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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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August Timekeeping

For timekeeping purposes, the month of August ends August 31 and should include the following weeks ending:

August	3
August	10
August	17
August	24
August	31

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, August 9, 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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Group Insurance Annual Enrollment Ends August 9, 2013

Annual Enrollment (AEN) will end on Friday, August 9 (ERS Online closes at 7:00 pm). Changes you make during AEN will be effective on September 1, 2013 and reflected on your October 1 paycheck.

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. There is one exception this year - the TexFlex Healthcare Account maximum is being reduced from \$5000 to \$2500. If your current TexFlex Healthcare deduction is more than \$2500 per plan year, it will automatically be reduced to \$2500. The TexFlex Dependent Day Care Account maximum remains at \$5000.

It is especially important if you haven't certified your tobacco usage in the past, you must certify yourself and all dependents covered on your medical plan. If you don't certify usage, your record will be defaulted to "yes" effective September 1 even if you don't use tobacco. This means you will be charged a surcharge until you certify "no".

If you need to apply for coverage through Evidence of Insurability (EOI), you must complete your application by August 9, 2013. If approved, ERS will automatically add the approved coverage to begin the first of the month after the approval is received. This could be after September 1 depending on how long the process takes. For information on the status of your EOI application, contact Minnesota Life at (877) 494-1716.

For more information, check out our [Group Insurance Annual Enrollment 2013](#) website. If you have other questions, please contact the Benefits Office at 5-2557, hr@txstate.edu, or visit us in JCK 360.

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Final Reminder: All Employees Enrolled in ERS Medical Coverage Must Certify Tobacco Usage or Non-Usage

All employees and their dependents enrolled in Texas Employees Group Benefits Program (GBP) health insurance plan must certify their status as tobacco users or non-users by August 31, 2013. 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.

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. It is important to meet this deadline because ERS has made it clear that retroactive refunds will not be permitted.

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Graduate Student Insurance Meetings Scheduled

New benefits-eligible graduate student employees have the option to enroll in either the Student Insurance Plan administered by the Student Health Center or the Texas Employees Group Benefits Program (GBP) through Human Resources.

We encourage graduate student employees to attend an information meeting to learn about both programs and make an informed choice.

Where: Student Health Center
298 Student Center Dr, Room #202

When: Wednesday, September 4th 10:00 am – 11:00 am
Thursday, September 12th 2:00 pm – 3:00 pm

What are the Main Differences?

One primary difference is that the GBP has a 90-day waiting period for health coverage. For example, if a graduate student is hired on September 1, health coverage will be effective on December 1. The Student Insurance Plan does not have a waiting period.

The GBP offers optional coverage such as dental, term life, disability, accidental death and dismemberment, and dependent term life without a waiting period. However, there is a limited 30-day enrollment window for these optional coverages. Graduate student employees can enroll for health coverage in the Student Insurance Plan and choose optional coverage with the GBP.

International students are required to have coverage on the first day of school. The Student Insurance Plan is the only option which provides this opportunity. Students must enroll in the Student Health Plan by August 23, 2013 to have coverage begin before classes start.

You can view a comparison summary of Student Insurance Plan vs. GBP at <http://www.hr.txstate.edu/benefits.html>. Scroll down to Insurance Programs and click on Student Insurance Plan vs. Employer Group Insurance Plan.

Contact for Additional Information

Student Insurance Plan: <http://www.healthcenter.txstate.edu>
Texas State Student Health Center at 5-2161

Texas Employees Group Benefits Program: Human Resources Benefits Office
<http://www.ers.state.tx.us/Employees/>
JC Kellam Bldg, Room 360 or call 5-2557

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12-Month Salary Spread Election for FY2014

Faculty, staff and graduate students who want to change their salary spread election must do so by Friday, August 23, 2013.

To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31). Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year.

It is important to note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This typically increases the federal income tax withholding percentage for that month. Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

Election forms are available from Human Resources or on our website at <http://www.hr.txstate.edu/Forms/miscforms.html>. If you have questions, please contact Debbie DeLaCruz (dad145@txstate.edu) or 245-2557.

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Employee Wellness Fair Scheduled

"Path to Wellness"
Employee Wellness Fair
Tuesday, October 1, 2013
10 am-3 pm, LBJSC Ballroom

Mark your calendars to attend the 6th Annual Employee Wellness Fair on Tuesday, October 1 from 10 am to 3 pm in the LBJSC Ballroom. We will have lots of information booths on a variety of health-related topics.

As of right now we plan to have vision screening, glucose monitoring, skin cancer screenings, and blood pressure checks. Flu shots will once again be provided for no charge with an employee

ID and valid United Healthcare ID card. We had such a tremendous turnout last year, we have arranged for additional pharmacists to administer the vaccine and avoid long lines!

As more information about booths and services becomes available, it will be posted at www.txstate.edu/pdevelop/Services/employeewellnessfair.html.

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Paternity Leave

Many have asked if male employees are allowed time off for paternity leave. The answer is definitely yes. While there is not a policy that is specifically titled “paternity leave” at Texas State, the University Leave Policy provides information regarding the Family Medical Leave Act (FMLA), Parental Leave and sick and vacation usage. The University Leave policy can be found at: <http://www.txstate.edu/effective/upps/upps-04-04-30.html>.

Family & Medical Leave Act (FMLA)

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

Parental Leave

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

Sick Leave

A father may use his sick leave in conjunction with the child's birth only if the child is actually ill or to care for his spouse while she is recovering from labor and delivery. The remainder of his leave should be covered with vacation, FLSA overtime, state comp time or leave without pay. Please contact Selma Selvera (ss24@txstate.edu) in Human Resources at 5-2557 if you have questions.

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SAP for Supervisors

Top Five Reminders for Hourly Student Worker Appointments

1. It is time to terminate your student workers who only worked Summer I and have a break in service prior to the start of the Fall 2013 semester.
2. Remember to select the correct effective date of separation when submitting a separation or end additional assignment PCR. The effective date should be the last day actually worked. Use transaction CATS_DA (Display Working Times) for verification of date of last time entry.
3. Review your existing student worker appointments to verify whether they are currently active or whether there are appointments or positions that are no longer needed. Use SAP transaction ZNOTIME (Employees with No Time Entry) for a record of your employees who reflect either no time entry or time entry that is not current.
4. If you have returning student workers for Fall 2013 and you know the date of return to work, we encourage you to submit the PCRs promptly. There is a large volume of PCRs for the fall semester and entry into SAP will be determined by date of receipt in Human Resources.

5. If you are a department that will be eligible to hire work-study students for Fall 2013, please be aware of the work-study number changes below:

From July 1, 2013 – August 31, 2013			
Department	%	Fund	Cost Center
Departments that have an E&G/ Designated Method fund account to use for work study	30	2000011013	1032811015
	70	4500061014	1032811011
Student Service Fee accounts (fund 30000010XX)	30	3000001013	Your Cost Center
	70	4500061014	1032811011
Departments without E&G/ Designated Method fund accounts to use for work study	30	Your fund	Your cost center
	70	4500061014	1032811011
From September 1, 2013 – June 30, 2014			
Department	%	Fund	Cost Center
Departments that have an E&G/ Designated Method fund account to use for work study	30	2000011014	1032811015
	70	4500061014	1032811011
Student Service Fee accounts (fund 30000010XX)	30	3000001014	Your Cost Center
	70	4500061014	1032811011
Departments without E&G/ Designated Method fund accounts to use for work study	30	Your fund	Your cost center
	70	4500061014	1032811011

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Interview Guide

The new updated edition of the College and University Professional Association for Human Resources' Interview Guide: A Resource for Supervisors and Others Involved in the Selection Process is now available on the Human Resources website. The Guide is a resource to assist those involved in the hiring process.

Texas State University hiring managers and selection committee members have unlimited access to this guide, including a downloadable .pdf version. Topics covered include legal considerations, the interview process (including questions to ask and not ask), and how the American with Disabilities Act affects the hiring process.

Please visit <http://www.hr.txstate.edu/HiringManager/InterviewGuide.html> for more information and to obtain a copy.

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Employment Application Changes

In accordance with EEOC guidance, language relating to criminal history reporting on the non-student, non-regular and the regular university employment application has changed.

Language referring to “arrest record” has been removed to prevent the potential for disparate treatment towards applicants. The criminal history language now closely reflects that on the State of Texas employment application.

For any questions regarding this change, please contact Human Resources.

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Compliance Program Moves To Human Resources

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

Effective June 1, 2013, responsibility for managing the university’s faculty and staff ethics and compliance program was transferred from the University Attorney/TSUS Associate General Counsel’s office to Human Resources.

The compliance program is responsible for managing, maintaining, updating and providing customer service to faculty and staff. Staff are required to take an on-line training course and test every two years. Major responsibilities include answering user questions, maintaining and updating the testing site as needed and providing general information to the campus concerning the compliance program.

Point of contact in Human Resources for assistance and questions is Julie Eriksen who can be reached at email je36@txstate.edu or telephone 5-2557.

Note: Here are a couple of frequently asked questions regarding completion of the online compliance test:

Question: I am using an Apple computer and can’t log in to sign up and complete the Ethics and Compliance test.

Answer: When using an Apple computer you will need to sign in using search engine FireFox.

Question: I just completed the course, logged off and logged right back on to confirm my participation. It doesn’t show that I have completed it.

Answer: You need to wait a few minutes before logging back on. The confirm participation button will not appear unless you are at 100% on all objectives. Below is an alternate set of instructions for confirming your participation:

1. Logon onto the SAP Portal
2. Click on the Training and Development tab
3. Click on “Training Activities” under “My Learner Account”
4. Click ONCE on the Ethics and Compliance” course to open it.

All the information on the class will be displayed. Everything should show 100% and Completion Status should show “This course was passed successfully, but it has not been set to Confirmed”. In the next section under the Learning Progress section is a section called “Confirm Participation”. Click on the blue words “Confirm Participation”. Answer OK.

You will receive a message in the top section: “Your participation in this course has been completed”

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Employee of the Month - Sarah Rivas

Sarah Rivas, Administrative Assistant III in the Ingram School of Engineering, College of Science and Engineering was selected as the Texas State Employee of the Month for July 2013.

Sarah has done an outstanding job providing administrative support to the Director, faculty, and students of the Ingram School of Engineering during a very exciting and challenging time. The Ingram School was created in 2007; enrollment and faculty have tripled in size during the past six years. Sarah was the Ingram School’s first administrative assistant, and she was rapidly promoted to her present rank as Administrative Assistant III. Sarah is recognized for her exemplary service with an ever-expanding workload due to the increasing size of our programs and expanding research activities in the department. She is a role model for her unfailing commitment to assisting our students and

faculty, her “can- do-it-whatever-and-when-ever-you-ask” attitude, and for creating such a welcoming and supportive climate for anyone who comes into the offices of the Ingram School of Engineering.

Sarah is extremely capable, enthusiastic and helpful. She is universally admired by faculty and students with her “will do” spirit as she ably and cheerfully handles a workload that is ever-increasing in size and variety. She is very knowledgeable of the vast array of Texas State procedures and has established an excellent rapport with the administrative assistants in other departments. Her commitment to quality service has helped create a quality service network that improves efficiency and provides intra-departmental knowledge of best practices. Even under the most stressful of circumstances, we can count on Sarah to maintain high morale and get the job done. Sarah is an invaluable member of the Ingram School of Engineering team and is one of Texas State’s finest!

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

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Welcome New Employees

We would like to welcome the following employees hired between June 24, 2013 and July 8, 2013

Alexander B Endacott Media Technician I Classroom Technology	Joseph D Kristoff Steam & Water Works Operation Mechanic I Utility Operations	Mary E Ancira Student Development Specialist II VP for Student Affairs
Robert M Jackson Business Manager Round Rock Center	Adrianna M Garza Administrative Assistant II Office of Financial Aid & Scholarships	Jamartae J Jackson Residence Hall Director Department of Housing and Residential Life
Nancy J Nilson Administrative Assistant II Round Rock Center	Katie F Weatherby Child Care Teacher Child Development Center	Katherine F Guckian Residence Hall Director Department of Housing and Residential Life
Victoria L Cruz Inventory Control Clerk Bookstore	Ramona Kelly Major Gift Officer VP for University Advancement	Susie A Thompson Residence Hall Director Department of Housing and Residential Life
Shonda L Waith Sleep Technician Department of Respiratory Care	Velda M Escamilla Grant Specialist Tx School Safety Center	Reba L Oguntokun Residence Hall Director Department of Housing and Residential Life

Brett C Barton Grounds Maintenance Worker II Strahan	Toni L Phelps Undergraduate Admissions Counselor Office of Undergraduate Admissions	Kendra N Wesson Residence Hall Director Department of Housing and Residential Life
Thomas W Smith Guard University Police	Jo A Moss Assistant Director Tx School Safety Center	

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Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between June 24, 2013 and July 8, 2013.

Jayme L Blaschke, promoted to Director, University News Service from Public Information Specialist, University News Service

Bailey E Verschoyle, promoted to Academic Advisor II from Academic Advisor I, Education Advising Center

Robert F Eby III, promoted to Control Room Operator from Power Plant Operator, Utility Operations

Amalie Wheat, reclassified to Coordinator, Interpreting Services from Interpreter I, Office of Disability Services

Rene R Benavides, reclassified to Systems Analyst I from Systems Support Specialist II, Student Health

Selina M Pereira, reclassified to Assistant Director, Housing and Residential Life from Coordinator, Housing and Residential Life, Department of Housing and Residential Life

Raechel L Kepner, reclassified to Assistant Director, Housing and Residential Life from Coordinator, Housing and Residential Life, Department of Housing and Residential Life

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Frequently Asked Questions

Benefits:

Question: I applied to increase my life insurance and have not gotten a response back yet. What happens if I don't get my approval back until after Annual Enrollment is over?

Answer: With the changes to the Evidence of Insurability (EOI) process this year, ERS will automatically enroll you in the coverage you applied for once approval is granted. You should receive an email notifying you of the approval enrollment confirmation. As long as you applied during the Annual Enrollment window, it won't matter if the approval takes a bit longer. You can find additional details regarding this process on our Annual Enrollment webpage.

Question: I still have quite a bit of money in my TexFlex Healthcare Account. When is the last day that I can spend that money without forfeiting it?

Answer: You have until Nov. 15, 2013 to spend money for your 2013 plan year contributions. You have until Dec. 31, 2013 to file a claim for reimbursement. However, it is best not to wait just in case your claim is incomplete. You will not have opportunity to submit additional clarification or receipts after December 31, 2013.

Question: I was summoned to report to jury duty. Is my time serving on a jury paid leave or do I have to use my vacation?

Answer: As an employee in a benefits-eligible position you are entitled to serve on a jury without any deduction in pay. When you enter your time in SAP you should use absence code 2080 – Jury Duty. Documentation from the court excusing your absence is required and must be kept on file with your leave records. See UPPS 04.04.30, University Leave Policy for additional information.

Question: My student worker terminated 5/10/2013. I want to hire her back with the start of the Fall 2013 semester. Do I need to submit all new support documents?

Answer: Due to the fact there is a definite break in service and revised version of the I-9 form was issued in March 2013, you should obtain a new I-9. If the tax withholding is to remain the same, we will not require a new W-4 form nor will we require a new Acknowledgement form.

Question: I hired a student worker effective 6/7/2013 and submitted the PCR to the account manager on 6/12/2013, but he did not approve it until 6/17/2013. Today is 6/18/2013 and my student still cannot enter their time in order to make the 6/1/2013 – 6/15/2013 payroll. Why the delay?

Answer: PCR's received in the HR Master Data Center are processed in the order received. The published PCR deadline was 6/14/2013 so everything received by that date is sure to make payroll cutoff. In this situation, the account manager did not approve the PCR until after the cutoff date.

The staff in the MDC strive to enter all PCR's that enter our work list but PCR's received prior to the published cutoff date will always be processed first. Once completed and if there is enough time before the payroll time entry deadline, we will continue to enter appointments up to the day payroll is locked. Please remember that with the start of each new semester, PCR volume is high; therefore, we encourage you to submit the PCR with required support documents promptly. Finally, support documents must be complete and correct before we can process the PCR.

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Frequently Asked Questions

Compensation and Employment

Questions: How will I know if my salary was impacted by the .5% allotment that was given to my vice president for salary increases ?

Answer: Each vice president and their department heads/account managers will notify employees whose salaries were impacted by the increase.

Question: Since this is a 2% merit pool, everyone will receive the same increase, right ?

Answer: No. Since this is a merit pool, department heads/account managers and their VPs will determine the amount of increase, if any, to their employees. The criteria established in the president's memo only details the minimum requirements for consideration of an increase. Department heads/account managers and their chain of command ultimately determine which employees receive an increase, and the amount of the increase.

Question: Where can a hiring manager find information about the hiring process and interviewing?

Answer: The majority of the information is found in the UPPS 04.04.03, Section 04. Recruiting Options for Filling Staff Positions, available at:
<http://www.txstate.edu/effective/upps/upps-04-04-03.html>

The policy requires that all regular staff positions be posted in the University's electronic application system, EASY, for administrative channel approvals and for specific recruitment periods.

Hiring managers can schedule training for EASY by calling 5-2557 and asking for LynnAnn Brewer, Employment Manager.

There is also a resource manual by CUPA-HR called the Interview Guide available at: <http://www.hr.txstate.edu/HiringManager/InterviewGuide.html> The interview guide is a useful hiring manager's tool.

Question: What is I-9 discrimination?

Answer: Federal law requires that employers treat individuals in a non-discriminatory manner when recruiting and verifying their identity and authorization to work on the Form I-9. The United States Citizenship and Immigrations Services (USCIS) define the actions below as discriminatory:

- Demanding specific documents because of a person's national origin, ethnicity, immigration, or citizen status, race, color, religion, age, gender, or disability, or because of any other protected characteristics.
- Requesting documents issued by the Department of Homeland Security because a person is not a U.S. Citizen.
- Requiring U.S. Passports from new employees who sound foreign, look foreign, and claim U.S. Citizenship.
- Refusing to accept documents or refuse to hire because of an unfounded suspicion that a person's document is fraudulent.
- Treating a person differently than other applicants because the employer believes the person is a U.S. Citizen or noncitizen.
- Asking to see a person's employment authorization documents before he or she hires a candidate or before a candidate completes the Form I-9.
- Refusing to accept documents or refusing to hire because a document expires in the future.
- Limiting jobs to U.S. citizens unless U.S. citizenship is required by law or government contract.
- Demanding specific documents when re-verifying that a person is authorized to work.

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