TEXAS STATE HUMAN RESOURCES

October 2014

HR Bulletin

Human Resources News

Support Staff Resources Fair

Mark your calendar! The next Support Staff Resources Fair is scheduled for Wednesday, October 15, 2014 (11 – 2pm) in the JCK Reed Parr Room.

This will be the sixth 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.

Don't miss this opportunity to gain valuable information to help you accomplish your administrative tasks!

October Timekeeping

For timekeeping purposes, the month of October ends October 25 and should include the following weeks ending:

October	4
October	11
October	18
October	25

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

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ERS Updates & Reminders

We are underway with our new plan year for insurance and flexible benefits. The following are some key reminders:

- Changes made during Annual Enrollment are reflected on your October 1, 2014 paycheck. If you notice an error, please contact Human Resources immediately at hr@txstate.edu.
- Caremark mailed new prescription cards to reflect the reduced copay for generic Tier 1 drugs. If you did not receive your new cards, call Caremark at 888-886-8490 to request one.
- Reminder: The TexFlex grace period is still in effect for Plan Year 2014. You must use all PY 2014 (9/1/13-8/31/14) TexFlex monies by November 15. You will have until December 31 to file all PY 2014 claims. At the end of Plan Year 2015 (August 31, 2015), you will have a $500 rollover to the next plan year.
- If you add a new dependent to your insurance, you will be required to complete a dependent eligibility audit. Aon Hewitt will contact you via e-mail to provide documents to establish the eligibility of any new dependents to your plan. You must respond and provide the requested documentation or any uncertified dependents will be dropped from coverage.

Counseling Available through Bobcat Balance

Personal challenges in your daily life can impact well-being and productivity. It is easy to become overwhelmed and stressed. To assist you with these daily challenges, counseling is available through Bobcat Balance, your Work Life and Employee Assistance Program. Faculty, staff, and graduate student employees in a benefits-eligible position and their household members may receive up to five free confidential counseling sessions per issue. Counseling is available for a range of issues like:

- Parenting and family concerns
- Stress and anxiety
- Depression
- Grief and bereavement
- Anger management
- Drug and alcohol problems
- Relationship issues
- Change and life transitions
- Work conflicts

To access your counseling benefit, contact Bobcat Balance toll free at 855-884-7224. Or, access on-line resources through the work life website at www.worklife.txstate.edu and log in to Bobcat Balance.

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Texas State Employee Discount Program

Featured Discounts for October

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. Highlights include:

- Refinance your car loan with RateGenius with the best rate, term and payment from national lenders. Customers save an average of $81 a month! Get a free ADT monitored home security system (an $850 value) when you sign up for new service with Safe Streets USA. See website for details and restrictions.
- Make your move easier with Budget Truck Rental. We've got the right trucks at the right price. Save even more with your employee discount.
- Quality, 100% satisfaction-guaranteed printer cartridges for over 10,000 models. Save 40-70% off big box retailers on ink, toner & printer supplies.
- Chew on this: You can save some serious bones on vet bills with coverage from Veterinary Pet Insurance®. Learn more about VPI® plans today.

Limited-time offers and regional programs are also available. Find out more about the Texas State Employee Discount Program, and make these discounts and services work for you!

Sick Leave for Children Educational Activities

Parent-Teacher Conference leave has been expanded to include other educational activities. An employee can use up to eight hours per fiscal year to attend educational activities for their children in kindergarten through 12th grade.

Educational activities must be school-sponsored and may include parent-teacher conferences, field trips, school committee meetings, academic or athletic competitions and school programs.

Please give your supervisor advanced notice if you intend to use this leave to ensure office coverage. Enter code 3000 – Child Education Activity Leave in SAP. Remember, using this leave will reduce your sick leave balance once your supervisor approves the leave in SAP.

If you have questions, please contact Human Resources at 5-2557 or e-mail hr@txstate.edu.

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

If you are an approver for electronic personnel change requests (E-PCR), it is very important to set up a substitute to act on your behalf in case you need to be out of the office.

Many times the electronic work flow is 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 in advance, the approver can be assured their designated person will approve the E-PCR and the approval flow is not interrupted. This is especially critical close to payroll processing deadlines.

Instructions to assist you with setting up a designated substitute are available at http://www.hr.txstate.edu/HRPCR.html or through the SAP Portal site.

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

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Attaching Support Documents to an Electronic PCR What File Name Do I Use?

For better identification and ability to comply with the State of Texas record retention schedule, it is necessary to use a uniform naming convention for each support document attached to the electronic PCR. By utilizing the designated file name for each type of document, Human Resources will be able to purge a mass load of documents per the established schedule.

It is also important to attach each type of document separately to the E-PCR. For I-9 forms, you'll need to include the form itself, the proof of employment authorization document, and the proof of identity document. The I-9 form and copies of the supporting documents are then attached as one file.

Electronic PCRs received in the HR Master Data Center will be rejected if the file naming convention is incorrect or if more than one document is received per file attachment. The Staff, GRA (non-academic division) and Hourly Student Appointment Document File Name Guide is located at http://www.hr.txstate.edu/HRPCR.html

EASY (PeopleAdmin, PA 7) Upgrade Project Update

The historical requisition data in the current EASY system (PeopleAdmin 5.8) for departments and the option to create a requisition from historical data will not be available in the upgraded EASY (PeopleAdmin 7).

The project team leaders and support members met with PeopleAdmin for the system orientation and website walk through on July 30, September 4 and 12.

During the meetings, PeopleAdmin strongly recommended and it was agreed to not transition requisition data from PA 5.8 to PA 7. This means that when PA 7 goes live, all information including current job postings and past requisitions in PA 5.8 will no longer be available to hiring managers. PA 7 will be a new EASY system and hiring managers will need to create all new requisitions in the system from a blank requisition form.

Human Resources and PeopleAdmin strongly encourage all hiring managers to save all of their historical requisitions data into a local file. The local stored data such as the job descriptions, required and preferred qualifications, and GOJA will help the hiring manager when posting a new requisition in the new Electronic Application System. If a hiring manager has questions about creating and saving a local file of the historical requisition data, please call LynnAnn Brewer or Bobbie Brandenburg at extension 5-2557.

The project upgrade will move into the planning and design phase on September 25. Team leaders, support members and PeopleAdmin consultants will begin mapping requisition work flow.

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University Fiscal Year End Averages for Time to Fill Positions

How long does it take to fill a position at Texas State University?

Noted below is a table showing the average time to fill a posted position since fiscal year 2009. As you can see, there has been a significant shortening of time to fill since 2009.

AVERAGE TIME TO FILL POSITIONS

FISCAL YEAR	DAYS
2009	68.50
2010	54.29
2011	44.76
2012	51.76
2013	50.93
2014	46.60

Equity in the Recruitment and Selection of an Applicant Pool

The Office of Equity and Access is an integral part of the employment process and practices with focused directives in recruitment, selection, and candidate recommendation for hire.

Equity and Access reviews all hiring manager recruitments from the job requisitions for postings, the hiring matrixes, the applicant pool, and the candidates recommended for hire. The goal of this review is to determine equity and consistency of employment practices applied to an applicant pool.

1. Equity and Access reviews consistency in the advertised required and preferred qualifications and the hiring matrix screening criteria.

   The job requisition posting sections for required and preferred qualifications must match with the hiring matrix required and preferred qualification sections for screening. When a hiring manager selects a candidate to interview or recommends a candidate to hire, the candidate must minimally meet the required qualifications of the job. The hiring manager may show this qualification by scoring the candidate appropriately in the hiring matrix.

2. Equity and Access reviews consistency in the screening methodology.

   Each applicant must be reviewed to meet required and preferred qualifications and not against each other. The hiring manager's reason for a candidate non selection/interview must reflect the actual assessment of the applicant qualifications.

The Office of Equity and Access states, "all hiring decisions represent a balance between keeping the standards high, distributing those standards equitably, and selecting the best qualified applicant."

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Professional Development: October Workshops

The following workshops will be coordinated through Professional Development during the month of October. Please go to www.txstate.edu/pdevelop/Services/workshops.html for further information. 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.

2012-2017 University Plan Progress and Update NEW	Wed., Oct. 1 or Thu., Oct. 2
Texas State Blood Drive	Thu., Oct. 2
Employee Wellness Fair NEW	Tue., Oct. 7
Post Award Services Available to the University Community	Tue., Oct. 7
KC's PropStart Overview NEW	Wed., Oct. 8 or Mon., Dec. 1
New Employee Orientation II	Fri., Oct. 10
Krav Maga Self Defense Training	Fri., Oct. 10
QPR—Suicide Prevention Training	Tue., Oct. 14
Sponsored Programs Special Topics NEW	Wed., Oct. 15
Managing@TXSTATE	Thu., Oct. 16 and Oct. 23
Credit Card Acceptance at Texas State	Tue., Oct. 21
Intercultural Communication Tips for Faculty and Staff	Tue., Oct. 21 or Wed., Oct. 22
Utilizing Existing Data for Assessment NEW	Wed., Oct. 29 or Thu., Oct. 30
All About Employment	Thu., Oct. 30 or Fri., Oct. 31

Employee Wellness Fair

SAVE the DATE: Tuesday, October 7, 2014
10 am-3 pm, LBJSC Ballroom

Mark your calendars to attend the 7th Annual Employee Wellness Fair! The event will consist of informational and interactive booths on a variety of health-related topics.

Services to be provided include the following, among others:

- Blood glucose screenings
- Blood pressure screenings
- Visual acuity testing
- Bystander CPR
- Healthy eating, meal planning, and portion control
- Monofilament tests for diabetic sensation in feet
- Grip strength testing
- Impaired Driver Simulator sponsored by UPD

- Flu shots will once again be offered free by Walgreen's with an employee ID and United Healthcare card.

- CVS Pharmacy will offer both the Pneumonia and Whooping Cough (Tdap) Immunizations at no cost to UHC members with their United Healthcare card

- Mammograms will be offered free through the Seton Cancer Screening Mobile Mammography Unit, also known as the Big Pink Bus. Get information about qualifications and mandatory pre-scheduling at this link: http://www.txstate.edu/pdevelop/employeewellnessfair/wellness-fair-bigpinkbus.html

- Door prizes will be contributed by vendors.

- Grand prize winners will receive memberships to the Texas State Recreation Center, the San Marcos Recreation Center, Total Wellness at the Jowers Center, or a family 4-pack to Schlitterbahn

All employees are encouraged to attend and take advantage of the health screenings that will be offered. Managers should consider time spent at the Employee Wellness Fair similar to attendance at an on-campus workshop and is considered work time. Keeping our employees healthy is a paramount concern of Texas State.

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Welcome New Employees

We would like to welcome the following employees hired between August 25, 2014 and September 15, 2014

Catherine L Osterman Assistant Coach Softball	William T Brymer Electrician II Facilities Operations	LaDonna F Cannon Administrative Assistant II College of Health Professions
Jami L Lewis Study Abroad Representative Study Abroad Office	Tony W Baker Facilities Maintenance Worker I Student Center	Ruthie J Hays Parking Services Officer Transportation Services
Beatrice Leija-Pyle Parking Services Officer Transportation Services	Shauna L Martin Administrative Assistant II Education Advising Center	Nakaya K Manning Academic Advisor I University College Advising Center
Thomas F Moore Dispatcher University Police	Steven Rivera Custodian Department of Housing and Residential Life	Jason F Gutierrez Distribution Electrician Utility Operations
Alyssa D Kroeker Student Development Specialist II Round Rock Campus	Kimberly Castillo Custodian Department of Housing and Residential Life	Andres L Vasquez Plumber I Facilities Operations
Mark D Cowan Sr Construction Inspector Facilities Planning Design and Construction	Katie N Little Child Care Teacher Child Development Center	Amber R Bedee Academic Advisor I PACE Advising Center
Cesar E Cantu Physician Student Health Center	Kelly S Kretschman Assistant Coach Softball	Sara B Mitschke Coordinator, Theatre & Dance Publicity Department of Theatre and Dance
Landon R Willhoite Grant Coordinator ALERRT Center	Anne O Tomasso Grant Specialist Xiphophorus Genetic Stock Center	William J Lohr Inventory Control Clerk II Materials Management and Logistics
Blain A Hefner Graphic Artist I Office of University Marketing	Margaret G Garry Academic Advisor I PACE Advising Center	Khrystyane T Lopez Grant Specialist University College
Grisell I Perez Student Development Specialist II Student Center	Patricia A Duran Sr Human Resources Assistant Human Resources	Terri D Vance Accounting Clerk II Accounting Office
Oscar N Limon Custodian Department of Housing and Residential Life	Stephanie I Long Administrative Assistant III Office of Educator Preparation	

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Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between August 25, 2014 and September 15, 2014

Kathryn Bonner, promoted to Human Resources Analyst from Sr Human Resources Assistant, Human Resources

Ricky E Camacho, promoted to Electrician I from Custodian Technician, Facilities Operations

Andrew Pilling, promoted to Database Administrator from Business Process Analyst, Core Systems

Peter J Shuler, promoted to Coordinator, University Registrar from Administrative Assistant II, Office of the University Registrar

Frances C Mayfield, promoted to Administrative Assistant III from Administrative Assistant II, Department of Agriculture

David L Smith, promoted to Head Electrician from Electrician II, Facilities Operations

William A Butler, promoted to Plant Mechanic II from Plant Mechanic I, Utility Operations

Karla M Pizana, promoted to Academic Budget Specialist from Administrative Assistant III, Materials Science, Engineering and Commercialization Program

Joaquin Martinez Jr, promoted to Head Recycling Waste Management Worker from Recycling/Waste Management II, Grounds and Waste Management Operations

Ronda K Palmer, reclassified to Student Development Specialist II from Student Development Specialist I, Retention Management and Planning

Joseph M McKenna, reclassified to Grant Coordinator from Grant Specialist, Tx School Safety Center

Naomi Valdez, reclassified to Student Development Specialist II from Student Development Specialist I, Retention Management and Planning

Kathy E Martinez-Prather, reclassified to Grant Senior Coordinator from Grant Coordinator, Tx School Safety Center

Mark R Boucher, reclassified to Database Administrator from Programmer Analyst II, Core Systems

William S Taylor, reclassified to Coordinator, Clinical Education Placement from Grant Senior Secretary, St. David's School of Nursing

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Employee of the Month — Nathan Lawrence

Nathan Lawrence, Habitat Conservation Specialist, Facilities-Grounds Operations was selected as the Texas State Employee of the Month for September 2014.

Nathan's enthusiasm and ingenuity as the Habitat Conservation Specialist at the Meadows Center has been outstanding. He is dedicated to his job, to collaboration between Departments and among organizations outside of the University, and to protecting the environmentally sensitive Spring Lake habitat. He is a team player and goes out of his way to find practical solutions to problems that are cost effective and timely.

Some examples of Nathan's innovative contribution was his idea to install a water bottle fill station at the Ticket Kiosk to reduce plastic bottle waste in and around Spring Lake. Nathan was also involved in the rain water collection project for the Ticket Kiosk. This project is now designed as a fully functioning rain collection system.

Nathan responds quickly to maintenance requests and maintains the grounds in an efficient, effective and professional manner. He contributes to the enhancement of the Meadows Center's educational and interpretive programs by offering advice and reference information about native plants, trees and grasses, and sustainable horticultural practices that can be incorporated into educational tours. He makes himself available outside regular business hours to meet and work with individuals or groups who want to hold Special Events in areas that are environmentally sensitive and require site usage assessment. He goes out of his way to accommodate special requests such as the clearing a very overgrown path on the hillside behind Spring Lake so the Burleson family reunion could be escorted to the historic Burleson cabin site. Not only does he demonstrate his dedication by his willingness to contribute to the conservation of the habitat at the Meadows Center, but he also consistently handles himself in a calm and professional manner. He is thoughtful, self-motivated and displays a positive attitude at all times. He has excellent communication and interpersonal skills and has established great esteem and rapport with all staff and colleagues.

Congratulations, Nathan, on a job well done and being recognized as the September 2014 Employee of the Month!

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Employee of the Year - Joseph Meyer

Joseph Meyer, Director, Institutional Research was selected as the Texas State Employee of the Year for 2013-2014.

Joe was chosen from the 12 employees of the month, who represent more than 2,000 staff employees at Texas State. Meyer's honor was announced Wednesday, August 13, by Texas State President Denise M. Trauth.

Virtually all offices at Texas State University are familiar with Joe Meyer and his stellar work leading the Office of Institutional Research. As more decisions within the university require the use of data, and as more agencies and governing bodies outside the institution expect reports substantiated with data, the demands on Institutional Research have grown immensely over the years. Joe manages the process of verifying, extracting, and analyzing data and building reports with precision, ease, and grace.

Joe Meyer chaired the 2013-2104 Common Experience titled "Minds Matter: Exploring Mental Health and Illness." Chairing a Common Experience requires continuous effort and dedication over a time frame of approximately two and a half years. During the 2011-2012 fiscal year, Joe led the proposal process by justifying, drafting, and garnering support for the proposal. Once the proposal was selected, Joe led efforts to select the common reading, identify and contact potential speakers, organize a host of internal presentations, chair the selection of the mini-grants for related events, and seek funding and support from outside sources during the 2012-2013 fiscal year. Now in 2013-2014, Joe has continued soliciting events, organizing scheduled events, and delivering the Common Experience programming. He has hosted numerous events and has been a constant champion of the Common Experience theme. What's unique about Joe's involvement in the Common Experience is twofold. One is that Joe is the first staff director to serve as the lead of the Common Experience program, a role usually undertaken by faculty members. To put the kind of energy into inspiring faculty and student involvement in the Common Experience agenda is challenging for a member of the faculty, and more so for a staff member. Further, this accomplishment, as outstanding as it is, will be rewarded with no real recognition in his role as the Director of Institutional Research. Two is that because Joe is a staff member, he is required to fulfill his responsibilities to his office as his primary obligation while his involvement as the Common Experience Chair must be a secondary function. Consequently, his role in the Common Experience has been woven around his primary work responsibilities, and much of the time he has spent on Common Experience has been conducted outside his regular work hours. Needless to say, Joe has gone well beyond the call of duty for a very noble cause.

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

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Ask Human Resources

Benefits

Question: **My husband changed jobs and his insurance coverage does not begin for 60 days. Can I cover him on my plan until his insurance begins?**

Answer: Yes, an employment status change for a dependent is a qualifying life event (QLE). A QLE allows you to make changes to your insurance within 30 days of the event. You can also drop him from coverage once the new coverage begins, as long as it is done within 30 days of the new insurance starting. You can log in to your ERS account at www.ers.state.tx.us to process a family status change, call ERS at 877-275-4377, or come by JCK 360 to complete a paper form.

Question: Is a part-time employee eligible for wellness leave?

Answer: Yes, paid release time to participate in approved wellness activities is available for all regular (benefits-eligible) employees with supervisor approval. Please see UPPS 04.04.32 – Texas State Wellness Program for additional information.

Question: The Payroll Office is scheduled to run hourly student worker payroll tomorrow, but the PCR was not routed to Human Resources until today. Will I be able to access the student's appointment information to log in hours immediately to make payroll?

Answer: Even if the HR Master Data Center staff were able to immediately enter the appointment on the same day it was electronically received in the MDC, a SAP overnight run is required. It would not be possible to access the appointment for time entry until the next day. Please refer to the Student PCR Deadlines schedule to ensure adequate time for PCR entry prior to payroll cutoff periods. The schedule is located at http://www.hr.txstate.edu/hrmasterdatacenter.html.

Compensation:

Question: How can an employee resolve a problem with a co-worker?

Answer: The university has a mediation program that can assist in resolving many co-worker issues. The mediation is free and confidential and is conducted by a trained, external mediator. Both parties must agree to mediation before it can occur. Please contact Human Resources at X2557 for more information.

Question: Can I discipline an employee for chronic tardiness?

Answer: Yes, as long as you have communicated their expected work hours and have clearly communicated the standard for their timely arrival at work. Also you must ensure that all similarly situated employees are held to a similar standard.

Question: How can I address an employee's attitude problem?

Answer: You will want to document the employee's work related behaviors and their impact on the work group. You can also contact HR at 5-2557 for assistance.

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Question: How can I officially commend an employee for their performance?

Answer: You can use the "Performance Commendation Form" found on the Employee Relations Forms web page at: http://www.hr.txstate.edu/Forms/employerelationforms.html. The completed form goes into the employee's official HR file and can be used to document a merit increase or other pay increase.

Question: An employee has been absent for three straight days without notice. What are my options?

Answer: This may be an instance where the employee can be terminated for abandoning their job. However, contact HR before taking an action. There may be legitimate reasons why an employee is out of touch for an extended period of time.

Employment

Question: How are the required and preferred qualifications sections of the job posting relevant to the hiring matrix?

Answer: Equity and Access will review the hiring matrix selection criteria and match it to the job posting required and preferred qualifications sections.

Questions: Why must a candidate meet the minimum requirements of a job posting?

Answer: If a candidate does not meet the minimum requirements of a job posting then the candidate does not qualify for the job. The minimum requirements advertised for a job posting are the basic requirements that a hiring manger needs the candidate to have on the first day of the job to perform the job.

The Department of Labor and the Office of Federal Contract Compliance Program guides employers to advertise to qualifications to potential applicants. The qualifications must be non-comparative features of the applicants, objective, and relevant to the performance of the particular position.
Periodically, the Office of Federal Contract Compliance Program conducts audits on site. During these visits, auditors may review recruitments to confirm that candidates hired meet the advertised minimum requirement of a posting.

Professional Development

Question: The Employee Wellness Fair is coming up on Oct. 7, 2014. For timekeeping purposes, how is that time away from the office counted?

Answer: Managers should consider time spent at the Employee Wellness Fair (EWF) similar to attendance at an on-campus workshop and is considered work time. Keeping our employees healthy is a paramount concern of Texas State. The EWF gives employees not only wellness information but also the opportunity to avail themselves of flu shots, mammograms, and various health screenings. Attendance can be verified if needed.

Question: I tried to register for a workshop and was given the option to "book on waitlist." What does this mean?

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Answer: If a Professional Development workshop has reached participant capacity, the SAP Training and Development Portal will display an option for the participant to "Book on Waitlist."

If you click on the "Book on Waitlist" option, you will be placed in a waitlist queue. Should a registered participant cancel their booking and a space becomes available, SAP will automatically book the next-in-line person on the waitlist. The now newly-booked participant will receive an email confirmation from Professional Development.

At any time, you can check on the status of your waitlisted workshops by viewing the "My Training Activities" screen in the SAP Portal. For additional information about SAP waitlists, please visit our FAQ page: http://www.txstate.edu/pdevelop/about/FAQ#WAITLIST

Question: Who may attend a workshop offered through Professional Development?

Answer: Our workshops are open to any Texas State faculty or staff member. Occasionally we are able to accommodate guests; contact Professional Development (245.7899) for more information.

Question: I missed the registration deadline for a Professional Development workshop. May I still attend the workshop?

Answer: For most workshops, "walk ins" are allowed. This means you will not have pre-registered and must do several things when you come to the workshop: 1) sign in on the walk-in sheet, 2) make a name tag for yourself. Multi-day workshops with a substantial amount of prepared materials require a definite advance registration and cannot allow non-registered participants. Call the office at 245.7899 if you have further questions.

Question: What if I cannot log into the SAP Portal?

Answer: You will need to contact ITAC (5-4822). ITAC will be able to determine if you are using an SAP compatible web-browser and/or if your SAP Password needs to be reset.

Texas State Blood Drive

The next Blood Drive will be held on Oct. 2 from 9 am – 3 p.m. on JCK 1100. The Blood Center of Central Texas brings their mobile unit on a regular basis to allow employees to donate blood on campus since there is no donation center in San Marcos. Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to http://www.inyourhands.org/

- Click on the link above.
- In the "Donate Blood" section, click on "Find a Drive."
- Click on the "Donate Now" option located in the top menu bar.
- Under the Quick Links list, click on "Search By Group Code" option.

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