

# HR Bulletin

June 2015

**HAPPY**  
*Father's Day!*  
Sunday, June 21

**ERS** Annual Enrollment Fair  
Friday, June 26 | JCK 1100  
9 am – 12 pm



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Please send us your suggestions to:  
[hr@txstate.edu](mailto:hr@txstate.edu)



## Save the Date Annual Enrollment Fair

Friday, June 26 | JCK 1100  
9 am – 12 pm

Texas State is hosting an ERS Annual Enrollment Fair. ERS and its partners are travelling around the state this summer hosting fairs to help you make informed decisions when it comes to choosing your benefits.

Presentation by ERS to begin at 9:15 am.

Vendors include: ERS, Humana Dental, Minnesota Life, TexFlex, Aon Hewitt, United Healthcare, Caremark, Careington Dental, Texas\$aver, Beneplace, and Bobcat Balance.

*Come visit with vendors to learn more about your Texas State benefits and pick up some good freebies! No registration required.*

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## Annual Enrollment Updates for FY16

Annual Enrollment is your chance to review and make changes to your benefits. This year annual enrollment will be held June 29 – July 31, 2015. Changes made during Annual Enrollment take effect on September 1, 2015. While we do not have details yet on rates for the new plan year, we do have a few updates:

- Texas State will be in Phase 3 for Annual Enrollment: July 10 – 24. This is the time we are encouraged to make our changes to decrease wait times and increase online processing speed. However, changes can be made at any time during the entire annual enrollment window.
- TexFlex will have a new administrator. Effective September 1, 2015, ADP, LLC will replace Payflex as the administrator for our TexFlex spending account program. ADP will be launching a new TexFlex website to be available on June 22. More information can be found [here](#).

ERS used the address on file as of May 29<sup>th</sup> to prepare mailings with Annual Enrollment details. If you have moved, please update your address with Texas State HR by emailing [hr@txstate.edu](mailto:hr@txstate.edu).

## State of Texas VETS Hiring Event

The Office of the Governor invited Texas State University and other higher education institutions to participate in the Texas Veterans Commission's VETS Hiring Event on April 22, 2015 to enhance state efforts to recruit and hire veterans.

The VETS Hiring Event had 53 agencies, higher education institutions, and public entities participate in the event. The agencies represented 75% of current job openings in Texas Government.

Over 400 Veterans and other job seekers attended the hiring event. Texas State University attended the event, and informed job seekers on the University's hiring process and current job openings.



## Summer Student Worker Appointments

It's time to terminate your hourly student workers who:

- will not return this summer; or
- worked the Spring 2015 semester, will have a break in service for Summer I, but are returning for Summer II.

Remember to check time entry to determine the correct termination date to be reflected on the PCR.

If hiring a new student worker for Summer 2015, refer to the *Master Data Center website* for instructions and explanation of required support documentation in addition to the submission of a Quick Hire PCR.

For student worker employment policy, see *UPPS 07.07.03*. It is important to monitor the number of hours each new student will be working during the summer months.

If you have questions, please contact Lisa Gonzalez in the HR Master Data Center at 245-2557 or [lv04@txstate.edu](mailto:lv04@txstate.edu).



From left to right:  
Bobbie Brandenburg and LynnAnn Brewer





## Employee Wellness Program:

# EXERCISE 101

Have you ever wanted to try a group training class, but were too shy or unsure of what to expect?

We invite you to join our friendly and knowledgeable instructors in Exercise 101. This series is designed to teach you how to perform a variety of activities, to perform them safely, and to modify them based on your abilities. The ultimate goal is to give you the confidence that you need to transition into mainstream classes.

Check out our summer schedule!

<p><b>June</b></p> <p><b>Walking + Fitness:</b></p> <p>A couch to 5K training program. We are taking our fitness outdoors. Join us and learn how to safely and effectively transition your body from walking to completing a 5K event.</p>	<p><b>July</b></p> <p><b>Exercise anywhere, anytime, no equipment necessary!</b></p> <p>Learn how to perform easy and effective exercises that can be performed anywhere, without the necessity of special equipment. Get tips and workout ideas from our trainers you can start to implement the next day.</p>	<p><b>August</b></p> <p><b>Muscular Fitness Training:</b></p> <p>Learn why building and maintaining muscle mass is important for both men and women. Our trainers will show you how proper training and consistency will increase your metabolism, improve your body composition, and make you stronger so that you can easily carry out your daily tasks.</p>
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For a complete schedule, click [\*here\*](#).

# Compensation for Out of Town Travel

An employee does not automatically qualify for overtime compensation or State comp time simply because they have traveled during the week. Nor are they in a compensable “travel status” the entire time.

Please consult the *Travel Time chart* when figuring compensable time.

Questions concerning compensable travel time should be directed to the HR Compensation section at 5.2557.

**UPPS 04.04.01 “Miscellaneous Human Resources Policies and Procedures,”** provides that staff employees may not work from home for any period of time without the prior approval of the president.

Department heads must route any work-at home (telecommuting) requests through normal administrative approval channels to the president. The request must state the specific time period for the work-at-home arrangement and justify the request. Human Resources must also be provided with a copy of any approved request.

The work-at-home arrangement must follow all regular timekeeping and worker’s comp rules. If the request is approved the employee must:

- 1) inform the department head of any changes that affect the work-at-home arrangements;
- 2) honor all copyrights for software provided by Texas State;
- 3) implement and maintain appropriate safeguards to protect university information against accidental or unauthorized disclosure, contamination, modification, or destruction; and
- 4) observe normal university policies and procedures.

*Questions concerning working from home should be directed to the HR Compensation section at 5.2557.*



# Maximum Vacation Carryover to

# FY16

The maximum amount of vacation leave that may be carried over into the new fiscal year is shown in the chart below. Any hours over the allowable amount on August 31, 2015 will automatically be converted to sick leave as of September 1, 2015.

These amounts are for full-time employees. The carryover amount for a part-time employee is proportional to their FTE. For example, a 50% employee with less than two years of service may carry over up to 90 hours.

<b>Years of Eligible Employment (Total with State of Texas)</b>	<b>Vacation Leave (Earned Monthly)</b>	<b>Maximum Carry Over</b>
Less than 2 years	8 hours	180 hours
2 years but less than 5 years	9 hours	244 hours
5 years but less than 10 years	10 hours	268 hours
10 years but less than 15 years	11 hours	292 hours
15 years but less than 20 years	13 hours	340 hours
20 years but less than 25 years	15 hours	388 hours
25 years but less than 30 years	17 hours	436 hours
30 years but less than 35 years	19 hours	484 hours
35 years and over	21 hours	532 hours

If you are a departmental time administrator or supervisor, you have access to SAP transaction ZPTVTOS – Vacation to be Converted to Sick. You can run this report for your department by entering your organizational unit or by time administrator code.

If you have any questions, please contact Selma Selvera in Human Resources at 245-2557 or [ss24@txstate.edu](mailto:ss24@txstate.edu).

# Welcome New Employee Bobcats

*Join us in welcoming the following employees hired between April 27, 2015 and May 4, 2015.*

**Annette Covington**  
User Services Consultant I  
Educational Technology Center

**Eric W Weeks**  
Grant Specialist  
Meadows Center for Water &  
the Environment

**Elaine M Webb**  
Administrative Assistant III  
Department of Counseling,  
Leadership, Adult Education and  
School Psychology

**Buck L Blundell**  
Grant Specialist  
ALERRT Center

**Jose' D Davila**  
Buyer II  
Procurement and Strategic  
Sourcing

**Russell C Clagett**  
Grant Specialist  
ALERRT Center

**Brian C Sutherland**  
Online Course Developer  
Instructional Design Support

**Devon N Craft**  
Administrative Assistant II  
Round Rock Campus

**Kristin A Schankel**  
Manager, Medical Billing  
Student Health Center

**Jennifer L Grundy**  
Nurse, LVN  
Student Health Center

**Edward D Mclean**  
Systems Analyst I  
Facilities Management

**Kyle H Coleman**  
Parking Services Officer  
Transportation Services

**Julia G Palacios**  
Administrative Assistant I  
Round Rock Campus

**Stephanie L Brown**  
Grant Specialist  
ALERRT Center





## New Employee Orientation (NEO) II

Friday, June 12, 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, June 12.

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 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.



## 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 a tool designed to assist employees quickly locate 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)

# 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	2	3	4	5
	Administrative & Educational Support Outcomes: Reporting Results, Taking Action, and Improving Services	Health and Wellness Lunch & Learn Series: Online Nutrition Resources	Blood Drive	
8	9	10	11	12
15	16	17	18	19
	Health and Wellness Lunch & Learn Series: Physical Activity Myths The Truth About Movement	*University Seminar 101 & PACE	*DIY (Do It Yourself) Security	*DIY (Do It Yourself) Security
22	*University Seminar 101 & PACE	24	25	26
29	30			

\* Workshop offered either dates.

\*\* Workshop is a two-part course.

Proposals for new workshop topics for the fall semester should be submitted by **June 10** by completing the **workshop proposal form**.

Please visit *Professional Development's workshop website* for further information.

# Texas State Employee Discount Program

Check out June's featured discounts from the *Texas State Employee Discount Program*.

*Limited-time offers and regional programs are also available.*

- **iPhone:** Get the unlocked SIM-free iPhone, with all the features of iPhone but without a wireless contract commitment or a carrier installment plan.
- **Wells Fargo Home Mortgage:** Wells Fargo Home Mortgage offers competitive rates and fees, first-time buyer programs and more. You may qualify for a \$500 award card after closing.
- **Liberty Mutual:** Liberty Mutual offers exclusive employee savings on quality auto and home insurance. Save even more with multi-car and multi-policy discounts.
- **Penske:** Penske offers one of the newest fleets in the industry and 2,000+ locations. Save 5% on truck rentals, and more when you book a one-way reservation online.
- **Wyndham Hotel Group:** Save up to 20% at 15 Wyndham Hotel Group brands and over 7,400 participating hotels worldwide. We have the right hotel for you – at the right price!



## Go Local

Be sure to check out the list of local businesses offering discounts to Texas State employees.

From the main menu, select '**Local Discounts**' for a list of businesses, description of the discount offered, and contact information.

Find out more about our local discounts and make these offers and services work for you!

## University Federal Credit Union

The most recent vendor to be added is *University Federal Credit Union (UFCU)* offering benefits of membership to faculty, staff, students and their families.

UFCU has just opened a financial center on the Texas State University campus to conveniently serve faculty, staff, and students of Texas State. Located in the Undergraduate Academic Center (UAC), the Texas State Financial Center is staffed Monday-Friday from 10am-3pm by a personal financial service representative who can assist members with all of their personal financial needs. This location also includes a depository ATM that can be accessed during non-financial center hours.

UFCU also has several campus ATM locations including Alkek Library, Student Recreational Center (SRC), Undergraduate Academic Center (UAC), Bobcat Stadium, and Strahan Coliseum.

[www.beneplace.com/txstate](http://www.beneplace.com/txstate)





From left to right: Dr. Joanne Smith, Eden Bunch, and Norma Gaier

## Employee of the month May 2015

**Eden Bunch**  
Career Advisor  
Career Services

As a Career Advisor in Career Services, Eden is part of the Marketing and Communications Team. She is responsible for meeting with students and alumni to assist in career exploration, career development, finding internships, reviewing resumes and cover letters, conducting mock interviews, creating professional portfolios, generating professional online profiles with social media, interviewing techniques, and applying for jobs. In addition to developing and implementing marketing strategies for outreach purposes, she is also responsible for meeting with employers to arrange on-campus interviewing, career fairs, and special events. Eden also serves as the liaison for the College of Liberal Arts. In this role, Eden works closely with the departments within the college to create career-related workshops for specific majors, assist with college and departmental events; as well as meet with Liberal Arts students to assist them with resume preparation, interviewing techniques, and job search strategies.

Even though her main office is in Career Services, Eden spends multiple hours per week outside of her office in Career Services to hold office hours in the Liberal Arts Advising Center so that she is more accessible to students. This allows academic advisors to introduce students who are in need of career guidance directly to Eden and make face-to-face referrals. Many students Eden meets with have a strong interest in participating in international experiential learning opportunities. Because of this interest, Eden has developed a close working relationship with the Study Abroad Office so that she is able to provide accurate advice to students on the subject of study abroad. Each week, Eden takes the time to email all Liberal Arts majors in an effort to inform them of upcoming Career Services events. She consistently looks for new and innovative ways to promote any event she believes

a student may benefit from attending. Eden represents Texas State at the Central Texas Liberal Arts Career Center Consortium meetings; bringing back knowledge and information to help the Career Services staff excel in their job duties. Eden serves as an advisor for the Career Exploration Living-Learning Community for the Department of Housing and Residential Life. Eden is also focused on employer relations and developing solid relationships with employers that recruit Texas State students. She is dedicated to aiding employers in seeing the value of a liberal arts education.

Eden has excellent interpersonal and communication skills, is extremely efficient, has an amazing work ethic, is passionate about helping students and alumni reach their career goals, and is an amazing member of the Career Services team. Eden is enthusiastic to help all students reach their professional goals

*“Eden is enthusiastic to help all students reach their professional goals after leaving Texas State ... She firmly believes in turning dreams into reality.”*

after leaving Texas State, whether that is continued education or career obtainment. She firmly believes in turning dreams into reality. Although Eden does not technically work for the College of Liberal Arts, she is considered one of their own. She is considered to be an amazing

colleague who brightens the office each day that she comes in. Her willingness to collaborate with the departments and the advisors is greatly appreciated, and her enthusiasm for her job is contagious. If you ask any student who has met with her before, they will tell you that she made them feel welcomed and provided some of the best career advice they have ever received. Even though Eden works 40+ hours each week, she has still managed to continue her education and she is completing her Master of Education degree in Student Affairs in Higher Education at Texas State in May 2015.

***Congratulations, Eden, on your remarkable dedication!***



## Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between April 27, 2015 and May 4, 2015.

### **Sarah Pierce**

Promoted to Coordinator, Microcomputer Lab 1  
Microcomputer from Lab Assistant, Political Science

### **Cynthia Ledesma**

Promoted Budget Analyst from Administrative  
Assistant III, Office of Budgeting,  
Financial Planning and Analysis

### **Porter Dewar**

Promoted to Police Officer from Guard,  
University Police

### **Eli Soto**

Reclassified to User Services Consultant II from  
User Services Consultant I, Client Services

### **Margaret Cameron**

Reclassified to Training Specialist from  
Human Resources Representative, Human Resources

### **Twyla Poe**

Reclassified to Sr. Administrative Assistant from  
Administrative Assistant III, VP for Student Affairs

### **Vanessa Salazar**

Reclassified to Communication and Organizational  
Development Specialist from  
Sr. Human Resources Analyst, Human Resources



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