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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@TXSTATE 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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July Timekeeping

For timekeeping purposes, the month of July ends July 27 and should include the following weeks ending:

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<thead>
<tr>
<th>July</th>
<th>6</th>
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<tr>
<td>July</td>
<td>13</td>
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<td>July</td>
<td>20</td>
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<tr>
<td>July</td>
<td>27</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.

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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, July 12, 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 the Office of Professional Development at extension 5-7899.

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Tobacco Certification Now Required--Even if you Don’t Use Tobacco!

New Legislation and Policy

All employees and their dependents enrolled in Texas Employees Group Benefits Program (GBP) health insurance plans must certify their status as tobacco users or non-users. Beginning September 1, 2013, GBP members who do not certify their tobacco-use status will be charged a monthly tobacco user premium—even if they don’t use tobacco.

Under the new policy, you must certify that you and your dependents do or do not use tobacco, or be charged a premium of $30 each (up to $90 per household per month). You have until August 31, 2013 to certify to avoid incurring the additional premium for non-certification beginning in September. This new policy is based on legislation passed in the recent session.

Currently, fewer than 5.5% of GBP health insurance participants have certified as tobacco users. The National Institute on Drug Abuse estimates that more than 20% of people in the United States use tobacco. This means that probably not everyone in the GBP who uses tobacco has certified as a tobacco user.

The following chart provides an overview of who will pay an additional $30 premium each month (up to $90 per household). Please note that only adults who fail to certify will be charged the additional premium; those under 18 who are not certified will not be charged. Certified tobacco users of any age—adults and minors—will be charged.
What is a tobacco product?

Cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, dip, and any other products that contain tobacco are considered tobacco products. Electronic or e-cigarettes that do not contain tobacco and are designed to help people quit smoking are not considered tobacco products. Nicotine replacement products, such as gum and patches, are not considered tobacco products. To certify that you do not use tobacco, you must not have used a tobacco product more than five times in the previous three months.

How do you certify?

Certifying is easy and can be done online in just a few minutes. Simply complete the following steps.

1. Sign in to your ERS account. (If you have not signed in before, you may need to register your account.)
2. Under My Insurance Information, click on Tobacco User Certification.
3. On the Tobacco User Certification page, check “Yes” or “No” to accurately indicate your status as a tobacco user or non-user and do the same for all your dependents.
4. Check the box that indicates you understand.

You can also call ERS toll-free at (866)399-6908 to certify your tobacco use or stop by Human Resources in JCK 360 for assistance.

If you have certified in the past, you do not have to complete the certification again unless you have a change in tobacco-user status.

If you haven't certified at all, please take a few minutes between now and August 31 to certify yourself and your dependents.

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Employee Benefits Annual Enrollment Begins
July 8 – August 9

• In an effort to help provide better customer service to all of its members, ERS has assigned a two week phase for each agency to make their annual enrollment changes online. You will be able to make changes any time between July 8 - August 9, but we recommend that you make your change online during our assigned phase of July 22 – August 4.

• You will log in to ERS Online to change your TexFlex and group insurance coverage. If you do not need to make any changes your current elections will carry over to the new plan year, with the exception of the Healthcare TexFlex Account. Due to changes with the Affordable Care Act, beginning September 1, 2013 the TexFlex Healthcare will have a maximum contribution of $2,500 per plan year. If your current TexFlex Healthcare deduction is more than $2,500 per plan year, it will automatically be reduced to $2,500.

• It is important that you certify your tobacco usage for yourself and dependents because the default is being changed to “yes” even if you don’t use tobacco. You will be charged the surcharge until you certify “no”. This needs to be done even if you don’t make any coverage changes.

• If you wish to apply for additional optional life insurance, dependent life insurance, short-term or long-term disability, you will need to complete an evidence of insurability application online and submit it directly to the carrier.

• Confirmation of your annual enrollment elections will be e-mailed to you the next business day after your change has been entered in ERS Online. If no e-mail address is on file, the confirmation notice will be mailed to your home address.

• ERS will be hosting a series of Annual Enrollment Fairs and webinars across the state. Texas State University will be hosting an Annual Enrollment Fair on

        Tuesday, July 23, 2013
        9:00 a.m. to 12:00 p.m.
        JCK 11th Floor
        Presentation at 9:30
        No registration is required for this event.

For a complete list of Annual Enrollment Fairs and Webinars, please visit the ERS website.

• Please review our Group Insurance Annual Enrollment webpage for premiums and further details about changes occurring this year.

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Affordable Care Act: Changes that May Impact Your PY14 Group Health Benefits & TexFlex

• 75% FTE Employees Eligible for Full-Time Employer Contribution

Regular employees that work 30 hours per week (75% FTE) or more will be eligible to receive the full-time employee contribution rate for medical insurance. Currently, only 100% FTE employees are eligible to have 100% of the premium paid by the University for employee-only medical coverage and 50% of the premium for eligible dependents. Beginning September 1, 2013 employees with a 75% or greater FTE will begin to receive the contributions available to full-time employees.

If you’re currently 75% FTE and not enrolled in medical benefits, you need to enroll during annual enrollment to begin your coverage starting September 1, 2013.

• Lower TexFlex Health Care Contribution Limit

As of September 1, 2013, because of changes to federal law, the maximum health care annual contribution for the ERS TexFlex program will decrease.

The annual TexFlex health care pre-tax contribution limit will be $2,496 for 12 months or $2,493 for nine months. If you contributed more than the maximum to a health care account this year, your contribution for next year will automatically drop to $2,496 (12 months) or $2,493 (nine months).

The annual TexFlex day care pre-tax contribution limit is still $5,000 per household/family, or the employee or spouse’s earned income, if lower. If you and your spouse each have a day care account, you are limited to $5,000 between the two of you.

The administrative fee ($12) and the optional TexFlex debit card fee ($15) will remain the same for each account. The optional debit card fee is $15, even if you have both health care and day care accounts.

• Summaries of Benefits and Coverage

As required by the federal Affordable Care Act, ERS is making sure all members of the Texas Employees Group Benefits Program have access to new Summaries of Benefits and Coverage (SBCs) for HealthSelect of Texas, Community First Health Plans, and Scott & White Health Plan. Each SBC provides an overview of the benefits and services the health plan covers and what you can expect to pay for such services. They’re available in English and Spanish.

The SBCs will be online July 1, 2013 at the ERS website. You also can request hard copies directly from the health plans by calling the toll-free numbers below:
SAP Portal: New Features Added to Employee Self Service (ESS)

Form W-4 Tax Withholding

Employees are now able to change their withholding tax status using Employee Self Service in the SAP Portal. You'll find it under the Benefits and Payment tab. After your entry is saved, an e-mail confirmation will be sent to you verifying that your tax status has been changed for the next payroll cycle. Retroactive changes are not permitted.

Non-Resident Aliens (NRA’s) should first verify with Sally Moss in the Payroll Office for eligibility to change their Form W-4 online. There are specific U.S. tax laws that apply to International Students and Scholars that determine how your Form W-4 can be completed.

Paper W-4 forms are still acceptable and should be submitted to Human Resources in JCK 360 for entry into the SAP HR/Payroll system.

For general Form W-4 assistance, click on “W-4 Assistant” under Other Links on the Payroll website at www.txstate.edu/payroll.

Bank Information for Direct Deposit

You will now receive an e-mail confirmation when you update your bank information using SAP ESS. This is located under the Personal Information tab. If you receive an e-mail and did not make changes to your account and/or routing number, please contact the Payroll Office right away.

Also, if you terminate from the university for more than 120 calendar days, your direct deposit election will be voided and payment method changed to a check. If rehired, you must reenroll for direct deposit using SAP ESS or paper form available from the Payroll Office.

If you have any questions, please contact Payroll and Tax Compliance at 5-2543 or e-mail at payroll@txstate.edu.
New Faculty Orientation Set for August

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

New Faculty Orientation will be:

Tuesday, August 20, 2013
8:00 a.m. – 1:00 p.m.
JCK 11th floor

View the detailed calendar at www.ada.txstate.edu/newfaculty/Calendar/calendar.html.

A website has been created to help your new faculty at www.ada.txstate.edu/newfaculty.

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.

Pets are Family Too

Your pets are part of your family too, and you want relevant information to help you make the best decisions about their care. Bobcat Balance provides pet resources and combines extensive information with web-enabled searches to create an education and support system for all pet owners.

Below are some examples of web searches for the care of your pet through Bobcat Balance.

- Pet Boarding
While reviewing leave and time records for end of year processing, we can see that many are not up-to-date. SAP allows for “real time” reporting yet many employees do not enter time on a weekly basis as required by policy.

What is Missing?

There are time records which have been released by employees, but not approved by their supervisor. There are also employees who have never reported any deviations to their normal work schedule. Failure to process these time transactions has several consequences:

- Underpayment of overtime
- Overpayment of vacation and overtime to terminated employees, and
- Erroneous reporting of leave liability on our annual financial report to the State

As we close another year it is important that all leave and time records are current. Whether you are an employee, supervisor, department head or time administrator you must do your part to ensure that all leave and time records are accurate and current.

What Can You Do?

Here are some tips to help you throughout the year. Make sure:

- All time has been entered for the year - "enter and release" every week
• All time has been approved
• All rejected time has been corrected or deleted
• All paper time reports and leave approval forms are signed by the employee and supervisor
• Whether using paper or electronic timesheets, you have documentation to support your leave (doctor notes, jury duty certification, etc.)
• Leave and time records and support documents remain on file and available for audit for four years.

SAP time entry tracking reports are available to help monitor time entry and approval. They can be found at the Human Resources website
http://www.hr.txstate.edu/benefits.html under Leave and Time Reporting. Additional information can also be found on the SAP Resources website at
http://www.txstate.edu/sap/.

“Rejected” Electronic PCR E-Mail Notification

So you created or approved an electronic PCR, but then received an e-mail notification to tell you the E-PCR was rejected by the HR Master Data Center (MDC) or Faculty Records…

• Why did you get the e-mail?
• Where can you look to find the reason for rejection?
• Do you have to recreate the E-PCR?

The PCR initiator, or anyone who was included in the line of approval for the PCR, receives e-mail notification whenever an approver does not approve the PCR or the HR MDC or Faculty Records cannot process the PCR. Reasons for rejection vary but the most common reason is because the PCR initiator selected an incorrect type of PCR form. The MDC or Faculty Records staff has the ability to modify the contents of a PCR, but cannot change the actual type of PCR. PCRs are also rejected because the required additional support documents were not attached to the form. We encourage PCR initiators to be aware of the correct file name for each particular type of support document. The naming convention is on the HR website at http://www.hr.txstate.edu/ and the Faculty Records website at http://facultyrecords.provost.txstate.edu/ (click on the E-PCR tab).

The staff in the HR MDC or Faculty Records provides the reason for rejection in the PCR comments section along with a request to submit a new PCR normally disclosing what type of PCR or action that is required. If rejected by an approver, their rejection justification should also be indicated.
The PCR initiator has the ability to see all PCRs they created by viewing their HCM Processes and Forms Overview log (click on the Electronic PCR tab in the SAP Portal). Once the applicable PCR is located, simply click within the PCR overview for that action. Once highlighted, click on the DETAILS button. The PCR approval flow will populate and by clicking on the uppermost line, the PCR will open and you have the ability to scroll down to the comments section for the rejection justification.

Once a PCR has been rejected, it is no longer accessible for correction; therefore, you will need to recreate the PCR and route for signature approval flow.

Search Firms

University departments may use executive search firms to conduct recruitments and fill positions. However, if a department wants to use this option, the department can only use one of the university contracted search firms and must contact Human Resources before contacting any firm.

The University contracted search firms are.

- AGB Search, LLC
- Greenwood/Asher & Associates
- Isaacson, Miller
- McNaughton Assoc
- Parker Executive Search
- Paschal Murray
- Storbeck/Pimentel and Associates
- Witt/Kieffer, Ford, Hadelman, Lloyd Corp

The hiring manager still must post the requisition via the University's EASY electronic applicant tracking system. The executive search firm will conduct the recruitment and screen the applicants. The hire must ultimately be completed via EASY.

Compliance

The University's Compliance Program reflects the University's shared values and focuses on doing the right thing and promoting a culture of ethics.

Human Resources is now responsible for tracking the compliance certificate testing for all Texas State staff employees. All staff employees must complete compliance training.
every two years to renew their Ethics Compliance Certification. An email with step-by-step instructions on how to log into the SAP Portal and complete the training is sent to each employee and their supervisor 30 days before their certificate is set to expire. If the employee does not complete the training, the employee and his or her supervisor will continue to receive a reminder email every 30 days.

The compliance testing program relays important information that is necessary for each employee to perform their workplace responsibilities. It contains chapters that educate employees about university policy and procedures. The course provides employees with guidance as to how to respond to common workplace situations.

If you have any questions regarding your ethics and compliance certificate or the testing process, please contact Julie Eriksen @ 5-2557, or email compliance@txstate.edu.

- Compliance is doing the minimum required by laws, policies, or rules.
- Ethics is doing what you should do because it is right. It exceeds mere compliance.

Employee of the Month - Isis Dina Liliana

Isis Dina Liliana De La O, Coordinator, Distance and Extended Learning, was selected as the Texas State Employee of the Month for June 2013.

Isis De La O oversees the functioning and organizing of Faculty Led programs, Exchange programs, and Affiliated programs at Texas State University. She also coordinates and directs Study Abroad fairs, workshops related to study abroad, and works on activities to recruit students at Texas State. On top of that, Isis is very attentive with faculty by giving advice to prospect faculty that wish to start a new Faculty Led Program. Overall, Isis is an essential element in the internationalization and diversification goals of Texas State by running the Study Abroad Office.

Ms. De La O has a “can do” approach toward implementing Study Abroad programs. She graciously and patiently works with Academic Program Directors to insure that program arrangements are properly implemented and all the necessary paperwork is completed. Her positive approach makes organizing and conducting a study abroad program a smooth process rather than a bureaucratic nightmare.

Isis is always professional and attentive with students, faculty, and external study abroad providers. She is always looking for better options by constantly contacting different providers to improve our services to Texas State faculty and students. The
presentations and workshops organized by the Study Abroad Office are always of the best quality and provide all the necessary information.

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

Welcome New Employees
We would like to welcome the following employees hired between May 20, 2013 and June 17, 2013

<table>
<thead>
<tr>
<th>Elisabeth P Jones</th>
<th>Cynthia Zavala</th>
<th>Komal A Gandhi</th>
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<tbody>
<tr>
<td>Child Care Teacher Aide</td>
<td>Accountant II</td>
<td>Instructional Design Course Developer</td>
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<tr>
<td>Child Development Center</td>
<td>Accounting Office</td>
<td>Instructional Design Support</td>
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<tr>
<th>Carla S Everett</th>
<th>Christopher R Haywood</th>
<th>Yvonne L Corkran</th>
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<tbody>
<tr>
<td>Coordinator, Testing Lab</td>
<td>Grant Specialist</td>
<td>Buyer III</td>
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<tr>
<td>Round Rock Campus</td>
<td>Upward Bound</td>
<td>Facilities Planning Design</td>
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<tr>
<th>Lindsay A Cochrum</th>
<th>Nina P Shanley</th>
<th>Karen E Farnsworth</th>
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<tbody>
<tr>
<td>Academic Advisor I</td>
<td>Administrative Assistant II</td>
<td>Administrative Assistant II</td>
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<tr>
<td>PACE Advising Center</td>
<td>Registrar Office</td>
<td>VP for Information Technology</td>
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<tr>
<th>Michael W Spivey</th>
<th>Alissa C Ruiz</th>
<th>Christopher C Garrett</th>
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<tr>
<td>Plumber I</td>
<td>Administrative Assistant II</td>
<td>Systems Support Analyst</td>
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<td>Facilities Management</td>
<td>Registrar Office</td>
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<tr>
<th>Brendan S Scott</th>
<th>Krystal L Hernandez</th>
<th>Danielle L McEwen</th>
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<tr>
<td>Administrative Budget Specialist</td>
<td>Administrative Assistant II</td>
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<td>Continuing Education</td>
<td>Registrar Office</td>
<td>English</td>
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<tr>
<th>Maggie B Hutchins-Wagner</th>
<th>Duy N Nguyen</th>
<th>Travis A Caffey</th>
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<tbody>
<tr>
<td>Grant Specialist</td>
<td>Programmer Analyst II</td>
<td>Coordinator, Testing Lab</td>
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<tr>
<td>Department of Geography</td>
<td>Enterprise Business Intelligence and Automation Solutions</td>
<td>Testing Research-Support</td>
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<tr>
<th>Matthew R McFarland</th>
<th>Shannon K Kingston</th>
<th>Deborah A De La Cruz</th>
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<tbody>
<tr>
<td>Grant Specialist</td>
<td>Graphic Designer</td>
<td>Human Resources Representative</td>
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<tr>
<td>Tx School Safety Center</td>
<td>Department of Communication Studies</td>
<td>Human Resources</td>
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<tr>
<th>Noe J Alonzo</th>
<th>Corey J Benson</th>
<th>David P Anguiano</th>
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<tr>
<td>Administrative Assistant I</td>
<td>Student Development Specialist I</td>
<td>Research Scientist</td>
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<tr>
<td>Mathematics</td>
<td>Multicultural Student Affairs</td>
<td>Chemistry and Biochemistry</td>
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<tr>
<th>Sonia M Mayo</th>
<th>Beatriz Hernandez</th>
<th>Kyle L Tatum</th>
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</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>Administrative Assistant II</td>
<td>Assistant Coach</td>
</tr>
<tr>
<td>Round Rock Campus</td>
<td>Registrar Office</td>
<td>Football</td>
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</tbody>
</table>

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Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between May 20, 2013 and June 17, 2013.

Manda E Anderson, promoted to Supervisor, College Academic Advisor from Academic Advisor II, College of Liberal Arts Advising Center

Bianca E Galvan, promoted to User Services Consultant II from User Services Consultant I, Enterprise Business Intelligence and Automation Solutions

David G Morris, promoted to Construction Manager from Construction Contract Administrator, Facilities Planning Design

James J Norton, promoted to Head Electrician from Electrician II, Facilities Management

Cody A Sims, promoted to Systems Support Specialist II from Administrative Assistant II, College of Liberal Arts

Joshua M Whittenburg, promoted to Coordinator, Bobcat Club from Coordinator, Ticket Sales, Athletics

John B Kerr, reclassified to Coordinator, Financial Aid & Scholarships from Financial Aid & Scholarships Counselor, Office of Financial Aid and Scholarships

Mary A Gonzales, reclassified to Administrative Assistant III from Administrative Assistant II, Auxiliary Services

Joanne Salas, reclassified to Senior Psychologist from Psychologist, Counseling Center

Whitten J Smart, reclassified to Senior User Service Consultant from User Service Consultant II, Educational Technology Center

William S Taylor, reclassified to Grant Senior Secretary from Grant Secretary, St. David's School of Nursing

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Ask the Director

Benefits:
Question: I have been working at Texas State a couple of years now and just remembered that I worked for the University of North Texas when I was going to school there. Does this time count for anything? If so, what do I need to do to get credit?

Answer: Yes, the time will count toward your total State of Texas service credit. This will affect the amount of vacation you earn each month and the amount of State Longevity Pay that you receive. State Longevity Pay is $20/month for every two years of State Service you have and you must be currently 100% staff to be eligible to receive this benefit. The vacation accrual rates can be found in UPPS 04.04.30 and the Staff Handbook. Please email Human Resources with the approximate dates and the school or state agency that you worked for. We will verify the information and update your records. Vacation accruals and State Longevity Pay will be adjusted retroactively.

Question: What documentation do I need to add my common-law spouse to the health insurance?

Answer: You must have a Declaration of Informal Marriage filed with the county courthouse. In addition, you must provide either a current federal tax return or proof of joint ownership issued within the last 6 months. Examples of joint ownership documents include mortgage statements, credit card statements, bank statements, property tax statements, and residential leasing agreements listing both parties’ names as co-owners. Remember, you only have a 30-day window from the date of your “qualifying life event” to make changes to your coverage.

Question: When will I be able to make my annual enrollment changes to my insurance?

Answer: ERS has just announced Annual Enrollment for Plan Year 2014 (September 1, 2013 – August 31, 2014). Texas State has been assigned July 22 – August 4 as our preferred window to make changes. Changes made during Annual Enrollment will be effective September 1, 2013. Check the HR Webpage for a link to Annual Enrollment for more details as they become available.

Question: We need to increase an employee’s FTE from 75% to 100% resulting in a salary increase. Can I prepare just one PCR to reflect the change in FTE or do I also need to submit a Change in Pay PCR?

Answer: The Change in FTE is the only PCR needed to complete both actions. Remember, the PCR effective date should always be the start of the work week (Sunday). The only exception to this is if the first of the month falls on a Saturday, then the change in FTE date will be the 1st.
Question: Our hourly student worker will not be working for our department this summer but will return for the fall semester. Do I need to process a separation PCR?

Answer: Yes, please submit a PCR to end your student’s appointment. The effective date of the separation should be the last day actually worked as reflected by approved time entry.

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