



HR Bulletin

June 2018

2

What's in View

- Summer Enrollment
- ERS Summer Enrollment Fair

3 - 6

Highlights

- Top Reminders for Hourly Student Worker Appointments
- Reclassification Audits
- Texas State Resources Fair
- Demo WellCats At Your Next Meeting
- Did You Know? HR Training Website
- Elect Your 2018 W-2 Online

7 - 10

Employee Focus

- Welcome New Employee Bobcats
- New Employee Welcome | N.E.W. II
- GED Incentive Program
- June Workshops
- June Employee Discounts

11-13

In the Spotlight

- Employee of the Month
- Bobcats Connect: HR Crossword Puzzle
- Movin' On Up



TEXAS STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu

Top Reminders for Hourly Student Worker Appointments



Did your hourly student worker graduate or will not be returning to your department for the Fall 2018 semester? If so, a Personnel Change Request (PCR) will need to be processed to terminate their employment record.

- 1 | Use SAP transaction CATS_DA (Display Working Times) to verify time entry completion and approval by the student's supervisor.
- 2 | Run SAP transaction ZHRPEOPLESEARCH (Employee Search for History) to determine if the student has more than one appointment.
- 3 | If no additional appointment, prepare a Separation PCR and indicate the actual last day worked as the effective date for the action. If an additional appointment does exist, prepare an End Additional Appointment PCR.

Student PCRs must be submitted to the HR Master Data Center by the established [PCR deadlines](#). If you have questions, please contact [Lisa Gonzalez](#) (lv04) or 5.2557.

RECLASSIFICATION AUDIT

When should a department head or supervisor consider requesting a reclassification audit to change their employee's job title?

An audit should be considered whenever there has been a significant and demonstrable change in an employee's job duties. The change should be to such an extent that the current job title does not adequately describe the duties being performed. Other considerations are:

- New supervisory or lead responsibilities
- A dramatic change in job function
- Acquisition of new program or responsibilities
- Meaningful changes to job duties
- A recent reorganization of job duties/function or reporting relationship

Questions regarding the appropriateness of a reclassification request or the job audit process should be directed to [Jeff Lund](#) (jl21) or [Blake Bissing](#) (bsb106), or by contacting HR Compensation at 5.2557.

TEXAS STATE RESOURCES FAIR

The biannual Texas State Resources Fair was held on March 27, 2018 in the LBJSC Ballroom. Twenty-nine offices presented information about their services to 264 employees in attendance. Grand door prize winners received baskets with an Embassy Suites night stay and spa gift card, Meadows Center Glass Bottom Boat tickets, Alumni Association shirt, Department of Geography mugs, Department of Health & Human Performance socks and tumbler, Wellness yoga mat, and a chocolate bunny. Winners were Polly Chavez, AA III in College of Applied Arts, and Jorge Luquis, Programmer Analyst II in Core Systems.

The winner of the jelly bean guess was Lee Lancaster, AA III in Special Projects, with a guess of 472 of the 477 in the jar donated by VPIT. The winner of the best overall themed table was Professional Development/Human Resources (Karen Hollensbe and Patty Cano) and second place went to Institutional Research (Ana Webb and G. Marc Turner).

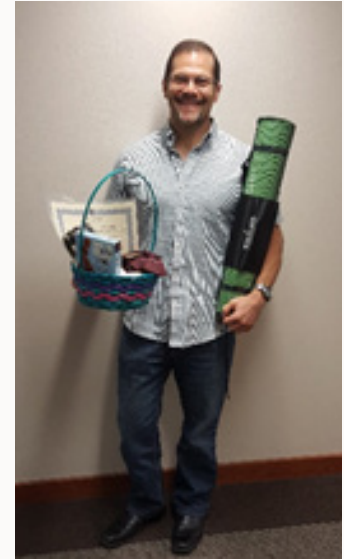
The fair is coordinated by the Administrative Support Services Committee: Nay Aikawa, Jennifer Barker, Meredith Brown, Alma Machado, Melinda Olivo, Martin Zavala, Jordan Guerrero, Marsha Moore, and John McBride.

BEST THEMED TABLE



Professional Development/Human Resources
(Karen Hollensbe and Patty Cano)

GRAND PRIZE WINNERS



Jorge Luquis
Programmer Analyst II in
Core Systems



Polly Chavez
AA III in College of Applied Arts

Demo WellCats

at your next meeting

HR staff are available to share an overview of our wellness program offerings with your department. If you have an upcoming departmental meeting and can schedule 10-15 minutes for us, we will be happy to join your meeting. And, with notice well in advance, we can discuss a specific wellness topic or demo a brief strength, stretch, no sweat exercise. To schedule a WellCats talk or demonstration, contact Rose Trevino at worklife@txstate.edu. For more information on the WellCats program, visit the Work Life website at www.hr.txstate.edu/worklife.html.



Sample Topics or Demos

How to stay active at your desk?

What to expect at your first WellCats class?

What to snack on at your desk for more energy?

WellCats cares about and provides services to enhance your total wellness. To learn more about our services, click [here](#). We look forward to helping you be more WELL!

DID YOU KNOW?

The Office of Human Resources provides several opportunities for online and face-to-face training. The new [HR Training Website](#) highlights some of the most common HR related topics such as:

- All About Employment
- PeopleAdmin
- Performance Management
- Time and Leave Administration
- and many [more!](#)

SAP: TEXAS STATE EMPLOYEES Elect Your 2018 W-2 Online and Choose Paperless Delivery

- [Instructions to elect online \(paperless\) delivery for Calendar Year 2018](#) on the SAP Portal are available at the [Payroll website](#).
- The election process is a [one-time enrollment](#) using our secure website.
- SAP will automatically send you an [election confirmation email](#).

Benefits of the electronic W-2 Form:

- Access to your W-2 form in mid-January of each year
- Print the W-2 form at your convenience
- Ensure the security of your W-2 by stopping the annual mailing of a paper copy
- Have access to your W-2 before the traditional U.S. mail delivery
- Help the university Go Green and save money in printing and postage cost

Important Disclosure Information:

- Consent for online delivery is only required once
- Upon termination of employment, all former employees will receive a paper W-2 for their last year of compensation
- For those employees [who do not elect online delivery](#), a paper W-2 Form will be mailed to the last known address on or before January 31, 2019. Update your address if different from 2017 for 2018 W-2Form.

All employees will be notified via email when the online 2018 W-2 forms are available on the SAP Portal in January 2019.

For any questions, please contact the Payroll and Tax Compliance Office at 512.245.2543 or payroll@txstate.edu.

The deadline for electing online 2018 W-2 (paperless) delivery is
December 31, 2018



Welcome



Join us in welcoming our new employee Bobcats hired between April 9, 2018 and May 7, 2018.

KELSEY J FLEMING

Grant Specialist
Tx School Safety Center

KOREY J SMITH

Police Officer
University Police

MADELINE DAVILA ADAMS

Director, Payroll and Tax Compliance
Office of Payroll and Tax Compliance

KASSAUNDRA R NESBITT

Administrative Assistant III
Office of Research and Sponsored Programs

LAWRENCE N BALDING

Grant Specialist
ALERRT Center

KWON R BILL

Academic Advisor I
PACE Advising Center

MICHAEL T MOORE

Electrician II
Facilities Operations

NANCY ARNWINE

Administrative Assistant II
University Police

SHAUN A BRYSON

Grounds Maintenance Worker II
Campus Recreation

CARRIE J SOLITTO

Administrative Assistant II
University Police

RICHARD A MARTINEZ

Psychologist
Counseling Center

ASHLEY N DAVENPORT

Academic Advisor I
PACE Advising Center

RICHARD G MARTINEZ

Captain
University Police

HAILEY R WITHERSPOON

Grant Senior Secretary
Educational Talent Search

MEAGAN L LOBBAN

Coordinator, Spring Lake Operations
Spring Lake

CLAUDIA D CAMPOS

Grant Secretary
Meadows Center for Water and the Environment

JESSICA C GALEA

Dispatcher
University Police



NEW EMPLOYEE WELCOME

N.E.W. II

Friday, June 8, 2018 | 8 a.m. - 1:30 p.m. | Warren Room -
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, June 8.

NEW is designed to provide useful information to new staff 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 employees hired during the past month. Breakfast and lunch are served.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

GED INCENTIVE PROGRAM

General Educational Development (GED) Certificate

BOOST YOUR SKILLS AND EDUCATION WHILE GETTING:
release time from work for first two sessions | reimbursement
for the cost of test fee upon successful completion | \$500 to help
cover costs upon successful completion

Registration: June 5th, 9 a.m.

Assessment: June 7th, 9 a.m.

Location: San Marcos Public Library

Learn more about the requirements at [UPPS 04.04.35](#).

Contact: professionaldev@txstate.edu | 5.7899

JUNE 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.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
*Administrative, Academic and Student Service Outcomes: Reporting Results, Taking Action, and Improving Services 4	*Administrative, Academic and Student Service Outcomes: Reporting Results, Taking Action, and Improving Services 5	NEW Health and Wellness Series: Building a Culture of Health in Your Work Unit—Considerations Beyond the Individual 6	7	New Employee Welcome (NEW) II 8
11	NEW University Seminar Teaching Opportunity *Securing Confidential Information 12	*Securing Confidential Information 13	14	15
18	* NEW Performance Management Planning 19	* NEW Performance Management Planning 20	NEW Health and Wellness Series: Tweaking 101 21	22
25	ERS Summer Enrollment Fair Allies Training 26	Responding to Emergencies on Campus: Standard Response Protocol 27	Civilian Response to Active Shooter Events 28	29

(* Workshop is offered either date.

Proposals for new workshop topics for the fall semester should be submitted by **June 8** by completing the workshop proposal form.

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.

- **ADT:** When you sign up for a new ADT monitoring service with SafeStreets USA, you'll get a free ADT Monitored Home Security System, an \$850 value. SafeStreets ADT provides innovative security products and services to our customers.
- **Apple:** With your purchase program, you can save on the latest Apple products like the iPhone 7, Apple TV, MacBook and Apple Watch.
- **myAutoloan.com :** myAutoloan.com is your premier online auto finance and refinance marketplace. You'll receive up to four loan offers within two minutes.
- **Corporate Shoe Program:** As a member of the Corporate Shoe Program, you can save 30% on select Skechers shoes. Other benefits include free returns and free shipping.
- **GolfEtail.com :** GolfEtail.com provides great quality and outstanding pricing on some of the top brands in golf. We offer easy returns and free shipping for purchases over \$99.

www.beneplace.com/txstate

Sylvia Mobley

Senior Administrative Assistant,
The Graduate College

EMPLOYEE OF THE MONTH May 2018



Dr. Eugene Bourgeois, Sylvia Mobley, and Dr. Andrea Golato

Sylvia provides support to the Dean, Associate Dean and Assistant Dean of The Graduate College. Some of her other duties include handling correspondence and special projects, assisting with orientation and other special activities, serving as continued trainer and back-up for review and processing of graduate student travel fund requests, purchasing all items for the operations of the office and one-time-event organizer for the Conference of the Association of Texas Graduate Schools

Sylvia regularly far exceeds the expectations of her job description and is a service provider in the truest and best sense. She also interacts with all of our internal and external stakeholders and displays the highest sense of professionalism and dedication to the institution.

Sylvia's role is hard to describe because she is involved with a whole host of activities in The Graduate College. What is clear, however, is that it would be difficult to manage most of these activities in the same way without her involvement and attention to detail. The Graduate Colleges hosts a number of very large scale events round the year that attract hundreds of students such as the New Graduate Student Orientation, the International Research Conference for Graduate Students, and The Graduate and Professional School Fair.

An example is the International Research Conference for Graduate Students that Sylvia keeps the accounts for and processes everything that requires a payment. In this case, The Graduate College uses give-aways, provides bottled water branded with The Graduate College logo, has scholar bags with other items, and uses the LBJ Student Center conference facilities. Sylvia also coordinates placing publicity ads in the University Star, provides food to the

participants and the list goes on. Although this conference, which has many moving parts, is a huge team effort, it is Sylvia who processes the payment and keeps the accounting for this event, which is co-sponsored by the deans of the academic colleges and other entities on campus. These tasks involve working with both internal and external entities and carrying out the tasks in a timely fashion. Sylvia does this by prioritizing her tasks and carrying them out systematically. Her method is to envision the entire event to make sure that no details are left out.

In September 2017, The Graduate College hosted the annual meeting of the Association of Texas Graduate Schools. About fifty graduate deans from various universities around Texas attended the event. Sylvia personally communicated with some of the deans to make sure that their special food and transportation needs were met. She regularly far exceeds the expectations of her job description and is a service provider in the truest and best sense.

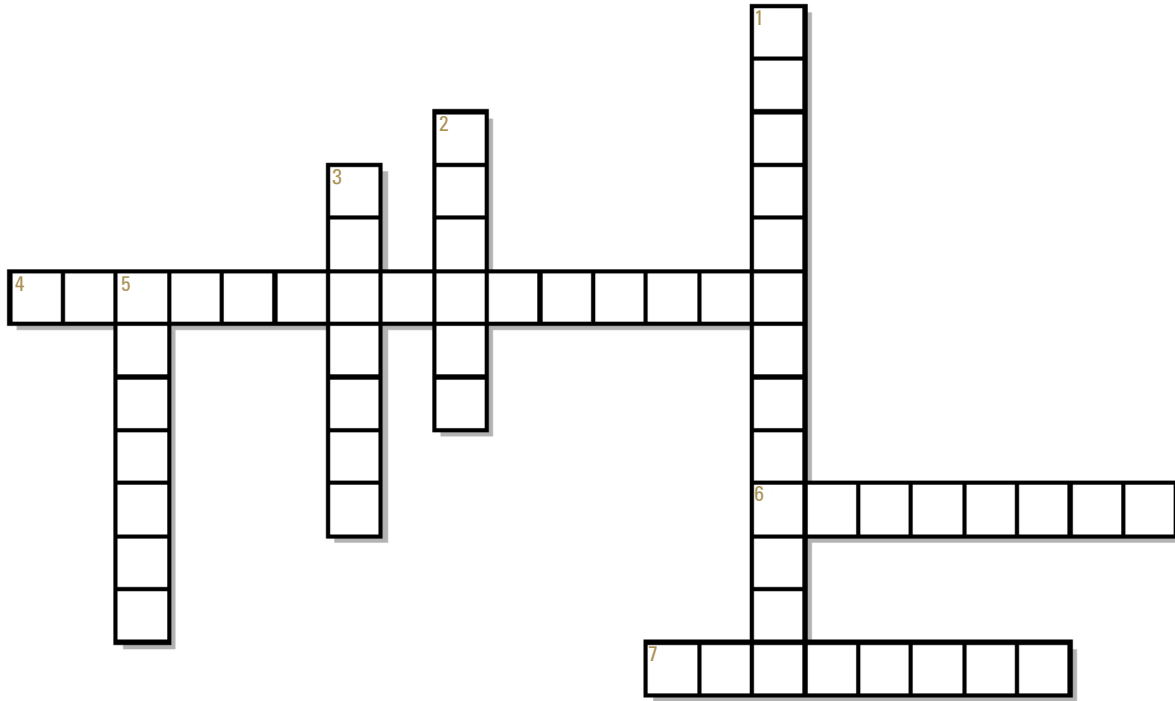
Sylvia fully understands the goal of a project, does her homework to figure out how to best accomplish each task in the goal, and implements that work in a way that makes implementation effective and efficient.

"Sylvia regularly far exceeds the expectations of her job description and is a service provider in the truest and best sense."

Congratulations, Sylvia, on your dedication, professionalism and hard work!

HR Crossword Puzzle

Readers are invited to have some fun completing our HR crossword puzzle!
Print this out, fill it in with answers found in this month's bulletin, and send it in.
Scan or send a picture of your completed puzzle to hr@txstate.edu by June 8th.
Five random puzzle winners with all of the correct answers will receive a prize from HR!



ACROSS

- 4 The Texas State Resources Fair is coordinated by the Administrative _____ Committee
- 6 The HR _____ website tells you how to learn more about common HR topics
- 7 A dramatic change to job _____ would be a consideration for requesting a reclassification audit

DOWN

- 1 Request this for your department to learn more about our wellness programs
- 2 Date of the summer enrollment fair
- 3 SAP transaction to verify time entry completion and approval
- 5 Instructions to elect W-2 online delivery are located on this website

Congratulations to last month's HR Crossword Puzzle winners!

- Ethel Banks | Senior Admin, Counseling Center
- Angela Sambrano | Administrative Assistant II, School of Journalism and Mass Comm
- Meridith Haynes | Administrative Assistant III, Special Projects
- Andrea Hankins | HR & Credentialing Assistant, Student Health
- Denise Wagner | Business Process Analyst, Technology Resources

We would like to recognize the following employees who were promoted or reclassified between April 9, 2018 and May 7, 2018.

RENEE A JURELL

Promoted to Financial Aid and Scholarship Program Specialist
from Financial Aid and Scholarship Advisor,
Office of Financial Aid and Scholarships

JODIE L PETERSON

Promoted to Systems Support Analyst
from Financial Aid and Scholarship Program Specialist,
Office of Financial Aid and Scholarships

MARIELA VILLANUEVA-BELTRAN

Promoted to Disbursement Specialist
from Administrative Assistant II,
Student Business Services and Bursars

BREANNA C HENDERSON

Promoted to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

RYAN C LARA

Promoted to Sr Systems Administrator
from Systems Administrator II,
Core Systems

JAMES R SCHOPPE

Promoted to Systems Administrator II
from Systems Administrator I,
Core Systems

AMY E AGUIRRE

Promoted to Administrative Assistant III
from Administrative Assistant II,
VP for Student Affairs

AMPARO C CASTRO

Promoted to Financial Aid and Scholarship Program Specialist
from Financial Aid and Scholarship Advisor,
Office of Financial Aid and Scholarships

JULIE A SALDIVA

Reclassified to Assistant Director, Campus Recreation
from Program Specialist,
Campus Recreation

BRITTNIE N CURTIS

Reclassified to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

REYNA I VASQUEZ

Reclassified to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

TERRY L VAUGHT

Reclassified to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

VYASAR M GANESAN

Reclassified to Sr Undergraduate Admissions Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

WALTON T YANTIS

Reclassified to Systems Administrator II
from Systems Administrator I,
Core Systems

JAMES D DANIEL

Reclassified to Systems Administrator II
from Systems Administrator I,
Core Systems



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