What’s in View

- New Process for Form I-9 and E-Verify
- Save the date: Employee Wellness Fair

Highlights

- New Law Requirements for Employees Taking Classes
- Insurance and Retirement Changes
- New Online Form to Report Relatives Working at Texas State
- Wellness Program is now... WellCats!
- Fitness Testing, Feedback, & Basic Exercise
- Graduate Student Employees Qualify for Health Insurance
- FY16 Payroll and PCR Deadlines
- Put Your Pay Increase to Work
- Administrative Survey Policy

Employee Focus

- Welcome New Employee Bobcats
- NEO II
- ASSR website
- September Workshops
- Monthly Employee Discounts

In the Spotlight

- Employee of the Month
- Movin’ On Up - Promotions & Reclassifications
The university will be transitioning to an electronic I-9 and E-Verify system through the third party vendor HireRight. Transition is expected to occur in late September 2015.

On June 10, 2015, Governor Greg Abbott signed Senate Bill 374 into law making E-Verify mandatory for all state agencies in Texas, including institutions of higher education.

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Currently, the university and HireRight partner to conduct background check services. The university upgraded services with HireRight to assist us in complying with the requirements of SB 374.

HireRight will begin to provide implementation services to incorporate a web cloud platform for E-Verify, which will also require the university to transition from a paper Form I-9 Employment Eligibility Verification to electronic form. New employees, re-hire employees, and administrative support staff will access the platform through a website to complete Form I-9 Employment Eligibility Verification and E-Verify.

University stakeholders from Human Resources, Faculty Records, and Technology Resources Administration/Core Systems are beginning the implementation phase. Human Resources will provide details about focus groups, training, and the go-live date as information becomes available. We anticipate late September.

Until the new system goes into effect, our current I-9 Employment Eligibility Verification procedures will be followed. However, once the new system is implemented, HR will no longer accept hard copies or paper I-9 Employment Verification forms.

The program will be monitored by Human Resources. The point of contact in Human Resources for assistance or questions is Ms. LynnAnn Brewer who can be reached at lb64@txstate.edu or 512-245-2557.
Mark your calendars to attend the 8th Annual Employee Wellness Fair!

The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.

The following immunizations will be offered free with an employee ID and United Healthcare card:

- Flu shots
- Pneumonia Vaccine
- Pertussis (whooping cough) vaccine
- Tetanus

Other features include:

- Information on smoking cessation
- Blood pressure check stations
- Dental health information
- Mammograms screenings:
  Mammograms will be offered by advance appointment through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus, free with an employee ID and United Healthcare card. To make an appointment please call the central scheduling line at (512) 324-1199.

- Door prizes awarded for attendance
  Enter for your chance to win great door prizes provided by our vendors. We are also giving away Grand Prizes of annual “Wellness Activity” memberships.

Finally, you can enter to win Beats by Dr. Dre Wireless Headphones by bringing food donations for the Hays County Food Bank!

Save the Date

EMPLOYEE WELLNESS FAIR
Tuesday, October 6 | LBJSC
10 a.m. – 3 p.m.

No advance registration required for participants.
For a regularly updated list of vendors, please check:
www.txstate.edu/pdevelop/Services/employeewellnessfair
As of 9/1/2015, HB 3337 recently passed by the 84th Texas Legislature went into effect which impacts Texas State employees who take university courses.

The most significant change is that employees will not be eligible to receive reimbursement of tuition or fees until after successful completion of a course. Several offices who are involved in the past procedure will be working out the effect this Legislation will have on the policies we will follow after 9/1/15.

Updated procedures currently outlined in UPPS 04.04.35 Professional Development and Educational Opportunities that will affect spring enrollment will be released shortly after the beginning of the fall semester. Any questions may be addressed to Ms. Marsha Moore at mm12@txstate.edu, or at ext. 5-7899.

Important New Legislative Requirements:
for employees who take University courses

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Insurance and Retirement Changes
Effective September 1, 2015

- Changes made during the 83rd Legislative session put into place stepped increases to your TRS employee contributions. This year, employee contributions to TRS will increase from 6.7 to 7.2%. You will see this change on your October 1, 2015 paycheck.

- Effective 9/1/15, ADP is the new provider for TexFlex benefits. And, there is NO charge for the TexFlex convenience card this year. All health care TexFlex participants will receive a card. Visit www.texflex-fsa.com for more details.

- All changes made during annual enrollment are effective September 1 and premium changes will be reflected on your October 1 paycheck.

For additional information, please contact the Benefits staff at 5-2557 or hr@txstate.edu.
New Online Form to Report Relatives Working at Texas State

An online form is now available for employees to report certain relatives who also work at Texas State.

With centralized records, Human Resources will be able to better manage potential conflicts and provide accurate reports as required by State law and the TSUS Regents Rules & Regulations. The governing UPPS is **04.04.07 Nepotism and Related Employment**.

**Action Needed by September 30, 2015**

- Log into the *SAP Portal*
- Click on ‘Other Self-Service’
- Click on ‘Self-Reporting of Relatives’
- Complete your certification by
  - Entering all relatives who work in your same division, including student workers; or
  - Indicating you have none.
- *Instructions for Self-Reporting of Relatives at Texas State*

After your initial certification, you must report any changes as they occur.

The records will be reviewed by Human Resources or Faculty Records using the organizational structure in SAP. If there is a potential conflict, the appropriate department heads will be contacted for resolution.

**New Report for Department Heads**

Employees who hold the SAP security role of ‘Department Head’ have access to run a status report for employees in their department.

*Instructions for Department Head Report of Relatives Reported by Employees*

**Questions**

Logon questions should be directed to the IT Assistance Center (*itac@txstate.edu*; 245-4822).

Policy or data-related questions should be sent to Human Resources (*hr@txstate.edu*; 245-2557).
Have you heard the great news?
Phase II of the Texas State Employee Wellness Pilot Program continues through the fall semester, but this time with a new name and even more opportunities.

Texas State Employee Wellness Program is now...

WELLCATS

As a registered member of WellCats, you will have access to the following:

- Open swim at the Aqua Sports Center,
- Racquetball at Jowers Center,
- Group exercise classes at various locations throughout campus,
- Lunch and learn sessions covering a variety of wellness topics,
- Subsidized membership at the Student Recreation Center (for the first 200 members),
- Health behavior change coaching sessions,
- Hands-on cooking classes,
- One-on-one nutrition consultation,
- One-on-one fitness testing, feedback, and basic exercise programming.

Our goal is to help make Texas State one of the healthiest places to work!

Registration is ongoing. You can join anytime!

www.worklife.txstate.edu/WellCats.html
HIGHLIGHTS

WELLCATS
The Texas State Employee Wellness Program

- Are you thinking about beginning an exercise program?
- Have you made positive health behavior changes in the last six months and are interested in knowing whether these changes are working?
- Do you want to know whether your current exercise routine is effective?
- Would you like to know more about your current health status?
- Are you feeling stuck and need a little motivation to get moving?

If you answered “yes” to any of these questions, then we invite you to sign up for Fitness Testing, Feedback, and Basic Exercise Programming. There is no charge to employees for this service. All you have to do is register for the WellCats if you have not already done so.

This service involves two visits to the trained health and fitness professional. During the first visit, you will undergo an array of tests designed to assess your body size and composition, cardiovascular fitness, muscular strength and endurance, and flexibility.

During the second visit, you will learn more about your current health and fitness status and how you compare to others your age and gender. You will also be given an individualized exercise plan based on your results and goals. As a way of monitoring your progress, you may return to the lab at a later date for retesting. At that time, you can see if the changes you have made and the exercise program you are following are working!

If you would like to know more about Fitness Testing, Feedback, and Basic Exercise Programming or want to sign up, contact Jo Beth Perkins at jp1686@txstate.edu.

www.worklife.txstate.edu/WellCats.html
We have begun a new fiscal year and we encourage campus users to review the FY16 salaried and hourly payroll deadline calendars here.

**FY16 PAYROLL AND PCR DEADLINE CALENDARS**

**Staff PCR deadlines**  **Student PCR Deadlines**  **Additional PCR processing information**

Additional PCR processing information

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 will keep your employee from being 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. For questions, please contact the HR MDC at 5-2557.
Texas State University has a policy regarding the conduct of administrative (i.e., non-academic) surveys. Surveys related to the management of the University that will be distributed to large numbers of faculty, staff or students must follow this policy. Surveys conducted for academic research, distributed to a small number of individuals, or used as a classroom teaching exercise are exempted from the policy.

UPPS 01.03.05 provides a definition of what constitutes an administrative survey and sets forth the process by which such surveys are to be reviewed and scheduled by the University Survey Committee.

More information about the policy and the review process can be found online here.

Questions about administrative surveys should be addressed to Susan Thompson in the Office of Institutional Research at 245-2386 or susan@txstate.edu.
Welcome New Employee Bobcats

Join us in welcoming the following employees hired between July 13, 2015 and August 10, 2015.

- Leslie G Richter
  Custodian
  Campus Recreation

- Leanne T Harper
  CARES Clinic Manager
  Curriculum and Instruction

- Jenevieve M Struk
  Coordinator, Campus Recreation

- Zachary R Lucas
  Athletic Equipment Manager
  Athletics

- Valene A Bummara
  Academic Advisor I
  McCoy Academic Advising Center

- Carlos R Solis
  Associate VP, ITS Instructional Technology
  Instructional Technology

- Barbara A Simpson
  Administrative Assistant II
  Student Health Center

- Victoria B Swynenberg
  Nurse Practitioner
  Student Health Center

- Lucinda M Holzer
  Systems Support Analyst
  Office of the University Registrar

- Lynn A Heller
  Media Technician I
  Classroom Technology

- Cecil E Brown
  Coordinator, Campus Recreation
  Campus Recreation

- Jill K Davis
  Undergraduate Admissions Counselor
  Office of Undergraduate Admissions

- Claudia Y Ortiz
  Information Security Specialist
  VP for Information Technology

- Deanna N Rodriguez
  Administrative Assistant II
  Psychology

- Harmony L Hughes
  Residence Hall Director
  Department of Housing and Residential Life

- Kambra Bolch
  Associate Dean, Academic Programs
  University College

- Victoria J Gongora
  Dispatcher
  University Police

- Markus M Provence
  Program Staff
  Counseling Center

- Jordan R Fisher
  Residence Hall Director
  Department of Housing and Residential Life

- Brittnie N Curtis
  Undergraduate Admissions Counselor
  Office of Undergraduate Admissions

- Jose L Marines
  Custodian
  Department of Housing and Residential Life

- Courtney N Hofer
  Academic Advisor I
  Fine Arts and Communication
  Academic Advising Center

- Terry L Vaught
  Undergraduate Admissions Counselor
  Office of Undergraduate Admissions

- Michael A Unger
  Program Staff
  Counseling Center

- Vyasar M Ganesan
  Undergraduate Admissions Counselor
  Office of Undergraduate Admissions

- John A Griffis
  Coordinator, Campus Recreation
  Campus Recreation

- Shea K Cockrell
  Environmental Health Safety Specialist
  Environmental Health, Safety and Risk Management

- Lilia A Montes
  Academic Advisor I
  Education Advising Center

- Benjamin L Underwood
  Coordinator, Housing Camp and Conferences
  Department of Housing and Residential Life

- Mackenzie Mitchell
  Environmental Health Safety Specialist
  Environmental Health, Safety and Risk Management

- Scott P Owens
  Guard
  University Police
New Employee Orientation (NEO) II
Friday, September 11, 2015
8 a.m. – 12 p.m.
JCK Suite 460

We remind all new staff employees hired during the past month that the second part of *New Employee Orientation (NEO)* will occur on Friday, September 11.

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

NEO II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State employees hired during the past month. New faculty members are also invited to attend. A light continental breakfast is served.

For more information contact Professional Development at ext. 5-7899.

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Administrative Support Staff Resources Website

Do you feel overwhelmed when navigating the university website? If so, this resource is for you!

The Administrative Support Staff Resources (ASSR) website is designed to help employees quickly find information on business processes, services, policies, forms, training opportunities, and much more.

The website was created by the Administrative Support Services Committee (ASSC) and Human Resources for new employees and for those who provide administrative support services to campus.

The website is updated frequently. We welcome your recommendations or feedback.

You can quickly find what you are searching for by either browsing topics:
1) alphabetically (A-Z), or
2) by division.

[www.ssr.hr.txstate.edu](http://www.ssr.hr.txstate.edu)
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>
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<tbody>
<tr>
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<td>(*) DIY  (Do It Yourself) Security</td>
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<td>2</td>
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<td>NEW Health and Wellness Lunch &amp; Learn Series: But I Don’t Have Time to Exercise</td>
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<td>4</td>
</tr>
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<td>7</td>
<td>8</td>
<td>(*) Earn Your Degree While Working Full Time</td>
<td>Pre-Award Services Available to the University Community</td>
<td>New Employee Orientation (NEO) II</td>
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<tr>
<td>14</td>
<td>15</td>
<td>(*) Outcomes Assessment Series: Creating an Outcomes Assessment Plan</td>
<td>16</td>
<td>17</td>
</tr>
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<td>21</td>
<td>22</td>
<td>NEW Health and Wellness Lunch &amp; Learn Series: What Should I Drink?</td>
<td>(*) Outcomes Assessment Series: Developing Assessment Methods/Measures</td>
<td>College Mental Health: Understanding and Helping Your Students in Distress</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>Responding to Emergencies on Campus: Standard Response Protocol</td>
<td>(*) Outcomes Assessment Series: Implementing Assessment Plans</td>
<td>Sponsored Programs Contract Management</td>
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(*) Workshop offered either dates.

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

Check out September’s featured discounts from the Texas State Employee Discount Program. Limited-time offers and regional programs are also available.

- **Panasonic**: The Panasonic Employee Purchase Program offers substantial savings on top consumer products! Enjoy significant discounts, intuitive navigation and in-depth product information.

- **MetLife Auto & Home**: MetLife Auto & Home policies can help you protect your belongings. Call for a free quote today to see how much you can save with group discounts.

- **AT&T**: Save on AT&T products and services. Enjoy discounts on qualified wireless services, free phones, free shipping when you purchase online, and access to other exclusive offers.

- **Braun**: Reward yourself, or find the perfect gift! Get premium Braun men’s electric shavers and women’s epilators at special employee discount prices.

- **Remax**: Receive full service professional representation from a program certified REMAX agent plus a valuable rebate for all of your real estate needs.

- **TireBuyer**: TireBuyer.com is the fastest, easiest way to buy tires. Save 6% on any set of four tires or rims! Find great deals on top brands and get the perfect tires for your vehicle.

www.beneplace.com/txstate
Congratulations, Jessica, on your hard work and dedication!

Jessica is organized, committed, caring, and performs her duties at an extremely high level 100% of the time. She takes her responsibilities for purchasing, customer service and teamwork very seriously. She creates purchase orders for DHRL with over $3.5 million dollars in materials and services. She tracks invoices, secures supervisor approvals and collaborates with the Purchasing Department almost weekly in her effort to ensure that all university policies and procedures are met. Jessica manages the P-card log processing for DHRL, helping managers to stay on top of due dates and meet deadlines.

Jessica also provides support and leadership to the entire Housing Facilities Services area ensuring that our students, parents and staff members receive excellent service. She supervises student workers and ensures that we have all day coverage. She personally adjusts her lunch schedule to cover any gaps that may occur. She greets all visitors and makes them feel important. She is patient with questions and always calls to verify information if she is unsure where to refer someone needing services that our office does not offer. Finally, Jessica always has a positive, can do attitude. She is quick to volunteer to try new things and actively contributes to brainstorming on ways to improve things. She sees not only her own area, but the big picture as well.

Jessica’s leadership skills, teamwork and positive attitude was most evident during a time when DHRL had a vacancy in the 2nd Admin II position in their office. Jessica took responsibility for both positions and along with student workers made sure that nothing was missed. Reports were filed, PCRs were generated, assistance with timekeeping was provided and all custodial supplies for 7000 students were ordered. None of which were her original duties, but she made sure they got done on time or early.

“Jessica is organized, committed, caring, and performs her duties at an extremely high level 100% of the time.”

Congratulations, Jessica, on your hard work and dedication!
We would like to recognize the following employees who were either promoted or reclassified between July 13, 2015 and August 10, 2015.

**Movin’ on up**

**Brent R Losak**
Promoted to Head Custodian from Custodian, Campus Recreation

**Bonet Nuttall,**
Promoted to Academic Advisor I from Administrative Assistant II, Education Advising Center

**Lauren N Petersen**
Promoted to Administrative Assistant III from Administrative Assistant II, Student Center

**Alexis A Guerrero**
Promoted to Administrative Assistant III from Administrative Assistant II, University Seminar

**Danielle L McEwen**
Promoted to Administrative Assistant III from Administrative Assistant II, Psychology

**Jonathan W Tyner**
Promoted to Student Development Specialist II from Academic Advisor I, Office of Disability Services

**Deborah A Chandler**
Reclassified to Assistant Director, Student Health Center from Business Manager, Student Health Center, Student Health

**Patrick A Smith**
Reclassified to Assistant Director, Instructional Design from Sr Instructional Designer Instructional Design Support