

HR Bulletin

Feb

HR

2020

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LOCATION
JCK 340

TEXAS  STATE
HUMAN RESOURCES

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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



W-4 Forms Due Soon!

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 Benefits by February 7, 2020. Please send your form to Human Resources in J.C. Kellam, Suite 360, or fax to 5.1942. You will find a new W-4 form on the [forms website](#).



Do You Know A Student Worker With
Award-Winning Work Ethic?



**Nominate Them For
Student Employee
of The Year!**

Submit Your Nomination Form by
February 12 at 5 p.m.

Visit the [Student Employee of The Year Website](#) for more information.

Staff Educational Development Applications Due Soon!

The Staff Educational Development Program provides an opportunity for one full-time staff member per semester in each cabinet member's area to receive special support for degree work. Submit applications for the Fall 2020 semester to your cabinet member by **March 1**.

Refer to [UPPS 04.04.35](#) Professional Development and Educational Opportunities for details regarding eligibility and application procedures. The revised application is attached to the UPPS.

Please note that regular non-grant full-time staff employees who are U.S. citizens or resident aliens and who have been employed at Texas State at least one year are eligible to participate in this program.

Contact [Organizational Development & Communications](#) at 5.7899 if you have any questions.

Save the Date!

4 / 16 / 20

FINANCIAL WELLNESS & RETIREMENT PLANNING FAIR

Time: 9 a.m. - 4:30 p.m.

Location: LBJSC Ballroom

Want to plan for your financial future, but you're not sure where to start? Stop by to visit with financial planning specialists in a no-pressure, casual environment. Whether you are ready to retire or just starting out, you'll find the support you need.

- Optional presentations by TRS, ERS, Social Security, plus additional sessions about other retirement issues
- Interactive booths
- Speak one-on-one with financial planning experts
- Chat with HR! Find out about programs and benefits available to TXST employees
- Win door prizes! Eat snacks!

Registration Information Coming Soon!

Attendance at the Financial Wellness & Retirement Planning Fair can be considered work time with supervisor approval



PeopleAdmin Updates!

In PeopleAdmin, two new fields have been added to the job posting form:

1. Permanent Budget

- This field is prepopulated and represents the current permanent budget for the position.
- If this field is blank, there is no permanent funding for that position, but the position must have temporary funding available.

2. Approved Maximum Monthly Salary


- This field is required and must be populated by the end-user.
- 'Commensurate with experience' is not acceptable for this field.
- If the approved maximum salary is greater than the current position budget, then an additional funding source must be identified either via an attachment or in the comments box in the budget section of the requisition.
- In addition, for classified positions, the approved maximum salary amount cannot exceed the pay plan max.
- This field is not visible to applicants.

New Approval Email Notification!

A new automatic email notification has been added to PeopleAdmin. This email will be the official Human Resources notice of approval to let hiring managers know that they can move forward to make the official employment offer. The email's subject line will be "Approval to Make Employment Offer" and will come from hr@txstate.edu. Hiring managers are highly encouraged to check the history tab of the Hiring Proposal in PeopleAdmin to view the entire workflow history and confirm the automatic email was sent.

Understanding TDAs

(Tax-Deferred Accounts)

A close-up photograph of a person's hands, wearing a dark, textured sweater, holding a large stack of US coins. The coins are fanned out, showing various denominations including quarters and dimes. The background is blurred, focusing attention on the hands and the money.

A Tax-Deferred Account (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 Account (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 (\$19,500 for 2020) 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.

Getting Started

Contact a representative from this [list of authorized vendors](#). 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? Contact Human Resources at hr@txstate.edu or 5.2557.

Invest In Your Future!

Getting a tax refund? Consider starting or increasing your contribution to a voluntary retirement savings account. Texas State staff and faculty are eligible to contribute to tax-sheltered retirement plans in addition to your TRS or ORP retirement accounts.

You can start with as little as \$17 monthly up to \$19,500 annually (or more if you are age 50+).

Find more details on the [Retirement Programs and Information Site](#). Visit the Benefits office in JCK 360 or call 5.2557 for more information.

Changes to the Physical Skills Assessment

Effective January 15, 2020, the VPFSS and AVP of Human Resources updated the Physical Skills Assessment program to require assessments for departments reclassifying, transferring, or promoting current employees.

The Physical Skills Assessment is designed to ensure that employees are able to meet the physical demands of the job to contribute to an injury-free workplace.

More information on the program may be found on the [managers' toolkit website](#).



New Employment Verification Request Form!

Verifying employment is a critical step in the hiring process designed to help the hiring manager evaluate candidates and make an informed decision.

For candidates that are current or former Texas State employees, hiring managers should request records from Human Resources to validate the information on the application and the employee's history.

What information can you get from Human Resources?

As outlined in UPPS 04.04.03 Staff Employment, we will provide the following:

- Dates of employment
- Job title and department
- Reason for leaving
- Most recent salary
- Disciplinary actions
- Performance reviews
- Attendance records

To make it easier, we have launched a new online request form on our website!

For questions about records requests for TXST employees, contact Jessica Sedlachek or call 5.2557.

UPPS CORNER

A guide to understanding policy updates and changes approved by President's Cabinet for UPPS's for which HR is the Senior Reviewer.



UPPS 04.04.11 | UNIVERSITY CLASSIFICATION AND COMPENSATION

This policy sets forth classification and compensation procedures for all staff employees, including those paid from grants and contracts.

Section 03.04

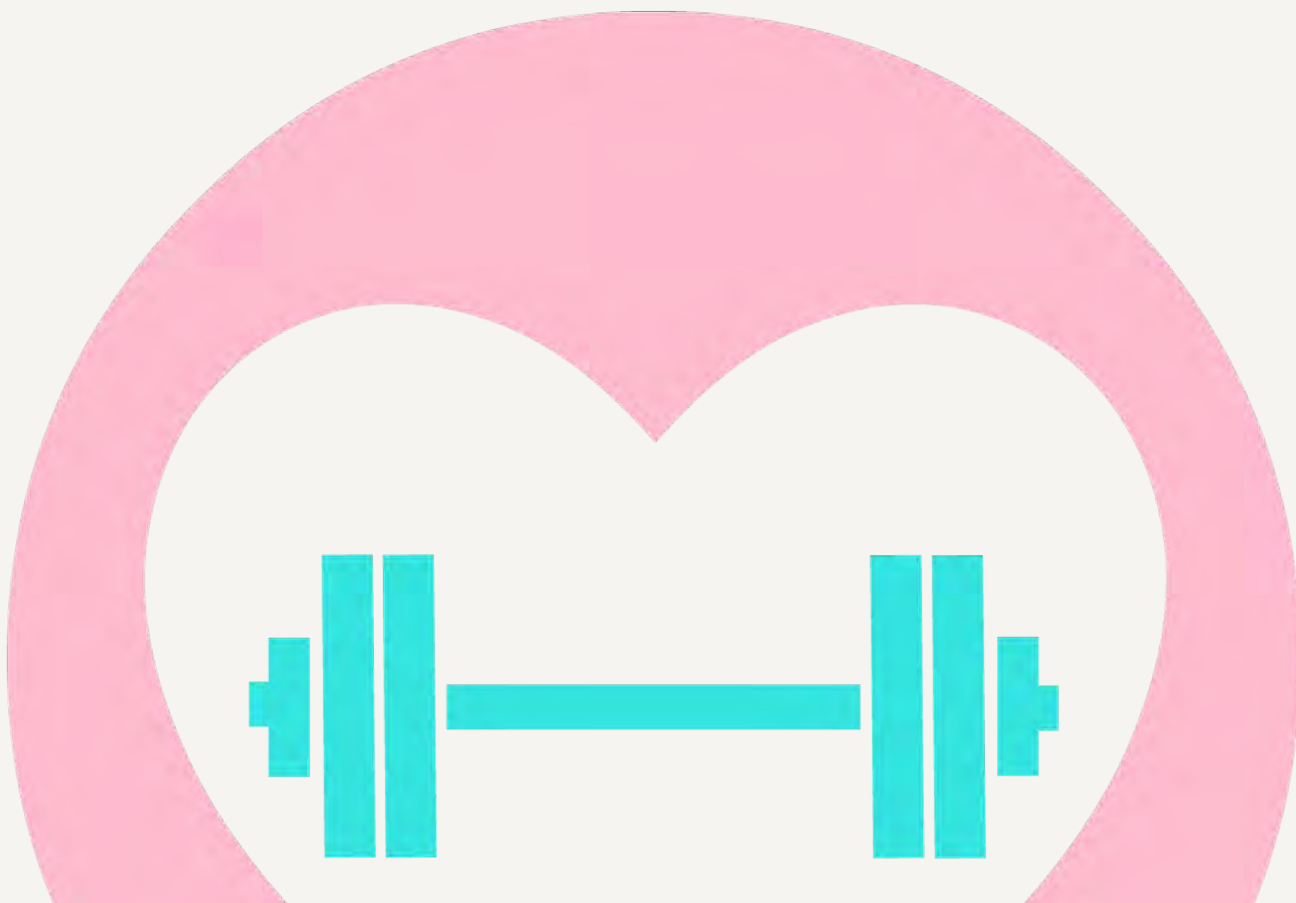
- Added requirement that, except for posted positions, any change in pay or change in position resulting in a salary increase of 10% or more must be approved by the President.

Section 04.03

- Deleted provision for classified positions allowing hiring at previous incumbent's salary even if above the max pay plan rate. Departments can only hire up to the max pay plan rate.
- Clarifications were added to make distinctions between reclassifications.
- Changes were made to compensation policy regarding salary rates for transfers, promotions, and reclassifications and promotions.

Next Revision Date
June 1, 2022

Take Care of Your Heart with WellCats!



February is American Heart Month, an opportunity to engage in a heart-healthy lifestyle. WellCats can help! WellCats offerings will help you adopt lifestyle changes that last.

When you join WellCats, you gain free access to:

COOKING CLASSES

These hands-on cooking classes focus on whole foods, healthful takes on popular dishes, and exploration of new ideas!

WALKING PROGRAM

WellCats Walk is an instructor led, self-paced walking program designed for all levels of fitness, from sedentary to very active.

SUBSIDIZED STUDENT RECREATION CENTER MEMBERSHIP

This membership grants access to 8 basketball/volleyball courts, weight room, cardio area, indoor track, 6 racquetball courts, multipurpose studios, and natatorium.

HEALTH BEHAVIOR COACHING

Meet one-on-one with a national board-certified health and wellness coach to learn how to become more motivated, manage time, develop good habits, and improve your confidence in living a healthy lifestyle.

GROUP TRAINING

A variety of group training classes are offered throughout campus to meet the different interests and fitness levels of our members.

EDUCATIONAL SERIES

The WellCats educational series is hosted by wellness experts and highlights various wellness topics.

NUTRITION CONSULTATION

During this one-on-one session, a trained nutrition professional will assess your current diet and help you identify goals to improve your diet, overall health, and well-being.

MONTHLY NEWSLETTER

The WellCats newsletter is a monthly communication that provides health and wellness tips, program updates, current events and other helpful information.



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!

Garmin | No matter your fitness level or activity preference, Garmin has you covered! Save up to 30% on Garmin wearable devices.

U-Pack | U-Pack is a “you pack, we drive” moving solution that specializes in long-distance moving services. You can save \$60 on your next move with U-Pack!

T-Mobile | Save an extra \$125 on each new T-Mobile line. Combine this deal with other T-Mobile offers, devices, and Netflix promos at T-Mobile.com to save even more.

Apple | Find the right tech at an exclusive price through your Apple Employee Purchase Program. Plus, enjoy free shipping, personalization, and more!

Diamondback | Diamondback designs and builds performance bicycles for every rider at every level. Save up to 40% on Bikes from Diamondback now!

FEBRUARY

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.



Spring 2020 Course
Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Understanding the University's Sponsored Program Policies	Mental Health Concerns at Texas State B.O.S.S. Refresher	TXST Retirement Plans 101 Student Emergency Services	
3	4	5	6	7
		WellCats Educational Series: Crucial Conversations: Asking for Support ^{NEW}	Finding and Using Copyright Compliant Images and Music Online	
10	11	12	13	14
	Pre-Award Services Available to the University Community	Supporting Male Retention at Texas State B.O.S.S. Refresher		
17	18	19	20	21
LGBTQIA Allies Training	I Want My Life Back! Taming the Outlook Monster ^{NEW} Post-Award Services Available to the University Community			
24	25	26	27	28
27	28	29		

[GED PROGRAM](#) | Location: San Marcos Public Library

Dates: Tuesday, February 11 at 9:00 a.m. or 6:30 p.m. | Thursday, February 13 at 9:00 a.m. or 6:30 p.m.



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, FEBRUARY 14, 2020

8 a.m. - 1:30 p.m.

JCK 460

Contact the Office of Human Resources with questions at hr_odc@txstate.edu or call 5.7899.

Join us in welcoming our new employee Bobcats!

Employees hired between December 1- December 31

BENJAMIN JACOB FELTS
Administrative Assistant II
School of Music

BONITA LYNNE REEDER
Director, Counseling Center
Counseling Center

BRITNEY ALEISE SAUER
Grant Specialist
Texas School Safety Center

CASEY MARTINEZ
Veteran's Affairs Specialist
Office of the University Registrar

DESTINEE ANNE MARIE LEYVA
Administrative Assistant III
Center for Diversity and Gender Studies

JON MATTHEW GOUDREAU
Veteran's Affairs Specialist
Office of the University Registrar

JUDITH DIANNE BARNES
Accounting Clerk II
Student Business Services & Bursars

JUSTIN JIMENEZ
Systems Support Specialist II
Office of Financial Aid and Scholarships

KARL T. SCHOENING
Administrative Assistant I
Athletics

ROSCOE HUGHEY
Sergeant
University Police

LOUIS JOE CHELOSSI
Guard
University Police

SIRENNA D. CUMBERLAND
Training Specialist
Texas School Safety Center

MICHELLE MARIE RICCI
Guard
University Police

THOMAS NATHANAEL TREST
Parking Services Officer
Transportation Services

PATRICK DANIEL RYAN
User Services Consultant I (SPS)
Client Solutions

TRAVIS CARL TALBOT
Police Officer
University Police

PHILIP PAUL-GRAESON BARTHEL
Plant Mechanic I
Utility Operations

VICTORIA ELISE ELIZONDO
Academic Advisor I
Applied Arts Academic Advising Center

Welcome, New Employee
Bobcats!

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between December 1 - December 31

JACOBS GENE PAYNE

Promoted to Coordinator, Athletics Events
from Athletics Intern,
Strahan

LEE CONSTANCE LANCASTER

Promoted to Administrative Assistant III
from Administrative Assistant II,
Special Projects

MARIA I. BELTRAN-RODRIGUEZ

Promoted to Research Coordinator – Post Award
from Grant Senior Secretary,
College of Science & Engineering

MARK DAVID COWAN

Promoted to Construction Coordinator
from Senior Construction Inspector,
Facilities Planning Design

AMANDA P. GARZA

Reclassified to Program Coordinator
from Administrative Assistant III,
Mathematics

DAN D. DECKERT

Reclassified to Network Specialist
from Grant Specialist,
Texas School Safety Center

ELIZABETH J. MENDEZ

Reclassified to Associate Director, OFPDC
from Assistant Director, Facilities Procurement and
Contract Management,
Facilities Planning Design

JEFFREY P. SNIDER

Reclassified to Senior Programmer Analyst
from Assistant Director, Mobile/Web Systems,
Mobile/Web Systems

KAREN E. COWEN

Reclassified to Library Assistant IV
from Library Assistant III,
University Libraries

LAUREN MICHELLE WYATT

Reclassified to Senior Undergraduate Admissions
Counselor
from Undergraduate Admissions Counselor,
Office of Undergraduate Admissions

MARK DELOS LIGGETT

Reclassified to Assistant Director, OFPDC
from Construction Contract Administrator,
Facilities Planning Design

MELINDA GUERRERO

Reclassified to Administrative Assistant III
from Administrative Assistant II,
Mathematics

SHANE PATRICK FLEMING

Reclassified to Network Specialist
from Technical Support Specialist,
Texas School Safety Center



Texas State Quarterly Team Award

Event Management Software Team

The team members include: Division of Student Affairs-Charlie Salas, Kevin McCarty, Chris Lehman, Tracy Goodman, Sabrina Lee, Valene Johnson, Katherine Romero, and Brad Johnson. Division of Information Technology-John McDavitt, Rick Myers, Jenni Small, Andrew Rechnitz, Katie Davis, Connie Hackney, Walt Yantis, Anita Ford, Stacy Anderson, Robert Sarvis, and Joseph Fuller. Division of Academic Affairs-Martha Fraire-Cuellar, Diana Connell, Nick Schellman, Paige Spann and Sonya Teves.

The replacement and upgrade of the reservations systems was important for student, faculty and staff at many levels. The LBJ Student Center was upgrading their reservation software to a more

customer friendly version of the software with web aided access. The University Library is providing an interactive and technology savvy interface for their facility. The Registrar's Office was at the end lifecycle for their classroom scheduling software and needed a proven option. Each area offering better service and access to resources.

Through a very time consuming, complex and highly intricate effort, this cross divisional team was able to achieve their goals. The Registrar's Office successfully interfaced existing data and resources into the Event Management Software to support the allocation of resources. The LBJ Student Center Conference

Services Office upgraded their existing software to provide a more customer-driven experience. The Texas State University Library implemented a kiosk and room sign-based interface for library resources in addition to the base software package.

The software and departments will continue to grow and develop services opportunities. The installation was a one-time effort, but modifications will be continuous.

A team from each stakeholder unit met with IT representatives and EMS Software representatives over the course of many months to create an action plan for the implementation of the software. Months of integrating the software's capabilities into an acceptable program that fulfilled each area's needs followed. Long and complicated negotiations resulted in the campus-wide software installation/upgrade.

Students, faculty and staff will interact with a program that provides a better customer experience. Customers will drive a more interactive, sophisticated and technology-ready service. Each area worked prudently and judiciously to fit the software into a University serving resource that met area goals.

Much of the work was done by staff in addition to their regular job duties and responsibilities. The commitment to the implementation and completion of the work was extraordinary. The final outcome was better than expected and fully operational.

Congratulations to the Event Management Software Team on its achievements and outstanding efforts!

Congratulations to the team on its achievements and outstanding efforts!



Joan Heath

Lynn Fortney

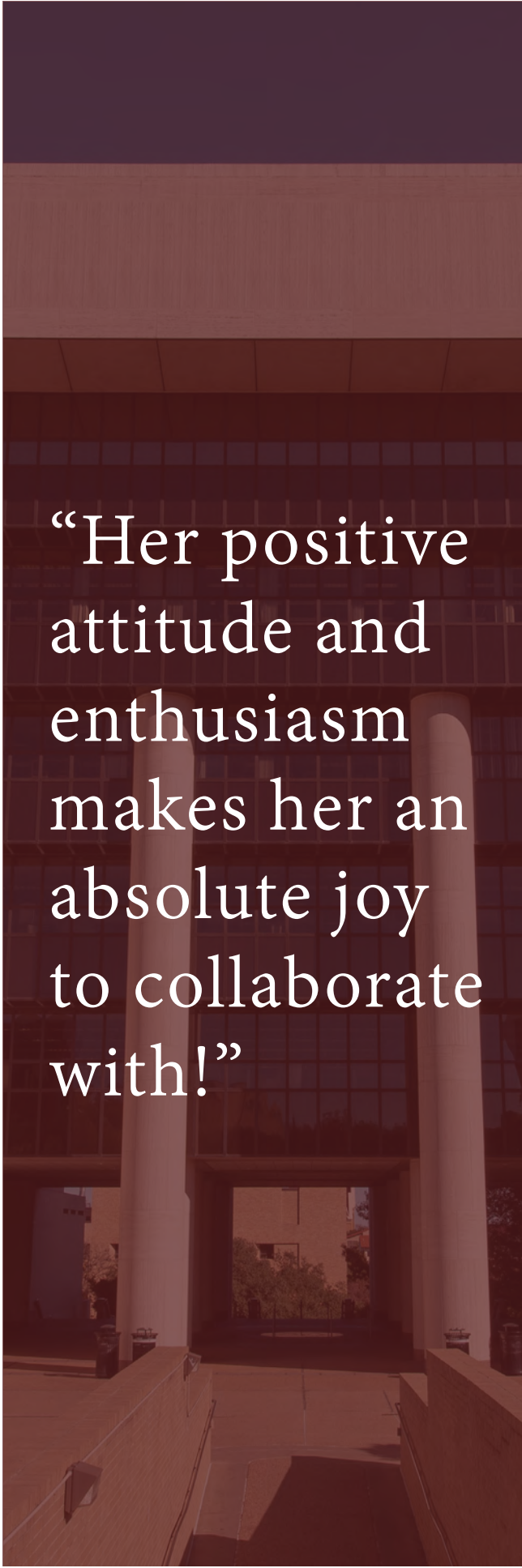
Ken Pierce

EMPLOYEE OF THE MONTH | **DECEMBER 2019**

Lynn Fortney

Library Assistant II, University Libraries

Lynn Fortney, Library Assistant II, University Libraries, was selected as the Texas State Employee of the Month for January 2020. Lynn is responsible for the cataloging and classification of monographic library materials with the goal of providing library patrons with access to these materials. Multiple formats are cataloged including books, compact discs, DVDs, kits and other formats. She also performs authority control for database functionality. The Cataloging & Metadata Services (CMS) Department accomplished many goals last year, ultimately processing over 1.1 million items. While many of those projects were serials, most of the monograph projects would never have been accomplished without Lynn Fortney. Not only has she cataloged thousands of titles in one year (almost 5,000), she also serves on many committees as well as contributing to the library profession.



“Her positive attitude and enthusiasm makes her an absolute joy to collaborate with!”

Lynn is highly enthusiastic about serving on committees. She is creative, inventive, and periodically has taken over leadership of the committees when necessary. She is the Co-Chair of the Game Night Committee. Often, she has had to lead this Committee since her co-chair is frequently unavailable due to other obligations. Lynn lives in Austin but does not mind staying late each month to host the Alkek Game Night. This means she is often at work for thirteen or more hours on those days.

Lynn is also a member of the Alkek Literary Society which hosts the Student Book Club meetings. She will stay late on book club days to help run the meetings. She is inventive about new ways to encourage student attendance besides just assigning books to read. Since Lynn began working here, she has helped host the annual Holiday Party. Her favorite activity to participate in is running the Pub Trivia game. This even inspired her to host a trivia contest for Alkek Game Night. One of the best things about Lynn is that when a special project turns up, she is the perfect person to take over the project. She is ambitious, efficient, and loves to get things completed. This list compiles just a few of the projects she has worked on and the amount of work she got done:

CATALOGING:

Thanks to Lynn's work, the department rarely has a backlog of materials waiting to be processed. Lynn cataloged over 4,500 monographic titles last year. These were cataloged title by title.

SPECIAL COLLECTIONS GENERAL:

Lynn has done most of the recataloging of the

Special Collections General collection. Many of these records were very old and thus had minimal data since they adhered to the old catalog card-file rules. Lynn was thorough, efficient, and added table of contents, summaries, added entries, and enhanced the provenance documentation when needed regardless of what language the material was in.

JUVENILE RECLASSIFICATION PROJECT:

The Juvenile collection is currently undergoing reclassification to bring authors together under a single assigned call number instead of having them spread out through the collection by subject. Lynn has compiled the works of over 200 authors so that their materials can be browsed easily on the shelves.

VETERANS BOOK PROJECT:

This is an example of Lynn's willingness to take over unique projects, making content available to patrons and helping move new materials out the door. The Veterans Book Project was a collection of art photography/autobiographical books about individual soldiers serving in conflict.

MEDIA CATALOGING:

Lynn catalogs most of the media materials including DVDs, CD-ROMs and compact discs.

E-BOOK CATALOGING:

Lynn catalogs several of the time consuming title by title e-book collections.

This helps reduce the enormous workload our E-Resources Cataloger contends with.

REINSTATES:

Due to an inventory project, numerous titles were found not in file and Lynn reinstated a large number of items to bring them back into our collection.

RECATALOGING PROJECTS:

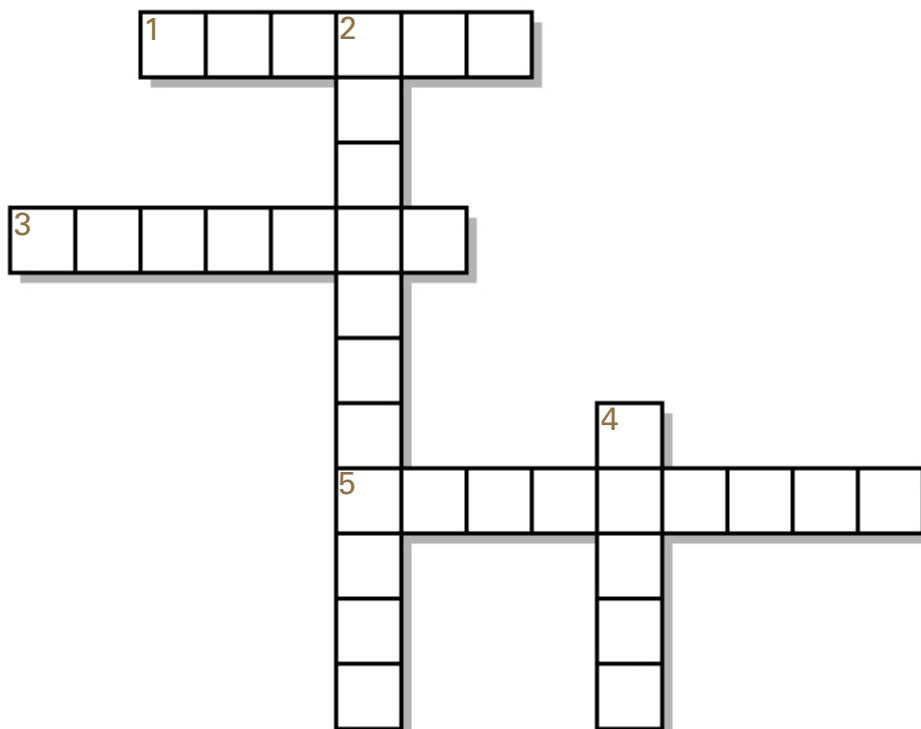
Older monographs needs to be reviewed by record before sending to the Archives and Research Center. Lynn has done a large chunk of the recataloging work for this project.

Lynn is a superb person to work with and the department owes her much. Her positive attitude and enthusiasm makes her an absolute joy to collaborate with. She is smart, efficient, and gets a lot done. This past year she has contributed so much to the department, and subsequently the library, to achieve our goals. She is professional and shows a lot of initiative and leadership skills.

Thank you, Lynn,
for your dedication
and hard work!

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 **February 8**. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 1 _____ is offering 30% off all wearable devices this month.
- 3 "Taming the _____ Monster" is the name of a new course being offered this month.
- 5 _____ Budget Field" is the name of one of the new fields recently added to PeopleAdmin.

DOWN

- 2 February's Employee of the Month is responsible for the cataloging and classification of _____ library materials.
- 4 Staff Educational Development Program Applications are due by _____ 1st.



Photo by Jeremy Thomas



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