TEXAS ★ STATE
HUMAN RESOURCES

February 2015

HR Bulletin

Timekeeping for Spring Break 2015

Spring Break is scheduled this year March 16 - 20, 2015. The university will be closed except for those offices designated as "essential".

Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. This means that if you have an employee in your department who does not have enough accrued time to cover the absence, or you have a new employee who cannot use their vacation due to the six-month rule, you must allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time; therefore, these employees must be placed on leave without pay if they lack vacation time to cover the absence.

You may view the holiday schedule for FY2015 at http://www.hr.txstate.edu/Holiday-Schedule/FY15HolidaySchedule.html.

For additional information on FLSA overtime and state compensatory time please refer to UPPS 04.04.16 – Overtime and Compensatory Time Policy at http://www.txstate.edu/effective/UPPS/upps-04-04-16.html.

February Timekeeping

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

- February 7
- February 14
- February 21
- February 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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Employee Discount Program Featured Discounts for February

To help you stay up to date on new ways to save, check out this month's featured discounts from the Texas State Employee Discount Program. Highlights include:

- Wow your Valentine with 10% savings on jewelry from Blue Nile, the leading online retailer of diamonds and fine jewelry. Not available on all items.

- Get $12 off your first case of diapers, valid on your first Diapers.com purchase. Max discount $12. Get free shipping at $49 and 1-2 day delivery.

- Make taxes stress-free with Jackson Hewitt. Get a $50 Visa gift card when you file in-store, or save 25% off federal and state returns online.

- See clearly for less with AC Lens. Save 15% when you order now, plus get free shipping and free returns on any eyewear purchase.

- Club W teams with wine makers around the world to create wines. Join now, get three bottles tailored to your palate for $26 in your first order.

Limited-time offers and regional programs are also available. Find out more about the Texas State Employee Discount Program, and make these discounts and services work for you!

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.

Professional Development
February Workshops

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

Providing Legendary Customer Service	Wed., Feb. 4
From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State	Thu., Feb. 5
All About Employment	Tue., Feb. 10
7 Habits of Highly Effective People	Five half days on Tue., Feb. 10, Feb. 17, Feb. 24, Mar. 3, Mar. 10
Health and Wellness Lunch-and-Learn Series: Stress Management NEW	Wed., Feb. 11
Surveys 101 Series -- Part I: Developing a Survey for Quality Improvement NEW	Mon., Feb. 16 or Tue., Feb. 17
SAP Chart of Accounts—Establishing New Accounts NEW	Wed., Feb. 18
Facilitation Skills Training	Fri., Feb. 20 and Feb. 27
Health and Wellness Lunch-and-Learn Series: Managing Arthritis NEW	Tue., Feb. 24
University Seminar (US 1100) and PACE (Personalized Academic and Career Exploration)	Wed., Feb. 25 or Thu., Feb 26

2015 Financial Planning & Retirement Fair

- Presentations by the Teacher Retirement System, Employees Retirement System, & Social Security
- Find ways to start planning for your financial future
- Interactive booths
- Speak one-on-one with financial planning experts
- Win door prizes!

Attendance at the Financial Planning & Retirement Fair is considered work time

Save the Date!
March 25, 2015
9:00 am – 3:00 pm
LBJSC Ballroom

Considerations Before Approving Vacation or Comp Time Leave

Managers are regularly asking questions about the appropriateness of an employee's vacation or comp time leave request. Here are some considerations:

- Will the leave request place the employee in a leave without pay status?
  - If so, the manager may not want to permit the employee to take leave which would reduce their pay.

- Does the leave request coincide with a major project?
  - If there is a genuine business need to deny the leave for the time period requested, the manager can deny the leave request. Alternative leave periods should be discussed.

- Does the request follow the department's leave policy?
  - To be consistent, leave requests should be approved if they comply with the department's policy. Your decision should also reflect any divisional policy related to the use of compensatory time.

- Will approving this leave set an important precedent for the department?
  - Most requests are fine, but if a request will set a precedent for its timing or duration, a manager might want to reconsider.
- Could approving a leave request be interpreted as "favoritism? "
  - Leave requests should be approved to align with legitimate business needs.

Improve Communication with Your Supervisor

Employees are regularly asking how they can better communicate with their supervisors. Here are some tips:

- Schedule a meeting to address concerns
  - Get on your supervisor's calendar to discuss any specific job-related concerns.
- Ask for feedback…and accept it
  - Supervisors are required to evaluate your work, so asking for feedback should be a normal part of a conversation.
- Initiate conversation and introduce new ideas
  - If you have important information or a suggestion, share it!
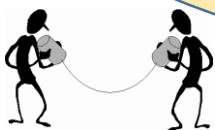
Welcome New Employees

We would like to welcome the following employees hired between December 15, 2014 and January 14, 2015

Gwendolyn E Balboa Administrative Assistant II College of Fine Arts Advising Center	James D Mundt System Analyst I Department of Housing and Residential Life	David M Scaliatine Coordinator, Housing and Residential Life Department of Housing and Residential Life
John M Martinez Library Facilities Assistant University Library	Shaula S Rocha Administrative Assistant II English	Gerardo B Galeana Academic Advisor I Applied Arts Academic Advising Center
Trinidad B Cortez Guard University Police Department	Samuel R Massey Coordinator, Spring Lake Operations Meadows Center	Zachary A Collins User Services Consultant I Educational Technology Center
Jason R Long Programmer Analyst I University Library	Elizabeth M King Librarian University Library	Kimberly A Duncan-Ashley Assistant Director, Student Center Student Center
Nancy DeLeon Administrative Assistant II Counseling Center	Jason D Arredondo Stores Clerk I Department of Health and Human Performance	Christopher R Haywood Grant Specialist Upward Bound
Brianda P Carrasco Administrative Assistant I Office of the Provost and VPAA	Tyler L Nash Research Associate STAR Park	Megan A Foster Graphic Designer II LBJ Student Center
Brenda K Rau Administrative Assistant II Counseling Center		

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, February 13, 2015. 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 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.

Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between December 15, 2014 and January 14, 2015

Christina C Vaughn, promoted to Administrative Assistant III from Administrative Assistant II, Department of Counseling, Leadership, Adult Education and School Psychology

Michelle M Sotolongo, promoted to Student Development Specialist I from Academic Advisor I, Honors College

Michael J O'Neal, promoted to Technology Integration Specialist I from Media Technician I, Classroom Technology Support

Liane R Taylor, promoted to Administrative Librarian from Librarian, University Library

Thomas E Nail, promoted to Senior Systems Administrator from Systems Administrator II, Core Systems

Chad Thomas, reclassified to Environmental Health and Safety Specialist from Environmental Inspector, Environmental Health, Safety and Risk Management

Jesse Silva, reclassified to Assistant Director, Student Diversity and Inclusion from Student Development Specialist II, Office of Student Diversity and Inclusion

Denim C Pittman, reclassified to Senior Undergraduate Admissions Counselor from Undergraduate Admissions Counselor, Office of Undergraduate Admissions

Lee Z Hamilton, reclassified to Environmental Health and Safety Specialist from Environmental Inspector, Environmental Health, Safety and Risk Management

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Join the Wellness Program – It is Not Too Late!

Texas State is committed to helping employees make their health a priority in 2015.

Registration is still open for the Texas State Employee Wellness Pilot Program, which began on January 12 and runs through May 3rd. Membership is free!

More than 400 employees have taken the first step to register. It is not too late to join them in wellness education classes, swim at the Aqua Sports Center, play racquetball at the Jowers Center, and attend group fitness classes at the Jowers Center, JCK, Aqua Sports Center, Physical Plant Warehouse, and LBJ Student Center.

To be eligible to participate in this free program, employees must register on-line, complete a simple health appraisal questionnaire, and sign a waiver form. Registration and additional information is available at http://www.worklife.txstate.edu/Wellness.html.

What does Human Resources mean when they use those "HR" words?

The HR Glossary of Terms is a "quick glance" tool you can use to define the HR terminology used in day-to-day Human Resources related work products and conversation. The HR Glossary of Terms is accessible at
http://www.hr.txstate.edu/compensation/HRGlossary.html

Update to 403(b) Retirement Plan Providers

Texas State has added a new 403(b) provider for the Optional Retirement Program (ORP) and Tax Deferred Accounts (TDA). Effective January 1, 2015 AXA Equitable is now an approved vendor for these programs.

You can find the entire approved ORP/TDA vendor list here: www.hr.txstate.edu/benefits/orp vendors.

A TDA is a great way to save money for your future. Contact one of the approved vendors to get started saving today. You can start, stop, or change your contribution amount at any time during the year.

Update on PeopleAdmin (EASY) Upgrade

The project is ongoing and moving forward from the design phase to the build phase. The project team completed gathering requirements, determined business requirements, and concluded the project plan.

In the next month, PeopleAdmin will configure the site; perform unit testing, and QA testing. The next step will be the delivery of the validation plans. Then the project team will begin validation. The final stages of the project will be rollout and adoption.

The project team anticipates that rollout and adoption will occur in summer months of 2015.

Governor's Executive Order on E-Verify

The Texas Governor issued an executive order on December 3, 2014 requiring "all agencies under the direction of the governor to verify employment eligibility of all current and prospective agency employees through the U.S. Department of Homeland Security's E-Verify system."

The University System Office is reviewing the order to determine its applicability to the Texas State University System Office and its components. The Office of Human Resources will coordinate with the system office and provide further information as it becomes available.

All E-Verify requests are coordinated by The Office of Human Resources. At this time, hiring managers do not need to select E-Verify when using EASY to post requisitions, unless the position is funded by a federal grant that requires E-Verify.

The E-Verify system is similar to the paper I-9 Employment Eligibility Verification form. The Executive Order is on the Governor's website at this link: http://governor.state.tx.us/news/executive-order/20372/

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Saving for Retirement -- Notification of Universal Eligibility
for a 403b Tax-Deferred Account

A Tax-Deferred Account (TDA) is a voluntary 403(b) program that allows you to save additional income for retirement through pre-tax or Roth after-tax contributions. Contributions are made through payroll deductions and may be invested in mutual funds, fixed, or variable annuities with any one of the authorized vendors. There is no employer contribution with the 403(b) Tax-Deferred Account.

Eligibility

All employees who normally work at least 1,000 hours per calendar year and are not student employees are eligible to contribute to a TDA.

Contributions

You can get started for as little as $200 a year and contribute up to the general limit ($18,000 for 2015) or 100% of your salary, whichever is less. In addition, you can contribute more if you are at least age 50 by year's end or if you have worked for Texas State for at least 15 years. Contact Human Resources for more information regarding how much you can contribute.

Getting Started

Contact a representative on the list of authorized vendors found on the Human Resources website at http://www.hr.txstate.edu/benefits/orpvendors.html. Complete the account application and other documents the representative will have. The completed documents must come to Human Resources before the payroll deduction can begin. The effective date of your plan will always be the first day of the month following the date Human Resources receives the paperwork.

Making Changes

You can start or stop your account or change the amount of your contributions at any time during the year. You can also change the company your contributions are going to anytime. Contact Human Resources if you want to make changes to an existing account. If you want to change how your funds are being invested, contact your vendor directly.

Questions

Follow up questions about the program may be directed to Human Resources at hr@txstate.edu or 5-2557.

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Understanding Your HealthSelect Benefits:
Helpful Tips before Your Hospital Procedure

Make sure all of your providers and the facility are in network. Most people check to make sure that their doctor is in network, but did you know you should also check that the other providers for your procedure are also in the HealthSelect network? You should consult with your doctor and the facility to find out what providers, including anesthesiologists, will be seeing you during your visit. Checking this beforehand can help prevent out of network charges down the line. If you find that the hospital does not have a needed network provider, consult United Healthcare (866-336-9371) to find out what options are available to you.

Review the Master Benefit Plan Document. You can find it here on the www.HealthSelectofTexas.com website. The specific details of what is and is not covered by the plan are listed and can help you to understand what expenses are covered under our plan.

Use the MyHealthcare Cost Estimator. This tool is available through your www.myuhc.com/hs account. You can enter your procedure information and this tool will help you to calculate the costs for providers in the area using our plan information.

Summer Camp Fair Set for March 27

The Texas State Summer Camp Fair is scheduled for March 27 from 2:30 p.m. to 6 p.m. at the Undergraduate Academic Center.

The event will showcase many summer camps and resources offered at Texas State University. It is free and will feature camps from areas such as math, athletics, science, performing arts and much more. Boko and the cheerleaders are expected to make an appearance. Come see some camp demonstrations, performances, and make-your-own Bobcat Trail Mix.

For questions or more information about the Summer Camp Fair, please contact the Office of Community Relations at communityrelations@txstate.edu.

2015 W-4 Forms Due for Employees Claiming "Exempt"

All employees who claim "exempt" on their federal income tax withholding (i.e., have no income tax withheld) must file a new W-4 form each tax year. If a new form is not completed, the university is required to withhold at the "single and zero" rate until a new form is received.

All W-4 forms should be entered via SAP Employee Self-Service or submitted to Leah Cuellar by February 10, 2015. Please send your form to Human Resources in J.C. Kellam, Room 360, or fax to 5-1942. You will find a new W-4 form at http://www.hr.txstate.edu/Forms/miscforms.html

Employee of the Month – Eric Schires

Eric Schires, Senior Lab Services Technician, Materials Science, Engineering and Commercialization Program (MSEC) was selected as the Texas State Employee of the Month for January 2015.

Eric has major leadership roles in the Analysis Research Service Center (ARSC), Advanced Functional Materials RSC (AFM-RSC, a. k. a. MBE-RSC), and liquid nitrogen RSC (LN-RSC). His areas of responsibility include maintenance and repair of extensive major and minor instrumentation, training and education of user group, primarily graduate students but also other university researchers and outside users. In June, 2014, the ARSC alone reported over 100 active users. Eric is involved in setting up, evaluating, and maintaining fee structures for equipment access and billing, acquisition of major and minor repair items and interface with other units of university for maintaining smooth operations, upgrades, and renovations critical to R. F. Mitte building. Eric's contributions to the buildup of facilities in R. F. Mitte have been absolutely essential.

Eric has also played an indispensable role in setting and revising the user fee structure and most operating procedures. He has been involved in the maintenance and repair of both major and minor instrumentation in the RSCs. For 2014, it is estimated that there will be nearly 200 repairs events. Eric's contributions are particularly important for items not supported by service maintenance contracts either because they are no longer serviced by the supplier or because of the high costs of carrying these contracts. He is responsible for acquisition of major and minor items needed for repair, maintenance, and smooth operation of RSC equipment. He works with projects

representing six departments/entities (MSEC, Physics, Ingram school of Engineering, Chemistry & Biochemistry, Engineering Technology and Biology) and two external organizations. There were 61 training occurrences of users between January and June 2014 alone. Eric has worked with users from internal university and external research projects and organized courses. He has direct oversight of 14 major equipment items including the x-ray diffraction system, SEM, PPMS, and AFMs.

Eric works well with faculty, fellow staff, and most importantly with students in training and mentoring. He is courteous, friendly, punctual, innovative, knowledgeable, and the list goes on! He has an incredible work ethic and works countless hours necessary to fix problems ranging from student support and equipment repairs to lab issues while meeting critical deadlines. Eric is a valuable asset to ARSC, the Physics Department, the Materials Science Engineering and Commercialization (MSEC) program and the University.

Congratulations, Eric, on a job well done and being recognized as the January 2015 Employee of the Month!

Ask Human Resources

Frequently Asked Questions:

Benefits

Question: **I have a child that will be turning 26 this year, what do I need to do to remove him from my insurance plans?**

  Answer: You will not need to do anything. ERS will automatically remove your child from your insurance plans the first of the month following his 26th birthday.

Question: **I just turned 62 but haven't retired yet. Can I take some money out of my voluntary Tax Deferred Account now or do I have to terminate employment first?**

  Answer: You are eligible to take a distribution from your voluntary 403(b) TDA or 457 TexaSaver accounts once you turn 59 1/2 even if still employed. You need to complete the required paperwork with your retirement vendor and have an authorized Human Resources representative approve the request for distribution. Keep in mind that this is for voluntary accounts only. TRS and ORP retirement accounts are generally not available until you terminate employment.

Question: **I submitted a PCR to HR to hire an hourly student worker. Will my student be paid by the next scheduled pay date?**

  Answer: It depends. For a student worker to be paid on the next scheduled pay date, the PCR and support documents must be received in Human Resources by the date published on the Student PCR Deadlines calendar http://www.hr.txstate.edu/hrmasterdatacenter/StudPCRDeadlines.html. Payroll deadlines are published at http://www.txstate.edu/payroll/resourcesforms/calendars/deadlines.html.

Compensation

Question: **When giving any formal written reprimand, PIP, etc. do I need to send a copy to HR?**

  Answer: Yes, Employee Relations staff tracks any written reprimand or PIP and a copy will need to be placed in the employee's file.

Question: **When do I have to have all my employee's performance appraisals completed by?**

  Answer: Performance appraisals need to be completed by March 15 then sent to the divisional vice president by April 1. Once signed by the VP, all performance appraisals must be sent into HR no later than April 15.

Question: **How can a manager address a request to use 4 to 6 weeks vacation/comp time for vacation?**

  Answer: It is the manager's option to approve or not based on the workload in the department and the impact to the organization. If you permit the leave, it may provide a precedent. If you deny the

leave it should be based on a business case. You may choose to approve accrued paid leave and choose not to approve leave that would place the employee in a leave without pay status. Your decision should also reflect any divisional policy related to the use of compensatory time. You may also choose to require that the employee uses accrued comp time or FLSA overtime prior to using vacation.

Question: **How can I locate a copy of my GOJA?**

> ***Answer:*** GOJAs are typically located in two places. Every department on campus should maintain a copy of each of their employees' GOJAs. In addition. Human Resources maintains copies of the GOJAs which are sent to HR from the individual departments. To locate your GOJA please contact your supervisor in your department first, and then contact HR to request a copy if your department does not have one for your position.

Question: **Why do the GOJA and the Performance Appraisal documents have to be certified by the employee and supervisor?**

> ***Answer:*** UPPS 04.04.20 Staff Performance Appraisal, requires that the GOJA be certified by the employee and supervisor prior to completing the performance appraisal discussion. This certification and the employee's and supervisor's signatures indicate that the GOJA that was used to generate the standards and expectations in the performance appraisal is current and accurate. It also means that the supervisor reviewed the GOJA with the employee and that both the employee and supervisor agree that it accurately reflects the duties performed by the employee.

Employment

Question: **What are some diversity job boards to advertise positions for recruitment?**

> ***Answer:***

DiverseEducation.com = $235	DisabledPerson.com = $50
BlackinHigherEd.com = $99	Diversityworking.com = $225
JBHE.com = $150	Imdiversity.com = $95
LatinosinHigherEd.com = $175	hireheroesusa.org = $100
HispanicsinHigherEd.com = $99	multiculturaladvantage.com $200
AsiansinHigherEd.com = $99	hispanic-jobs.com = $175
VeteransinHigherEd.com = $100	tabphe.org = $0
WIHE.com = $210	recruitdisability.org = $140
LGBTinHigherEd.com = $99	TribalCollegeJournal.com = $115

Question: **How do hiring managers request for recruitment advertising?**

> ***Answer:*** Hiring managers request for recruitment advertising by indicating in the EASY requisition form in the drop down menu for the field advertising by selecting 'send to advertising.' The hiring manager may also indicate newspaper, other advertising sources, and special instructions.

COMPLETE THE FOLLOWING IF YOU DESIRE TO ADVERTISE	
Advertising	No Response ▾
Indicate Newspaper	Check All Clear All ☐ San Marcos ☐ San Antonio ☐ Austin ☐ New Braunfels ☐ Lockhart ☐ Seguin
Please indicate other advertising sources	
Special Advertising Instructions	
COST CTR to charge for ads	
FUND to charge for ads	
INTERNAL ORDER to charge for ads	
CONTACT PERSON (In Account Manager's office for this RFP)	
Contact Person's Name	

Professional Development

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

> **Answer:** For some 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. When workshops have reached full-capacity registration, walk-ins will not be seated. 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 245.7899 if you have further questions.

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

> **Answer:** If a Professional Development workshop has reached participant capacity, the SAP Training and Development Portal will display an option for the participant to "Book on Waitlist."
>
> If you click on the "Book on Waitlist" option, you will be placed in a waitlist queue. Should a registered participant cancel their booking and a space becomes available, SAP will automatically book the next-in-line person on the waitlist. The now newly-booked participant will receive an email confirmation from Professional Development.

Question: **What if I cannot log into the SAP portal?**

> **Answer:** You will need to contact ITAC (5-4822). ITAC will be able to determine if you are using an SAP compatible web-browser and/or if your SAP Password needs to be reset.