



HR Forum

02.15.2022



Agenda

Welcome	Dani Artaza
Remote Work Policy	Heather Houston
Staff Development Day	Carole Clerie
SuccessFactors (SF) Learning & EVERFI Training Updates	Dani Artaza & Carole Clerie
i2Verify Announcement	Katie Bonner
Revamped HR COVID-19 Website	Dani Artaza
Upcoming Calico Update to HR Websites	Dani Artaza
Talent Acquisition Resources	Alicia Barthel
W2s and W4s	Madeline Davila Adams
HR Forum Renaming Contest	Dani Artaza
Q&A & Wrap-up	Dani Artaza

Webinar Housekeeping



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



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



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



Remote Work Policy

Heather Houston, MS, PHR

Assistant Director
Office of Human Resources



Remote Work Policy and Time Entry Guidance:

UPPS 04.04.01

Short-Term Remote Working

- Supervisor can approve up to 30 working days per fiscal year
 - Full-time = 240 hours
 - Half-time = 120 hours
- WT Remote Work Salaried (0158) for monthly-paid employees or WT Remote Work Hourly (0157) for semi-monthly paid employees
- Salaried employees should not enter more than planned scheduled hours for remote working; should enter additional hours for hours over planned scheduled hours
- If you are working outside of the State of Texas, please know that there are additional tax considerations. You can consult with the Office of Payroll and Tax Compliance for further information.

[illegible]

The Wrong Way

Personnel Assignment ▾

Calendar

<

December 2021

January 2022

February 2022

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	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
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Complete

Excess Time Recorded

Rejected

Non-Working Day

Approved

Current Selection

Today

Remark

You can navigate from 12/19/2021 to 03/05/2022

Timesheet

< Previous Period

Next Period >

Week From: 02/06/2022

Apply

Template ▾

Favorites ▾

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The Correct Way

Calendar

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Remark

You can navigate from 12/19/2021 to 03/05/2022

Complete
Excess Time Recorded
Rejected
Non-Working Day
Approved
Current Selection
Today

▼ Timesheet

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Leave Balances (mostly...)

Name: Heather Houston
Personnel No: 00033020
Position: 50001698 - Asst Dir
Hire Date: 07/19/2010
Employment: 11(Yr) 7(Mo)
Vacation: 334.00 (hrs)
Sick Leave: 630.50 (hrs)
State Comp Time: 166.75 (hrs)
FLSA Overtime: 0.00 (hrs)
COVID Emer Sick Leave: 78.25 (hrs)
COVID Expand FMLA Leave: 0.00 (hrs)
Remote Work: 70.00 (hrs)
Max vacation carryover (Sep 1): 292.00 (hrs)
Vacation converted to sick leave: 108.00 (hrs) - will convert on 08/31/2022

What about my employees?

My Employee's Leave Balances

< My Employees (6)

Search

Q

↺

Kathryn Bonner

Leah Cuellar

Sandra Ramirez

Alexandra Reyna

Selma Selvera

Rose Trevino

Employee Leave

Kathryn Bonner

Organization: Human Resources

Position: 50002006 - Mgr, HRIS

User id: KB1367

Personnel No:

Hire Date:

Employment:

Vacation:

Sick Leave:

State Comp Time:

FLSA Overtime:

COVID Emer Sick Leave:

COVID Expand FMLA Leave:

Remote Work:

Max vacation carryover (Sep 1):

Vacation converted to sick leave:

will convert on 08/31/2022




What About Students?

- Currently consulting with student employee stakeholders: Graduate College, Office of the Provost, Career Services. Current policy is specifically for staff, but we acknowledge guidance is needed for student employees as well.
- Will be developing guidance for all student employee types (GRA, GTA, GRA, hourly student worker, etc.)
- Wage types for students currently work in SAP; EXCEPT WORK STUDY STUDENTS
 - Do not have work study students enter remote work hours

Long-term Remote Work Agreements

- Submitted through SAP ESS: Remote Work Agreements
- Should be discussed with supervisor/department before submitting
- Include justification for requesting a long-term remote working agreement

Long-Term Remote Work Request



Remote Work Request

More ▾


Purpose/Instructions: The purpose of this form is to establish specific terms and conditions that the employee and University agree upon for Long Term Remote Work within UPPS no. 04.04.01, General Workplace Policy.

Employee Name:	Ms Heather M Houston	Texas State ID:	A00649974
Job:	Asst Dir	Personnel Area:	Finance/Support Services
Department:	Human Resources	Job FLSA Status:	Exempt
Supervisor:	Ms Carole Clerie	Employee Group:	Staff
Personnel No:	33020	Employee Subgrp:	12 Mo Ex Salaried

This request is for:


☒ Long Term Remote Work Agreement (requires VP signature)

Remote Work Requested dates:

* From:  * To:

Enter 1 or more work schedules and (press Add Schedule)

		Primary Location (Campus Office) - Planned Hrs							Alternate Work Site Location - Planned Hrs						
Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Add Schedule

Press Add Schedule to add each desired schedule.

(minimum 1 required).

Work Schedules

Long-Term Remote Work Request

Address of alternate work site location:

Remote work sites outside of Texas may have tax implications for the employee and the university.

If working outside of TX, please contact Payroll and Tax Compliance Office.

* Street:
* City: * State: * Zip:

1. In the text box below, describe the alternate work site (e.g. home office, section of a room, etc.).

Describe alternate/remote work site or if preferred attach a photo or sketch.

And attach any supporting documentation and/or justifications for requesting a remote work agreement.

 Attach Documents

attachment count = 0

(5 text lines maximum allowed)

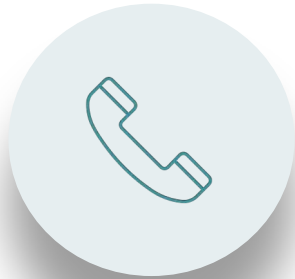


2. Indicate specific and/or various types of assignments to be performed at the alternative work site:



Contact Us

HR Benefits



5.2557

Select Option 1
for Benefits



hrbenefits@txstate.edu



hr.txstate.edu/benefits



Staff Development Day

Carole Clerie, MBA

AVP, Human Resources
Office of Human Resources



Staff Development Day

"The growth and development of people
is the highest calling of leadership."

-Harvey S. Firestone

Event Details

What is it?

Staff Development Day is an event dedicated to professional development and exploration of:

- Education opportunities
- Career development
- Wellness
- Community resources
- Partnership opportunities

Who is it for?

All Texas State University staff (full and part-time) are encouraged to participate.

The event is free, will include refreshments (for in-person attendees).

Attendance and participation are supported by university leadership.

Event Details

When and where is it?

- Date: May 24, 2022
- Time: 9 a.m. - 5 p.m.
- Location: LBJ & Virtual

How do I participate?

Aspiring presenters – submit a proposal [online](#)!

Excited participants – just show up (either in-person or online)

For more info, visit the [Staff Development website](#) or email hr_odc@txstate.edu



SuccessFactors (SF) Learning & EVERFI Training Updates

Dani Artaza, M.A. &
Carole Clerie, MBA

Office of Human Resources



SuccessFactors (SF) Learning

- Replaced SAP LSO in October 2021
- Includes new and accessible blended learning
- Allows for content curation
- Hosts improved compliance training
- Brings together training onto one user-friendly platform
- User Guides are available on the ODC website
- Learn more at go.txstate.edu/sflearning



EVERFI Training Courses

- Partnership with EVERFI for training content
- Dynamic, interactive, and engaging courses
- Preventing Harassment & Discrimination out now
- More courses to come!

Contact Us

Organizational Development & Communications



5.7899



hr_odc@txstate.edu



hr.txstate.edu/odc



i2Verify Announcement

Katie Bonner

Manager, HRIS
Office of Human Resources

What is i2Verify?

- i2Verify is the new point of contact for all Texas State University employees and former Texas State University employees who separated **after** Dec. 16, 2018.
- If you need a verification for extending credit, rental leases, employment background checks or social services entitlements, please refer the requester to:
 - i2Verify
 - Ph: (888) 458-6319
 - Fx: (480) 383-6949
 - info@i2verify.com
 - www.i2verify@txstate.edu
- Internal Texas State University and Prior State Service requests are still completed by Texas State University Human Resources. Employees can provide their own employment verification letters and Public Service Loan Forgiveness forms by accessing www.i2Verify.com and creating an account.
- Please view additional information here: <https://www.hr.txstate.edu/mdc/i2verify.html>

Contact Us

HR Data Management *(Formerly Master Data Center)*



5.2557



hr_mdc@txstate.edu



hr.txstate.edu/mdc

Office of Human Resources

About us

Are you a...

Our core areas

Key services

Forms

Resources

Campus partners

FAQs

Staff Development Day

Texas State > Finance and Support Services Division > Office of Human Resources > About us > News and Policies > COVID-19 Workplace Resources

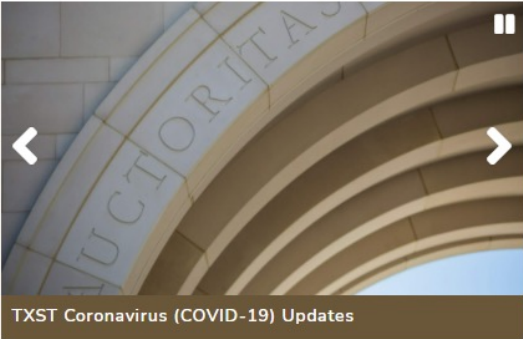
COVID-19 Workplace Resources

The COVID-19 pandemic has placed many challenges on our university community. Human Resources is here to help support you as we continue to navigate this new normal together.


This page contains related resources that you may find helpful in adapting to change and staying safe.

Have questions?

Please visit our [COVID-19 FAQ website](#) or contact [Human Resources](#) at 5.2557 for more information.




TXST Coronavirus (COVID-19) Updates



TIME AND LEAVE

Time and Leave Update

Emergency Leave and FMLA provisions provided through the extension of the Families First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act (ARPA) **expired on Sep. 30, 2021**. Accrued leave balances, other available leave as outlined in [UPPS 04.04.30](#), and/or leave without pay should be used going forward.



NAVIGATING THE NEW NORMAL

Navigating the New Normal

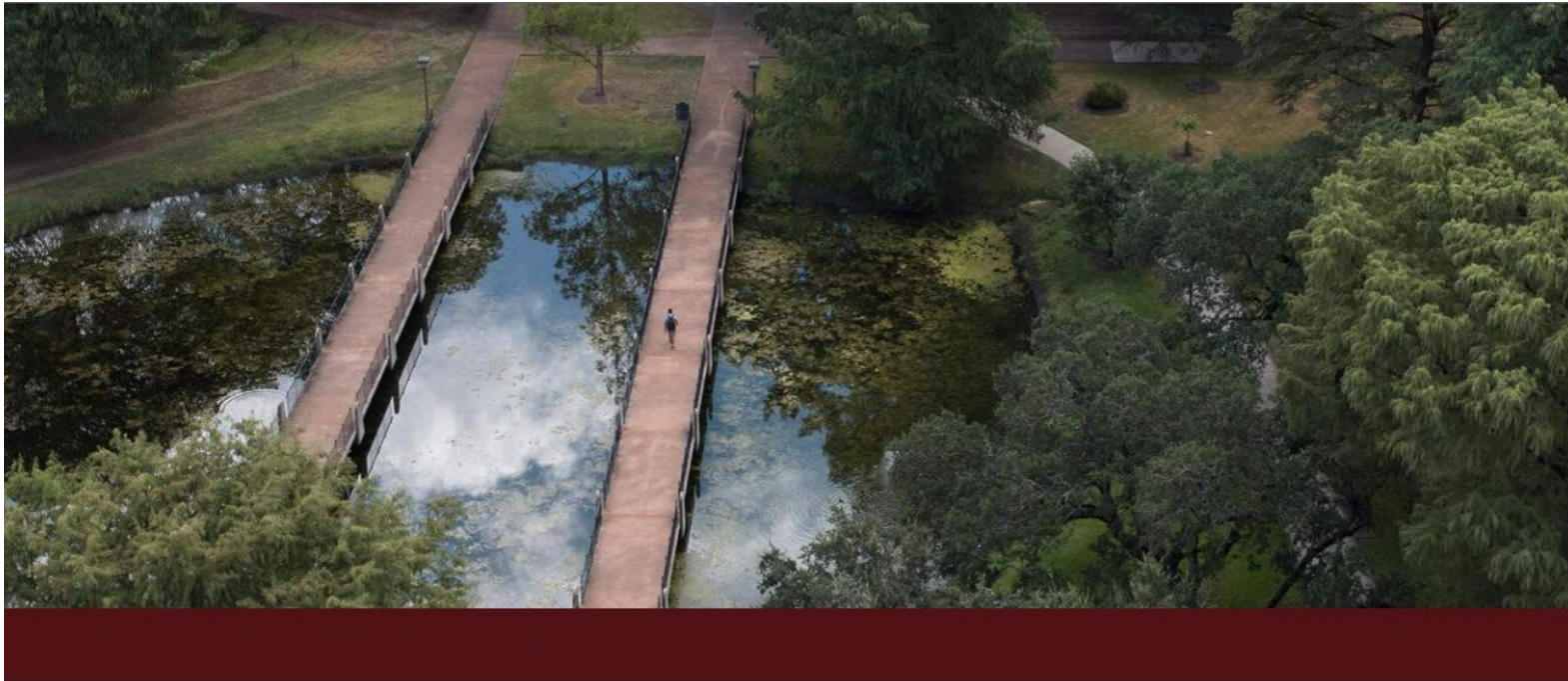
Explore a [curated selection of videos and articles](#) to help support employees in navigating the workforce on TXST campuses including:

- Being Adaptable During Change
- Managing Uncertainty During COVID-19
- Managing Anxiety in the Workplace

Revamped HR COVID-19 Website

Dani Artaza, M.A.

Organizational Development &
Communications Specialist
Office of Human Resources



Welcome to Human Resources!

Our Human Resources team is committed to providing excellent customer service that aligns with Texas State University's values and mission. Whether you are thinking about joining our Bobcat community, have been recently hired, or are a longtime employee, we are ready to help you achieve excellence and enhance your workplace experience. To this end, we offer support in the following core areas: Benefits, Organizational Development & Communications, Work Life, Compensation, Data Management, and Employee Relations.



Upcoming Calico Update to HR Websites

Dani Artaza, M.A.

Organizational Development &
Communications Specialist
Office of Human Resources



Talent Acquisition Resources

Alicia Barthel
(she/her/hers/ella)

Director, Talent Acquisition
Coordinator, Bobcat J.E.D.I.
Program
Office of Institutional Inclusive
Excellence – Faculty and Staff
Initiatives

Talent Acquisition and Inclusion



DISCOVER TXST, NEXT IS NOW

Find out more about our university and campus life.



INCLUSION AND RETENTION

Building an increasingly diverse community.



HIRING MANAGERS CORNER

Diversity Hiring Toolkits, user guides & more.



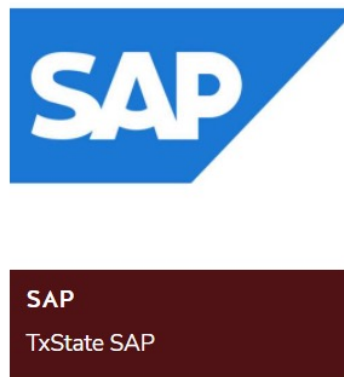
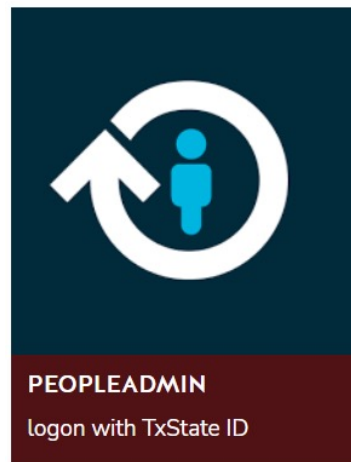
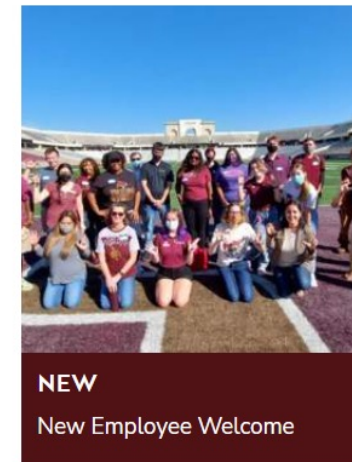
TALENT ACQUISITION FORMS

Downloadable documents, releases and checklists.

TALENT ACQUISITION RESOURCES

A CLICK AWAY...

Talent Acquisition Resources



Pre-Employment Skills Assessments

Talent Acquisition and Inclusion offers an extensive list of assessments in general categories of:

- Keyboarding/Data Entry,
- Clerical, Microsoft Office Suite, Core KSAs, and Soft Skills. Any number of tests may be grouped together into a test session or bundle and administered sequentially to job applicants. All TestGenius tests are self-administering and self-scoring, which means that the results are available as soon as the testing is complete.

Microsoft Applications

[Expand](#)

Microsoft® Word [Basic]

This test measures the ability to correctly modify and format a professional document in Microsoft® Word, including but not limited to the following functions: • Creating Text • Page Format • Editing Text • Tables References

Microsoft® Word [Intermediate]

Microsoft® Excel [Basic]

Microsoft® Excel [Intermediate]

Microsoft® Outlook

Microsoft® PowerPoint



READY TO SCHEDULE AN ASSESSMENT?

[SCHEDULE NOW](#)

Pre-Employment Skills Assessments

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This test measures the ability to correctly modify and format a professional document in Microsoft® Word, including but not limited to the following functions: • Creating Text • Page Format • Editing Text • Tables References

Microsoft® Word [Intermediate]

Microsoft® Excel [Basic]

Microsoft® Excel [Intermediate]

Microsoft® Outlook

Microsoft® PowerPoint



READY TO SCHEDULE AN ASSESSMENT?

[SCHEDULE NOW](#)

Temporary Staffing Agencies

Approved vendors:

[Expand](#)

Infojini, Inc.

KeyStaff Inc.

Priority Personnel, Inc.

The Midtown Group

Contact: Kendell Brumley, Business Development Manager

Email: kendell@themidtowngroup.com

Phone: 214-454-4642

Niche Market:

- IT Solutions
- Professional Services
- Facilities & Maintenance
- Program Management
- Administrative & Clerical
- Accounting & Financial Services

For temporary staffing needs, only approved temporary service providers under contract and listed in the TSUS Marketplace may be used. [UPPS No. 04.04.22](#) describes the procedures for hiring temporary workers through staffing agencies.

For guides and information on accessing the preferred and contracted vendors, please visit the [TSUS Marketplace](#) website provided by the Office of Procurement and Strategic Sourcing.

New Point of Contact Model

The Talent Acquisition CDR's piloted a point of contact model in the areas of support they provide to hiring departments. Each recruiter will now be supporting specific divisions in their staff hiring needs. This new model will provide a more streamlined, efficient, and strategic support throughout the recruiting and hiring process for hiring managers.

Deana Townsend, CIR, CDR

- Academic Affairs (Staff)
- Information Technology
- Department of Athletics
- University Advancement

E-mail: dt1100@txstate.edu
Phone: 512-408-4116

Leah Brown, CDR

- Finance and Support Services
- Student Affairs
- University Administration
- Office of the President

E-mail: lb1365@txstate.edu
Phone: 512-408-4308

Contact

Alicia Barthel, PHR, CDR

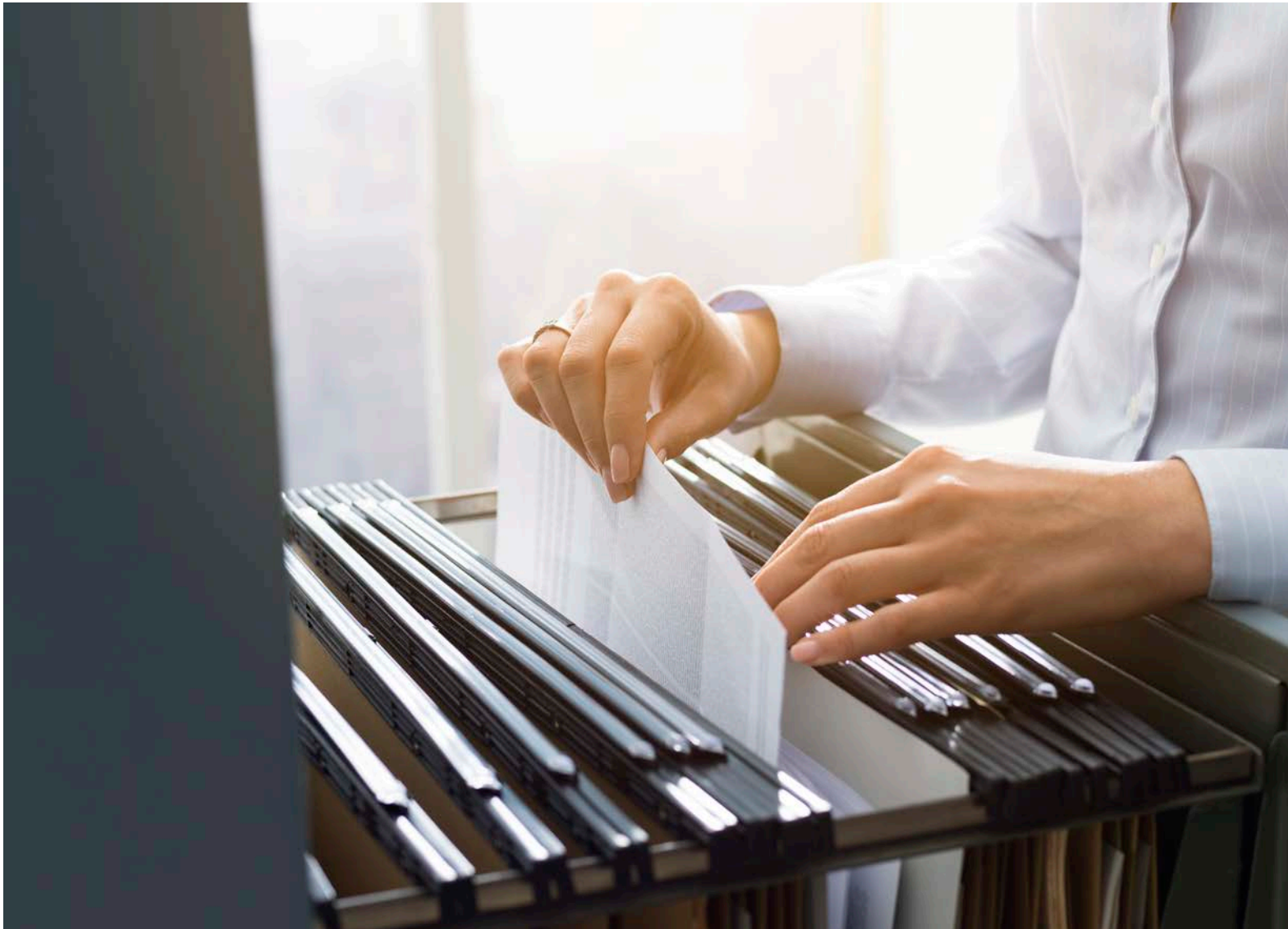
- Director, Talent Acquisition & Inclusion
- Email: afb48@txstate.edu
- Phone: 512.408.0154
- Teams

Stella Silva, Ph.D.

- Assistant VP, Institutional Inclusive Excellence-Faculty and Staff Initiatives, Interim Chief Diversity Officer
- Email: ss23@txstate.edu
- Phone: 512.245.4428

Carol Alvarez

- Admin. Assistant III
- Email: c_a206@txstate.edu
- Phone: 512.245.1697



W2s & W4s

Madeline Davila Adams

Director, Payroll and Tax
Compliance
Office of Payroll and Tax
Compliance

2022 Tax Filing Season

W-2 Wage and Tax Statement

- Available through the SAP Portal
- IRS encourages people to:
 - File electronically
 - Enroll in direct deposit

1042-S Foreign Person's U.S. Source Income Subject to Withholding

- Nonresident (for tax purposes)
- US Income: Scholarship, Grants, Fellowships, and Wages



2022 Tax Filing Season

W4 - Employee's Withholding Certificate

IRS Tax Withholding Estimator

- Why?
- Who?
- When?
- How?

Finance and Support Services

Payroll and Tax Compliance Office

About Us	Are you a...	Payroll Calendars	W-2	Resources & Forms	Tax Compliance
				Payroll Forms	
				Direct Deposit	
				Payroll Overpayments	
				SAP Portal ESS	
				Time for a Paycheck Checkup	
				<u>About Form W-4, Employee's Withholding Certificate</u>	

Hourly/Biweekly Payroll

Two blue arrows point from the 'Hourly/Biweekly Payroll' text to the 'Time for a Paycheck Checkup' and 'About Form W-4, Employee's Withholding Certificate' menu items.

Tax Withholding Estimator

Tips for using the IRS Withholding Calculator

- Have your most recent pay stub and federal tax return on hand.
- The calculator's results are only as accurate as the information you enter.
- The Withholding Calculator does not ask you to provide sensitive personally-identifiable information like your name, Social Security number, address or bank account numbers. The IRS does not save or record the information you enter on the Calculator.

Find the IRS calculator at

<https://apps.irs.gov/app/tax-withholding-estimator>

The screenshot shows the IRS Tax Withholding Estimator website. At the top is the IRS logo and navigation links for Help, News, English, and Charities & Giving. Below this is a dark blue header with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main content area has a breadcrumb trail: Home / File / Individuals / Tax Withholding Estimator / About You. The title "Tax Withholding Estimator" is prominently displayed, followed by a subtitle: "Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal tax withheld." Below the title is a progress indicator with six steps: 1. About You, 2. Income & Withholding (the current step), 3. Adjustments, 4. Deductions, 5. Tax Credits, and 6. Results. A dark blue bar separates the progress indicator from the "Tax Withholding Estimator FAQs" section. The FAQs section includes a link to "2020 Form W-4 FAQs" and a list of links: About You Page, Income and Withholding Page, Adjustments, Deductions, Tax Credits, Results Page, and Withholding Recommendations. On the left side of the FAQs, there is a list of topics: Bank Account (Direct Pay), Pay by Debit or Credit Card, Payment Plan, Deposit Taxes, Your Online Account, and Penalties. The "About You Page" is highlighted with a blue bar.

IRS

Help | News | English | Charities & Giving

File | Pay | Refunds | Credits & Deductions | Forms & Instructions | Search

Home / File / Individuals / Tax Withholding Estimator / About You

Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal tax withheld.

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Tax Withholding Estimator FAQs

Please refer to [2020 Form W-4 FAQs](#) if you have questions regarding the change to 2019 Form W-4.

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Bank Account (Direct Pay)

Pay by Debit or Credit Card

Payment Plan

Deposit Taxes

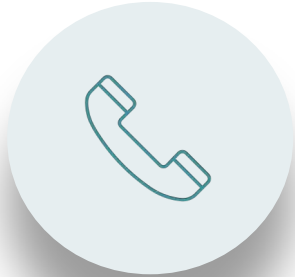
Your Online Account

Penalties

About You Page

Contact Us

Office of Payroll & Tax Compliance



5.2543



payroll@txstate.edu



txstate.edu/payroll



HR Forum Renaming Contest

A survey link will be emailed
after the event today!



Questions

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





Thank you!

We hope to see you at
our next HR Forum on **April 19!**



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