



HR Bulletin

October 2016

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TEXAS  STATE
HUMAN RESOURCES

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

Fair Labor Standards Act Changes for 2016

WHAT'S CHANGING AND WHAT IT MEANS



Illustration by iStock.com

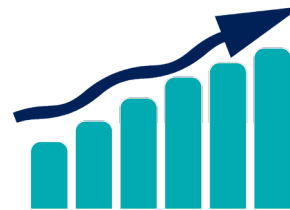
As announced in the March and May HR Bulletins, the Department of Labor (DOL) published the regulations for the Fair Labor Standards Act (FLSA) on May 18, 2016. The implementation deadline for Texas State University is no later than November 27, 2016. The following is a look at the current regulations versus the changes to come.

WHAT IS FLSA?

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers. The law requires employers to pay their employees overtime pay of time and a half the employee's regular rate of pay for all hours worked over 40 in a workweek. The FLSA establishes a minimum salary level in order to be exempt from overtime. Workers are classified as either exempt or non-exempt depending on their salary and the type of work they do.

WHAT IS THE MAJOR CHANGE?

The major change in the federal law is an increase in the salary threshold of weekly earnings for full-time workers from \$455 to \$913. Additionally, the DOL will automatically update the salary minimum every three years, beginning in 2020.



CURRENT FLSA OVERTIME REGULATIONS

The current salary minimum is \$23,660 per year (\$455 per week) in order to be exempt from earning overtime pay.

Who is exempt?

Employees who earn more than \$23,660 may be exempt if their primary job duties meet certain requirements, as defined in the regulations.*

NEW FLSA OVERTIME REGULATIONS

(Texas State implementation deadline: November 27, 2016)

The salary minimum is raised to \$47,476 per year (\$913 per week) in order to be exempt from earning overtime pay.

Who is exempt?

Employees who earn more than \$47,476 may be exempt if their primary job duties meet certain requirements, as defined in the regulations.*

** There are a small number of specific types of jobs and situations that may have a different threshold.*

WHAT DOES THIS MEAN?

Exempt employees who earn less than the newly set minimum salary (\$47,476/annually or \$913/week) must:

- be reclassified as non-exempt
- record and track all hours worked
- be paid overtime (time and a half) for time worked in excess of 40 hours/week.

Non-exempt employees must record all the hours that they work and are required to receive approval in advance before working any overtime hours. Failure to receive preapproval may result in disciplinary proceedings.

Supervisors are obligated to ensure that all working and leave hours for non-exempt staff are accurately recorded. Supervisors are also responsible for managing their departmental budgets to not exceed available funding.

WHAT'S NEXT?

Texas State plans to implement these changes no later than November 27, 2016. The University is continuing to carefully assess and prepare for the impact of these changes in order to comply with federal law. As additional decisions are made, we will keep you informed.

If you have questions about this information, please contact Human Resources Compensation at hr@txstate.edu or 512.245.2557.

9th Annual

EMPLOYEE WELLNESS FAIR

TUESDAY, OCTOBER 4, LBJSC
10 a.m. - 3 p.m.

Mark your calendars!

- Immunizations/Vaccines: Flu, Tdap, Meningitis*
- Blood Pressure Check Stations
- Dental Health Information
- Hearing Screenings
- Vision Screenings
- Glucose Testing
- Impaired Driving Simulation Machine w/ UPD
- Child Bicycle Helmet Giveaway
- Door Prizes awarded for attendance
- Mammograms**

* Offered free with an employee ID and United Healthcare Card

** Pre-registration required by calling 512.324.1199

The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.

*Enter for a Chance to **WIN 2017 Schlitterbahn Tickets!** by bringing food donations for the Hays County Food Bank! We are also giving away **Grand Prizes of annual "Wellness Activity" memberships!***

No advance registration required for participants. Attendance time will count as work time; verification of attendance can be provided if requested.

*For a regularly updated **list of vendors**, please check:*

www.txstate.edu/pdevelop/employeehealthfair/wellness-fair-booths2016.html

TEXAS STATE

RESOURCES FAIR

This is your opportunity to have questions answered about a business process or service you use.

Oct 26th
11 a.m. - 2 p.m.
JCK 1100, Reed Parr Room



This Fair is designed to give you an opportunity to meet staff from over 25 departments and learn more about their office processes and how they can assist you with your job responsibilities.

This Fair is an expansion of the Support Staff Resources Fair that has been held for several years in order to encourage more employees to take advantage of the valuable information that will be offered.

Be sure to check out the [Support Staff Resources](#) website which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today. Learn more about your support staff committee [here](#).

- AIM Facilities Work Request
- IT Security
- IT Assistance Center (ITAC)
- Faculty Hiring
- Staff Hiring
- Brochures/Logos
- Class Scheduling
- Sponsored Programs (Grants)
- HR Services
- Alkek Library
- Transportation/Parking Services
- Budget Development
- Waste Management and Recycling
- Environmental Health, Safety, and Risk Management
- Worker's Compensation
- Moves and Events
- Grade Rosters
- Catering
- TRACS
- Mail/Print Services
- Procurement and Strategic Sourcing
- Central Receiving
- Travel
- Accounts Payable
- Payroll and Tax Compliance
- Insurance and Retirement
- Time Administration
- University Police
- Staff Council

We're Revamping our HR Website!



At the tail-end of last year, the HR Web Team held focus groups with our main users to determine how to best meet their needs. As a result, our entire HR website will undergo a significant overhaul to provide the tools and resources our users need in a more user-friendly and attractive way, while maintaining access to our functional areas.

The Communications team is consulting with the leads of each HR area to discuss needed changes regarding form and function in order to properly restructure and design their sites to provide more accessibility to their resources and information.

What to expect:

Changes include updates to HR's main area sites (e.g., Employment, Benefits, Compensation, Employee Relations, Master Data Center, Work Life and Professional Development). You may have already noticed slight changes to our home page, Employment, Benefits, Work Life and other miscellaneous sites. New websites will be designed to meet the needs of our user groups (e.g., new employees, current employees, veterans and retirees.) Changes are made live as sites are completed. The overhaul is expected to be complete early 2017.

If you have any questions, please do not hesitate to contact Vanessa Salazar or Laura Gonzalez at 512.245.2557.

Introducing our New Work Life Website!

We are very excited to launch our [new and improved website](#). Our new site has a renewed and innovative appearance with a user-friendly browsing experience appealing to all users. You'll notice improvements throughout the site with greater emphasis on our resources.

The launch of our new site coincides with the celebration of National Work and Family Month in October. During this month, take some extra time to explore our new website with the many resources available at Texas State to help you achieve a healthy Work Life balance.

Questions may be directed to worklife@txstate.edu or call Rose Trevino, Work Life Coordinator, at 245-2557.



Special Thanks: We would like to thank Michael Edelstone from the Office of University Marketing and Rachel Canfield from the Educational Technology Center for their continued support and assistance with this revamp.

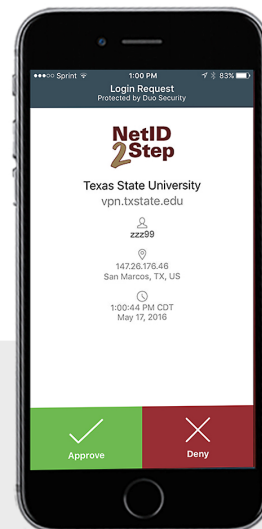
It's time to set up NetID 2-Step!

Beginning November 1, 2016

NetID 2-Step will be required to log into these online services:

- Online Toolkit
- Virtual Private Network (VPN)

Secure and easy to use, NetID 2-Step offers an added layer of protection when accessing specific Texas State online services.



ENROLL TODAY

CHECK YOUR PAYCHECK

September is a busy month for lots of changes – pay rate, insurance, TexFlex, parking permit and other payroll deductions. Be sure to review your payroll Earnings Statement carefully to make sure everything is as expected.

October 3 paycheck reminders:

- Merit increases effective September 1 are reflected on this check
- Benefit plan changes made during Summer Enrollment are reflected on this check
- Some insurance premiums automatically changed for the new plan year
- Life and disability insurance premiums could change due to new 9/1 salary and/or age bracket
- Employee contributions for TRS increased from 7.2% to 7.7%
- Changes spreading 9-month salary over 12 months are effective on this check

What to look for:

- You can see your federal tax withholding status in the top left corner. If you want to make changes going forward, you can do so in the SAP portal any time during the year.
- You can view your individual benefit plan deductions, taxes, and employer contributions. Review each section to ensure all are correct.
- Gross pay for salary spread should be your 9-month salary divided by 12.

You can access your itemized statement via Employee Self-Service in the [SAP Portal](#).

start early

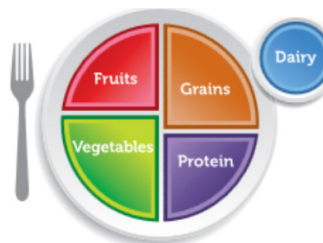
Breakfast is a perfect time to enjoy the fruits and vegetables. **Begin the day with fresh fruit** alone or in oatmeal, add berries to plain yogurt, or incorporate a variety of fruits and vegetables into to a smoothie. Or, for a savory breakfast, mix chopped vegetables into an omelet or eat a fried egg over sautéed kale and onions. At our most recent breakfast-themed cooking class, we prepared a broccoli frittata that was a group favorite. Plus, recipes like frittatas can be made in larger quantities making them great for the whole family, or to have on later days to shorten prep time.

1

fruits and veggies for a healthier you



All successful strategies to eat a more healthful diet suggest loading up on fruits and vegetables. And it's no surprise - fruits and vegetables provide a wide array of nutrients important in disease prevention and replace less nutritious foods on the plate.



The Dietary Guidelines for Americans recommend making 50% of your plate fruits and vegetables, with approximately 2 cups of fruits and 2 ½ cups of vegetables per day for most adults. While this may seem daunting, making some simple changes in your diet can help make this a fun challenge that is easier than you think.

Choose **MyPlate**.gov

2 don't forget about snacks

Rather than reaching for the candy jar or vending machine, **bring planned snacks to work.** Examples included hummus and sliced veggies such as carrots, a sliced orange, a bowl of mixed fruit, kale chips, or peanut butter with an apple. It takes a bit of planning on the weekend and just a few minutes each day to bring truly healthful foods to work.



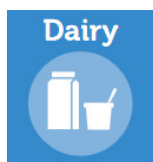
Fruits may be fresh, canned, frozen, or dried, or 100% juice. Make half your plate fruits and vegetables.



Include dark green, red, orange, beans and peas, starchy, and other varieties.



Eat more whole grains such as whole wheat, bulgur, oatmeal, whole cornmeal, and brown rice.



Choose fat-free or low-fat milk, yogurt and cheese.



Choose from a variety of meat, poultry, seafood, beans and peas, eggs, soy foods like tofu, nuts and seeds.

add more fruits & vegetables to your favorite recipes

3

If you're struggling to meet your daily intake of fruits and vegetables, try **adding them to the recipes you already know and love.** Spice up spaghetti by adding mushrooms, onions, and zucchini, load up your pizza with spinach, basil, artichokes, mushrooms, and more, or if having dessert, try cutting your portion into a bite-sized piece and replacing the remainder with fruit.

A great way to learn more tips and tricks to incorporating fruits and vegetables into your diet is to attend WellCats cooking classes and Lunch & Learns! They are designed to provide tools for improving your health all in a fun, community environment. Our upcoming October cooking class (Thursday 10/20 and Friday 10/21) will focus on learning how to modify some good 'ol Italian favorites. Dishes the whole family will love.

We would love to see you there!



To improve your overall wellness, join WellCats today! Wellcats is Texas State's employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 5.8358 or CC61@txstate.edu or visit

www.worklife.txstate.edu/wellcats.html

Welcome

New Employee Bobcats

*Join us in welcoming the following employees hired between
August 8, 2016 and September 6, 2016.*

Heather E Sherrill
Transcript Evaluator
Office of Undergraduate Admissions

Christopher J Herman
Administrative Assistant II
Academic Development

Andrew M Henley
Coordinator, Annual Giving
Alumni Relations

Robert H Stejskal
Custodian
Campus Recreation

Eduardo Cardenas
Head Custodian
Campus Recreation

Kathleen R Corbin
Grant Specialist
Small Business Development Center

Jacobs G Payne
Athletics Intern
Strahan

Priti Doshi
Nurse Practitioner
Student Health Center

Holly J Rao Romo
Nurse, LVN
Student Health Center

Cordell Spears
Program Staff
Counseling Center

Melissa A Cole
Program Staff
Counseling Center

Mary E Buzzetta
Program Staff
Counseling Center

Walter Ellis Horton Jr
Associate VP, Research & Federal
Relations
Office of the Associate VP for
Research

Kim M May
Academic Advisor I
College of Liberal Arts Advising
Center

Stephen A Ettmueller
Guard
University Police

Dwight C McDonald
Dispatcher
University Police

Annelisa H Gonzales
Administrative Assistant I
Department of Health & Human
Performance

Jayne L McKenzie
Administrative Assistant II
Department of Housing & Residential
Life

Arun Banotra
Electronic Research Specialist
Office of the Associate VP for
Research

Daniel C Zollars
Facilities Maintenance Worker I
Department of Housing & Residential
Life

Breanna C Henderson
Undergraduate Admissions
Counselor
Office of Undergraduate Admissions

Shawna R White
Grant Specialist
Tx School Safety Center

Alex J Muntefering
Assistant Coach
Track

George L Payne III
Athletics Ticket Sales Assistant
Strutters/Ticket/Mktg/Cheer

Bryan A LeMeilleur
Academic Advisor I
Round Rock Campus



Meagan A Hernandez
Administrative Assistant II
Department of Accounting

William K Hamilton
Assistant Dean, College of Business
McCoy College of Business

Anna B Neale
Coordinator, Testing Lab
Testing, Research-Support

Michael L Cavanagh
Academic Advisor I
University College Advising Center

Megan C Roche
Visual Resources Specialist
School of Art and Design

Angela E McHaney
Dispatcher
University Police

Anna D Trujillo
Accounting Clerk II
Bookstore

Leslie R Lindsay IV
Environmental Health & Safety
Specialist
Environmental Health, Safety & Risk
Management

James R Martin
Guard
University Police

Joshua L Kellogg
Athletics Intern
Strength & Conditioning

Monica M Cruz
Academic Advisor I
Science Engineering Academic
Advising Center

Cody D Bays
Graphic Artist I
Sports Information

Randall Martinez
Grant Specialist
ALERRT Center

Weston K Warner
Athletics Intern
Bobcat Club

Ethan M Grothues
Inventory Control Clerk
Materials Management & Logistics

Colleen B Hamman
Assistant Athletic Trainer
Athletic Trainers

Janet Beltran
Parking Services Officer
Transportation Services

Gary T Ray
Associate VP, Enrollment
Management & Marketing
Associate VP, Enrollment
Management

Geoffrey S Stratton
Programmer Analyst II
Enterprise Systems



NEW EMPLOYEE WELCOME (NEW) II
Friday, October 14, 2016
8 a.m. - 1:30 p.m.
Bobcat Stadium - Football End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, October 14.

NEW is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff hired during the past month.
Breakfast and lunch is served.

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

OCTOBER workshops

The featured workshops are coordinated through Professional Development.

Registration in the [SAP Portal](#) opens for each workshop three weeks prior to the workshop date and closes the week prior to the workshop date.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	9th Annual Employee Wellness Fair	NEW Understanding the University's Sponsored Program Policies	Providing Legendary Customer Service NEW Health and Wellness Lunch and Learn Series: Managing Chronic Joint Disease	Travel Policy and Procedures
3	4	5	6	7
(*) <i>Outcomes Assessment Series: Implementing Assessment Plan</i>	(*) <i>Outcomes Assessment Series: Implementing Assessment Plan</i>	(**) Teambuilding	Credit Card Acceptance at Texas State	New Employee Welcome (NEW) II
10	11	12	13	14
NEW Health and Wellness Lunch and Learn Series: Healthy Eating for Joint Protection and Weight Loss	NEW What is the Bachelor of General Studies Degree?	(**) Teambuilding *** Survival Spanish	(**) Managing @ Texas State	NEW A Legal Primer for Texas State Administrators
17	18	19	20	21
(*) <i>NEW University Strategic Planning - 2017-2023 Planning Cycle</i>	(*) <i>NEW University Strategic Planning - 2017-2023 Planning Cycle</i> **** 7 habits of Highly Effective People	College Mental Health II: I Want to Help, But How?	(**) Managing @ Texas State	
24	25	26	27	28

(*) Workshop offered either dates.

(**) Workshop is a two-part course.

(***) Survival Spanish consists of 8 Wed & Fri sessions between October 19 - November 11

(****) 7 Habits is a five-part course that are half-days

Please visit [Professional Development's workshop website](#) for further information.



TEXAS STATE

Employee Discount Program

To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Costco:** Shop for groceries, electronics and much more! Join Costco as a new member and enjoy coupons for free products and other great savings.
- **Diamondback:** Hit the road with a Diamondback bike! Diamondback designs and builds performance bicycles for riders at every level—save 40% on yours.
- **Wyndham:** Save up to 20% with Wyndham! From upscale hotels and all-inclusive resorts to something more cost-effective, Wyndham has the right hotel for you!
- **Volvo:** Save a full 6% on your next purchase or lease with Volvo! Skip the hassle of negotiating and pay the same discount price as Volvo employees.
- **Godiva:** Whether you're sending a gift to someone you love or looking to treat yourself, Godiva has the perfect gift for any occasion. Save 20%!



www.beneplace.com/txstate

HAVE YOU VISITED BOBCAT BALANCE LATELY?

Bobcat Balance is Texas State's Work Life Employee Assistance Program (EAP).

We're here to help you balance life's challenges so you can get back to celebrating your everyday successes.

More information is available in the following [brochure](#).

Call toll-free at 855.884.7224 or visit www.worklife.txstate.edu

User name: **txstate** | Password: **txstate**

Visit Bobcat Balance today!



www.worklife.txstate.edu

MARIEL ALVAREZ

Administrative Assistant II,
Dean of Students office

EMPLOYEE OF THE MONTH
September 2016



L-R: Dr. Margarita Arellano, Stacy Stokes-Batts, Mariel Alvarez, Ismael Amaya and Dr. Joanne Smith

Mariel works with Texas State students who are given either community service hours and/or educational workshops to complete as part of sanctions received either from judges, probation officers or Student Justice. Mariel works with both on and off campus individuals to help coordinate community service opportunities for these students. Close to 600 students utilize the Alcohol and Drug Compliance Services (ADCS) office, with thousands of hours of community service completed each academic year. She excels in everything she does at ADCS, providing excellent service to students, parents and other conduct and community individuals by going above and beyond to assist with their individual needs. Mariel is also very meticulous and diligent, which is absolutely necessary as she often drafts and edits community service completion letters that are sent to judges, attorneys, probation officers and conduct officers. Among many other administrative duties, she also oversees the successful training and management of student workers who are part of the ADCS team.

Mariel is always extremely helpful when communicating with the many different individuals who contact ADCS each day. Mariel has the ability to put these students at ease and assist them in a respectful manner. In fact, most students come back and thank Mariel for her excellent customer service. Mariel also assists various departments with special events that are part of the community service program and has received positive feedback and appreciation from these collaborative relationships.

Many students will come in and ask to speak to Mariel because they trust her responses, work ethic, quality service and enjoy her positive attitude. She is not only a great worker and a positive reflection of Texas State, but works with an enthusiasm and energy that promotes excellence in her department.

“most students come back and thank Mariel for her excellent customer service”

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





employee of the year

2015-2016

“The 2016 Employee of the Year has maintained a high level of commitment, professionalism, and knowledge in her duties in the Office of the University Registrar.”

Melissa Hyatt
Associate Registrar,
Office of the University Registrar

Melissa was chosen from 12 employees of the month, who represent more than 2,350 staff employees at Texas State. Hyatt’s honor was announced Tuesday, August 9, by Texas State President Denise M. Trauth. As stated by President Trauth, “The 2016 Employee of the Year has maintained a high level of commitment, professionalism, and knowledge in her duties in the Office of the University Registrar.”

cont. on next page.....

employee of the year cont.....

Melissa supervises the University's Veterans Affairs department, a very important area that under her guidance has become one of the very few schools to go paperless. Melissa spearheaded this initiative, leading both on the necessary business process changes and the request and implementation of automated systems to support them. Registration and Grading also falls under her area of responsibility – another very busy area. Melissa is always alert for opportunities to improve and to streamline the work of her areas. Melissa also manages the Registrar's office IT team, and their document imaging efforts. This is another area of very high activity – both in volume of documents processed. In addition, she also manages the groups responsible for NCAA certification where she is driving the transition to a new software application that is expected to greatly reduce the groups workload, and improve the accuracy of NCAA-related data, and the degree audit application where she has overseen multiple upgrades, and has worked with advisors and University College, as well as IT, to champion adoption of new tools. Melissa oversaw the implementation of the Bobcat Scheduler application, which has provided a far better registration experience for students; feedback from students was extremely positive.

She also founded the Veterans Advisory Council when she recognized the need for a more collaborative effort to ensure the best possible service is provided to our veterans. The Council has been recognized by external groups and the State Auditors chose to use Texas State to create a benchmark. Melissa is contacted by other schools looking for advice on setting up their own

equivalent. Melissa also founded and continues to chair the inter-departmental Security Team meetings; she has made use of this group to implement many enhancements to the process of requesting access to our enterprise applications. It's important to note that despite her very heavy workload, long hours, and frequent contact with sometimes difficult members of the public, Melissa invariably remains cheerful and helpful, intent on providing the best possible service.

In addition to her already heavy responsibilities, Melissa has volunteered to serve on two additional committees. The first is the Student Information System Coordinating Council, which serves as the official information-disseminating and decision-making forum for matters related to our Student Information System environment. Melissa is a vital member of this group, both because of her wide knowledge of University business both in and outside her area of responsibility, and because of her ability and determination to look at the big picture and ensure that all aspects are taken into account. The other group is the new Data Governance Council, which has recently been created by UPPS as a Presidential Council tasked with ensuring the integrity of the University's data. Melissa is a founding permanent member of the Council, and was involved in the drafting of the UPPS. Melissa is also heavily involved with her peers at other schools, and a regular presenter at professional conferences such as TACRAO, SACRAO and Texas Connection Consortium (TCC). She is widely known and respected within the Higher Education community.

Congratulations, Melissa, on your dedication and professionalism to Texas State!



We would like to recognize the following employees who were promoted or reclassified between August 8, 2016 and September 6, 2016.

Kathryn L Bonner

Promoted to Sr Human Resources Analyst
from Human Resources Analyst,
Human Resources

Ray L Wilson Jr.

Promoted to Systems Analyst II
from User Services Consultant I,
Advancement Services

Teresa A Duggins

Promoted to Human Resources Analyst from Sr Human
Resources Assistant
Human Resources

Rori P Sheffield

Reclassified to Director, Teaching & Learning Enterprise
Applications from Assistant Director, Educational
Technology Center, Educational Technology Center

Kevin M Huffaker

Reclassified to Director, Learning Technology Research
from Director, Classroom Technology,
Classroom Technology

Brian K Shanks

Reclassified to Director, Learning Spaces
from Associate Director, Instructional Technologies,
Academic Lab/Server Support

Laura Trial

Reclassified to Director, Instructional Media from
Assistant Director, Educational Technology Center,
Educational Technology Center

Roy J Elliot

Reclassified to Administrative Librarian
from Librarian,
University Library

James Frye

Reclassified to Fire Marshal
from Environmental Health & Safety Specialist
Environmental Health, Safety & Risk Management

