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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 us your suggestions to hr@txstate.edu
ERS SUMMER ENROLLMENT FAIR

Wednesday, July 17, 2019
10 a.m. - 1 p.m.
JCK 11th Floor

Presentation by ERS to begin at 10:15. No registration required.
Attendance can be counted as work time with supervisor approval.

Summer Enrollment Dates: June 24 – July 26
Check out the TXST 2019 Summer Enrollment website for more details! This is your chance to make changes to your ERS insurance benefits. Find details on changes, including our switch to Delta Dental to search for network providers, and see rates for the new plan year.

Did you miss the TXST Financial Planning & Retirement Fair?
Don’t worry! We have a limited supply of handouts from Social Security, Teachers Retirement System, and the TXST Steps to Retirement presentations. Stop by the Benefits Office in JCK 360 to pick up a packet.
2019-2020 Performance Plans: Due July 31

4 steps in the Performance Plan Process

01 Manager creates employee performance plan
   • Manager creates goals and job duties (or copies from last year)
   • Manager adds work environment and physical demands
   • Manager adds professional development goals
   • Manager sends to employee for review

02 Employee reviews performance plan and sends to manager for 1:1 meeting
   Employees can review the performance plan created by their manager. This should help employees prepare questions or concerns for the 1:1 meeting.

03 Manager schedules the 1:1 meeting
   The performance plan is an important resource in developing successful teams by discussing goals, duties, and work expectations. Another important aspect of the performance plan is that it encourages ongoing communication throughout the year.

04 Manager sends the performance plan to completion
   The final step in the process puts the performance plan in a completed status.
   The deadline for completion of the performance plan is July 31, 2019.

For more information visit [Tools & Resources](#) or contact [performancemgmt@txstate.edu](mailto:performancemgmt@txstate.edu)
Employees enrolled in courses for Summer 2019 must complete the online academic reimbursement form by June 6. Late online submission will only be accepted when approval is routed through the employee’s Cabinet member.

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. For more details visit the Academic Course Reimbursement and Release Time Process website.

Contact Organizational Development & Communications with questions or call 5.7899.

GED INCENTIVE PROGRAM

BOOST YOUR SKILLS AND EDUCATION WHILE GETTING:
Release time from work for first two sessions | Reimbursement for the cost of test fee upon successful completion | $500 to help cover costs upon successful completion | Full-time regular employees are eligible.

REGISTRATION: JULY 9, 9 A.M.
ASSESSMENT: JULY 11, 9 A.M.
LOCATION: SAN MARCOS PUBLIC LIBRARY

Learn more about the requirements at UPPS 04.04.35. Contact: Organizational Development & Communications | 5.7899
Maximum Vacation Carryover to New Fiscal Year

There is a maximum amount of vacation that may be carried over from one fiscal year to the next. Review the chart based on your years of service to see your maximum allowable amount. Any hours over the allowable amount on August 31, 2019 will automatically be converted to sick leave as of September 1, 2019.

If you have a vacation balance that exceeds the maximum carryover, you may want to start scheduling some vacation leave now. You must take the vacation time by August 31, 2019 if you want to avoid the excess hours being rolled into your sick leave.

<table>
<thead>
<tr>
<th>Years of Eligible Employment (State of Texas)</th>
<th>Months</th>
<th>Vacations Hours Earned Monthly</th>
<th>Vacation Days Earned Annually</th>
<th>Max Hours Allowed to Carry Over to next FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 2 years</td>
<td>0 - 24</td>
<td>8</td>
<td>12</td>
<td>180</td>
</tr>
<tr>
<td>2 but &lt; 5</td>
<td>25 - 60</td>
<td>9</td>
<td>13.5</td>
<td>244</td>
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<tr>
<td>5 but &lt; 10</td>
<td>61 - 120</td>
<td>10</td>
<td>15</td>
<td>268</td>
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<tr>
<td>10 but &lt; 15</td>
<td>121 - 180</td>
<td>11</td>
<td>16.5</td>
<td>292</td>
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<tr>
<td>15 but &lt; 20</td>
<td>181 - 240</td>
<td>13</td>
<td>19.5</td>
<td>340</td>
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<tr>
<td>20 but &lt; 25</td>
<td>241 - 300</td>
<td>15</td>
<td>22.5</td>
<td>388</td>
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<tr>
<td>25 but &lt; 30</td>
<td>301 - 360</td>
<td>17</td>
<td>25.5</td>
<td>436</td>
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<tr>
<td>30 but &lt; 35</td>
<td>361 - 420</td>
<td>19</td>
<td>28.5</td>
<td>484</td>
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<tr>
<td>35 and over</td>
<td>421+</td>
<td>21</td>
<td>31.5</td>
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*These amounts are for full-time employees. The carryover amount for a part-time employee is proportional to FTE. For example, a 50% employee with less than two years of service may carry over up to 90 hours.

If you have any questions, please contact Selma Selvera (ss24@txstate.edu) in Human Resources at 245.2557.
Changing Office Locations?

You can update your office phone number, office suite, personal room number and office building within the SAP Portal.

Simply navigate within the Employee Self-Service Tab to:

- Personal Information
- Personal Data
- Click the pencil icon next to any area that needs to be updated

If you do not see one of the categories already listed, click “Add” and choose one. The information updates overnight and should reflect on the TXST People Search the next morning.

If you have trouble updating the information in the SAP Portal, email hr@txstate.edu with the information, and we can update it for you.
Did you know that the WellCats logo has a greater meaning?
Each swirl in the logo represents one of the eight dimensions of wellness.

Wellness means living fully in each of the dimensions and achieving balance among them - in other words, not just focusing on any one dimension of wellness, such as physical wellness or emotional wellness – but instead striving to embrace them all. Because each dimension is impacted by the others, efforts we make to improve one dimension of wellness will positively impact the other dimensions. Over the course of your lives, high level wellness is achieved by attending to all of the dimensions to the extent that we can.

It is important to note that wellness is not the absence of illness, disease or stress. At one time or another, we are all faced with such challenges. Regardless of the situation, the quality of our lives will be enhanced if we aim to achieve wellness even when experiencing such challenges.

THE EIGHT DIMENSIONS OF WELLNESS

NUTRITIONAL
Following a healthy eating pattern that prioritizes consumption of a variety of whole, minimally processed foods, including many fruits, vegetables, and whole grains, coupled with regular exercise to help maintain a healthy weight.
PHYSICAL
The adoption of healthy habits such as exercise and plentiful sleep, and the avoidance of unhealthy activities such as smoking and consuming an unhealthy diet.

OCCUPATIONAL
Finding value and meaning in the workplace, the ability to cope and manage stressful situations, the ability to build and maintain positive relationships with co-workers, and to feel energized by the contributions that they make.

ENVIRONMENTAL
Learning to live in harmony with the planet and our natural world by avoiding harmful chemicals and being more aware of and actively reducing our footprint through actions such as recycling, reusing, and the repurposing of harmful and wasteful materials.

FINANCIAL
The ability to learn how to manage financial-related stress by creating a clear plan with reasonable and relevant goals.

SOCIAL AND EMOTIONAL
Having rich and meaningful connections with people in our lives, creating a support system, and being self-aware enough to comfortably accept life’s challenges while maintaining a positive perspective.

SPIRITUAL
Having a sense of meaning and purpose in your life created by exploring and finding balance among the five layers of self-discovery, including the physical body, the energy body, the emotional body, the wisdom body, and the bliss body.

INTELLECTUAL
Maintaining an open perspective and active curiosity of the world around us through academic pursuits, the engagement in hobbies, and appreciation of the arts, and through meaningful and stimulating conversations with others.

For more information visit the Health & Wellness website or contact Rose Trevino.
Employee Discount Website Revamp to Launch June 5

Starting June 5, it will be easier for Texas State University employees to find and discover local and national employee discounts, thanks to a new and enhanced Employee Discount Program website by Beneplace.

New Features Include:

1. Simple search, clean offer descriptions, smart categorization, and other common e-commerce features you’ll enjoy and understand.
2. Familiar tools for rediscovering offers like favorites, recently viewed, recent searches, and wish list.
3. Discount offers from well-known, trusted brands – new offers added regularly.
4. A convenient nomination process that allows you to influence what discounts become available.
5. Self-controlled settings for personalizing the marketplace based on your preferences.
6. A responsive shopping experience that adapts over time based on your interactions with offers, brands, and advertisements.
As part of the website revamp, Texas State employees will need to create a personal account login and password to access the site. This will allow users to personalize their preferences, select favorite discounts, and receive more tailored offers over time.

**How to Create an Account:**
- Visit the new [Texas State University Employee Discount Program site](#)
- Provide your email address along with your first and last name
- You will be sent a confirmation email to complete your profile set-up
- Create your own password
- Then you can start exploring the new site!

If you have any questions, please contact Beneplace Customer Service at 800.683.2886 or click on HELP in the upper right corner of the site for Feature Tours, What’s New and to contact Customer Service.
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.

Brookdale Senior Living | Are you looking for help with an aging loved one’s care or daily needs? You and your family are eligible for benefits and savings on Brookdale Senior Living’s comprehensive senior-care services.

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!

Rollick Powersports | At Rollick Powersports, you can experience the thrills and excitement of off-road adventures without a shopping struggle. Customers save an average of $1,130.

Sprint | Sprint Works offers special savings on phones and monthly plans for the whole family. The new Unlimited Plus plan includes the features you’ll love for the price you’ll love.

Check out this month’s featured discounts from the Texas State Employee Discount Program. Limited-time offers and regional programs are also available.
EMPLOYEE FOCUS

JUNE workshops

The featured workshops are coordinated through Organizational Development & Communications. Please note that due to A/V equipment updates this summer, June workshop dates are tentative and subject to change. Registration is available through the SAP Portal.

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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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WellCats Educational Series: Exercise & Emotional Wellness

Credit Card Acceptance at Texas State

LGBTQiA Allies Training

For the Record: What You Need to Know About Records Management

Please visit the Organizational Development & Communications 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 access the official new employee website.

N.E.W. II
FRIDAY, JUNE 14, 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.

Join us in welcoming our new employee Bobcats!

ALLISON CHRISTINE ELLIS
Undergraduate Admissions Specialist
Office of Undergraduate Admissions

CALEB ANTHONY HENDERSON
Dive Coordinator
Spring Lake

DANICA GABRIELLA ARTAZA
Coordinator, Department Recruiting
The Graduate College

DAWN ELAINE KINGDON
Executive Assistant
VP for University Advancement

ELISE PAIGE BARLOW
Administrative Assistant II
Health Professions Academic Advising Center

FRANCISCA ARANA
Grant Specialist
Small Business Development Center

GUSTAVO E. GALLEGOS
Administrative Assistant II
School of Health Administration

HECTOR GUERRERO
Custodian
Campus Recreation
JADE SYMONE FIGUEROA
Academic Advisor I
McCoy Academic Advising Center

JESSICA MARTINEZ TORRES
Accountant II
Office of Financial Aid and Scholarships

JON MOSEL
Accountant IV
Accounting Office

LUCI J. PAPKE
Financial Aid and Scholarships Advisor
Office of Financial Aid and Scholarships

MARTIN GARZA
Custodian
Department of Housing and Residential Life

MARY ELIZABETH MERCATORIS
Financial Aid and Scholarships Advisor
Office of Financial Aid and Scholarships

MICHELLE MANUELA ALVARADO
Parking Services Officer
Transportation Services

NOE RUBEN GONZALEZ
Custodian
Department of Housing and Residential Life

RALPH M. CEBALLOS, JR.
Coordinator, Microcomputer Lab
School of Art and Design

RANDAL WAYNE WILLIS II
Grant Specialist
Center for Archaeological Studies

REBECCA ALISON VAUGHAN
Administrative Assistant II
Student Center

SAMUEL ANDREW PUGH
Systems Support Specialist I
Department of Communication Studies

SUSANNAH ELIZABETH BROYLES
Librarian – Project Archivist – SPS
University Libraries

WILLIAM WALLACE STANDLEY
Plumber II
Facilities Operations
BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

CHRISTIAN DANIEL HINER
Promoted to Accountant III
from Accounting Clerk II,
Office of Payroll and Tax Compliance

DIANA TANYAWAN CONNELL
Promoted to Coordinator, University Registrar
from Schedule Coordinator,
Office of the University Registrar

NORMA JANE TORRES
Promoted to Parking Services Officer
from Custodian,
Transportation Services

CHERYL DENISE HARPER
Reclassified to Student Development Specialist III
from Student Development Specialist I,
Dean of Students
Congratulations

May employee Graduates

We know you’ve worked hard to further your education. Let us know how we can support your continued learning and development needs.
Denise Dorsey
Administrative Assistant III,
School of Family and Consumer Sciences (FSC)

EMPLOYEE OF THE MONTH
May 2019
As the Administrative Assistant III for the School of FCS, Denise is responsible for most of the School’s business operations. The School of FCS is large, with 5 distinct program areas, 2 master’s programs, about 1500 majors, about 40 faculty, 30 lecturers and staff. The programs are very diverse, ranging from nutrition, which has food laboratory courses and research laboratories, to interior design, which offers lengthy studio courses needing specific technologies.

The program schedules are understandably complex, and yet every semester Denise magically renders effective teaching schedules that work for students and faculty, while maximizing building efficiencies. She juggles all the moving pieces beautifully, taking into consideration such complex issues as faculty research schedules and new hires. Denise also manages our building, along with keeping faculty on task, meeting university deadlines, such as faculty evaluations and hiring deadlines, and overseeing building renovations.

This may all sound like a simple task, but it is not! Denise is a brilliant planner. In the process, she consults with all stakeholders to ensure that the final product is ideal. In the works now is the construction of a new community research laboratory space and the university vivarium, an almost four million dollar initiative. Again, this all falls on Denise, who handles all the planning by working with faculty and staff across campus. There is an endless list of what she does and Denise does it to perfection.

Denise is fully aware of all Texas State policies and procedures, and has established relationships will key individuals across campus who get things done. Independently, while FCS leadership has been changing, Denise has had her eye on how FCS can better serve students and faculty. For example, she has been deeply involved in leading updates in FCS room structure and function, considering simultaneously the burgeoning technology needs of general instruction, the needs of our diverse programs and the needs of our diverse population of students.

Denise is also helping to support our school’s goal to enter new “blue oceans” of research and teaching. In other words, she is an innovative leader, helping make connections to move the school to be the first to market in a number of new academic and research areas. In short, Denise never rests. She always strives to improve the university and school while supporting our faculty, staff and students.

*Congratulations, Denise, on 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 June 7th. Five random puzzle winners with all the correct answers will receive a prize from HR!

ACROSS
3 All four steps in the Performance Plan process must be completed by _____ 31
4 On July 17, ERS will host a Summer _______ Fair
5 Summer renovations to update A/V equipment in JCK 460 imply a tentative summer _______ schedule

DOWN
1 Employees enrolled in courses for _______ 2019 must complete the online academic reimbursement form by June 6
2 There is a maximum amount of _______ hours that may be carried over from one fiscal year to the next
6 You can update your office phone number, suite, personal room number and building within ____