

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.

September Timekeeping

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

September	6
September	13
September	20
September	27

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

Table of Contents

The Support Staff Resources Website:.....	1
September Timekeeping.....	1
Prescription Drug Coverage Changes	2
Insurance and Retirement Changes	2
Free Webinars through Bobcat Balance -- Your Work Life and Employee Assistance Program.....	3
Featured Discounts for September.....	3
New Prescription Drug Cost Comparison	4
FY2015 Payroll and PCR Deadline Calendars	4
SAP HR Modules - Training Options	5
Mentoring New Employees	6
Absenteeism	6
Employee Wellness Fair	7
UPPS Update	7
Professional Development Sept Workshops..	8
Welcome New Employees	9
Focus on Employees.....	10
Employee of the Month	11
Staff Position’s Recruitment Advertising.....	12
Creating a Job Posting	12
Ask Human Resources.....	13
Benefits.....	13
Compensation:.....	13
Employment	14
Professional Development	15

Prescription Drug Coverage Changes and Reminders

Good news! Effective September 1, 2014 the Tier 1 Generic copay has decreased from \$15 to \$10 for a 30-day supply.

Also as a reminder, from September 1 to August 31, you and each of your covered dependents must pay separate \$50 deductibles before the plan begins to cover drug costs. For example, if you have two dependents, you would have a total family deductible of \$150 per plan year for prescription medications if all of you fill at least \$50 worth of prescriptions.

You can also manage your prescriptions by creating an account at Caremark. Simply follow this link: www.2.caremark.com/ers and click the “Register Now” link.

Insurance and Retirement Changes Effective September 1, 2014

Last year the 83rd Legislative session resulted in some changes that take effect beginning September 1, 2014. Here is a brief summary of those changes:

- Employee contributions to TRS increase from 6.4% to 6.7%. You will see this change on your October 1, 2014 paycheck.
- Interest Rates: The rate of interest paid to TRS member accounts drops from 5% to 2%.
- Normal-Age Service Retirement Eligibility: One major change regarding TRS retirement eligibility impacts the age in which you may retire and receive full benefits. TRS members who are not vested with 5 years of service by August 31, 2014 will need to be at least age 62 to be eligible for the full retirement benefit.
- Retiree Insurance Eligibility: The insurance contribution for new retirees will change to a tiered system based on years of service.
 - o 100% employer contribution with 20+ years of service
 - o 75% employer contribution with 15+ years of service
 - o 50% employer contribution with 10+ years of service
- This change only applies to employees with less than 5 years of Group Benefits Program insurance participation as of 8/31/2014. Employees with 5 or more years as of 8/31/2014 are grandfathered under the current rules.

For additional information, please contact the Benefits staff at 5-2557 or hr@txstate.edu.

Free Webinars through Bobcat Balance -- Your Work Life and Employee Assistance Program

Each week you have access to free webinars through Bobcat Balance on a variety of topics such as communication, stress management, coping skills, parenting, relationships, healthy living and more. Below is a list of the webinars scheduled for the month of September:

9/9 You are who you're friends with:
Choosing healthy relationships

9/17 Being a team with your child's teacher

9/23 The power of introverts in a world full of extraverts

9/30 Surviving the college application process

If you are not able to view the webinar at its scheduled date and time, you can still access the webinar through the Webinar Library by clicking on the tab labeled Webinar Library. To register for a webinar, visit the Work Life website at www.worklife.txstate.edu to log in to Bobcat Balance.

Featured Discounts for September

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:

- Get a rebate of up to \$1,500 on SunPower Solar for your home! Sign up for a free solar evaluation to find out how much you can save on your electric bill.
- Get exclusive discounts – up to 60% off – on Panasonic products for your home, beauty and adventures!
- Take advantage of BoostUp's exclusive purchase incentives that increase your savings to help you make life's biggest purchases.
- How far would \$10k take YOU? Quicken Loans clients have a chance to win big – see program website for rules and restrictions.
- Shop for optical products online and save 15% at AC Lens. Order now and get free shipping and free returns on any eyewear purchase.

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!

New Prescription Drug Cost Comparison Tool

Did you know that nearly 70% of Americans take at least one prescription drug? A survey conducted by the Mayo Clinic Center for the Science of Health Care Delivery found that 70% of Americans take at least one prescription drug, more than 50% take two, and 20% of Americans take five or more prescription drugs.

In an effort to help our employees be more informed consumers, Human Resources has developed a tool to help you find the best deal for your prescription needs. In addition to coverage offered through the ERS prescription benefit plans, there are discount programs through national and local pharmacies. These plans may provide a better discount than through your prescription insurance coverage.

The Prescription Drug Comparison Tool offers a place to compare the costs of several major programs against your benefits through Texas State. You can link directly to the pharmacies and look up your medications to compare the various programs.

Give it a try at www.hr.txstate.edu/benefits/rxchart and see if you can save some money on your prescription purchases!

FY2015 Payroll and PCR Deadline Calendars

It is a new fiscal year so be sure to review the FY2015 salaried and hourly payroll deadline calendars available at:

<http://www.txstate.edu/payroll/resourcesforms/calendars/deadlines.html>

Staff PCR deadlines:

<http://www.hr.txstate.edu/hrmasterdatacenter/SalariedPCRDeadlinesFY15.html>

Student PCR Deadlines:

<http://www.hr.txstate.edu/hrmasterdatacenter/StudPCRDeadlinesFY15.html>

Additional staff and student PCR processing information:

<http://www.hr.txstate.edu/hrmasterdatacenter>

Please refer to these calendars to ensure your staff and student PCRs are received in the Human Resources Master Data Center prior to the indicated deadlines. PCRs received after the published deadline may prevent your employee from getting paid on time.

Remember, an hourly employee is not able to enter hours worked until the PCR has been processed in the SAP HR system to set up their appointment. For questions, please contact the HR Master Data Center at 5-2557.

SAP HR Modules - Training Options

Human Resources offers SAP training for supervisors and support staff with time administration, organizational management, and processing PCRs for staff and students. A complete listing of upcoming training classes is available at <http://www.hr.txstate.edu/hrmasterdatacenter>.

Time administration training for supervisors and departmental time administrators is available by appointment by contacting hr@txstate.edu.

If you are new to SAP, it is beneficial for you to attend the basic navigation course offered through the Information Technology Assistance Center (ITAC) before attending the HR training classes. Also, since these classes are interactive it is important to have your security roles activated prior to attending classes. If you have questions regarding SAP training, please call 5-2557 or e-mail hr@txstate.edu.

Getting Started with SAP

Getting Started with SAP, offered by the ITAC, introduces participants to the basic navigational skills that support use of the SAP system at Texas State. The course provides a brief history and description of the SAP architecture, as well as, the terminology used when working with back office personnel.

Classes are offered once a month (excluding Spring Break and university holidays). This course benefits new employees and anyone who wants an SAP refresher. The goal is to help make your work with the SAP system more efficient and provide background for future training. To register for an upcoming class, go to <http://www.tr.txstate.edu/training/class-schedule.html>.

If you have questions, contact ITAC at <http://www.tr.txstate.edu/itac.html>.

SAP Resources Website

SAP Resources is available to help Texas State employees as a centralized site with links to departments and contacts in various offices that utilize SAP functionality. Visit this site at <http://www.txstate.edu/sap/> for instructions and information to execute reports, contact information, security information and forms.

Support Staff Resources Website

The Support Staff Resources website is a one-stop location with an index and links to all departments who provide online support and services to administrative staff. Access the site at <http://ssr.hr.txstate.edu/>.

Mentoring New Employees

Although Texas State does not have a formalized 6 month probationary period, departments may informally evaluate their staff following their initial 6 months at the university. There is an exception to this and policy requires a 6-month evaluation for new hires that occur between October 1 - December 31.



It may be beneficial for management to assign another employee to mentor the new hire during his or her first 6 months. A more seasoned employee may serve as a mentor to

successfully integrate or assimilate the new employee into the work group. In this manner, the mentor can serve as a peer to explain the formal and informal operations of the department and its internal workings, culture, and communication style. The mentor can also be made available to address basic policy and procedure questions. This approach can assist the new employee with successful integration into the department and university community.

This mentor relationship can assist the manager or department head by taking on some of the assimilation duties and can help the new employee acclimate to the new working environment. The mentor can also provide feedback to the manager or department head concerning the new employee's performance. The manager or department head can then use this information to assess the new employee's performance.

Absenteeism

Managers are responsible for supervising their employees and regulating their leave time. Employees are responsible for managing their leave time, so they do not run out of paid leave. Managers should not approve additional leave for employees who run out of paid leave, with the exception of legally supported unpaid leave.

Excessive absenteeism may result in an employee being placed on a performance improvement plan to address the issue. Supervisors have the option of reprimanding an employee who has excessive absenteeism. If an employee is going to be evaluated on their attendance, the supervisor should document the use of an attendance standard and must be able to explain the standard and the corresponding expectation to the employee. The standard should also apply to all similarly situated employees.

Excessive absenteeism can become a performance issue and may interfere with the business needs of the university. An employee's performance rating may be impacted by excessive absenteeism if it results in the employee being in a leave without pay status (LWOP); if the leave is not related to an accommodation in accordance with the American's with Disabilities Act (ADA), an approved FMLA related leave or other leave approved in UPPS 04.04.30, "University Leave Policy."

Please contact Human Resources at 5-2557 with any questions.

Employee Wellness Fair

Mark your calendars to attend the 7th Annual Employee Wellness Fair! The event will consist of informational and interactive booths on a variety of health-related topics.

SAVE the DATE
Employee Wellness Fair
Tuesday, October 7, 2014
10 am - 3 pm, LBJSC Ballroom

- Flu shots will once again be offered free with an employee ID and United Healthcare card.
- Mammograms will be offered free through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus. Get information about qualifications and mandatory pre-scheduling at this link: <http://www.txstate.edu/pdevelop/employeewellnessfair/wellness-fair-bigpinkbus.html>
- Door prizes will be contributed by vendors, among them a family 4-pack to Schlitterbahn.
- Grand prize winners will receive memberships to the Texas State Recreation Center, the (San Marcos Activity Center) or Total Wellness at the Jowers Center.

All employees are encouraged to attend and take advantage of the health screenings that will be offered.

UPPS Update

This policy was recently updated with the following changes:

04.04.35, Professional Development and Educational Opportunities

- Transition of major responsibility for the Staff Educational Development Program from the Office of Equity and Access to Human Resources.
- Inclusion of section (Academic Professional Development Activities) from UPPS 04.04.01 which will put all employee development opportunities into one UPPS.
- Addition of Non-Academic Professional Development Activities which will permit documentation of professional development activities that are not university credit courses.
- Removal of two non-existent programs: Leadership Development Program Internship and Program for Executive Management Training.
- Increase in the number of awardees in Staff Educational Development Program from 5 to 7 to include employees in the Cabinet member areas of Athletics and Special Assistant to the President.



Any questions about the revised policy should be directed to Professional Development at 5-7899.

Professional Development September Workshops

The following workshops will be coordinated through Professional Development during the month of September. 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.

Students in Crisis: Connecting Students to the Resources to Cope with College	Wed., September 3, 2014
From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State	Thu., September 4, 2014
Effective Faculty Hiring NEW	Fri., September 5, 2014
Financial Education Series The Fundamentals of Wealth Management NEW	Wed., September 10, 2014
Know Your Numbers (PD) NEW	Wed., September 17, 2014
Providing Legendary Customer Service	Thu., September 11, 2014
Pre-Award Services Available to the University Community	Tue., September 16, 2014
For the Record: What You <i>Really</i> Need to Know About Records Management	Thu., September 18 or Fri., September 19, 2014
Sponsored Programs Contract Management	Tue., September 23, 2014
Outcomes Assessment Series: Creating an Outcomes Assessment Plan NEW	Mon., September 8 or Tue., September 9, 2014
Developing Assessment Methods/Measures NEW	Mon., September 15 or Tue., September 16, 2014
Implementing Assessment Plans NEW	Mon., September 22 or Tue., September 23, 2014
College Mental Health: Understanding and Helping Your Students in Distress	Wed., September 24, 2014
Teambuilding	Fri., September 26 & Fri., October 3, 2014
Research Cash Advances	Tue., September 30, 2014

Welcome New Employees

We would like to welcome the following employees hired between July 28, 2014 and August 18, 2014

Robert D Gire Assistant Coach Track	Freddie J Alonzo Sr Construction Inspector Facilities Planning Design	Darsie A Holbrook Custodian Department of Housing and Residential Life
Michael E Gantt Air Conditioning Mechanic II Facilities Operations	Nhu Thi Quynh Mai Program Staff Counseling Center	Robert M Wilhite Buyer II Procurement and Strategic Sourcing
Walter R McIntosh III Athletics Intern Strutters/Ticket/Mktg/Cheer	Daniela G Dominguez Program Staff Counseling Center	Bernard A Ramsey Psychologist Counseling Center
Maria C Castillo Custodian Department of Housing and Residential Life	Rebeca P Gonzalez Program Staff Counseling Center	Kenneth O Brown Nurse, LVN Student Health Center
Leticia L Sheffield Data Entry Operator Donor Services	Hilary Anand Program Staff Counseling Center	Jesse M Lang Instructional Design Course Developer Instructional Design Support
Kimberly S Adams Residence Hall Director Department of Housing and Residential Life	Bethany Evans Program Staff Counseling Center	Christopher D Sanchez Budget Analyst Office of Budgeting, Financial Planning and Analysis
Corina Garcia-Vasquez Administrative Assistant II Academic Development and Assessment	Alexandra Alexander Athletics Ticket Sales Assistant Strutters/Ticket/Mktg/Cheer	Andrew S Cost Facilities Maintenance Worker I Department of Housing and Residential Life
Daphne S Helms Procurement Specialist Student Health Center	John L Shen Jr Manager, Operations and Energy Utility Operations	Leslie N Sanchez Administrative Assistant II Health Professions Academic Advising Center
Brian R McKay Assistant Director, Facilities Operations Facilities Operations	Judith K Davis Staff Attorney Dean of Students	Shatzie A Montellano Nurse Practitioner Student Health Center
Carl J Booker Cutter/Drape Department of Theatre and Dance	Genet M Hannah Administrative Assistant III Physics	Judith F Kruwell Budget Analyst Office of Budgeting, Financial Planning and Analysis
Jonathan H Hernandez Coordinator, Campus Recreation Campus Recreation	Shantae M Dennie Undergraduate Admissions Specialist Office of Undergraduate Admissions	Deborah J Karajankovich Assistant Director, Student Health Center Student Health Center
Audrey E Decker Undergraduate Admissions Specialist Office of Undergraduate Admissions	Camrie N Pippier Administrative Assistant II Philosophy	

FOCUS on Employees

We would like to recognize the following employees who were either promoted or reclassified between July 28, 2014 and August 18, 2014

William R Wood III, promoted to Assistant Director, Career Services from Career Advisor, Career Services

Kimberly G Litwinowich, promoted to Psychologist from Program Staff, Counseling Center

JaNelle Barnes, promoted to Director, IT Operations from Executive Assistant, VP for Information Technology

Joshua Myles, promoted to Athletics Development Officer from Coordinator, Bobcat Club, Athletics

Dolores Reyes-Pergioudakis, promoted to Program Specialist from Academic Advisor I, Psychology

Brittany R Yankovich, reclassified to Accounting Clerk II from Cashier, Student Business Services and Bursars

Latasha C Washington, reclassified to Accounting Clerk II from Cashier, Student Business Services and Bursars

Brian E Solis, reclassified to Accounting Clerk II from Cashier, Student Business Services and Bursars

Marketa M Willis, reclassified to Procurement Analyst from Accounting Clerk II, Procurement and Strategic Sourcing

Jon A Ahlberg, reclassified to Associate Director, International Affairs from Associate Director International Office, International Office

Rosario Davis, reclassified to Associate Director, International Affairs from Learning Specialist, Texas State Intensive English

Isis De La O, reclassified to Associate Director, International Affairs from Coordinator, Continuing Education, Study Abroad Office

Roxanne M Munos, reclassified to Accounting Clerk II from Cashier, Student Business Services and Bursars

Jennifer G Murphy, reclassified to Coordinator, Adult Fitness from Coordinator, Group Fitness, Department of Health and Human Performance

Employee of the Month— Lynn Heimerl

Lynn Heimerl, Admission and Retention Coordinator, St. David's School of Nursing was selected as the Texas State Employee of the Month for August 2014.

Lynn coordinates recruitment events and participates in recruitment fairs and outreach programs, as well as conducts presentations both on the Round Rock campus and in San Marcos for students interested in the nursing program. She provides the level of detail needed for students to make informed decisions about applying to a competitive program. Lynn coordinates the application process, application updates and communication with all potential students. She plays a critical role in coordination with nursing faculty to ensure that educational retention efforts are managed, met, and maintained. She is in charge of assisting students with academic and personal problems to connect them with the appropriate resources. Lynn maintains the school of nursing website with up-to-date, professional, and accurate information that is readily understood by the public and potential applicants.



Lynn is one of the first individuals a potential applicant meets at the school of nursing. Students, families, staff and faculty often comment on how willing to assist she is. Lynn's office is a safe place to seek support for many of our students. She is someone willing to listen and provide guidance for student success. Lynn is a strong bobcat advocate and is consistently committed to the success of all our students.

Congratulations, Lynn, on a job well done and being recognized as the August 2014 Employee of the Month!

Staff Position's Recruitment Advertising

In the year-to-date fiscal year, the University hiring managers conducted 842 recruitment advertisements outside of the University employment website.

There were 572 recruitment advertisements in online job postings and 270 advertisements in print job postings. Hiring managers advertised in newspaper media such as Austin American Statesman; New Braunfels Herald Zeitung; San Antonio Express-News; Seguin Gazette Enterprise; and others.

Hiring managers also advertised jobs in print media such as Chronicles of Higher Education and other professional association media. Websites frequently used by hiring managers for recruitment advertisement included h2h.jobs; indeed.com; insidehighered.com; and monster.com.

The University encourages hiring managers to conduct recruitment advertising. Recruitment advertising increases the quality and diversity of applicant pools. These factors lead to candidates that are very qualified for University staff positions.

Creating a Job Posting that Recruits a Qualified Applicant Pool

The key factors to recruiting a highly qualified applicant pool for a position is to analyze the job in a GOJA (Guidelines Oriented Job Analysis), review and expand the job description from the University Pay Plan, and further specify the job's KSA (knowledge, skills, and abilities) for the job posting's required and preferred qualifications.

Hiring managers may use the job description from the University Pay Plan and expand the examples of general descriptions, duties, knowledge, skills, and abilities to be more specific to a position.

The required qualifications for a job requisition are the minimum knowledge, skills, and abilities a candidate can possess to perform a job adequately.

The preferred qualifications are the position specific knowledge, skills, and abilities that the hiring manager has identified to be preferential, but not required.

These required and preferred qualifications can be a list or a narrative statement. The required and preferred qualifications are advertised on the University's employment website and those qualifications communicate to the applicants requirements for the position. A clear, concise, and objective statement for the required and preferred qualifications helps create a qualified applicant pool.



Ask Human Resources

Benefits

Question: How can I update my address?

Answer: You can update your home address by sending an e-mail to hr@txstate.edu, submitting a paper form to the Benefits Office, or entering your changes using Employee Self-Service in the SAP Portal. We will automatically update ERS and TRS when your address changes with HR. If you need assistance with accessing SAP, ITAC can reset your password (itac@txstate.edu). You will need your NetID to login.

SAP Portal: <https://ibis.sap.txstate.edu/irj/portal>

1. Employee Self-Service
2. Personal Information
3. Address



Question: I received notice from TRS that I do not have a beneficiary on file. Can HR help me with this?

Answer: Yes, we can help you complete the TRS form required to name your beneficiary. This form must be signed in front of a notary. We have a notary in our office for this purpose. You will need a photo ID and the name, address, birthdate, and SSN for anyone you plan to name as a beneficiary.

Question: What is the maximum I can pay a student worker?

Answer: You can pay a student worker up to \$14.00 an hour. Anything higher requires VP approval.

Compensation:

Question: I completed the entire Compliance course online, and received 100% on each module. Why am I still receiving an email stating I have not taken this course?

Answer: At the end of the course, you are required to “Confirm Participation”. You can do this by:

1. Logon to the SAP Portal (<https://ibis.sap.txstate.edu:50001/irj/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.
5. 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”. You may have to scroll down on the page to see it. Click on the blue words “Confirm Participation”. Answer OK.
6. You will receive message in the top section: “Your participation in this course has been completed”.



Question: Why is the NSNR employee in our office receiving the email requiring them to take the Ethics and Compliance Course online?

Answer: ALL staff members are required to complete the Ethics and Compliance Course online.

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

Answer: EEO training is required by state law and must be completed every 2 years. Ethics and Compliance training is required by Regent's Rules and University policy. It is also required every 2 years. Ethics and Compliance training is on-line via SAP. All staff employees must take the Ethics and Compliance training and complete all of the modules. Faculty are assigned certain modules to review.

Question: Can I use a functional/alternative title as part of my job posting?

Answer: Yes, we can post a position by using both the pay plan title and a functional/alternative title.

Question: Is it in policy that I must complete a 6 month performance appraisal?

Answer: The only time a 6 month appraisal is required is when a promotion, reclassification, new hire, demotion or transfer occurs between Oct 1- Dec 31. If this occurs, the employee is reviewed in 6 months and then again as part of the regular, annual appraisal cycle.

Employment

Question: Where does the University advertise to recruit for staff positions?

Answer: The main recruitment advertisement is on the University's employment website for staff positions. Additionally, hiring managers may request to advertise on other websites and media. Recruitment advertisements on some websites have no charge, but most websites and other media outlets will charge additional fees. For a complete list of current University recruitment advertising please, email your requests to hr@txstate.edu.

Questions: When the University upgrades the electronic applicant tracking system (EASY), what will happen to a hiring manager's requisitions history?

Answer: The requisitions history will no longer be available for hiring manager to create new requisition from a previous requisition. Human Resources encourages hiring managers to document the historical requisitions outside of the system.

Question: Where is the information about the University's physical skills assessment program?

Answer: The information about the program is located at the following link [Physical Skills Assessment Program](#).



Professional Development

Question: The Employee Wellness Fair is coming up on Oct. 7, 2014. For timekeeping purposes, how is that time away from the office counted?

Answer: Managers should consider time spent at the Employee Wellness Fair (EWF) similar to attendance at an on-campus workshop and is considered work time. Keeping our employees healthy is a paramount concern of Texas State. The EWF gives employees not only wellness information, but also the opportunity to avail themselves of flu shots, mammograms, and various health screenings.

Question: Can other offices use the Professional Development workshop space?

Answer: You may reserve JCK 460 or our small conference room (JCK 412) by calling the office to check for room availability. You will then be asked to fill out the Room Reservation Form (<http://www.txstate.edu/pdevelop/Services/reservationinfo/reservationform.html>) on the website. Room use is free, but offices using the space are responsible for any charges incurred as a result of damage to furniture or equipment.

Question: Are all trainings offered on campus scheduled through Professional Development?

Answer: No, Professional Development only conducts registration for the workshops they coordinate. For a complete listing of other offices that provide on-campus training, go to the Training and Development link (www.txstate.edu/pdevelop/learning-and-development.html) that lists 11 different offices and information about the training they provide. On-campus training is usually offered during the workday at no charge to the employee or their office. Training may be incorporated into the performance plan for employees.

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

Answer: • Link to the SAP Portal <https://ibis.sap.txstate.edu:50001/irj/portal>.

- Click on the Training and Development tab.
- Click on your chosen category (Organizational Excellence, Personal Effectiveness, etc.) link in the Course Catalog section.
- Click on the name of your chosen course/workshop.
- The window that opens next will show the dates of your workshops underlined in blue – Click your desired date
- The window that opens next will show more details concerning the workshop and include a “Book This Course” button at the bottom of the screen.
- Click on the “Book This Course” link and you will be registered

Registration opens approximately three weeks before the workshop date and closes automatically one week prior.

Question: What if I cannot find an advertised workshop in the SAP Course Catalog?

Answer: The date of the workshop may be scheduled more than 60 days out. SAP defaults to a 60-day search of scheduled courses. You can change the default to search for scheduled workshops more than 60 days in advance.

For questions, please call Professional Development at 5-7899.