



HR Forum

April 19, 2022

TEXAS  STATE
UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Agenda:

Welcome

Dani Artaza

Budget Development FY23 Update

Cristine Black

Performance Management Cycle

Tammy Coyle

Salary Merit Bonus

Carole Clerie + Cristine Black

Staff Development Day

Carole Clerie

StigmaFree Campaign, N.E.W.
Canvas & Spring into Motion

Heather Houston

Staff Ombuds Services

Stella Silva

Compliance Training Updates

Bobby J. Mason

Talent Acquisition Updates

Alicia Barthel

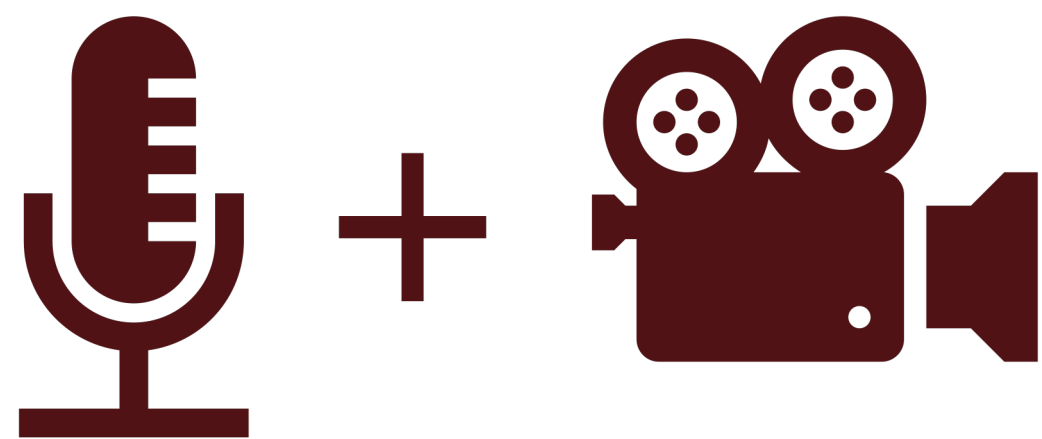
HR Forum Renaming Contest

Dani Artaza

Q&A & Wrap-up

Dani Artaza

Webinar Housekeeping



Your microphone is automatically muted, and your camera is automatically off.



Please type in your questions using the **Q&A button** located at the bottom of your Zoom screen.

Please **avoid putting questions in the chat**, as they may not be seen by our presenters.

Budget Development FY23 Update

Cristine Black

AVP, Budgeting, Financial
Planning & Analysis

Office of Budgeting,
Financial Planning &
Analysis

Annual Budget Development Process

Budget Office webpage:



- Go to the Annual Budget Review section, then Budget Review Training Documents

Annual Budget Review Training Documents

- Training Documents
 - Budget Review Process Instructions
 - BEx Analyzer Instructions: [BEx Analyzer](#)
 - For technical issues with the program, please call ITAC.
- Video Tutorials
 - Budget Development Process Overview
 - How to log into Budget Development
 - How to run Query: Current Budget Development Salary Budget Comparison
 - How to run Current Budget Development Report
 - How to Make Changes in a Budget Development Workbook
- Reminders
- FAQ's

Other information

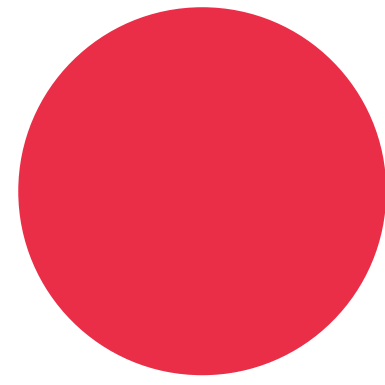
- Proper security access is required to access the Budget Development system (BEx Analyzer).
- The BEx Analyzer system must be used on a PC only. If using a Mac, you must use RemoteApps which can be found through IT Services website.
- Live nightly updates from SAP will reflect HR actions and permanent budget changes.
- Budget Development reports can be run at any time during Budget Development.

FY2023 Budget Development Calendar

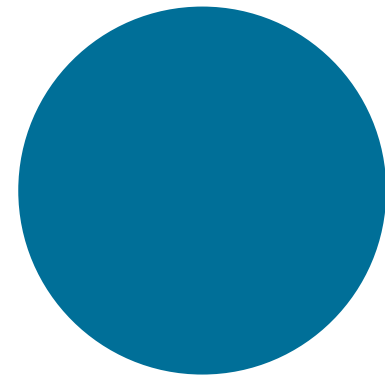
- Key Dates:

Activity	Date
Account Manager Level Review Budget Changes	April 1 – April 18
Deans, Directors and Department Heads Level Review Budget Changes	April 1 – May 2
Vice President Level Review Budget Changes	April 1 – May 9
President's Cabinet Review Changes	May 16 – June 3
Office of Budgeting, Financial Planning & Analysis Budget Preparation	May 10 – June 28
Finalize Budget Reports in Final Form	June 29 – July 5
President Budget Review and Submission to Board of Regents	July 7 – July 9

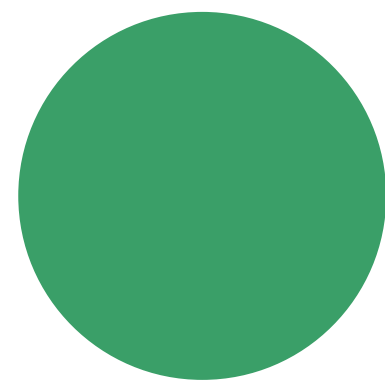
CONTACT US



512-245-2376



budget@txstate.edu



JCK 820

Performance Management Cycle

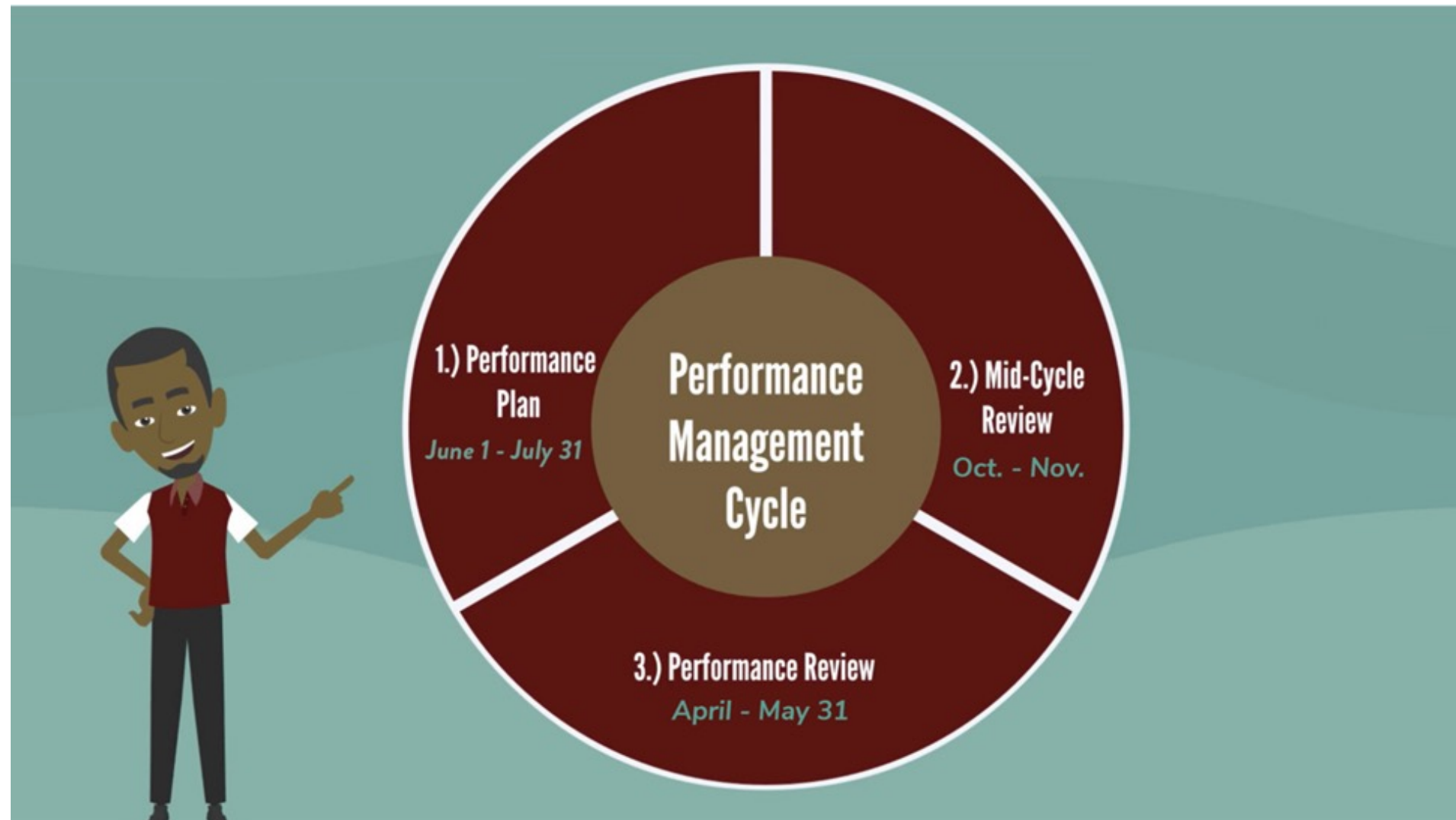
Tammy Coyle

Manager, Employee Relations

Office of Human Resources



Performance Management:



TXST's Performance Management process is designed to help Bobcat staff set and accomplish goals that align with the University's mission and values.

The Performance Management Cycle consists of three phases:



The Performance Plan:

(June 1- July 31)



The Mid-Cycle Review:

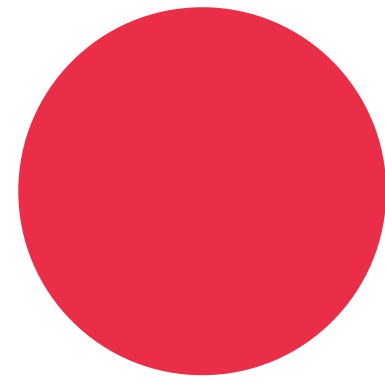
(October- November)



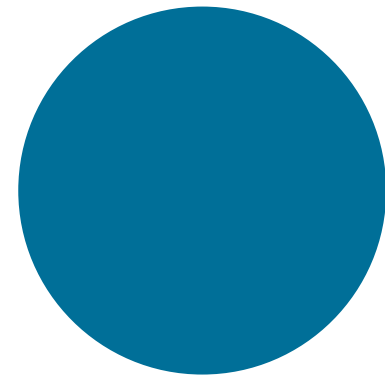
The Performance Review:

(April 1- May 31)

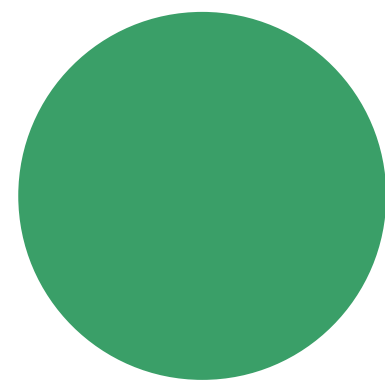
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512-245-2557



hr@txstate.edu



hr.txstate.edu/performance-management



Salary Merit Bonus Process Overview

Cristine Black

AVP, Budgeting, Financial
Planning & Analysis

Carole Clerie

AVP, Human Resources

About the Bonus

- Merit-based – completed performance review with merit eligible rating
- 3% Merit Pool – supervisors may allocate up to 3% of their eligible salary budget and distribute it as \$ or %
- Non-recurring – merit bonus will be divided in half and distributed as 2 lump sum payments in Oct. 2022 and Mar. 2023
- Calculation – 3% merit bonus is based on an employee's salary as of Jun. 1, 2022

Eligibility

- All employees:
 - If an employee leaves a position or separates employment before Oct. 1, 2022, then the employee forfeits the bonus in its entirety.
 - If an employee leaves a position or separates employment before Mar. 1, 2023, then the employee forfeits the remainder of the bonus.
 - If an employee leaves a position or separates employment in the middle of Oct. or Mar., the bonus will not be pro-rated for the number of days worked and the employee will receive the full bonus amount due to be paid in that month.
- Staff:
 - Regular staff whose employment began on or before Sep. 1, 2021
 - Receive a performance rating of “merit eligible”
 - Performance review completed by May 31, 2022
 - No change in position (e.g., transfer or promotion) between Jul. 1 and Sep. 1, 2022
- Faculty:
 - Continuing percent-contract faculty whose employment began on or before Sep. 1, 2021
- Grant/externally funded employees:
 - Grant and other externally funded budgets are expected to match state and institutional pay raises and should perform their own salary review and submit PCRs as appropriate. Exceptions must be approved by the divisional vice president.

Timeline

- Lists of eligible employees will be distributed to the departments in late June
- After department managers complete their input, merit bonus amounts are routed to divisional VPs for final review and approval
- VP approval complete by Aug. 1
- HR/Payroll/Budget processing begins
- 1st distribution will occur in the Oct. 1 paycheck
- 2nd distribution will occur in the Mar. 1 paycheck



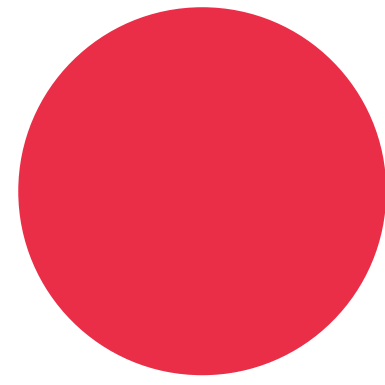
Staff Development Day

May 24, 2022

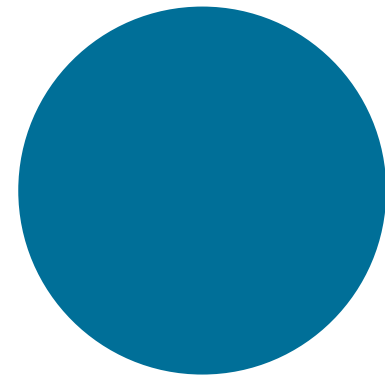
Carole Clerie

AVP, Human Resources

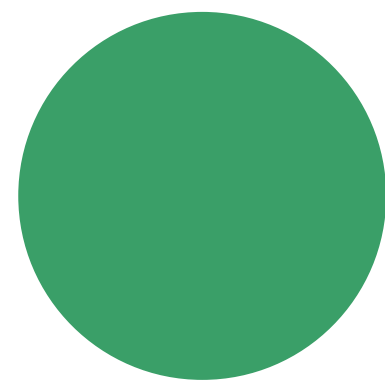
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hr.txstate.edu/staff-development-day



StigmaFree Campaign, N.E.W. Canvas, & Spring into Motion

Heather Houston

Assistant Director, Benefits &
Data Management

Office of Human Resources



National Alliance on Mental Illness

TOGETHER

for Mental Health

nami.org/together4MH

Coming Soon: StigmaFree Campaign

- TXST HR is highlighting the National Alliance on Mental Illness (NAMI) StigmaFree campaign beginning in May to correspond with Mental Health Awareness Month.
- The StigmaFree campaign is NAMI's effort to end stigma and create hope for those affected by mental illness. Through powerful words and actions, we can shift the social and systemic barriers for those living with mental health conditions.

TOGETHER for Mental Health

Mental health is an incredibly important part of overall health.
With a growing number of Americans experiencing mental health symptoms, we need to join together to advocate for improving our nation's mental health care system.

Resources | Education | Events | Advocacy | Support

1 in 5 U.S. adults experience mental illness each year, and less than half
of them receive treatment

N.E.W. Updates

- As a reminder, N.E.W. 1 has transitioned to a new format
 - Canvas course accessible from point welcome letter is sent to new hire
 - New hire completes N.E.W. Canvas course prior to Day 1 (or on Day 1)
 - New hire forms are within course to be completed and sent to HR Benefits
 - N.E.W. 1 Zoom session held first workday of the week

N.E.W. Updates (cont.)

ACTION REQUIRED - Day 1 Paperwork

Find the forms and form descriptions below for the paperwork we must receive back from you **ASAP, by 5pm your first day of work**. The instructions on returning the forms are also below. Click on the form name to open and download the forms, or print the forms if you prefer. Electronic signatures are accepted.

New Hire Forms to Return ASAP

2022 W-4 Form.pdf ↓	Complete a 2021 W-4. If you need to make changes to your W-4 in the future, you may do so by completing another W-4 form and returning it to the Benefits Office in JC Kellam 360, or by completing the change electronically within the SAP Portal. We must receive this completed form from ALL employees.
Insurance Enrollment Record.pdf ↓	This form gives us enough information to auto-enroll full-time employees into health insurance only, as it does not cost anything per month. You will learn more about this in Module 2 when you learn about insurance. We must receive this completed form from ALL new staff, whether you are part-time or full-time.
Personal Data Sheet.pdf ↓	This form provides the university with demographic data that goes into our employment database. We must receive this completed form from ALL employees.
Prior State Service form.pdf ↓	This form must only be completed if you have ever worked as a student employee, temporary employee, or permanent employee for a state agency in Texas, or a public 4 year higher education institution in Texas. This forms helps collect data on your previous state service and it affects when you may begin taking vacation time and your vacation accruals, as well as helps us calculate your state longevity. We must receive this completed form <u>only if you have prior state service to report.</u>

How to Return Forms

Please save all documents as PDFs. To securely share forms online, see instructions below:

1. Go to the [Secure File Transfer website](#) and log in with your NetID and password
2. Once logged in, you will notice it is set up like an email message. Enter hrbenefits@txstate.edu in the "To" box and attach your PDF documents by clicking the green **Add Files**
3. Add your name and "New Hire Documents" to the subject line
4. Hit Send. Please note: You will receive an automated receipt when your files have been downloaded by the Benefits Team. If you are unable to send in this method, please let us know at hrbenefits@txstate.edu. Please **DO NOT** send your documents via e-mail alone so we can keep your sensitive data safe. We will work with you to get the documents securely.

If you would rather drop the forms off in person, you can bring them by the Benefits Office in the JC Kellam building, third floor, suite 360.

Hiring a new staff member?

New Hire Support

▼ Benefits - Eligible Staff

- [N.E.W. Employee Onboarding: Administrative Steps](#) |

Use to guide administrative staff through the required steps for processing new employees.

- [N.E.W. Employee Onboarding: Manager's Steps](#) |

Use to guide departmental hiring managers through university best practices for onboarding a new employee.

- [N.E.W. Administrative Registration](#): For use by department administrative contact to register new staff for New Employee Welcome.

- [New Employee Welcome UPPS 04.04.15](#) | Policy and Procedures for onboarding new staff

- [NEW Welcome Email Template](#) | To be sent to your new hire prior to their start date.

- [I-9 List of Acceptable Documents](#) | Documents a new employee must provide to prove eligibility to work in the U.S.

- [Completion of ZHRPEOPLESEARCH and Request for NetID](#) | Use to request and set up a new employee with a NetID

- <https://www.hr.txstate.edu/forms.html>

- New Hire Support: Benefits-Eligible Staff

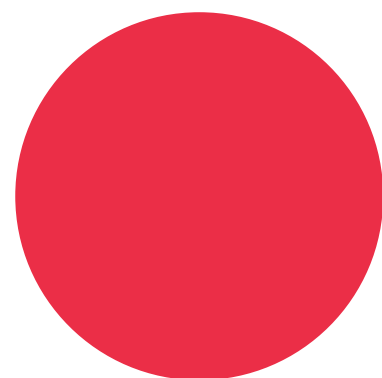
- Administrative Steps: PCR's, I-9, NEW registration
- Manager's Steps: NEW Welcome Letter
- NEW Welcome Email Template

April Trials Bring May Smiles...

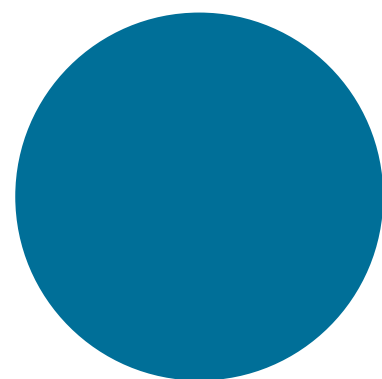


- Spring into Motion
 - 350 participants
 - Step based competition
- Trial Period: Student Rec Center Memberships
 - For benefits-eligible staff
 - Free through the end of April

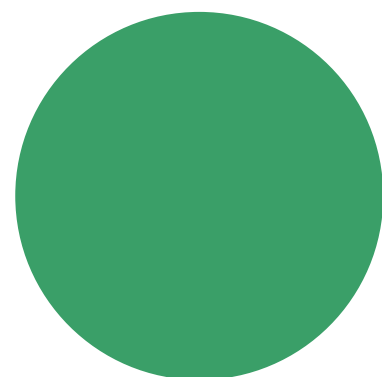
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hr@txstate.edu



hr.txstate.edu/New-Employee-Welcome

hr.txstate.edu/worklife/spring-into-motion

An aerial photograph of the Texas State University campus during the 'golden hour' of sunset. The sun is low on the horizon, casting a warm, orange glow over the scene. In the center, a large, historic building with a red-tiled roof and multiple spires stands out. Surrounding it are various modern academic and administrative buildings, interspersed with lush green trees. In the foreground, a parking lot filled with cars is visible. The overall atmosphere is peaceful and scenic.

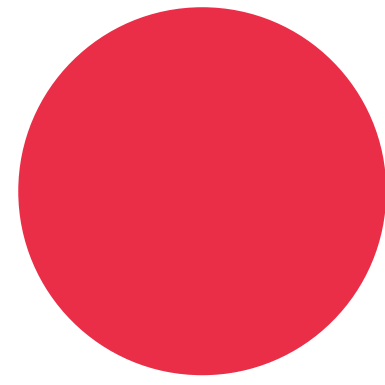
Staff Ombuds Services

Dr. Stella Silva

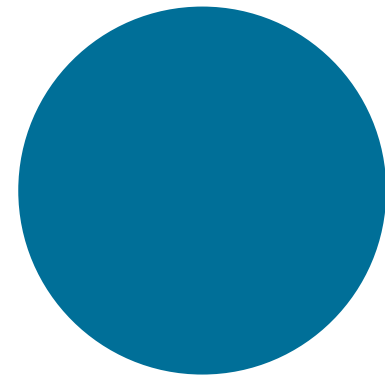
AVP, IIE – Faculty & Staff Initiatives
Interim Chief Diversity Officer

Office of Institutional Inclusive
Excellence

CONTACT US

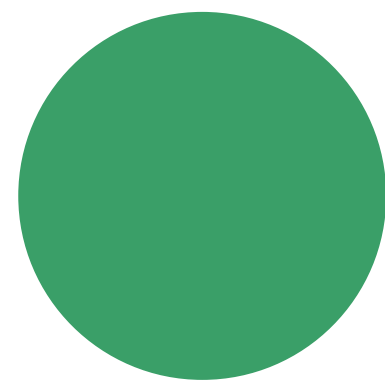


512.245.8200



EquitableHiring@txstate.edu

TalentAir@txstate.edu



<https://www.hr.txstate.edu/Staff-Ombudsperson>

<https://inclusion.txstate.edu/faculty-and-staff/>



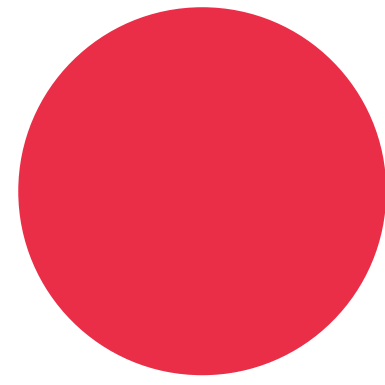
Compliance Training Updates

Bobby J. Mason

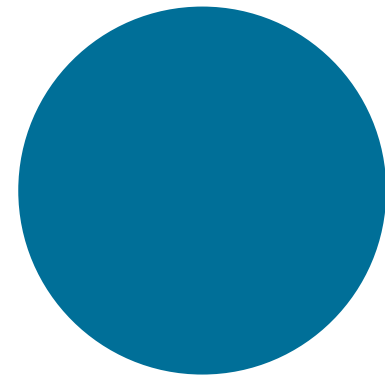
AVP, Institutional Compliance and
Chief Compliance Officer

Office of Institutional Compliance and
Ethics

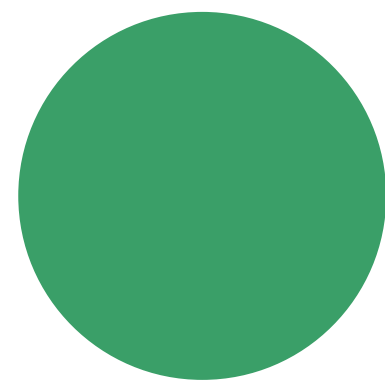
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512.245.4961



compliance@txstate.edu



compliance.txstate.edu

Talent Acquisition Updates

Alicia Barthel

Director, Talent Acquisition &
Inclusion

Office of Institutional Inclusive
Excellence – Faculty and Staff
Initiatives

"Ban-the-Box" – Fair Chance Act

- The "ban-the-box" provision was inserted into the National Defense Authorization Act for fiscal year 2020 and signed by former President Donald Trump. It means that federal contractors can no longer inquire about an applicant's criminal history before extending a conditional job offer. It is intended to make it easier for people with a criminal record to gain employment.
- On March 3, 2020, Texas State University 'banned the box' from the employment applications.

Temporary Talent Pool Postings

- Outdated temporary pools closed on Thursday
- New Temporary Position Postings
 - Administrative Support
 - Professional
 - Technician
 - Laborer
 - Craft Worker
 - Service Worker

CONTACT US

- **Deana Townsend – Sr. TAI Recruiter**

- Recruiting and hiring support by division:
 - VPAA
 - VPIT
 - Athletics
 - VPUA

- **Alicia F. Barthel, PHR, CDR**

- Director, Talent Acquisition & Inclusion (TAI)

- **Leah Brown – TAI Recruiter**

- Recruiting and hiring support by division:
 - VPFSS
 - VPSA
 - VPUAdmin
 - President's Office

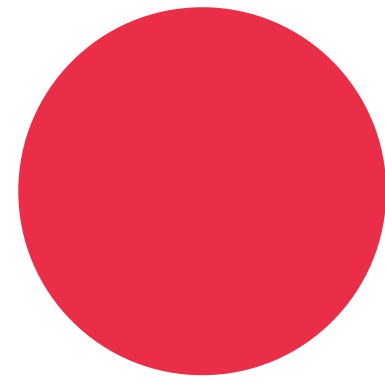
- **Dr. Stella Silva**

- AVP, IIE-FSI

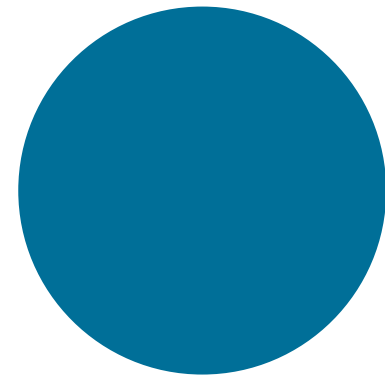
- **Carol Alvarez**

- Administrative Assistant

CONTACT US

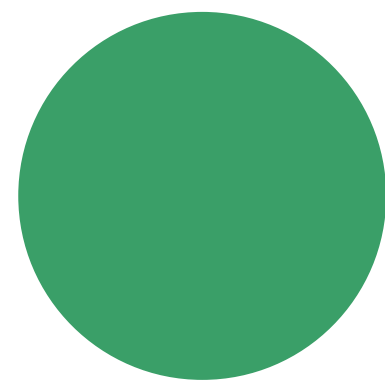


512.245.8200



EquitableHiring@txstate.edu

TalentAir@txstate.edu



inclusion.txstate.edu/faculty-and-staff/talent-acquisition-and-inclusion.html

Elliot Hall A



HR Forum Renaming Contest

Dani Artaza

Organizational Development and
Communications Specialist

Office of Human Resources



Questions?

Please type in your questions using
the **Q&A button**.



Thank you!

We hope to see
you at the next HR
Forum on **July 19!**

TEXAS  STATE
UNIVERSITY

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