What's In View


Highlights

- 9th Annual Employee Wellness Fair, October 4
- Texas State Resources Fair, October 26
- We're Revamping our HR Website!!
- It's time to set up NetID 2-step!
- Check Your Paycheck
- Fruits & Veggies for a Healthier You!

Employee Focus

- Welcome New Employee Bobcats
- New Employee Welcome (NEW) II
- October Workshops
- Monthly Employee Discounts
- Have You Visited Bobcat Balance Lately?

Employee of the Month

- Movin' On Up: Promotions & Reclassifications

We would love to hear from you! Please send us your suggestions to hr@txstate.edu
WHAT IS FLSA?
The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers. The law requires employers to pay their employees overtime pay of time and a half the employee’s regular rate of pay for all hours worked over 40 in a workweek. The FLSA establishes a minimum salary level in order to be exempt from overtime. Workers are classified as either exempt or non-exempt depending on their salary and the type of work they do.

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

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

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

NEW FLSA OVERTIME REGULATIONS
(Texas State implementation deadline: November 27, 2016)
The salary minimum is raised to $47,476 per year ($913 per week) in order to be exempt from earning overtime pay.

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

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

WHAT DOES THIS MEAN?
Exempt employees who earn less than the newly set minimum salary ($47,476/annually or $913/week) must:
- be reclassified as non-exempt
- record and track all hours worked
- be paid overtime (time and a half) for time worked in excess of 40 hours/week.

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

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

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

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

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

* Offered free with an employee ID and United Healthcare Card
** Pre-registration required by calling 512.324.1199

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

For a regularly updated list of vendors, please check:
www.txstate.edu/pdevelop/employeewellnessfair/wellness-fair-booths2016.html
This is your opportunity to have questions answered about a business process or service you use.

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

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

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

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

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

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

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

What to expect:

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

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

Introducing our New Work Life Website!

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

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

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

Special Thanks: We would like to thank Michael Edelstone from the Office of University Marketing and Rachel Canfield from the Educational Technology Center for their continued support and assistance with this revamp.
It’s time to set up NetID 2-Step!

Beginning November 1, 2016

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

Online Toolkit
Virtual Private Network (VPN)

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

CHECK YOUR PAYCHECK

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

October 3 paycheck reminders:

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

What to look for:

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

You can access your itemized statement via Employee Self-Service in the SAP Portal.
To improve your overall wellness, join WellCats today! Wellcats is Texas State’s employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 58358 or CC61@txstate.edu or visit www.worklife.txstate.edu/wellcats.html.
Welcome New Employee Bobcats

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

Heather E Sherrill
Transcript Evaluator
Office of Undergraduate Admissions

Christopher J Herman
Administrative Assistant II
Academic Development

Andrew M Henley
Coordinator, Annual Giving
Alumni Relations

Robert H Stejskal
Custodian
Campus Recreation

Eduardo Cardenas
Head Custodian
Campus Recreation

Kathleen R Corbin
Grant Specialist
Small Business Development Center

Jacobs G Payne
Athletics Intern
Strahan

Priti Doshi
Nurse Practitioner
Student Health Center

Holly J Rao Romo
Nurse, LVN
Student Health Center

Cordell Spears
Program Staff
Counseling Center

Melissa A Cole
Program Staff
Counseling Center

Mary E Buzzetta
Program Staff
Counseling Center

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

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

Stephen A Ettmueller
Guard
University Police

Dwight C McDonald
Dispatcher
University Police

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

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

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

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

Breanna C Henderson
Undergraduate Admissions Counselor
Office of Undergraduate Admissions

Shawna R White
Grant Specialist
Tx School Safety Center

Alex J Muntefering
Assistant Coach
Track

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

Bryan A LeMeilleur
Academic Advisor I
Round Rock Campus
NEW EMPLOYEE WELCOME (NEW) II
Friday, October 14, 2016
8 a.m. - 1:30 p.m.
Bobcat Stadium - Football End Zone Complex

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

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

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

For more information, contact Professional Development at ext. 5.7899.
OCTOBER workshops
The featured workshops are coordinated through Professional Development.

Registration in the SAP Portal opens for each workshop three weeks prior to the workshop date and closes the week prior to the workshop date.

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

(*) Workshop offered either dates.
(*** Survival Spanish consists of 8 Wed & Fri sessions between October 19 - November 11
(****) 7 Habits is a five-part course that are half-days

Please visit Professional Development’s workshop website for further information.
Texas State Employee Discount Program

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

Limited-time offers and regional programs are also available.

• Costco: Shop for groceries, electronics and much more! Join Costco as a new member and enjoy coupons for free products and other great savings.

• Diamondback: Hit the road with a Diamondback bike! Diamondback designs and builds performance bicycles for riders at every level—save 40% on yours.

• Wyndham: Save up to 20% with Wyndham! From upscale hotels and all-inclusive resorts to something more cost-effective, Wyndham has the right hotel for you!

• Volvo: Save a full 6% on your next purchase or lease with Volvo! Skip the hassle of negotiating and pay the same discount price as Volvo employees.

• Godiva: Whether you’re sending a gift to someone you love or looking to treat yourself, Godiva has the perfect gift for any occasion. Save 20%!

www.beneplace.com/txstate

Have you visited Bobcat Balance lately?

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

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

More information is available in the following brochure.

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

User name: txstate | Password: txstate

Visit Bobcat Balance today!
IN THE SPOTLIGHT: EMPLOYEE OF THE MONTH

MARIEL ALVAREZ
Administrative Assistant II, Dean of Students office

Employee of the month
September 2016

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

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

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

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

Congratulations, Mariel, on your dedication, professionalism and hard work!
Melissa was chosen from 12 employees of the month, who represent more than 2,350 staff employees at Texas State. Hyatt’s honor was announced Tuesday, August 9, by Texas State President Denise M. Trauth. As stated by President Trauth, “The 2016 Employee of the Year has maintained a high level of commitment, professionalism, and knowledge in her duties in the Office of the University Registrar.”
Melissa supervises the University’s Veterans Affairs department, a very important area that under her guidance has become one of the very few schools to go paperless. Melissa spearheaded this initiative, leading both on the necessary business process changes and the request and implementation of automated systems to support them. Registration and Grading also falls under her area of responsibility – another very busy area. Melissa is always alert for opportunities to improve and to streamline the work of her areas. Melissa also manages the Registrar’s office IT team, and their document imaging efforts. This is another area of very high activity – both in volume of documents processed. In addition, she also manages the groups responsible for NCAA certification where she is driving the transition to a new software application that is expected to greatly reduce the groups workload, and improve the accuracy of NCAA-related data, and the degree audit application where she has overseen multiple upgrades, and has worked with advisors and University College, as well as IT, to champion adoption of new tools. Melissa oversaw the implementation of the Bobcat Scheduler application, which has provided a far better registration experience for students; feedback from students was extremely positive.

She also founded the Veterans Advisory Council when she recognized the need for a more collaborative effort to ensure the best possible service is provided to our veterans. The Council has been recognized by external groups and the State Auditors chose to use Texas State to create a benchmark. Melissa is contacted by other schools looking for advice on setting up their own equivalent. Melissa also founded and continues to chair the inter-departmental Security Team meetings; she has made use of this group to implement many enhancements to the process of requesting access to our enterprise applications. It’s important to note that despite her very heavy workload, long hours, and frequent contact with sometimes difficult members of the public, Melissa invariably remains cheerful and helpful, intent on providing the best possible service.

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

**Congratulations, Melissa, on your dedication and professionalism to Texas State!**
We would like to recognize the following employees who were promoted or reclassified between August 8, 2016 and September 6, 2016.

**Kathryn L Bonner**
Promoted to Sr Human Resources Analyst from Human Resources Analyst, Human Resources

**Ray L Wilson Jr.**
Promoted to Systems Analyst II from User Services Consultant I, Advancement Services

**Teresa A Duggins**
Promoted to Human Resources Analyst from Sr Human Resources Assistant, Human Resources

**Rori P Sheffield**
Reclassified to Director, Teaching & Learning Enterprise Applications from Assistant Director, Educational Technology Center, Educational Technology Center

**Kevin M Huffaker**
Reclassified to Director, Learning Technology Research from Director, Classroom Technology, Classroom Technology

**Brian K Shanks**
Reclassified to Director, Learning Spaces from Associate Director, Instructional Technologies, Academic Lab/Server Support

**Laura Trial**
Reclassified to Director, Instructional Media from Assistant Director, Educational Technology Center, Educational Technology Center

**Roy J Elliot**
Reclassified to Administrative Librarian from Librarian, University Library

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