The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send your suggestions to hr@txstate.edu
On September 9, Human Resources implemented a new process within the People Admin talent management system to request and assign functional or position-based titles. These functional titles will be able to better describe the unique and specific duties of the position versus our more generic job classifications in the university pay plan.

The process for requesting a functional title through People Admin is similar to the job audit request process. After HR approves the request it can be utilized by the employee as their outward facing position title and on job postings in order to attract more applicants. For more information, please see our user guide and guidelines for requesting a functional title. If you have questions about this new process please reach out to the Human Resources Classification and Compensation team.
Check Your Check

View your pay statement in the Employee Self Service Module through the SAP Portal.

October 1 Paycheck Reminders:
• Changes made during annual enrollment are reflected on this check.

Things to look out for:
• You can view your deductions, taxes, and employer contributions. Review each section to ensure all are correct. If you see an issue, e-mail the benefits office.

• If you made a change during summer enrollment, but don’t see it reflected on your paycheck, please email the benefits office as soon as possible. We have a limited window to make corrections for summer enrollment changes.
Faculty and Graduate Student Employees:

Check Your Salary Spread!

Did you elect to start or stop spreading your 9-month salary over 12 months? Those changes take effect on your October 1st paycheck. Please review your check to ensure that your salary spread election is correct going forward for the 2020-2021 academic year. If you see an issue, email the benefits office.
VIRTUAL MENTAL HEALTH FIRST AID

Coming This Fall!

Organizational Development & Communications is excited to announce that Virtual Mental Health First Aid courses will be available this fall on the following dates:

Tuesday, October 27, 2020
Thursday, November 5, 2020
During these difficult and uncertain times, mental health is more important than ever. In this hybrid course, you will learn how to identify, understand, and respond to signs of mental illness and substance use disorders. This training gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care.

**WHAT DOES THIS TRAINING COVER?**

- Common signs and symptoms of mental illness
- Common signs and symptoms of substance use
- How to interact with a person in crisis
- How to connect the person with help
- **New!** Expanded content on trauma, addiction, and self-care

**WHAT REQUIREMENTS SHOULD PARTICIPANTS EXPECT?**

- **Prework:** (2 hours)
  - Participants must complete a two-hour, self-paced online course the day before the training.
- **Live virtual course** (4 hours)
  - The instructor-led live course is from 10 a.m. to 4:30 p.m. on October 27 and November 5.
  - Participants must have audio and video capabilities on the day of the virtual instructor-led training. Active participation is expected.

**FACULTY & STAFF:**

Do you know of any graduating seniors or student workers that would benefit from this training? If so, please have your students email Organizational Development & Communications for access to this course.
If you are enrolled in the State of Texas Vision Insurance or in a Delta Dental plan, you will not receive a member ID card in the mail.

**Vision:**

Be sure to identify yourself as a State of Texas Vision member and they will be able to locate you based on your name and other identification methods. If you would like a physical card, you may print a member ID card by creating an online account at the website provided below. More things you can do on the State of Texas Vision website include: create your account, print a temporary ID, search for in-network providers, and more!

**Dental:**

Delta Dental will send you a Welcome letter that will include your member ID. You can also call Delta Dental to obtain your member ID. Visit the ERS Dental Plan Website to find in-network providers, create an account, print a temporary ID, and more!
The 2020 plan year is over, but your window to file TexFlex health care claims for the previous year is not. Remember that you have through December 31, 2020 to file claims for the 9/1/2019 - 8/31/2020 plan year.

Additionally, the IRS has allowed TexFlex participants to use plan year 2020 monies to pay for eligible expenses incurred through December 31, 2020. It is best to file any outstanding claims as soon as possible prior to the deadline to ensure further information is not required. Stay up to date on the latest information on the What’s New section of the TexFlex website!

**Additional reminders:**

- You will only receive a new TexFlex card if you are new to the plan or your existing card is expiring. Otherwise, you can continue using the same card from the previous year.

- TexFlex health care FSA payment or reimbursement for over-the-counter (OTC) drugs and medicines no longer requires a doctor’s prescription.

- Menstrual care products can now be paid for or reimbursed through an FSA or HSA.

- In health care and limited-purpose FSAs, the carryover amount will increase to a maximum of $550 in Plan Year 2021 (ending August 31, 2021).
According to the Centers for Disease Control and Prevention (CDC), it’s likely that flu viruses and the virus that causes COVID-19 will both spread this fall and winter.

That’s why the CDC is recommending you get your flu shot in September or October. It takes about two weeks for the shot to start protecting you, which is why you shouldn’t wait until the middle of flu season to get your shot.

Getting a flu shot will not protect against COVID-19, but it will decrease your chances of getting the flu and its related health risks. It can also help reduce the spread of flu, which puts many people in the hospital each year.
Can people have COVID-19 and flu?

According to medical professionals, yes, it is possible to have COVID-19 and flu at the same time. Experts are still unsure how common this will be. The flu alone kills thousands of people each year and sends hundreds of thousands more to the hospital. As a result, the CDC recommends that people older than six months get a yearly flu shot. Avoiding the weeks of fever, severe headaches, and muscle aches and pains makes getting a flu shot worth your time.

As a HealthSelectSM participant, you can get a flu shot at no cost at an in-network provider. Your primary care provider can probably give you your flu shot. Many retail health clinics, like those in grocery stores and pharmacies, offer flu shots too—just make sure they’re in-network.

For help finding an in-network provider to get a flu shot, call a BCBSTX Personal Health Assistant toll-free at 800.252.8039, Monday—Friday 7 a.m. - 7 p.m. and Saturday 7 a.m. - 3 p.m. CT. You may also be able to get the flu vaccine through your HealthSelect prescription drug plan (PDP). For more information about PDP benefits, call toll-free, 855.828.9834.

Get Your Flu Shot on Campus!

Flu Shots will be available at the Student Health Center by appointment only during the following times:

San Marcos Campus
October 7 from 10:30 a.m. - 2 p.m.

Round Rock Campus
October 8 from 10:30 a.m. - 2 p.m.

Visit the Student Health Center Website for more information.
Did you know that aside from coordinating courses offered through our office, OD & Communications also assists Texas State departments across the university with course administration within SAP?

If your area is hosting a training session and you would like to provide your participants with credit, our team is here to help you with that process! Whether it be in a group setting, one on one session, and/or training held virtually through Zoom, let us know how we can help give credit where it’s due. For more information, please contact Patty Cano at 5.5287.
As our HR team works to navigate the numerous organizational changes happening within our Office of Human Resources, we wanted to share with you our most up to date contact information, so you know how best to reach us.

Visit our Meet Our Team Website

Review the most up to date contact information for our team! Access individual emails and direct phone number extensions.

Who Do I Email?

- **hr@txstate.edu** | For general HR related questions or concerns.
- **hrbenefits@txstate.edu** | For questions regarding benefits, retirement, or leave & time reporting.
- **hr_mdc@txstate.edu** | For questions regarding services offered by the Master Data Center.
- **hr_odc@txstate.edu** | For questions regarding programs, resources or services offered by OD & Communications.
- **hrverify@txstate.edu** | For employment verification requests.
- **performancemgmt@txstate.edu** | For questions regarding the Performance Management process.
- **worklife@txstate.edu** | For questions regarding the Work Life program.
- **talentair@txstate.edu** | For questions regarding Employment. *(Please note that the Employment team has moved to the Institutional Inclusive Excellence office effective September 1)*

We will continue to update our websites and share any other organizational changes as they happen in our monthly bulletin. For the quickest way to reach us, we encourage you to contact us via Teams. Our HR team is happy to coordinate any virtual meetings or 1:1’s, as needed. Bottom line, we’re here for you and look forward to helping you!
It’s a new school year and a perfect time to reinvigorate your health and wellness goals by using a proactive approach. Being proactive means taking responsibility for your health, life, and future while striving to anticipate challenges and barriers before they happen. A proactive wellness approach can take time and effort, but it allows you to take a forward-thinking approach to reach your health goals AND will help prevent roadblocks that may arise on your journey. Conversely, when a person chooses a reactive approach, they instead address challenges the moment they arise and thus often feel overpowered or defeated by them.
When it comes to health and wellness, there are many benefits of proactivity. We have listed five of these benefits below:

1. Saves time and money
2. Allows for more flexibility
3. Self-improvement and awareness
4. Clearer direction for your future
5. Peace of mind

Take a moment to reflect on your own lifestyle. Do you consider yourself to be proactive or reactive? What situations in your life make you feel the most stressed? What can you do to better prepare for or eliminate those situations? Here are some examples of how to take charge of your health and be proactive in your daily life:

▶ Fuel your body with healthy food.
▶ Stick to a physical activity plan.
▶ Prioritize sleep.
▶ Stay on top of all regular check-ups.
▶ Set goals and create a plan to achieve them.
▶ Make regular connections with people around you.

“The best way to predict your future is to create it”
- Stephen Covey
Are you thinking about going back to school? Did you know that the Staff Educational Development Program provides a wonderful opportunity each fall and spring semester for up to seven full-time benefits-eligible staff who have been part of Texas State for one year to receive special support for degree work?

**What are the benefits?**

If you meet the requirement for eligibility, you may receive up to 20 hours per week of release time for courses taken at Texas State or other accredited higher education institution. Selected employees can earn nine to 12 credit hours for an undergraduate program, and six to nine hours for the graduate program. And guess what? Fees and tuition are waived! Plus, even though you have the option to work part-time, you will keep your full-time rate of compensation.

**Where can I find more information?**

For more info, please visit UPPS 04.04.35 Professional Development and Educational Opportunities or the Employee Educational Support website for details regarding eligibility and application procedures.

**How to apply?**

Each semester members of President’s Cabinet review applications from within their division and nominate employees to participate in the program. Nominations are due to HR by October 15, so it’s not too late to apply! You can apply here.

**Who to contact?**

Please contact Organizational Development & Communications at 5.7899 if you have any questions.
We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University. For more info and to connect with other new bobcats access the official new employee website.

N.E.W. II

Friday, October 9, 2020

In accordance with CDC guidelines of social distancing, monthly N.E.W. II sessions will be held virtually via Zoom from 8:30 – 11:00 a.m. Visit our updated N.E.W. II website for more information.

Contact the Office of Human Resources with questions at hr_odc@txstate.edu or call 5.7899.
Welcome, New Employee
Bobcats!
BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between August 1 - August 31

ANNA EDMONDS
Promoted to Executive Assistant
VP of Finance and Support Services

SHARLA GUITERREZ
Reclassified to Business Manager
Meadows Center for Water & the Environment

PAIGE SPANN
Promoted to Schedule Coordinator
Office of the University Registrar

COLE THORNTON
Promoted to Non-Exempt Specialist
Office of Undergraduate Admissions

TRINA WAINRIGHT
Accountant I
Facilities management
Texas State Employee Discount Program

The Texas State University Employee Discount Program is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

**Dell** | Receive up to 30% off PCs and tablets!

**Costco** | Receive a $30 Costco Shop card when you sign up for a membership!

**Under Armour** | Get 25% off top apparel and gear.

**Care.com** | Get 20% off a premium membership to Care.com, where you can find local or virtual tutoring, childcare, pet care, and more
OCTOBER course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the SAP Portal. Please visit the OD & Communications Course Calendar for further information.

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Ruth Mordecai, Administrative Assistant II, Retention Management and Planning was selected as the Texas State Employee of the Month for September 2020.

Ruth started working in Retention Management and Planning in 2018. Ruth is hardworking, diligent, and passionate about helping students. She is always eager to help the staff, to be a team player, and to get things done quickly and efficiently. When you ask her to assist with something, you can rest assured it will be done.

Ruth primarily oversees the purchasing for our departmental programs. She manages to keep this arduous process extremely well organized and manages to keep the staff on target, on time, and on budget for their programs. She always wants a program to leave the students with a feeling of welcome and satisfaction and this is her way to contribute to that success.

Ruth is also the supervisor of the student workers in Retention Management and Planning. She is a positive role model for these students, and they know they can call her to ask for help even when they aren’t at work. Additionally, Ruth schedules monthly professional development workshops to build on the students’ proficiency and skills to prepare them for life after college.

One of the instrumental contributions I
Congratulations, Ruth, on being recognized as the September 2020 Employee of the month!

She is always eager to help the staff, to be a team player, and to get things done quickly and efficiently!

Ruth is always kind, friendly, and helpful to everyone who calls our office or comes in looking for help. A few examples of this would be her work with our parents and family members during New Student Orientation, Family Weekend, Move-In, and routine call to the office. She is able to share her personal experiences with them of sending her own children to college and that helps to calm their anxiety and stress and to know there is someone who’s actually been in their shoes.

Ruth always provides that welcoming, generous spirit to all. She just has a way of putting people at ease, calming, and welcoming each and every person.

have witnessed from Ruth this year, was her ability to work with the student employees to transition them to working remotely. She organized the projects and accountability for each of them. She was instrumental in their transition into an online workspace as well as keeping them motivated to stay engaged and complete the semester. She went above and beyond numerous times as each of the student workers struggled with this experience.
HR Crossword Puzzle

Our first priority is the safety and well-being of our Bobcat community. Due to the COVID-19 Pandemic, prizes will not be given out at this time. Thank you for understanding. Readers are still invited to have some fun completing our HR crossword puzzle!

**DOWN**

1 Through the Staff Educational _____ Leave Program, eligible employees have a chance to take college credit courses and have all tuition and fees waived!

2 Virtual _____ Health First Aid is a new course that will be offered this Fall.

3 One way to be proactive is to stick to a ______ activity plan.

**ACROSS**

4 OD & Communications assists other departments across campus with course _____ in SAP.

5 The September employee of the month is an administrative assistant for the office of ______ management and planning.