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Support Staff Resources Fair

Mark your calendar! The next Support Staff Resources Fair is scheduled for Wednesday, October 16 (1 p.m. – 4 p.m.), and Thursday, October 17 (9 a.m.-12:00 p.m.), in JCK Reed Parr Room.

This will be the third fair sponsored by the Administrative Support Staff Committee (ASSC). All have been highly praised by attendees as an excellent opportunity for users and providers of administrative support services at Texas State to meet, exchange, and clarify information regarding the University's business processes, services, electronic forms, and training opportunities.

Hope to see you there.

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October Timekeeping

For timekeeping purposes, the month of October ends October 26 and should include the following weeks ending:

October	5
October	12
October	19
October	26

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

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, October 11, 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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How to Register for “My UHC” Online

Have you accessed UnitedHealthcare Online? If not, go to www.myuhc.com and register today for helpful information regarding your personal insurance with UnitedHealthcare. Once you have registered you can:

- search for a provider
- designate your primary care doctor
- manage your claims
- print an ID card, and
- take advantage of the new health care cost estimator tool.

See this video for additional information: <http://www.welcometomyuhc.com/myuhc-videos/at-a-glance/>.
For navigation instructions to get registered, look under Insurance Programs at <http://www.hr.txstate.edu/benefits.html>.

What would you like to do today?

 Manage My Claims	 View Online Statement
	 View Account Balances
 Look up My Benefits	 Print an ID Card
	 Health Assessment
 Find a Doctor	 Estimate Health Care Costs
	 Mental Health Resources
 Manage My Prescriptions	 Extra Programs & Discounts
	 Look Up Health Topics

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New!

UnitedHealthcare myHealthcare Cost Estimator

UnitedHealthcare has rolled out myHealthcare Cost Estimator to help you gather the information you need to make smart choices about the care you receive. The cost estimator is a tool that combines information from the HealthSelect plan, health care costs in your area, and rating of the physicians and facilities. You can search for a symptom, treatment or test and get quotes for treatment that factor in your insurance benefits.

To utilize the tool, you need to have a myUHC account. Go to www.myuhc.com/hs to register a new account or sign in. You will need your member ID and plan number from your HealthSelect card to register.

Once you are logged in, click on the Estimate Health Care Costs link to begin. You can view a tutorial to find out more about this new service.

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Protect Yourself and Those Around You: Get Your Seasonal Flu Shot

The flu is a contagious illness caused by influenza viruses that infect the lungs, throat and nose. The flu affects millions of people each year and can lead to serious illness or even death.

According to the Centers for Disease Control and Prevention (CDC), the best way to prevent the flu is by getting vaccinated each year.

Your HealthSelect medical benefits cover annual flu shots at 100% with no copay or coinsurance when you use a network provider.

Where to get your flu shot

There are several ways you can obtain this year's flu vaccine:

- Bring your photo ID and HealthSelect ID card to the Annual Employee Wellness Fair on October 1 in the LBJ Student Center.
- Visit your doctor or other network provider.
- Visit a network Convenience Care Clinic.
- Visit a select retail pharmacy or contracted flu shot provider.
- To locate a network provider, visit www.healthselectoftexas.com or call the HealthSelect of Texas Customer Care Team at UnitedHealthcare toll-free at (866) 336-9371 (TTY 711), 8 a.m. – 7p.m. CT, Monday – Friday and 7 a.m. – 3 p.m. CT on Saturday.

- You must show your HealthSelect Medical ID card at these flu shot providers and ensure the provider is filing the claim with UnitedHealthcare as a “medical” claim. Providers should not be submitting charges for these services to the pharmacy vendor.

More information can be found at

http://healthselectof texas.welcometouhc.com/assets/pdf/14527.UHC.ERS.Flushotflyer_2.pdf.

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Employee Wellness Fair Today!

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

Take time out to attend the 6th Annual Employee Wellness Fair from 10 am to 3 pm in the LBJSC Ballroom. **And remember to bring your canned food donations--employees will get an additional door prize ticket when they bring items for the Hays County Food Bank.**

In addition to information booths on a variety of health-related topics, we have vision screening, glucose monitoring, skin cancer screenings, brain health education, pulmonary function testing, 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! We've also extended the Fair until 3 pm to allow employees additional time to gather information from the many vendors!

Registration is not required for employees; everyone who attends will be eligible for door prizes drawn during the event. Supervisors are encouraged to support attendance. More information about booths and services is posted at www.txstate.edu/pdevelop/Services/employeewellnessfair.html.

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October is **National Work & Family Month**. The month is an opportunity for employers to communicate and celebrate their organizational practices, policies, and programs that help support efforts of employees to achieve success within and outside the workplace. We take this opportunity to remind you of **Bobcat Balance**, your work life and employee assistance program.



Explore the many resources offered through **Bobcat Balance**. Below are only a few examples of many ways Bobcat Balance can help you:

- How do I prepare a simple will and healthcare power of attorney?
- Can you help me find child care for my toddler and afterschool care for my third grader?
- What transportation is available for my frail grandfather who lives in another state and must get to weekly doctor appointments?
- How will I ever pay off my credit card debt?
- Are Medicare and Medicaid different? In what ways?
- Can you locate an attorney in my town to help me with my legal issue, at a discounted rate?
- Where can I find a program to lose weight or stop smoking?
- Can you help me find a plumber, plan a vacation, or find a good restaurant?

To contact **Bobcat Balance**, call toll free at (855) 884-7224. For online resources visit www.worklife.txstate.edu.

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Texas State's Tobacco Free Campus Policy

Texas State University and the Round Rock Campus are smoke- and tobacco free. The university's smoking/tobacco policy can be found in UPPS [04.05.02](#).

The university prohibits smoking and the use of all tobacco products on all university property including: all buildings and vehicles owned, leased, or under the supervision of the university; all outdoor grounds including athletic and recreational fields, golf course, parking garages and lots, Sewell Park, University Camp, and Freeman Ranch; and all outdoor stadia and grandstands for athletic and recreational fields. The Quad, Alkek Library, and Academic Services Building breezeways have also been designated as smoke-free. Smoking is not permitted in these open areas. Limited exceptions, as designated by policy, are available for theatrical productions and academic research activities.

Individuals and management officials who fail to follow or enforce the Texas State smoking policy are subject to disciplinary action.

The university will deal with tobacco policy violations on a case by case basis in accordance with the university's established disciplinary policies.

Persons that repeatedly violate the tobacco policy should be reported to the appropriate administrative official: student violations should be reported to the Dean of Students Office; faculty violations should be reported to the Office of the Provost; staff violations should be reported to the appropriate vice president's office; contractor and subcontractor violations should be reported to the department administering the contract; and visitor violations should be reported to University Police.

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Smoking Cessation Help Is Available

The Student Health Center provides a smoking cessation program (QUIT) that is available to faculty, staff, and students. The Student Health Center website at www.healthcenter.txstate.edu also provides links to online resources for smoking cessation.

The QUIT Program is a free smoking cessation program offered to students, faculty and staff. Participants receive a personal assessment, private counseling with a nurse, self-help materials, information about smoking cessation aids and follow-up support. If additional appointments are needed, students can see a Student Health Center physician.

Faculty and staff who need prescription medication should make an appointment with their primary care physician (PCP). Discounted smoking cessation medications are available in the Student Health Center Pharmacy.

Faculty and staff may also contact the Work Life coordinator in Human Resources at 5-2557 or Bobcat Balance, our employee assistance program, at 855-884-7224 to request information on additional smoking cessation programs.

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What is Veterans' Employment Preference?

University policies, Texas State statutes, and federal laws, including the Uniformed Services Employment and Re-employment Rights Act (USERRA), prohibit any discrimination against veterans and, under certain circumstances, mandate employment preference. USERRA states that hiring managers, selection committees, and colleagues will not discriminate against a person based on a past, present, or future military service obligation. The law requires that hiring managers and selection committees implement legal, fair, and non-discriminatory hiring and employment practices. Texas State statute further states that hiring managers and selection committees will give preference in hiring to qualified individuals entitled to Veterans' Employment Preference.

In real-time employment practices, this means that hiring managers may identify veterans by checking the "Verified Veterans Preference" column in EASY. If the column states "yes," then HR has already verified that the applicant qualifies for Veterans' Employment Preference. Hiring managers may review the application and other employment documents to screen for required qualifications and preferred qualifications. Hiring managers may also use the website <http://www.onetonline.org/> to translate military skills, knowledge, and abilities to civilian skills, knowledge, and abilities. At any time, hiring managers may invite a veteran applicant to interview if the applicant meets the required qualifications for a position. If two applicants obtain the highest identical score on the hiring matrix, Veterans' Employment Preference is only then used as a tie-breaker.

If a hiring manager or employment applicant has any questions about Veterans' Employment Preference, please contact LynnAnn Brewer, Employment Manager, at 5-2557.

Texas State Statute Chapter 657. Veterans' Employment Preference

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.657.htm>

The Uniformed Services Employment and Reemployment Rights Act (USERRA)

<http://www.dol.gov/compliance/guide/userra.htm>

UPPS 04.04.03 Staff Employment

<http://www.txstate.edu/effective/upps/upps-04-04-03.html>

UPPS 04.04.46 Prohibition of Discrimination or Harassment

<http://www.txstate.edu/effective/upps/upps-04-04-46.html>

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SAP for Supervisors

Supervisor Tips for Approving Time Off

A new employee has requested time off from work. Do you know what leave options your employee may have?

An employee accrues sick and vacation on the first working day of each month (system generates overnight). However, if the employee has not reported to work yet for any part of a day that month, the accruals are not eligible to be used.

Sick Leave: A new employee may use accrued sick leave their first month since there is no waiting period. Sick leave can be used if the employee is ill or has a medical appointment. Sick leave can also be used to care for an immediate family member residing in the household or a parent, child or spouse that does not reside in the employee's household.

Vacation Leave: Vacation accruals are not available to use until the employee has worked at least six continuous months with the State of Texas. The six months must be continuous but do not have to be at Texas State and may have been years ago in another position (including student worker). The employee will not see a vacation line in their leave balances, and the SAP system will not allow the employee to enter vacation hours taken until the state service rule has been met. Once prior state service is verified by Human Resources, the employee's record is updated so vacation time taken may be entered.

If the employee does not have six continuous months of state service, then vacation accruals cannot be used until exactly six months from the date of hire.

State Comp Time/FLSA Overtime: State comp time and FLSA overtime are available to use at the supervisor's discretion. It is important to note that additional hours worked are calculated at the end of the workweek (processes Saturday night) to determine which type has been accrued. Exempt employees will only earn state comp time and non-exempt employees may earn state comp time and FLSA overtime based on the hours worked in the week.

Leave without Pay: If the employee is absent and has exhausted all leave options due to ineligibility or prior usage, the employee must be placed on leave without pay. It is important to be aware of payroll deadlines to get the most accurate pay for that month. If leave without pay occurs late in the month and payroll has already been processed, the reduction in pay will be captured on the next available pay cycle.

For a complete listing of all leave types available, please refer to the SAP Attendances and Absences at <http://www.hr.txstate.edu/Forms/leaveandtimeforms.html>. Questions may be directed to Selma Selvera (ss24@txstate.edu) in Human Resources or call 5-2557.

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Set Up a Substitute for Electronic PCR Approval – Quick and Simple!

A reminder to our department heads and other E-PCR approvers of the importance of establishing a substitute to act on your behalf should you need to be out of the office.

Many times the electronic work flow has been delayed simply because a designated approver is not available to log into the SAP portal and approve the pending item in their Worklist. By creating a substitute, the approver can be assured their designated person will be able to approve the E-PCR and the PCR flow is not interrupted, especially during the period of payroll cutoff.

Instructions to assist you with setting up a designated substitute are available at <http://www.hr.txstate.edu/HRPCR.html>.

If you need additional assistance, please call the HR Master Data Center at 5-2557.

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Employee of the Month - Maria Hernandez



Maria Hernandez, Custodian in Custodial Operations, Division of Finance and Support Services was selected as the Texas State Employee of the Month for September 2013.

Maria does an excellent job of looking after the public areas in Centennial Hall. She is always busy cleaning restrooms, floors, door windows tables, chairs etc. Most impressive is the fact that she always seems happy. She's always smiling

and cheerful greeting everyone with kindness and courtesy. I think Maria loves her job and is happy to be here. Maria is a stickler for detail. She not only works diligently but the quality of her work is excellent. When Maria cleans a window you can bet it is clean by even the highest standards. When she came to Centennial Hall the cleanliness and appearance of our building improved by huge margin.

Maria is an excellent role model for others and her cart of supplies is always neat and organized. She is by far in the top 1% of quality workers and never forgets anything that is asked of her. This alone is a major positive attribute that is not commonly found in most employees. Maria is a great custodian but she is also a good person. What a great combination of personal qualities that benefits this university tremendously.

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

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Employee of the Year - Elizabeth (Liz) McDonald

Elizabeth (Liz) McDonald, Events and Publications Coordinator, College of Fine Arts and Communication was selected as the Texas State Employee of the Year for 2012-2013.

Elizabeth was chosen from the 12 employees of the month, who represent more than 1,900 staff employees at Texas State. McDonald's honor was announced Tuesday, August 6, by Texas State President Denise M. Trauth.



Liz started her position in the Dean's Office as an Administrative Assistant II in 1999. She has always been willing to evolve with the changing needs of the College and is now responsible for coordinating publicity for all five academic units in the College of Fine Arts and Communication and Supple Folk Series, and the Friends of Fine Arts and Communication organization. Some of her accomplishments this year include: e-commerce for on-line friends membership, dinner and Theatre reservations/payment and travel reservation/payment; concept and implementation of friends homepage; layout and design of special invitations/donor appreciation/holiday/Performing Arts Center document and new Performing Arts Center construction web page.

Liz is one of the quiet warriors who goes far beyond what is asked of her, simply because it is part of her nature to strive for excellence. She spends long hours, above and beyond what anyone expects in order to ensure that her work represents the highest standards; and by doing so, the college stands out for its exceptional marketing materials. Her event coordination and planning skills are excellent. She is organized, creative, and dedicated to promoting the College of Fine Arts and Communication, as well as Texas State University. Liz has a wonderful sense of humor and an infectiously happy attitude. She is a true inspiration who shows all of us what it means to be the best at what we do.

Congratulations, Liz! Thank you for your hard work and dedication to Texas State.

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Quarterly Team Award - 2012-2013 Common Experience Team

The Texas State Quarterly Team Award was presented to the 2012-2013 Common Experience Team. The team members include Amaya, Laura Cano (Graduate Student); Arellano, Margarita (Dean of Students); Assaf, Lori Czop (Education); Brass, Adam (Student); Brown, Ron (AVP Academic Services); Carson, JoAnn (Philosophy); Clarkson, Tamara (Graduate Student);



Fischer, Bob (Modern Languages); Gomez, Beatriz (Graduate Student); Greenleaf, Samantha (Student); Hale, Daris (Music); Hawkins, Catherine (Social Work); Limón, César (University Marketing); Malmberg, Erik (Dean of Students); McCabe, Diann (Honors College); Mogab, Jack (Finance and Economics); Pereira, Peter (Student Affairs); Murrey, Christina (University Marketing); Prude, Chandler (University Marketing); Seeland, Isaac (University Marketing); Rao, Sandy (Journalism and Mass Communication); Royal, Cindy (Journalism and Mass Communication); Schafer, Curt (Career Services); Schuler, Nico (Music); Sehin, Oleksandra (Graduate Student); Sepulveda, Anlo (Educational Technology Center); Sotolongo, Michelle (University College); Tompkins, Sunny (Student); Valdez, Naomi (Student Affairs); Warshauer,

Hiroko (Mathematics); Wilson, Steve (English); Wuestenberg, Pam (University College); Yazedjian, Ani (Family and Consumer Sciences).

The Common Experience Team was nominated and selected to receive the May 2013 Texas State Quarterly Team Award. The events and interactive activities connected to the 2012-2013 Common Experience, "A Global Odyssey: Exploring our Connections to the Changing World" were provided to all students, faculty, staff, and community members. Events were open to the public and free. The 2012-2013 Common Experience focused on the issue of "globalization" and provided a timely discussion engaging our students in one of the most important topics of

our time. Well over one hundred educational events were listed on the Common Experience calendar throughout the year.

The Common Experience theme of A Global Odyssey has and will continue to benefit the campus in many ways. The committee hoped that our events would lead participants to become: more aware of the complex geographic, political, and economic interconnectedness of today's world; more empowered toward improving the quality of life at the local and global levels; more equipped with 21st century skills; more socially responsible members of society; and more appreciative of the vibrant and varied cultures across the globe. We believe the diversity of events that took place across campus and in the community enabled us to accomplish our objectives. More important than the numerous events that took place across campus were the conversations that began as a result of this year's theme. Students, faculty, and staff were exposed to ideas and cultures from all around the world. The week-long visit by the Monks drew thousands of students at the LBJ Student Center who stopped to watch the mandala (sand painting) being created, took pictures, read about the art of sand painting, and participated in our own community sand painting. In addition, this year's theme supported the University's strategic initiatives aimed at internationalizing the campus. Our events benefited the San Marcos community as well. For example, this was the first year that the Philosophy Dialogue series included regular presentations at the San Marcos Public Library. These presentations were well attended by community members. The Monks from Drepung Loseling Monastery also gave a presentation at the Public Library which included a standing-room only crowd. In sum, the planning team's efforts benefited the university by bringing prestige to Texas State in the guests and events scheduled for the Global Odyssey Common Experience. Starting with freshman convocation and VocaLibre lifting spirits in the coliseum to the week-long visit of the Tibetan Monks in January, students, faculty, community residents, and staff felt a sense of wonder and a positive connection to the rest of the world, all thanks to the Common Experience at Texas State. At a large research university, it is difficult to create cross-campus, interdisciplinary, and exciting programming for all entities. Often a team within a department or college can create a unique and engaging experience for their members, but doing the same with the entire university is extremely complex and arduous. Not many people are willing to let go of their concepts to embrace new ideas from other areas. The Common Experience organizing committee went out of their way to invite, include, and involve as many people as they could with this year's theme. The theme resonated across campus and there came a great swell of enthusiasm and excitement over the commitment the university was making to internationalization.

Congratulations to the 2012-2013 Common Experience Team on its achievements and its outstanding efforts!

Welcome New Employees
We would like to welcome the following employees hired between August 26, 2013
and September 16, 2013

Chenitha W Ellis Coordinator, Financial Aid & Scholarships Office of Financial Aid & Scholarships	David R Cummings Coordinator, Extended Learning Services Continuing Education	Norma E Arredondo Grant Specialist University College
Leslie J Burgess User Services Consultant I Client Services	Cheryl M Howe Administrative Assistant I Department of Theatre & Dance	Charles W Koenig Grant Specialist Anthropology
William H O'Neill Program Staff Tx School Safety Center	Kyle W Colson Information Security Specialist VP for Information Technology	Mariel Alvarez Administrative Assistant II Dean of Students
Bryan R Brassell Plant Mechanic II Utility Operations	Sebastian Olave Coach Strength & Conditioning	Stanley W Phelps Financial Aid & Scholarships Compliance Administrator Office of Financial Aid & Scholarships
Joseph A Murphy Construction Coordinator Facilities Planning Design	Christina C Vaughan Administrative Assistant II Consng, Ldrship, Adlt Educ & Schl Psych.	Dinorah G Martinez-Anderson Nurse Practitioner Student Health Center
Holly S Van Meter Administrative Assistant III Donor Services	Arlene E Cornejo Health Promotion Specialist Student Health Center	Peter J Shuler Administrative Assistant II Registrar
Mary D Sacharnoski Buyer II Procurement and Strategic Sourcing	Joseph R Osborne Dispatcher University Police	Thomas E Nail Systems Programmer II Core Systems
Louis E Jimenez Registrar Registrar	Joshua S Clements Administrative Assistant II Department of Housing & Residential Life	Merry A Bateman Publications Writer Office of University Marketing
Jonathan D Hackworth Cashier Transportation Services	Casey E Smith Scientific Instrument Technician Physics	Jennifer L Lawson Graphic Artist I Sports Information
Beatriz G Rodriguez Study Abroad Representative Office of Distance & Extended Learning Services	Kathryn I Arnold Academic Advisor I College of Liberal Arts Advising Center	Thomas V Samuel Administrative Assistant II Athletics

Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between August 26, 2013 and September 16, 2013.

John G Ledbetter, promoted to Supervisor, Technical Services from Instrument Technician, Utility Operations

Diana E Salami, promoted to Assistant Director, Payroll & Tax Compliance from Accountant III, Office of Payroll & Tax Compliance

Laura E Villarreal, promoted to Grant Specialist from Grant Secretary, Texas Justice Court Training Center

Milus D Steen Jr, promoted to Supervisor, Parking Services from Service Coordinator, Transportation Services

Amber G Trojcak, promoted to Head Accounting Clerk from Cashier, Student Health Center

Christopher S Thomas, promoted to Ranch Manager from Ranch Foreman, Freeman Ranch

Kristin K McDaniel, reclassified to Coordinator, Commencement from Administrative Assistant III, Curriculum

Frank H Williams Jr, reclassified to Sr. Information Security Analyst from Information Security Analyst, VP for Information Technology

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Frequently Asked Questions

Benefits:

Question: My spouse lost insurance coverage at his job; can I add him to my insurance as a dependent?

Answer: Yes, you can add him to your insurance here as long as you make the change within 30 days of the event date (in this case the qualifying life event is loss of coverage). His coverage would begin the first of the next month following the event date. For example, if the event date was 9/15/13, his coverage would begin 10/1/13. To make the change you can login to your online account at <http://www.ers.state.tx.us>, call ERS directly at 1-877-275-4377, or contact our office for a paper form at hr@txstate.edu or 5-2557.

Question: I have TexFlex health care expenses from this summer that I have not yet submitted. When is the last day that I can submit those receipts for reimbursement?

Answer: You have until December 31, 2013. It is best not to wait though – if there are errors or additional documentation is needed, you will not have opportunity to resolve these after December 31.

Question: Does my sick leave balance automatically get donated to the sick leave pool when I terminate?

Answer: No, donations are voluntary. You can donate some or all of your sick leave to the sick leave pool at termination by completing a Sick Leave Pool Request/Donation form found at <http://www.hr.txstate.edu/Forms/leaveandtimeforms.html>. If you do not donate your sick leave and come back to state employment within 12 months, your sick leave balance will be restored.

Question: I'm hiring a student that already works in an hourly student position on campus. Do I have to pay them the same hourly rate as the other department they are working in?

Answer: No, each appointment is a separate record. The hourly rate of pay, cost distribution, organizational unit, and begin and end dates may vary from one appointment to another.

Question: Can a student worker have a regular wage job and a work-study job at the same time?

Answer: Yes, it is possible for a student to have two appointments, one funded from work-study and the other funded from a regular wage account. Please refer to UPPS 07.07.03 for additional guidance regarding work hour compliance.

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Frequently Asked Questions

Compensation and Employment

Questions: Why did I receive an email requiring Ethics and Compliance Training for someone I supervise?

Answer: Thirty days prior to an employee's Ethics and Compliance Certificate expiring, the employee and their supervisor will receive a system generated email. If the employee does not complete the training by the expiration date, the employee and supervisor will continue to receive the reminder email on the 1st of every month, until the course is complete and participation is confirmed.

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

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

Question: We have an employee who left the university last month. Why did I receive a reminder for their Ethics and Compliance training?

Answer: There was a delay in processing the termination PCR. The Ethics and Compliance training system does not know about an employee's separation until the separating PCR has been processed through channels.

Question: I completed my Ethics and Compliance training course but did not instantly receive certification of completion. What happened?

Answer: Certificates of completion are system generated every 15 mins. Please wait.

Question: I have a new employee who is a supervisor and I want them to go to Managing at Texas State. When is the next session?

Answer: October 17 and October 24, 2013.

Question: What are employment verifications?

Answer: Employment verifications are requests from employers, banks, property-leasing companies, and other organizations for a former or current employee's dates of employment, job title, salary, and other job-related information. All University employees should refer employment verification requests to Human Resources (HR). HR will verify the signed release by the employee and provide the organization with the requested information.

Question: Can Hiring Managers Review Personnel Files of Applicants?

Answer: University hiring managers may request to see information for current or former University employees such as performance appraisals, attendance records, and disciplinary actions. Hiring managers may make these requests in person or in writing to Human Resources Records or Employee Relations.

Question: What is nepotism?

Answer: In general, the University defines nepotism as the hiring of a relative, or when any other employment and/or personal actions place a related person under direct or indirect supervision of a manager or supervisor relative. Employment actions include hiring, promotions,

re-classifications, and transfers. Personal actions include marriage and other personal status changes.

Nepotism is unethical and strongly discouraged. Actions that place a person relative under the direct or indirect supervision of a relative manager or supervisor within the following relationships require advance Presidential approval:

1. Spouse, parent, son, or daughter;
2. Grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, brother or sister;
3. Great grandparent, great grandchild, great uncle, great aunt, children of great uncle or great aunt, second cousin, children of first cousin, grandnephew, or grandniece;
4. Spouse's parent, son, or daughter;
5. Spouse's grandparent, grandchild, uncle, aunt, first cousin, nephew, niece, brother or sister; and
6. Spouse's great grandparent, great grandchild, great uncle, great aunt, children of great uncle or great aunt, second cousin, children of first cousin, grandnephew, or grandniece.

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