HR Bulletin
Jan. 2019

PHONE
512.245.2557

EMAIL
hr@txstate.edu

LOCATION
JCK 340
WHAT’S IN VIEW

3 Tuition Reimbursement Deadline
4 Blood Drive

HIGHLIGHTS

5 It’s a New Year: Deductibles and Coinsurance
   Start Over
6 Virtual Visits: Now Offering Mental Health Services
7 Have You Updated Your Address Recently?
8 Top Reminders For Hourly Student Worker Appointments
9 Do You Know How To Track Hours Worked?
10 Is Wellness On Your New Year’s Resolution? WellCats can help!

EMPLOYEE FOCUS

11 January Workshops
12 N.E.W. II | Welcome New Employee Bobcats
14 Bobcats On The Move

IN THE SPOTLIGHT

16 Employee of the Month
18 Bobcats Connect: HR Crossword Puzzle

The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send us your suggestions to hr@txstate.edu
UPPS 04.04.35: Professional Development and Educational Opportunities outlines how employees can receive reimbursement of certain fees after successful completion of course(s) by submitting the Academic Fee Reimbursement Form. The deadlines for the acceptance of the academic reimbursement form are: 12th class day for fall and spring semesters, and 4th class day of the first summer session for both summer sessions. For more details visit the Academic Course Reimbursement and Release Time Process website.

Employees enrolled in courses for Spring 2019 must complete the online academic reimbursement form by February 6. Late online submission will only be accepted when approval is routed through the employee’s Cabinet member.

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.5287.
One blood donation can save up to three lives

TEXAS STATE

BLOOD DRIVE

JCK 1100
Friday, January 18, 2018
8:30 a.m. - 3:30 p.m.

Register: www.weareblood.org

Learn more on the Professional Development Blood Drive website.
It’s a new year — Deductibles and Coinsurance Start Over!

Every January 1, deductibles and coinsurance payments start over. See below to find out what your maximums are for calendar year 2019. Find out more details about your medical benefit plans; visit the ERS Health Benefits website.

<table>
<thead>
<tr>
<th>Plan</th>
<th>In-Network Deductible</th>
<th>Non-Network Deductible</th>
<th>Coinsurance Maximum</th>
<th>Total Out-of-Pocket Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>HealthSelect</td>
<td>$0</td>
<td>$500 per person/</td>
<td>$2,000 per person</td>
<td>$6,550 per person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,500 per family</td>
<td>(in-network)</td>
<td>$13,300 per family</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$7,000 per person</td>
<td>(no maximum if non-network)</td>
</tr>
<tr>
<td>Consumer Directed</td>
<td>$2,100 per person</td>
<td>$4,200 per person</td>
<td>None</td>
<td>$6,550 per person</td>
</tr>
<tr>
<td>HealthSelect</td>
<td>$4,200 per family</td>
<td>$8,400 per family</td>
<td></td>
<td>$13,300 per family in-network</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(no maximum if non-network)</td>
</tr>
<tr>
<td>HMOs</td>
<td>$0</td>
<td>N/A</td>
<td>$2,000 per person</td>
<td>$6,550 per person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(no non-network benefit)</td>
<td>(in-network)</td>
<td>$13,300 per family</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>(no non-network benefit)</td>
</tr>
</tbody>
</table>
HealthSelect has expanded the virtual visit benefit to include mental health visits. Virtual visits give you the option to receive medical care from the comfort of your home. HealthSelect* participants can create an account with either Doctor on Demand or MDLIVE to access services with their mobile phone or computer. You’re then able to video chat with a provider and even receive prescriptions if needed.

**Medical** virtual visits have a $0 copay with both Doctor on Demand and MDLIVE.

**Mental** health visits have a $0 copay with Doctor on Demand and a $25 copay with MDLIVE.

Consumer Directed HealthSelect Participants can use their HSA funds for virtual visits with Doctor on Demand only. Claims will be filed and applied to your deductible or coinsurance if the deductible has been met.

For examples of what mental health virtual visits treat, please read more on the [doctor on demand mental health website](#). You can find more details about virtual visits and links to Doctor on Demand and MDLIVE on the [BCBSTX HealthSelect virtual visits website](#).
Have you updated your address recently?

If you’ve moved and haven’t updated your address, now is the time to do it!

- Update in the SAP Portal Employee Self-Service (in the Personal Information section).

- Once you update in SAP, we will update with ERS for you to relay to all insurance carriers.

- If you are a TRS member, you will also need to update your address with TRS directly. You can either do this through your myTRS account at [www.trs.texas.gov](http://www.trs.texas.gov) or with a form TRS 358 mailed directly to TRS.

Updating your address ensures that important items like your tax forms, insurance cards, and retirement statements are sent to your correct mailing address.
Top Reminders for Hourly Student Worker Appointments

Did your hourly student worker graduate or will not be returning to your department for the Spring 2019 semester? If so, a PCR will need to be processed to terminate their employment record.

1. Use SAP transaction CATS_DA (Display Working Times) to verify time entry completion and approval by the student’s supervisor.

2. Run SAP transaction ZHRPEOPLESEARCH (Employee Search for History) to determine if the student has more than one appointment.

3. If no additional appointment, prepare a Separation PCR and indicate the actual last day worked as the effective date for the action. If an additional appointment does exist, prepare an End Additional Appointment PCR.

Student PCRs must be submitted to the HR Master Data Center by the established PCR deadlines for the month of January 2019. If you have questions, please contact Lisa Gonzalez or 5.2557.
Do you know how to track hours worked?

Learn how to access the report to track hours worked for benefits eligibility.

The HR Master Data Center staff is tracking the number of weeks an hourly Non-Student Non-Regular (NSNR) temporary staff person is employed if working 20 or more hours per week. This report is also available for departmental use; please find instructions on our Master Data Center website.

To ensure compliance with UPPS 04.04.03, the number of work weeks for an NSNR employee must be less than 4.5 months. At the point of reaching 19 weeks of working 20 or more hours per week, the NSNR employee should be terminated or their hours reduced to 19.75 hours or less per week.

The HR MDC staff will notify the time administrator for each department appearing on our tracking report when they have an NSNR employee approaching the work week limit. Notification will start at 17 weeks followed by weekly reminders.

This tracking is in addition to the Affordable Care Act working hours limit monitored by the Benefits staff. NSNR employees must not exceed 129.75 hours each calendar month. Additional information concerning the Affordable Care Act is available on our Affordable Care Act Overview website.
Is Wellness on your New Year’s Resolution? WellCats can help!

Led by professional, experienced wellness experts to help you every step of the way. WellCats offerings will help you adopt lifestyle changes that last and achieve your New Year’s resolutions. Join WellCats! As a registered member of WellCats, you have free access the following:

01 **COOKING CLASSES**
These hands-on cooking classes include all the ingredients and easy to follow directions for making yummy and nutritional recipes.

02 **HEALTH BEHAVIOR COACHING**
Meet one-on-one with a board certified health and wellness coach to learn the skills and insight you need to successfully live your healthiest lifestyle.

03 **GROUP TRAINING**
Group training classes are offered throughout campus, learn more by checking out the group schedule.

04 **OPEN SWIM**
Do you prefer to do your fitness in the water? Open swim is available in the Aqua Sports Center!

05 **EDUCATIONAL SERIES**
The WellCats educational series is hosted by wellness experts and highlights various wellness topics.

06 **FITNESS TESTING AND FEEDBACK**
Do you want to learn more about your fitness levels? An experienced member of our WellCats team provides testing and one-on-one feedback explaining your results.

07 **WALKING PROGRAM**
An instructor led, self-paced walking program designed for all levels of fitness, from sedentary to very active.

08 **NUTRITION COUNSELING**
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.

09 **SUBSIDIZED REC CENTER MEMBERSHIP**
Membership grants access to 8 basketball/volleyball courts, weight room, cardio area, indoor track, 6 racquetball courts, multipurpose studios, and natatorium. During the spring semester, enjoy free group fitness classes from 11 a.m. – 1 p.m. (Must be a WellCats member and have valid membership to SRC.)

For more information on WellCats, visit the Work Life website and click on the “health & wellness” tab. Registration is on-going; employees can join anytime. Let your wellness start with WellCats!
The featured workshops are coordinated through Professional Development. Registration is available through the SAP Portal.

What are Your Spring Development Possibilities? Look for an email shortly before the spring semester begins with your link for the Spring Preview.

Please visit Professional Development’s workshop website for further information.
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 by accessing the official new employee website.

**N.E.W. II**

**FRIDAY, JANUARY 11, 2019**

8 a.m. - 1:30 p.m.
EndZone Complex – Warren Room

Contact the office of Human Resources with questions at hr@txstate.edu or call 5.7899.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONAN C CAMPOS</strong></td>
<td>Undergraduate Admissions Counselor</td>
<td>Office of Undergraduate Admissions</td>
</tr>
<tr>
<td><strong>DAVID M DAILEY</strong></td>
<td>Air Conditioning Mechanic I</td>
<td>Department of Housing and Residential Life</td>
</tr>
<tr>
<td><strong>EDITH HERNANDEZ ANTONIO</strong></td>
<td>Custodian</td>
<td>Department of Housing and Residential Life</td>
</tr>
<tr>
<td><strong>EMILY A HIMES</strong></td>
<td>Human Resources Analyst</td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>FELISHA A NAUERT</strong></td>
<td>Grant Specialist</td>
<td>Tx School Safety Center</td>
</tr>
<tr>
<td><strong>HANNAH C SAVARD</strong></td>
<td>Cashier</td>
<td>Transportation Services</td>
</tr>
<tr>
<td><strong>HECTOR L CONDE</strong></td>
<td>Guard</td>
<td>University Police</td>
</tr>
<tr>
<td><strong>JACOB T CICH</strong></td>
<td>Parking Services Officer</td>
<td>Transportation Services</td>
</tr>
<tr>
<td><strong>JACOB SPAVITAL</strong></td>
<td>Head Coach</td>
<td>Football</td>
</tr>
<tr>
<td><strong>JANICE L BARNES</strong></td>
<td>Administrative Assistant II</td>
<td>St David’s School of Nursing</td>
</tr>
<tr>
<td><strong>JOSE A GUERRERO</strong></td>
<td>Custodian</td>
<td>Department of Housing and Residential Life</td>
</tr>
<tr>
<td><strong>JOSEPH B VALDEZ</strong></td>
<td>Facilities Maintenance Worker I</td>
<td>Facilities Operations</td>
</tr>
<tr>
<td><strong>KARINA DE LEON</strong></td>
<td>Administrative Asst I</td>
<td>Procurement and Strategic Sourcing</td>
</tr>
<tr>
<td><strong>KIMBERLY K DOYLE</strong></td>
<td>Academic Advisor I</td>
<td>College of Liberal Arts Advising Center</td>
</tr>
<tr>
<td><strong>LAURA HERNANDEZ</strong></td>
<td>Administrative Budget Specialist</td>
<td>VP for Information Technology</td>
</tr>
<tr>
<td><strong>MARIA D TORRES</strong></td>
<td>Custodian</td>
<td>Department of Housing and Residential Life</td>
</tr>
<tr>
<td><strong>MICHAEL B WAGNER</strong></td>
<td>Accounting Clerk II</td>
<td>Athletics Business Office</td>
</tr>
<tr>
<td><strong>NIKOS J TZORTZINAKIS</strong></td>
<td>Grounds Maintenance Worker II</td>
<td>Grounds and Waste Management Operations</td>
</tr>
<tr>
<td><strong>RICHELER ALADIN</strong></td>
<td>Undergraduate Admissions Counselor</td>
<td>Office of Undergraduate Admissions</td>
</tr>
<tr>
<td><strong>RUSTY L RAY</strong></td>
<td>Construction Contract Administrator</td>
<td>Facilities Planning Design</td>
</tr>
<tr>
<td><strong>TAMMY R LONGCOR</strong></td>
<td>Network Technician</td>
<td>Network Operations</td>
</tr>
<tr>
<td><strong>TERRELL E TEAGUE</strong></td>
<td>Academic Advisor I</td>
<td>College of Liberal Arts Advising Center</td>
</tr>
<tr>
<td><strong>TROY L HAMER</strong></td>
<td>Custodian</td>
<td>Department of Housing and Residential Life</td>
</tr>
<tr>
<td><strong>WALTER X THORINGTON</strong></td>
<td>Administrative Asst II</td>
<td>School of Social Work</td>
</tr>
</tbody>
</table>

Connect with other new bobcats by accessing the official new employee [website](#).
BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

ANDREY TUPIKOV
Promoted to Head Electrician
from Electrician II, Facilities Operations

BENJAMIN H SEANOR
Promoted to Student Development Specialist I
from Academic Advisor I, PACE Advising Center

BRIAN E SOLIS
Promoted to Budget Assistant
from Accounting Clerk II, English

CATARINA E DOMINGUEZ
Promoted to Grant Director, Non-Faculty
from Grant Specialist, University College

CHELSEA R YEATTS
Promoted to Grant Director, Non-Faculty
from Grant Coordinator, Rural Talent Search

DAVID R CUMMINGS
Promoted to Administrative Assistant II
from Coordinator, Extended Learning Services,
Office of Distance and Extended Learning

JOE L ZAPATA
Promoted to Facilities Maintenance Worker II
from Facilities Maintenance Worker I, Student Center

JOHN W SORSBY
Promoted to Coordinator, Bobcat Club
from Administrative Assistant I, Athletics

MARCOS MARTINEZ III
Promoted to Supervisor, Electricians
from Electrician II, Facilities Operations

MATTHEW C TAYLOR
Promoted to Coordinator, Software Licensing
from Procurement Specialist, VP for Information Technology

BRYAN K. MILLER
Reclassified to Associate Athletics Director
from Systems Support Analyst, Strutters/Ticket/Mktg/Cheer
GEORGE M. TURNER
Reclassified to Sr Research Analyst
from Research Analyst, Office of Institutional Research

JEREMY R. STOLFA
Reclassified to Associate Athletics Director
from Assistant Director, Athletics, Strahan

KELSEY N. SOLIS
Reclassified to Associate Athletics Director
from NCAA Athletics Compliance Officer, Athletics

MATTHEW A. PANTUSO
Reclassified to Grant Senior Coordinator
from Grant Coordinator, Department of Geography

MITZI R. HARDEMAN
Reclassified to Coord, Events & Publication
from Administrative Assistant II, Student Center

SUSAN G. QUICK
Reclassified to Research Analyst
from System Support Analyst, Office of Institutional Research

TERRI D. VANCE
Reclassified to Non-Exempt Specialist
from Accounting Clerk II, Accounting Office

VALENE B. JOHNSON
Reclassified to Coordinator, Events & Publication
from Administrative Asst II, Student Center
IN THE SPOTLIGHT: EMPLOYEE OF THE MONTH

Brenda Rodriguez
Associate Director, Student Involvement

EMPLOYEE OF THE MONTH
December 2018
Brenda oversees a variety of aspects within Student Involvement including: reviewing, interpreting, revising and enforcing of policies; advising and developing chartered student organizations and supervision of the website and social media. She works very hard with her team members and guides them not only with their work goals, but also with their personal and professional goals. She works well with her staff and develops and implements sound strategic plans. She oversees all Student Involvement departmental operations, services and programs in the areas of campus activities, student organizations, pride and traditions, and volunteer services. Brenda does a great job in these areas and she is always eager, positive, and willing to do what is needed to get the job done.

Brenda plays a very important role in the development and implementation of university policies that are applicable for student organizations (student organization conduct). Although this is not the fun part of her job, she does it with professionalism, diligence, and integrity.

On campus, Brenda actively participates on the President’s Council for Women in Higher Education, the Alcohol and Drug Advisory Committee, the Title IX Collaborative (Member of Title IX Training and Campus Resources subcommittee), the Greek Affairs Steering Committee (Chair for Leadership & Education), and the Co-Curricular Transcript (iCAT) Committee. She represents our university well.

Brenda is an enthusiastic team player in both her office and the university community. She has managed to be extensively involved in the Student Affairs division and the university. This is visible in her participation in teaching and participating on teams and committees, while successfully leading an office of eight full-time staff members, six graduate students, and twelve undergraduate student staff. Brenda has a very strong work ethic and leads by example, making her a role model for not only Texas State students but also her peers.

"Brenda is an enthusiastic team player in both her office and the university community."

Congratulations, Brenda, on your dedication, professionalism and hard work!
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 January 11th. Five random puzzle winners with all the correct answers will receive a prize from HR!

ACROSS
3 These are now offered for mental health services
5 Your HR contact for PCR processing information
6 One of the 3 insurance plans discussed in the deductibles and coinsurance article

DOWN
1 One of the free services offered through WellCats
2 Deadline for spring 2019 tuition reimbursement
4 One blood donation can save this many lives
Happy New Year