



HR Bulletin

July 2018

2

What's in View

- Maximum Vacation Carryover to New Fiscal Year

3 - 6

Highlights

- Update | University Leave Policy Updates
- How to Complete an Employment Verification?
- Elect Your 2018 W-2 Online
- Summer Enrollment for Group Insurance and TexFlex
- Building a Culture of Health in Your Work Unit

7 - 11

Employee Focus

- GED Incentive Program
- Did You Know? Bobcat Balance Services
- Welcome New Employee Bobcats
- New Employee Welcome | N.E.W. II
- New Faculty Orientation
- July Workshops
- July Employee Discounts

12-15

In the Spotlight

- Employee of the Month
- Texas State Quarterly Team Award
- 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

Maximum Vacation Carryover to New Fiscal Year



Below is a chart showing the maximum amount of vacation leave that may be carried over into the new fiscal year. Any hours over the allowable amount on August 31, 2018 will automatically be converted to sick leave as of September 1, 2018. 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.

If you have a vacation balance that exceeds the maximum carryover, you may want to start scheduling some vacation leave now. You must take the vacation time by August 31, 2018 if you do not want the excess hours rolled into your sick leave balance.

Years of Eligible Employment (State of Texas)	Months	Vacations Hours Earned Monthly	Vacation Days Earned Annually	Max Hours Allowed to Carry Over to next FY
< 2 years	0 - 24	8	12	180
2 but < 5	25 - 60	9	13.5	244
5 but < 10	61 - 120	10	15	268
10 but < 15	121 - 180	11	16.5	292
15 but < 20	181 - 240	13	19.5	340
20 but < 25	241 - 300	15	22.5	388
25 but < 30	301 - 360	17	25.5	436
30 but < 35	361 - 420	19	28.5	484
35 and over	421+	21	31.5	532

If you have any questions, please contact Selma Selvera (ss24@txstate.edu) in Human Resources at 245.2557.

UPDATE

University Leave Policy Updates



As part of the regular review cycle, [UPPS 04.04.30](#) University Leave Policy has just been published with some significant changes. Highlights include:

FACULTY SICK LEAVE [SECTION 4.10](#)

Clarification has been added that faculty must report sick leave taken even if no classes are missed. Faculty must report sick leave for the actual time missed from carrying out their normal, negotiated workload responsibilities (teaching, research, and service). Sick leave taken is to be reported in hours, including partial day absences.

SICK LEAVE DONATION TO AN INDIVIDUAL [SECTION 4.13](#)

A new section has been added outlining the rules for an individual to donate sick leave to another individual. This is in addition to the Sick Leave Pool benefit.

HEALTH CARE LEAVE FOR VETERANS [SECTION 10.01](#)

This is a new section outlining the benefit for veterans to use paid leave to obtain services at a VA facility. The maximum is 15 days per fiscal year and is in addition to the employee's sick leave.

LEAVE WITHOUT PAY FOR STAFF

[SECTION 13](#)

The maximum allowable period for leave without pay has been reduced from 12 months to 6 months. Also, leave without pay longer than 30 days may be approved by the department head and does not require VP approval.

RECORD KEEPING PROCEDURES

[SECTION 16](#)

Clarification has been added to outline the two methods of time reporting for both faculty and staff – 1) online entry via SAP Portal Self-Service or 2) completion of a paper time report signed by the employee, supervisor, and entered into SAP by the departmental time administrator.

Deadlines are formally established for reporting additional hours worked and time taken off. Using the self-service method, time is to be entered and approved weekly. If the paper time report method is used, the form must be completed, signed and entered no later than the 5th business day after the end of the calendar month.

If an oversight has occurred, retroactive corrections can still be made. However, in no case will additional hours worked be accepted more than 12 months after the work was performed.

How to complete an employment verification?



The employment verification of candidates recommended for hire is a **required** action in the hiring process. The tool provided for the verification is useful for verifying facts and obtaining information about the candidate. The university requires **two employment verifications** to be attached in PeopleAdmin's Rec for Hire.

[Access the Employment Verification Form](#) | [Access directions for completing this action in PeopleAdmin](#)

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



SUMMER ENROLLMENT

for Group Insurance and TexFlex

Summer Enrollment began on June 25th and ends Friday, July 27th at 7 p.m.! This is your chance to make changes to your benefits without experiencing a qualifying life event. For those employees experiencing a [qualifying life event](#) during the Summer Enrollment period, please contact Benefits directly to make your change. Changes due to a QLE cannot be made online so the Benefits team can help you with that process. Remember, you only have 30 days from the date of the event to make your change!

If you don't need to make any changes, you don't have to take any action. However, if you do want to review what you have or make changes, log in to your www.ers.texas.gov account during the summer enrollment period. Visit the [Summer Enrollment Website](#) for more information. Below are some changes for next year:

DENTAL

- State of Texas Dental Choice calendar year maximum benefit will increase from \$1,500 to \$2,000 per covered participant.
- The maximum benefit for orthodontic services will increase from \$1,500 to \$2,000 and there is no longer an age limit (previously only covered dependents under 19).
- Once the calendar year maximum benefit is met, the plan will pay 40% of covered services for the remainder of the calendar for in-network providers only. Previously this benefit also covered non-network providers, but will now only apply to in-network providers.

VISION

- State of Texas Vision copay for a routine eye exam reduced from \$25 to \$15.
- You can now have one routine visit per calendar year. Previously there was a 12-month waiting period between visits, but this has been removed.

TEXFLEX

The maximum for health care and limited flexible spending accounts will increase from \$2,600 to \$2,650 annually.

PREMIUMS

- HealthSelect and Consumer Directed HealthSelect will have a slight increase (1/2%).
- HMOs will increase an average of 5%.
- State of Texas Dental Choice will increase about 4.5%.
- State of Texas Vision rates will decrease by 10%.

OPT-OUT CREDIT

Beginning September 1, 2018, the health insurance opt-out credit can be applied toward the State of Texas Vision premium in addition to dental and voluntary accidental death and dismemberment.

[View the full schedule of rates.](#)

Contact the Benefits Office in Human Resources for questions. We're here to help!
245.2557 or hr@txstate.edu

Building a

Culture of Health

in Your Work Unit *Janet Bezner, PT, DPT, PhD, FAPTA, WellCats Leadership Team*

There is a lot of talk about taking “personal responsibility” for health in the popular press and in medical journals. After all, the real reason chronic diseases are the leading cause of death and disability is because people can’t stick with preventive behaviors like physical activity and healthy eating, right? Sort of. While healthy behaviors like regular physical activity, healthy eating, regular sleep, not smoking, and stress management are important contributors to health, your physical and social environment have a greater influence on your health. How can that be, you ask?

Here’s how: A culture of health encourages everyone, including businesses, to maximize good health and well-being. Employees are more likely to perform healthy behaviors if they are supported by the culture and environment. Cultures and environments can support health by changing workplace norms and adopting policies that support healthy choices. The ingredients of a culture of health are outlined below, along with some examples of how you can implement them.

01



LEADERSHIP SUPPORT

Leaders engage in healthy behaviors and support employees to prioritize self-care.

02

EMPLOYEE WELLNESS PROGRAM

The WellCats program at Texas State is designed to provide opportunities at work so employees can prioritize their health and wellness

03

GOALS AND STRATEGIES

The 2017-2023 University Plan contains an objective to “Provide programs and services that support and enhance the health and wellness of the university community.” Department plans can align their plans with this objective and create an objective to support health.

04

DEDICATED RESOURCES

The WellCats program is free for employees, numerous facilities on campus are available for employees (Aquatic Center, Jowers gyms, campus walking routes).

05

COMMUNICATION



Weekly e-newsletters are available through the WellCats program containing health-related information, a website exists containing resources and Human Resources and WellCats champions promote health and wellness within departments.

06

ENVIRONMENTAL SUPPORT

The physical environment supports health in numerous ways through facilities and opportunities to move. Social support from co-workers and supervisors is provided when employees discuss health, share success stories, share information, invite others to wellness classes, and role model healthy behavior.

The WellCats team invites employees to find ways to engage that work for you. Help us build a culture of health at Texas State University.



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

*There will be no GED sessions in July.
Please mark your calendars for the
August dates.*

Registration: August 28th, 9 a.m. & 1 p.m.

Assessment: August 30th, 9 a.m. & 1 p.m.

Location: San Marcos Public Library

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

Contact: professionaldev@txstate.edu | 5.7899

DID YOU KNOW?

Bobcat Balance offers various free and confidential services to help you through life's challenges. Visit the [Bobcat Balance website](#) within Work Life to learn more about the following services.

- Financial
- Child Care
- Wellness
- Counseling
- and many [more!](#)

Welcome



Join us in welcoming our new employee Bobcats hired between May 14, 2018 and May 29, 2018.

GARETH B FOWLER
Grant Technician II
ALERRT Center

JONATHAN MURPHY
Academic Advisor I
Round Rock Campus

ALYSSA M WYVRATT
Career Counselor
Career Services

WESTON K WARNER
Student Development Specialist II
Department of Housing and Residential Life

DOROTHY N SMITH
Administrative Assistant II
Department of Housing and Residential Life

AMEERAH N MCBRIDE
Chief Diversity Officer and Director, Equity
and Access
Equity and Access

ALEXANDRIA J HATCHER
EEO Compliance Specialist
Equity and Access

ANDREA J HECOX
Custodian
Department of Housing and Residential Life

JOHNNY L SLOANS JR
Programmer Analyst II
Enterprise Systems

SKYLER P LOVE
Assistant Coach
Women's Basketball

SARAH R BRAASCH
Administrative Assistant II
College of Liberal Arts Advising Center

CHRISTINE L AMES
Grant Specialist
ALERRT Center

SUSANA H THOMAS
Grant Specialist
Tx School Safety Center



NEW EMPLOYEE WELCOME

N.E.W. II

Friday, July 13, 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, July 13.

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.

NEW FACULTY ORIENTATION

Faculty and Academic Resources will be hosting [New Faculty Orientation](#) on Tuesday, August 21, 2018. All new benefits-eligible faculty members should attend this session. Information for new faculty members, including registration information, can be found on the [New Faculty Orientation](#) website.

For questions about New Faculty Orientation, contact Faculty and Academic Resources at 245.3628 or facultyresources@txstate.edu.



JULY 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
2	3	4	5	6
9	* NEW Performance Management Planning	* NEW Performance Management Planning Supporting Transgender/ Non-binary Students on Campus	12	New Employee Welcome (NEW) II 13
16	*For the Record: What You Really Need to Know About Records Management	*For the Record: What You Really Need to Know About Records Management NEW Health & Wellness Series: The Impact of Social Environment on Your Health and Well-Being	Hiring International Employees 19	20
23	24	NEW Health & Wellness Series: Eating in Public 25	26	27
30	All About Employment 31	27	28	29

(* Workshop is offered either date.

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.

- **Costco:** Costco has everything you need for summer fun: outdoor furniture, groceries, appliances and more. When you join as a new member, you'll enjoy exclusive savings.
- **T-Mobile:** T-Mobile Savings Program members save \$125 on each new line. Members can combine this deal with T-Mobile ONE offers, devices and Netflix promos at T-Mobile.com.
- **ADT:** When you sign up for a new ADT monitoring service with Safe Streets USA, you'll get a free ADT Monitored Home Security System, an \$850 value. You'll also receive a Visa gift card valued at \$200!
- **Diamondback:** Diamondback designs and builds performance bicycles for every rider at every level. Save 40% on the bike for you!
- **Verizon:** Take advantage of exclusive online offers and company savings on Verizon Wireless service. Right now, you can save up to 25% on select accessories.

www.beneplace.com/txstate

Aaron Noto

Construction Coordinator,
Facilities Planning Design and Construction (FPDC)

EMPLOYEE OF THE MONTH June 2018



Michael Petty, Aaron Noto, and Eric Algoe

During his time with the FPDC department, Aaron has demonstrated excellence in customer service and a willingness to learn and grow in his position. His demeanor towards others exemplifies the mission and standards of Texas State University. Recently, Aaron's counterpart on the Health Professions Building project took a leave of absence and Aaron stepped up to manage the construction site, as well as, all administrative aspects of the project. This demonstrates his leadership skills and willingness to complete a project with the University's best interest in mind. He truly is a great asset to the FPDC team.

The process of constructing a building from literally the ground up can be a daunting endeavor. Over a two-year period there were many meetings with a variety of people such as administrators, architects, builders/contractors, plumbers, electricians, interior designers, and many others. Aaron worked closely with all these people, department chairs, faculty and staff of Communication Disorders, Physical Therapy, and Respiratory Care to ensure all their concerns and questions were addressed every step of the way.

Aaron was always available to answer questions or make adjustments to ensure all parties are

happy. Close to completion, faculty decided that the selected and installed tile for a clinic area was not going to work because the pattern might make clinic patients a little dizzy. Aaron was able to get a different tile ordered for installation without missing a beat. He made it seem effortless.

Every time Aaron comes for a meeting, he brings new pictures and enthusiastically shares them as if he was sharing pictures of his children. In essence, he is the father of Willow Hall, having been there from day one when the ground was broken, managed all construction phases, and now can step back and be proud of what his hard work and dedication has accomplished, a beautiful and functional academic building, Willow Hall.

"Aaron has demonstrated excellence in customer service and a willingness to learn and grow in his position."

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



Jessica Soukup, Chris Lehman, Dr. Joanne H. Smith, Amy Hilton, Kevin McCarty

Texas State Quarterly Team Award

Vice President of Student Affairs Office Team

The May Texas State Quarterly Team Award was presented to the **Vice President of Student Affairs Office Team**. The team members include: Kevin McCarty, Chris Lehman, Jessica Soukup, David Cole and Amy Hilton.

The service was provided to the Division of Student Affairs as a whole (over 450 employees), but more importantly to University Police Department (UPD), Department of Housing and Residential Life (DHRL) and Campus Recreation. DHRL found themselves without support for their new reservation system (Star Res), UPD found themselves needing new programming and upgrades and Campus Recreation found themselves with no in-house support for the many systems they run. The VPSA IT Team also works hard to bridge relationships across campus and work very closely with IT Security prior to bringing new software to campus.

The VPSA IT staff works for all offices in the division of student affairs. However, in the last 6 months because of losing IT staff within the offices mentioned above, the VPSA IT staff have had to fully support these offices. The VPSA staff worked diligently to get up to speed on software that was new to them and has continued to fully support these offices in addition to the rest of the division.

This was accomplished by reorganizing the VPSA office staff and workloads to fully support these new endeavors and assist with the hiring for staff who had left the university.

The VPSA Office team was able to have Star Res ready when the time came for new incoming students to make their selections for residence halls for next year. This kept the project on schedule and the DHRL was able to start their housing reservations as planned. UPD and Campus Recreation have also benefitted from the reorganization of the VPSA IT office staff to support their many services.

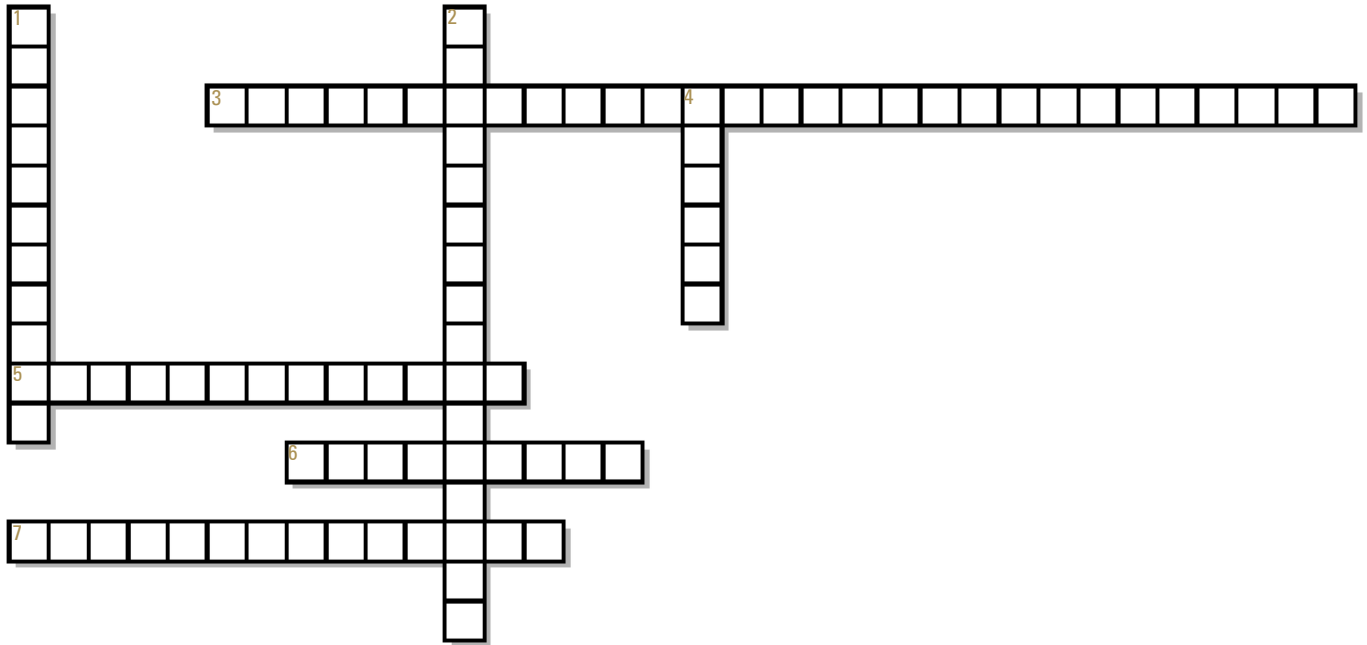
This VPSA IT Team is outstanding because they support a very large division and when needed, always step up to go the extra mile to make sure everyone has the operating systems in place they need. They are an extremely talented group of individuals.

"they support a very large division and when needed, always step up to go the extra mile..."

Congratulations to the Vice President of Student Affairs Office Team on its achievements and outstanding efforts!

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 July 9th.
 Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 3 This workshop will help you prepare your job duties and goals for the upcoming fiscal year
- 5 One of the key ingredients for building a culture of health
- 6 Any hours over the allowable amount on August 31, 2018 will automatically be converted to ____
- 7 Leave without pay longer than 30 days must only be approved by ____

DOWN

- 1 Pedal to savings with this featured employee discount
- 2 ____ ____ begins on June 25
- 4 Faculty must report sick leave for the ____ time missed from carrying out their normal, negotiated workload responsibilities leave

Congratulations to last month's HR Crossword Puzzle winners!

[Rose Alva Lopez](#) | Accountant I-Business Office, Department of Campus Recreation
[Nancy Arnwine](#) | Administrative Asst II, University Police
[Sara Boysen](#) | Supv, College Academic Advising, Health Prof Academic Advising Center
[Lee Lancaster](#) | Administrative Asst III, Office of Special Projects
[Donya Villarreal](#) | Senior Administrative Assistant, College of Education, Dean's Office

We would like to recognize the following employees who were promoted or reclassified between May 14, 2018 and May 29, 2018.



CHARLES H EVERS
Promoted to Supervisor, College Academic Advising
from Academic Advisor II,
Applied Arts Academic Advising Center

KATHLEEN R BATES
Promoted to Grant Coordinator
from Grant Specialist,
Tx School Safety Center

TONI D MORENO
Promoted to Assistant Director, Retention Management and Planning
from Grant Director,
Office of Student Diversity and Inclusion



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