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The Support Staff Resources Website: Information at Your Fingertips!

The Administrative Support Services Committee (ASSC) and Human Resources (HR) have created a Support Staff Resources website to assist employees via links to quickly locate information on business processes, services, forms and training opportunities. The website can be found by (1) clicking on the Expand Navigation button on the main Texas State home page and then clicking on Support Staff Resources, or (2) going directly to the website by clicking on http://ssr.hr.txstate.edu/.

The site has the ability to list topics two ways: Alphabetically (A-Z) or by Division. The A-Z listing provides an alphabetical listing of links for a variety of topics. The divisional listing provides a list of departments, sections, and functions within each division.

This website has become a primary tool for those who provide administrative support services to the campus. It is a “living” site in that it is continuously improved, expanded, and updated. To steer this development, employees are strongly encouraged to submit their observations and recommendations to the ASSC.

New Employee Orientation

NEO II

All new staff employees hired during the past month are reminded that the second part of New Employee Orientation (NEO II) will occur on Friday, February 14, 2014. This mandatory session will be held in JCK 460 from 8:15 am to 12:00 noon.

Employees are asked to arrive by 8:00 am in order to have continental breakfast before the session begins. Any new faculty members are also invited to attend.

This monthly session (held on the second Friday of each month) is the second part of an orientation program for all new Texas State employees. Employees receive information to enhance their basic understanding of Texas State and the benefits and opportunities.
March NEO Schedule Updates

NEO I will not be held on March 10. If an employee begins employment that week, the hiring department should contact HR in advance for instructions on completing the Form I-9 and send their new hire to NEO I on March 17, 2014.

Supervisors should note that the NEO II in March will be held on March 21, the Friday after Spring Break, instead of the normally scheduled date. This NEO II will be for all new employees hired between Feb. 17 and Mar. 17, 2014.

February Timekeeping

For timekeeping purposes, the month of February ends February 22 and should include the following weeks ending:

- February 1
- February 8
- February 15
- February 22

Remember, for employees entering their own time using the SAP Portal Employee Self Service (ESS), release your time at the end of each week.
Insurance and TexFlex Rule Changes Effective January 1, 2014

ERS has made the following rule changes that will allow more flexibility for affected participants.

- You can now drop covered dependents from all benefits on the last day of the month before the month that dependents gain other coverage, if that other coverage is gained on the first day of the month. For example, if your dependent gained other coverage February 1, you can use the event date of January 31 to drop dependent GBP coverage effective February 1. Until now you would have to wait until the first of the next month (in this case March 1). This new rule will help you avoid double coverage of your dependents. Mid-month dates and processing for all other qualifying life event (QLE) scenarios remain unchanged.

- You can now decrease your TexFlex health care account contributions due to a change in marital status QLE, such as a divorce. For example, if you experience a divorce you can now decrease your health care account contributions that were intended to be used for your spouse, as long as you do so within 30 days of the final divorce date.

2014 W-4 Forms Due for Employees Claiming “Exempt”

All employees who claim “exempt” on their federal income tax withholding (i.e., have no income tax withheld) must file a new W-4 form each tax year. If a new form is not completed, the university is required to withhold at the “single and zero” rate until a new form is received.

All W-4 forms should be entered via SAP Employee Self-Service or submitted to Katie Bonner by February 10, 2014. Please send your form to Human Resources in J.C. Kellam, Room 360, or fax to 5-1942. You will find a new W-4 form at http://www.hr.txstate.edu/Forms/miscforms.html.
Save the Date: 2014 Financial Planning and Retirement Fair

Thursday, April 3, 2014
9:00 am – 3:00 pm
LBJ Student Center

Mark your calendars for the 2014 Financial Planning & Retirement Fair. Presentations will be made by the Social Security Administration, Teacher Retirement System of Texas and Employees Retirement System to help you gain a better understanding of these programs important to your financial future.

In addition, representatives from the voluntary retirement savings plan vendors approved at Texas State will have exhibitor booths with information regarding the specific plans offered to faculty and staff.

**Attendance at the Financial Planning and Retirement Fair is considered work time**

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**Tax Deferred Annuity (TDA) Plans**

**Universal Eligibility Notification -- Saving for Retirement**

A Tax-Deferred Annuity (TDA) Plan is a voluntary 403(b) retirement program that allows you to save additional income for retirement through pre-tax or Roth after-tax contributions. Contributions are made through payroll deductions and may be invested in mutual funds, fixed or variable annuities with any one of the authorized vendors. There is no employer contribution with the 403(b) Tax-Deferred Annuity (TDA) Plan.

**Eligibility**

All employees who normally work at least 1,000 hours per calendar year and are not student employees are eligible to contribute to a TDA.

**Contributions**

You can get started for as little as $200 a year and contribute up to the general limit ($17,500 for 2014) or 100% of your salary, whichever is less. In addition, you can contribute more if you are at least age 50 by year’s end or if you have worked for Texas State for at least 15 years. Contact Human Resources for more information regarding how much you can contribute.
Getting Started

Contact a representative on the list of authorized vendors found on the Human Resources website at [http://www.hr.txstate.edu/benefits/orpvendors.html](http://www.hr.txstate.edu/benefits/orpvendors.html). Complete the account application and other documents the representative will have. The completed documents must come to Human Resources before the payroll deduction can begin. The effective date of your plan will always be the first day of the month following the date Human Resources receives the paperwork.

Making Changes

You can start or stop your account or change the amount of your contributions at any time during the year. You can also change the company your contributions are going to anytime. Contact Human Resources if you want to make changes to an existing account. If you want to change how your funds are being invested, contact your vendor directly.

Questions

Follow up questions about the program may be directed to Human Resources at hr@txstate.edu or 5-2557.

Spring Break 2014 – Timekeeping

The university will observe Spring Break March 10-14, 2014. Except for those offices designated as “essential”, the University will be closed.

Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. This means that if you have an employee in your department who does not have enough accrued time to cover the absence, or you have a new employee who cannot use their vacation due to the six-month rule, you are encouraged to allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break...otherwise they must be placed on leave without pay.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time; therefore, these employees must be placed on leave without pay if they lack vacation time to cover the absence.

If you have any questions, please direct them to the Benefits Section in Human Resources at 5-2557 or e-mail hr@txstate.edu.

UPPS Updates

These policies were recently updated with the following changes:

**04.04.01** Miscellaneous Human Resources Policies and Procedures

- Updated the list of fees paid by the university for employees taking academic courses
- Clarified the end of the semester for purposes of paying back tuition and fees upon separation of employment
- Updated section on break time for nursing mothers and reference to the new Mother Friendly Worksite policy
- Moved section regarding political activities to 04.04.06 Additional State Employment and Outside Employment and Activities for better consolidation and coordination of these rules (in process)

**04.04.50** Separation of Employment & Interdepartmental Transfers

- Changed the requirement to attach the Employee Separation Form to the Separation Checklist so employees have opportunity to express their reason for leaving without having to route it through their supervisor or departmental support staff.
SAP Training Classes Offered by the HR Master Data Center

The HR MDC offers monthly training classes to assist you in understanding SAP organizational management, understanding the electronic PCR process, and understanding staff or student PCR creation.

Access our website at http://www.hr.txstate.edu/hrmasterdatacenter.html for a calendar of available classes and to review and print all training presentations. The training classes are open to SAP users who have the security role of **DEPARTMENT HEAD**.

The HR Master Data Center offers the following classes:

**Introduction to Understanding Organizational Management and PCR Processing in SAP**

- Understanding Organizational Management in SAP - Managing Positions
- Understanding Staff PCR Appointments in SAP
- Understanding Student PCR Appointments in SAP
- Understanding the Electronic PCR Process

**Class registration is easy! Simply follow these steps:**

- Click on the Training and Development tab.
- Click on the Organizational Excellence link in the Course Catalog section.
- Scan alphabetically by class title; click on desired class.
- The window that opens next will reflect the available dates; select the date.
- Click on the “Book This Course” link and you will be registered.

**Note:** Some users might not be able to see all course dates because there is a default in the SAP search box when you are looking for courses. It usually defaults to 60 days out, so unless the user changes this to 90, 180, etc., days of search, they will not see the courses set up for registration later in the year.
HealthCheck 2014 Pre-Event Blood Draw

Texas State University is participating in HealthCheck again this year. As a convenience, we are coordinating an on-campus pre-event blood draw to be held:

Tuesday, February 25, 2014
8:00 am – 10:00 am
(Appointments are scheduled every 15 minutes)
JCK 460

Registration is required for the pre-event blood draw. To reserve an appointment time, send your request to worklife@txstate.edu.

For costs and additional information about this event, visit the Work Life website at www.worklife.txstate.edu or contact Rose Trevino at 5-2557.

Smoking Policy Reminder

Texas State University and the Round Rock Campus are tobacco-free campuses. The university’s tobacco policy can be found in UPPS 04.05.02.

The university prohibits smoking and the use of all tobacco products on all university property including: all buildings and vehicles owned, leased, or under the supervision of the university; all outdoor grounds including athletic and recreational fields, golf course, parking garages and lots, Sewell Park, University Camp, and Freeman Ranch; and all outdoor stadia and grandstands for athletic and recreational fields. Limited exceptions, as designated by policy, are available for theatrical productions and academic research activities.
Individuals and management officials who fail to follow or enforce the Texas State smoking policy are subject to disciplinary action. The university will deal with tobacco policy violations on a case by case basis in accordance with the university’s established disciplinary policies. Persons that repeatedly violate the tobacco policy should be reported to the appropriate administrative official: student violations should be reported to the Dean of Students Office; faculty violations should be reported to the Office of the Provost; staff violations should be reported to the appropriate vice president’s office; contractor and subcontractor violations should be reported to the department administering the contract; and visitor violations should be reported to University Police.

**Smoking Cessation Help Is Available**

Faculty, staff and students interested in assistance with smoking cessation may contact the Texas State Student Health Center at 5-2161 for information. The Student Health Center provides a smoking cessation program that is available to faculty, staff, and students. The Student Health Center website at [www.healthcenter.txstate.edu](http://www.healthcenter.txstate.edu) provides links to online resources for smoking cessation.

Faculty and staff may also contact the Work Life coordinator in Human Resources at 5-2557 to request information on any employee assistance programs available to university employees interested in smoking cessation.

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What Information and Documents are Needed to Create a Requisition in EASY and Fill a Position?

The hiring manager can prepare to create a requisition in the electronic application system (EASY) by gathering information and documents such as:

- GOJA
- Pay plan job description
- Pay plan job title
- Pay plan base salary
- SAP budget salary, cost center, fund, and position title

The GOJA and job description will match the information for the requisition’s required and preferred qualifications. The pay plan job title will also match the requisition position job title. The [University Pay Plan](#) will have the job description, title, and minimum pay plan salary.
The hiring manager can post the salary as a single rate or a hiring range. The Master Data Center will verify the posted rate or range with the electronic personnel change request (PCR). Hiring managers may not pay a new employee less than or more than the posted rate or range.

Errors in the posted salary rate or range will significantly delay personnel change requests and may cause the position to be closed as a no hire and reposted at the correct rate.

The requisition will be routed electronically to the budget office to confirm the hiring manager has the correct salary budget, cost center, fund, and position title.

**EASY Upgrade 2014-2015**

Human Resources and PeopleAdmin will begin our electronic application system (EASY) upgrade in the next few months. The project will upgrade the current platform from PA 5.8 to PA 7. The University has been using the current system from PeopleAdmin since 2004.

HR will begin pre-implementation discussions with the PeopleAdmin project team within the next 60 days. A final implementation calendar is being drafted. Implementation is expected to be during calendar year 2014. The upgrade steps will include engagement, planning, design, build, validate, roll out, and adoption. The PeopleAdmin project team will include an engagement manager, project manager, trainer, business process consultant, and a solutions engineer.

The new system upgrade features a new look and navigation. For example, an inbox on the home screen makes finding all pending items for approval in one location, a watch list to monitor status of requests in progress, a new request references by email feature, and change history in the requisition form to track field changes. There will also be a comments area so that the current user can send comments to the next user in the workflow. HR will continue to work towards gathering feedback from focus groups and preparing a website specifically for the upgrade project.
### Professional Development

#### February Workshops

The following workshops will be coordinated through Professional Development during the month of February. Please go to [www.txstate.edu/pdevelop/Services/workshops.html](http://www.txstate.edu/pdevelop/Services/workshops.html) for further information.

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitation Skills Training</td>
<td>Jan. 31 and Feb. 5</td>
</tr>
<tr>
<td>Survival Spanish</td>
<td>8 Wed., Feb. 3-Feb. 26</td>
</tr>
<tr>
<td>All About Employment</td>
<td>Feb. 3 or Feb. 4</td>
</tr>
<tr>
<td>Jobs4Cats: Effective Position Posting Techniques</td>
<td>Feb. 6 or Feb. 7</td>
</tr>
<tr>
<td>Improving Family Communications—To Get What You Want</td>
<td>Feb. 20</td>
</tr>
<tr>
<td>FI Master Data</td>
<td>Feb. 21</td>
</tr>
<tr>
<td>Teambuilding</td>
<td>Feb. 28 and Mar. 5</td>
</tr>
</tbody>
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#### Don’t Forget the Performance Plan for Your Employees

Supervisors are reminded as they complete their Performance Appraisals on employees that report to them that a performance development plan should be created for each employee. This plan should outline expectations for employee development as well as projects to be completed during the calendar year. Texas State offers a wide variety of workshops on campus to assist with your employee development.

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Welcome New Employees

We would like to welcome the following employees hired between December 17, 2013 and January 22, 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teri R Werlein</td>
<td>Administrative Assistant III</td>
<td>University Library</td>
</tr>
<tr>
<td>Kathryn L Bonner</td>
<td>Sr Human Resources Assistant</td>
<td>Human Resources Advising Center</td>
</tr>
<tr>
<td>Elizabeth M Matthews</td>
<td>Library Assistant II</td>
<td>University Library</td>
</tr>
<tr>
<td>Daniel S Haley</td>
<td>Dispatcher</td>
<td>University Police</td>
</tr>
<tr>
<td>Laura E Murray</td>
<td>Accountant II</td>
<td>Donor Services</td>
</tr>
<tr>
<td>Scott P Vandenberg</td>
<td>Lighting Supervisor</td>
<td>College of Fine Arts and Communication</td>
</tr>
<tr>
<td>Tiffany R Houze</td>
<td>Financial Aid and Scholarship Processor</td>
<td>Office of Financial Aid and Scholarships</td>
</tr>
<tr>
<td>Kristin L Vandenberg</td>
<td>Operations Manager, Performance Arts Center</td>
<td>College of Fine Arts and Communication</td>
</tr>
<tr>
<td>Alba J Cavazos</td>
<td>Grant Specialist</td>
<td>University College</td>
</tr>
<tr>
<td>Jason P O'neill</td>
<td>Administrative Assistant II</td>
<td>Department of Housing and Residential Life</td>
</tr>
<tr>
<td>Khrystyane T Lopez</td>
<td>Grant Specialist</td>
<td>University College</td>
</tr>
<tr>
<td>Angela N Swift</td>
<td>Librarian</td>
<td>University Library</td>
</tr>
<tr>
<td>Skyller D Walkes</td>
<td>Assistant Director, Disability Services</td>
<td>Office of Disability Services</td>
</tr>
<tr>
<td>Courtney D Cross</td>
<td>Academic Advisor I</td>
<td>McCoy Academic Advising Center</td>
</tr>
<tr>
<td>Vanessa A Salazar</td>
<td>Sr Human Resources Analyst</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Howard D St John</td>
<td>Instrument Technician</td>
<td>Utility Operations</td>
</tr>
<tr>
<td>Robert A Harrell</td>
<td>Grounds Maintenance Worker I</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Estefania Abrego</td>
<td>Undergraduate Admissions Counselor</td>
<td>Office of Undergraduate Admissions</td>
</tr>
<tr>
<td>Emmanuel Villaruel</td>
<td>Air Conditioning Mechanic I</td>
<td>Facilities Operations</td>
</tr>
<tr>
<td>Mary E Perry</td>
<td>Research Coordinator</td>
<td>College of Science and Engineering</td>
</tr>
</tbody>
</table>

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Focus on Employees

We would like to recognize the following employees who were either promoted or reclassified between December 17, 2013 and January 22, 2014.

Carole Brauer-Dykema, promoted to Accountant I from Administrative Assistant III, Facilities Management

Cheryl M Howe, promoted to Administrative Assistant II from Administrative Assistant I, Department of Theatre and Dance

Erin C Magee, promoted to Administrative Assistant III from Graduate Admissions Specialist, Aerospace Studies

Matthew J Hay, promoted to Athletics Ticket Sales Assistant from Athletics Intern, Strutters/Ticket/Mktg/Cheer

Jennifer L LaGrange, promoted to Coordinator, IT Projects from Technical Training Analyst, Client Services

Martin J Mills, reclassified to Director, Enterprise Systems from Assistant Director, Enterprise Systems, Enterprise Systems

Komal A Gandhi, promoted to Instructional Designer from Instructional Designer Course Developer, Instructional Design Support

Joseph C Rodriguez, promoted to Library Assistant III from Administrative Assistant II, University Library

Stephanie E Pridgen, promoted to Student Development Specialist I from Academic Advisor I, University College

Lynn R Buchler, reclassified to Coordinator, Advancement Services from Administrative Assistant II, Donor Services

Shalena L Stelzig, reclassified to Coordinator, Advancement Services from Administrative Assistant III, Donor Services

Kimberly A Garrett, reclassified to Associate Director, Endowment Services from Assistant Director, Donor Services, Donor Services

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Employee of the Month - Christie Stampley

Christie Stampley, Administrative Assistant III, McCoy College of Business-Dean’s Office was selected as the Texas State Employee of the Month for January 2014.

Christie’s primary role as Administrative Assistant III is to manage the office of the Dean. This includes management of the dean's calendar; correspondence with and preparation of administrative reports for internal and external entities; and assistance of faculty and students with a wide variety of issues such as Dean’s List, Beta Gamma Sigma honor society, grade appeals, probation and suspension, and other general policy questions. In addition to these routine duties, Christie really shines in "all other duties as assigned." Most recently, Christie has provided comprehensive support to the Department of Accounting as they applied for separate AACSB accreditation, provided sole administrative support for Fields Endowed Chair search and assisted in the transition of new associate dean for undergraduate programs. Christie has served on several search committees and assisted in the transition of a new budget specialist, provided support for Beta Gamma Sigma (BGS) induction ceremony, prepared documents to nominate Mr. Jerry Fields for an international BGS Business Achievement Award and provided support for logistics and documents for other searches within Academic Affairs including a dean search.

Christie also instituted an established meeting time for all McCoy College administrative assistants to pass along pertinent information and discuss any challenges that might be common to everyone.

Christie is a critical thinker. She provides creative and thoughtful solutions to a variety of problems. She is excellent at what she does. The courtesy, respect, calmness, and positive attitude she shows in her interaction with others is indicative of how much she values working with people and providing that ultimate customer experience. She also is an excellent writer and often provides editorial feedback on letters and documents that go out to our external constituents. Above all, Christie has impeccable work ethic. She is punctual, thorough, professional, and a perfectionist. People like these qualities in her and is the reason why she is so well respected by all.

Congratulations, Christie, on a job well done and being recognized as the January 2014 Employee of the Month!
The Texas State Quarterly Team Award was presented to the Center for Children and Families Team. The team members include Dr. Nancy Chavkin, Dr. Michelle Toews, Virginia De La Rosa, Evy Gonzales, Maria Corazon Quinsaat Aguilar, Michele Bauman, Cortney Jones, Julie Moore, Abbi Mott, Renee Perez, Edward Reyes, Rhonda Smith and Martha Sue Wildberger.

The Center for Children and Families (CCF) Team was nominated and selected to receive the November 2013 Texas State Quarterly Team Award. The CCF team is a university-level interdisciplinary unit that facilitates and sponsors projects to the campus and off-campus community. Their mission is to "be a nationally recognized interdisciplinary resource center for education and for best practices information about children and families across the lifespan."

Congruent with their vision and mission, the CCF engages in multiple activities every year such as the Research Networking Event, monthly meetings to foster collaboration, scholarship fundraisers, roundtable conferences, networking initiatives and management of many ongoing projects.

The CCF benefits Texas State University in multiple ways across different levels. They have helped to arrange scholarship disbursements, complete complicated international travel reimbursements, coordinate with other departments for grant proposals, support faculty to expand international education, interdisciplinary networking, and make significant contributions to multiple internal funding applications especially regarding budgets.
One professor describes the Center for Children and Families this way:

In my many years of collaborating with the CCF, I have never found their work to be any less than outstanding, and to be done with humility in the truest sense of service. Every single CCF staff person has been available to assist with whatever I need. They support so many activities around campus and the community that have both a broad and deep impact in the most positive way. They fulfill their mission through professional service in the highest sense of the word. I think of the CCF as synergistic, creating effective linkages that produce a greater result than any of us could achieve on our own. CCF has changed the nature of how children and families are served in Texas and the United States. They are not just leaders, but ambassadors for our University.

Congratulations to the Center for Children and Families Team on its achievements and its outstanding efforts!

Ask Human Resources

Benefits

Question: I am a new employee and my 6-month waiting period is almost up. Am I able to use vacation on my 6-month anniversary date or do I have to wait until the next day?

Answer: You are eligible to use your vacation on the date of your 6 month anniversary. For example, if you were hired August 19, 2013 your 6 month anniversary date would be February 19, 2014. You would be eligible to take vacation on that date.

Question: My spouse is changing jobs and will not have insurance coverage for 90 days. Can I add my spouse to my insurance plan?

Answer: Yes, that would be considered a qualifying life event and allow you to add your spouse to coverage effective the first of the month after the event. You can also drop your spouse from coverage once the new coverage begins. You can go online to www.ers.state.tx.us and complete the action through your ERS account or come by the Benefits Office in JCK 360 to complete the paperwork. Just remember, all changes must be made within 30 days of the event.
**Question:** I would like to hire a Non-student, Non-regular temporary hourly employee (NSNR). Where do I look for guidance on the policy and procedures?

**Answer:** UPPS 04.04.03, Section 13, provides clarification on the selection and hiring of staff NSNR hourly employees. There is also additional information and a helpful power point located at [http://www.hr.txstate.edu/hrmasterdatacenter/NSNR-Hiring-Step.html](http://www.hr.txstate.edu/hrmasterdatacenter/NSNR-Hiring-Step.html).

**Question:** What is the difference between hiring a Non-Student, Non-Regular hourly employee as a task worker who receives a one-time payment versus hiring them as an hourly wage employee?

**Answer:** There is a specific definition of a task worker that will assist you in determining whether your temporary employee could be compensated with a one-time payment.

Task - A payment to individual for a special assignment which meets both of the following conditions:

- The individual does not have a current FTE appointment.
- The duties performed are exempt from the overtime provisions of the Fair Labor Standards Act. (Special consideration is given to our summer recreational camps.)

There is not a percentage of time or set number of hours associated with the assignment and the number of hours worked does not change the payment amount. The task must have a definite begin and end date; however, it may be a short period of intense activity or an extended period of time with intermittent activity. Prior to submitting a PCR for payment, the hiring department must obtain approval from the Human Resources office to appoint an employee as a "task" worker. Each department has one task worker position assigned in SAP and the position can have multiple holders at the same time.
Compensation:

**Question:** Are NSNR employees required to complete the Ethics and Compliance on-line course?

**Answer:** Yes, currently all staff employees are required to complete the on-line course.

**Question:** I am using an Apple computer and can’t log in to sign up and complete the Ethics and Compliance test.

**Answer:** When using an Apple computer you will need to sign in using search engine FireFox, 3.6.8 and a PDF add-on.

**Question:** I just completed the course, logged off and logged right back on to confirm my participation. It doesn’t show that I have completed it.

**Answer:** You need to wait a few minutes before logging back on. The confirm participation button will not appear unless you are at 100% on all objectives. Below is an alternate set of instructions for confirming your participation:

1. Logon onto the SAP Portal
2. Click on the Training and Development tab
3. Click on “Training Activities” under “My Learner Account”
4. Click ONCE on the Ethics and Compliance” course to open it.

All the information on the class will be displayed. Everything should show 100% and Completion Status should show “This course was passed successfully, but it has not been set to Confirmed”. In the next section under the Learning Progress section is a section called “Confirm Participation”. Click on the blue words “Confirm Participation”. Answer OK.

You will receive a message in the top section: “Your participation in this course has been completed”

**Question:** I was recently promoted in October. Will my supervisor need to do a 6-month or annual review?

**Answer:** Since you were promoted in October, you will be appraised in 6 months and then again next year during the annual appraisal period.
Employment

**Question:** I am a new hiring manager. What training do I need to post requisitions and fill positions?

**Answer:** Hiring managers are required to attend EASY training with Human Resources. EASY is the University Electronic Application System for online application and job postings.

**Question:** What is an internal selection?

**Answer:** Hiring managers may conduct an internal recruitment within a department by notifying all department employees with an email of a vacant position that will include instructions on how to apply and the closing date. The hiring manager must allow five days for employees to submit their resumes. The hiring manager may conduct interviews and select an applicant. Student employees, NSNR hourly and task workers are not eligible to apply to internal selection. The hiring manager will complete an Internal Applicant Log listing all applicants. Next, the hiring manager will then create a requisition in EASY, indicating that the requisition is a transfer or promotion; attach the email notification, applications, internal applicant log, and the criminal background inquiry release form to the requisition documents tab. Finally, the hiring manager will submit the requisition to the next level approver for authorization.
Ask Human Resources

Professional Development

Question: How do I register for a workshop offered through Professional Development or ITAC?

Answer: First you must log in to the link below and follow additional instructions

- Click on the Training and Development tab.
- Click on your chosen category (Organizational Excellence, Personal Effectiveness, etc.) link in the Course Catalog section.
- Click on the name of your chosen course/workshop.
- The window that opens next will show the dates of your workshops underlined in blue – Click your desired date
- The window that opens next will show more details concerning the workshop and include a “Book This Course” button at the bottom of the screen.
- Click on the “Book This Course” link and you will be registered

Registration opens approximately three weeks before the workshop date and closes automatically one week prior.

Question: What if I cannot find an advertised workshop in the SAP Course Catalog?

Answer: The date of the workshop may be scheduled more than 60 days out. SAP defaults to a 60-day search of scheduled courses. You can change the default to search for scheduled workshops more than 60 days in advance.

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.

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