What’s in View

- Summer Enrollment
- ERS Summer Enrollment Fair

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

Employee Focus

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

In the Spotlight

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

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

Summer Enrollment is your annual opportunity to make changes to your ERS insurance and TexFlex benefits. Check out our Texas State Summer Enrollment website for more details on upcoming plan changes and premiums.

ERS SUMMER ENROLLMENT FAIR

Tuesday, June 26, 2018
10 a.m. - 1 p.m.
JCK 11th Floor

Presentation by ERS to begin at 10:15 | No registration required
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)
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.
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!

DID YOU KNOW?

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-2 Form.

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
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.

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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](http://www.beneplace.com/txstate)
Sylvia Mobley
Senior Administrative Assistant, The Graduate College

EMPLOYEE OF THE MONTH
May 2018

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!
IN THE SPOTLIGHT: BOBCATS CONNECT

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

This information is available in alternate format upon request from the Office of Disability Services.