleaning, while also going the extra step to perform more intensive cleaning of the floors, carpets, bathrooms, staff kitchen, and instructional areas. Maria is a valuable partner for the Department of History as she helps to make the Taylor Murphy building a beautiful place where students, faculty and staff want to spend time.

Congratulations, Maria, on a job well done and being recognized as the November 2013 Employee of the Month!

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Welcome New Employees

We would like to welcome the following employees hired between October 21, 2013 and November 11, 2013

Marc U Jimenez Academic Advisor I PACE Advising Center	Michael J O'Neal Media Technician I Classroom Technology Support	JaCorey L Mosely Academic Advisor I PACE Advising Center
Lisa A McHugh Programmer Analyst I Technology Resources Administration	Angelo Gutierrez Media Technician I Classroom Technology Support	Rita M McMahon Accounting Clerk II Student Business Services and Bursars
Gregory R McCallum Coordinator, Microcomputer Lab 1 Round Rock Campus	Jana B Greenway Cashier Student Health Center	Pamela D Edwards Administrative Assistant II Registrar
Kevin A Maltsberger Systems Support Specialist II University Police	Kelly D Laxson Administrative Assistant II Department of Accounting	Kelsi K Cervenka Undergraduate Admissions Specialist Office of Undergraduate Admissions
Cara L Nowotny Construction Contract Administrator Facilities Planning Design	Lillian P Valdez Supervisor, Health Information Management Student Health Center	Terry L Pittman Power Plant Operator Utility Operations
Joel E Sweeney Academic Advisor I Science and Engineering Academic Advising Center	Jessica M Hernandez Administrative Assistant II College of Health Professions	Leslie R Cheromiah Administrative Assistant II Dean of Students
Yana Sokolov Accountant I Facilities Planning Design	Kristin M Kibling Construction Contract Administrator Facilities Planning Design	Jennifer T Wood Assistant Director, Retention Management and Planning VP for Student Affairs
Lisa A Walker Construction Contract Administrator Facilities Operation	Mary K Mears Construction Contract Administrator Facilities Planning Design	

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Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between October 21, 2013 and November 11, 2013.

Jose Tobias, promoted to Head Custodian from Custodian, Department of Housing and Residential Life

James L Peterson, promoted to Service Coordinator from Grounds Maintenance Worker I, Transportation Services

Magdalena M Gillespie, promoted to Administrative Assistant III from Administrative Assistant II, Community Relations

Roxie R Kenerson, reclassified to Administrative Assistant III from Administrative Assistant II, Office of Sponsored Programs

Rori P Sheffield, reclassified to Assistant Director, Educational Technology Center from User Services Consultant, Educational Technology Center

Floyd L Stull, reclassified to Coordinator, Microcomputer Lab III from Coordinator, Microcomputer Lab II, Academic Lab/Server Support

Karen A Hollensbe, reclassified to Human Resources Representative from Coordinator, Professional Development, Human Resources

Richard W Kelsy, reclassified to Supervisor, Facilities Structures from Supervisor, Facilities Maintenance, Facilities Operations

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Frequently Asked Questions

Benefits:

Question: I signed up last year with ADP to receive my W-2 electronically. Do I need to sign up again this year?

Answer: No. You will continue to receive your W-2 electronically unless you log-in to ADP and make a change to your election.

Question: Is there a limit in SAP on how much Voting Leave an employee can take?

Answer: No, there is not a hard stop in the system. The amount of leave granted for going to vote during work hours is at the supervisor's discretion and can vary due to many factors.

Question: Is counseling available to employees other than through our health insurance?

Answer: Yes, faculty, staff and graduate student employees in a benefits-eligible position and members of their household can obtain up to five free counseling sessions through Bobcat Balance, our work life and employee assistance program. To schedule the counseling sessions, you can contact Bobcat Balance directly at 1-855-884-7224.

Question: I am a new Administrative Assistant III on campus and will be responsible for creating Personnel Change Request (PCR) forms. Is there a training class available for this?

Answer: Yes, the HR Master Data Center offers the following:

Introduction to Understanding Organizational Management and PCR Processing in SAP

Understanding Organizational Management in SAP - Managing Positions

Understanding Staff PCR Appointments in SAP

Understanding Student PCR Appointments in SAP

Understanding the Electronic PCR Process

Visit our web site at <http://www.hr.txstate.edu/hrmasterdatacenter.html> for a description of each class, to print a copy of the training material used in each class, and the class registration form.

Question: My department posted a regular salaried staff position and we would like to hire someone who is currently working as an hourly employee on campus. What procedure do I need to follow?

Answer: Once the selection of the employee is approved by Equity & Access, the hiring department must follow specific steps to ensure a smooth transition. Within SAP, an employee cannot cross payroll areas within the same pay period (hourly employees are paid on the semi-monthly payroll; salaried employees are paid on the monthly payroll). The employee would remain in their hourly position for the rest of the current month and change positions on the 1st of the following month.

Example: An employee works in their hourly position in the month of December. All work hours in December must be entered in the SAP portal and approved within the month of December. The employee is then eligible to start working on January 1 in the salaried staff position. If there is break in service between the hourly appointment and the salaried appointment, a separation PCR should be completed indicating the last day worked in the hourly position. If there is no break in service, an Additional Appointment PCR using the reason of "hourly to salary" should be used.

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Frequently Asked Questions

Compensation and Employment

Questions: Which levels of administrative assistant clerical support staff can I have?

Answer: Generally speaking, the following clerical levels are approved for the corresponding level of management. Greater detail can be found at <http://www.hr.txstate.edu/compensation/ClassificationSystem.html>

7254	Senior Administrative Assistant	Pres Cabinet/Administrative Officers
7253	Administrative Assistant III	Chairs and Directors
7252	Administrative Assistant II	All others
7251	Administrative Assistant I	All others

Question: Who is authorized to terminate an employee's employment?

Answer: Only (1) the president, vice presidents, and deans; and (2) associate vice presidents, assistant vice presidents, directors and someone who reports directly to a vice president have authority to terminate regular employees.

Question: I completed an Ethics and Compliance training course for the Texas Legislative Council, does that meet the requirement for the Ethics and Compliance course staff members are required to take?

Answer: No, it does not meet our criteria because our course covers specific University policies and procedures.

Question: How can I learn how pay plan minimums are created?

Answer: The best way is to review the university's Compensation Philosophy found at: <http://www.hr.txstate.edu/compensation/Philosophy.html>.

Question: What is the primary difference between the EEO training and the Ethics and Compliance training?

Answer: In addition to content, the compliance authority is different. EEO training is required by state law and must be completed every 2 years. Ethics and Compliance training is required by the Texas State University System Board of Regents. It is also required every 2 years. Ethics and Compliance training is on-line via SAP Portal.

Question: What is the human resources process for hiring managers to create and fill a new position?

Answer: The hiring manager should follow these steps:

- Hiring manager will seek approval from their management chain through an email request.
- Hiring manager will create GOJA and Organizational Chart for HR Classification and Compensation to conduct a job audit.
- Hiring manager will complete New Position Data Form to request the HR Master Data center to create the position in SAP
- Hiring manager will create a requisition in EASY; attach email approval, GOJA, Organizational Chart, New Position Data form and route the requisition through to management for approval.

When HR reviews, audits, and approves the new position, the department will receive an email with detailed information about the new position.

Question: What is the University's policy on posting requisition's salary amount or range?

Answer: When creating a requisition, hiring managers must use the university pay plan to establish a job posting's salary amount or range within the departmental budget.

Unclassified positions only have a minimum rate and must be posted at least at that pay plan minimum rate. They may also be posted at a higher specific rate, a range of rates, or "salary commensurate with experience."

Classified positions have both a minimum and maximum rate and may be posted at least at the pay plan minimum rate, a higher specific rate, or a rate range...but the posted amount cannot exceed the pay plan range maximum for the title. Classified titles may not be posted with a rate indication of "salary commensurate with experience."

The salary amount or range posted must match the actual salary eventually offered to the candidate selected and approved for hire. A hiring manager cannot offer less nor more than the posted amount or range. All regular staff salaries are on a per-month basis.

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Frequently Asked Questions

Professional Development

Question: How do I register for a workshop offered through Professional Development?

Answer: Go to the bottom of either the workshop page on the Professional Development website or the email announcement you receive and follow the link to the SAP Portal. Once you have logged in, click on the Training and Development tab to view workshop information. Select desired workshop and register by clicking on the date link. Registration opens approximately three weeks before the workshop date and closes automatically one week prior.

Question: Who may attend a workshop offered through Professional Development?

Answer: Our workshops are open to any Texas State faculty or staff member. Occasionally we are able to accommodate guests; contact Professional Development at 5-7899 for more information.

Question: When will I receive confirmation of registration for a Professional Development workshop?

Answer: You will receive a workshop confirmation within 24 hours of registering by email. You will also be notified the same way if any changes are made to the workshop, e.g., time or room location change.

Question: I missed the registration deadline for a Professional Development workshop; may I still attend a workshop?

Answer: For most workshops, “walk ins” are allowed. This means you will not have pre-registered and must do several things when you come to the workshop: 1) sign in on the walk-in sheet, 2) make a name tag for yourself. Multi-day workshops with a substantial amount of prepared materials require a definite advance registration and cannot allow non-registered participants. Call the office at 5.7899 if you have further questions.

Question: How do I submit an idea for a Professional Development workshop I would like to present?

Answer: Fill out and submit the workshop proposal form.

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