

HR Bulletin

Aug.

HR

2020



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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





A Final Note

Dear All,

This is my final HR Bulletin as I am retiring effective August 31, 2020 after 40 years as the Director/Assistant Vice President for Human Resources at Texas State.

The HR world has turned over many, many times since my time began at Texas State (Southwest Texas State University) in September 1980. One important constant has never changed, however, and that is the need for timely and clear communication. With that objective in mind I initiated the Personnel Bulletin (forerunner to our current HR Bulletin). The first issue was January 1982 (my how time flies!). From this fledgling paper beginning, the Bulletin has evolved into the current attractive, easy-to-read, and informative electronic-age monthly document it is today.

The very first Bulletin article was entitled *"Something New"* and laid out its objectives:



We have tried to remain true to this original objective and hopefully we have met it for all of you. Finally, I want to thank all of our readers for the great support that has been shown for this publication over its many years of service. As things move forward, and with your continued support, it can only get better and better as a tool to help meet your needs for timely and important HR communication.

Sincerely,

John E. McBride
Assistant Vice President for Human Resources
Texas State University

Salary Spread Deadlines

Faculty, staff, and graduate students who want to change their salary spread election must do so by **Friday, August 21, 2020**.

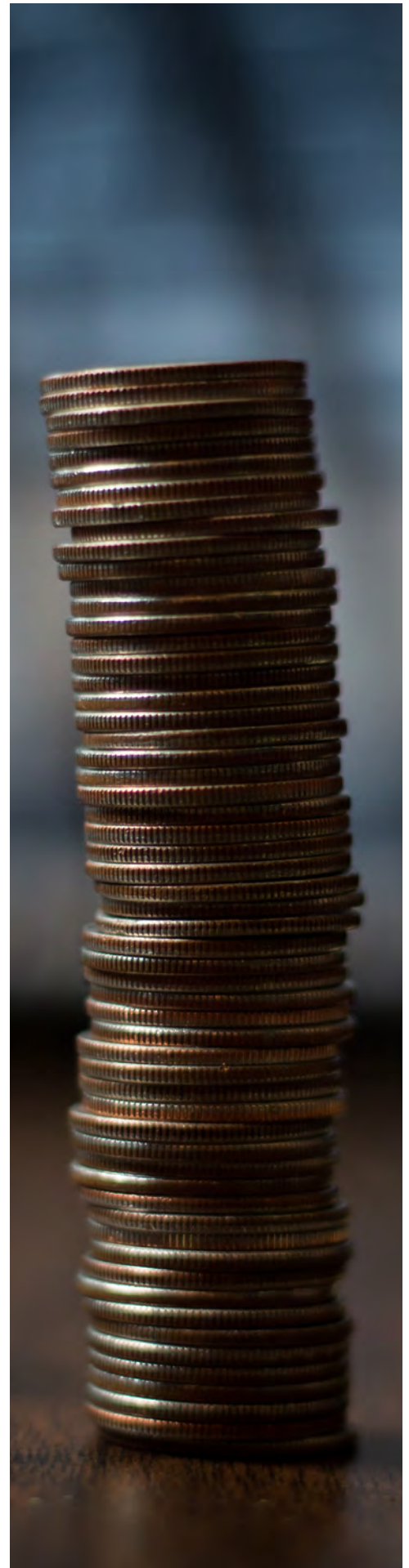
To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31).

Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year. It is important to note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This typically increases the federal income tax withholding percentage for that month.

Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

Election forms are available from [Human Resources forms website](#) under the payroll section. If you have questions, please contact [Leah Cuellar](#) at 5.2557.





Fall 2020 Paid Class Release Time!

Are you thinking about taking academic courses this fall? Our team would like to remind you that if you are a full-time benefits-eligible employee and in good academic standing, you can participate in university credit courses and have certain fees and designated tuition waived. You may receive paid class release time to attend courses, if held during your normal work hours. A new form is available in SAP.

WHO SHOULD SUBMIT THE NEW FORM?

If you request paid leave, wish to opt-out of the waiver, or request to have tuition and fees paid by your department, you must complete the form available in SAP, under ESS+. Please review the [Employee User Guide](#) and [Supervisor User Guide](#) for more instructions. (Please note that you do not need to complete this form to receive fees and designated tuition waivers. Student Business Services (SBS) will identify eligible employees and apply the waivers after grades post).

FORM SUBMISSION DEADLINE FOR FALL 2020.

All approved forms are due by September 9, which is the 12th class day of the fall semester.

WHERE CAN I FIND MORE INFORMATION?

For more information, please visit the [Academic Release & Tuition Support website](#). You may also review [UPPS 04.04.35 Professional Development and Educational Opportunities](#) for more details on the requirements and restrictions about this program.

Insurance Cards Are On The Way!



Summer Enrollment has ended. Now what?

[ERS](#) is now processing our changes and will begin sending out new cards for certain benefits. If you did not make any changes, you will not receive new cards for the upcoming year. If you added dependents to medical or changed medical plans, you should receive those cards in August.

If you newly enrolled in a dental or vision plan, you will receive a welcome letter in August that will contain your member information. ID cards are not mailed, so be on the lookout for that information so you can create your online account and print proof of coverage if needed.

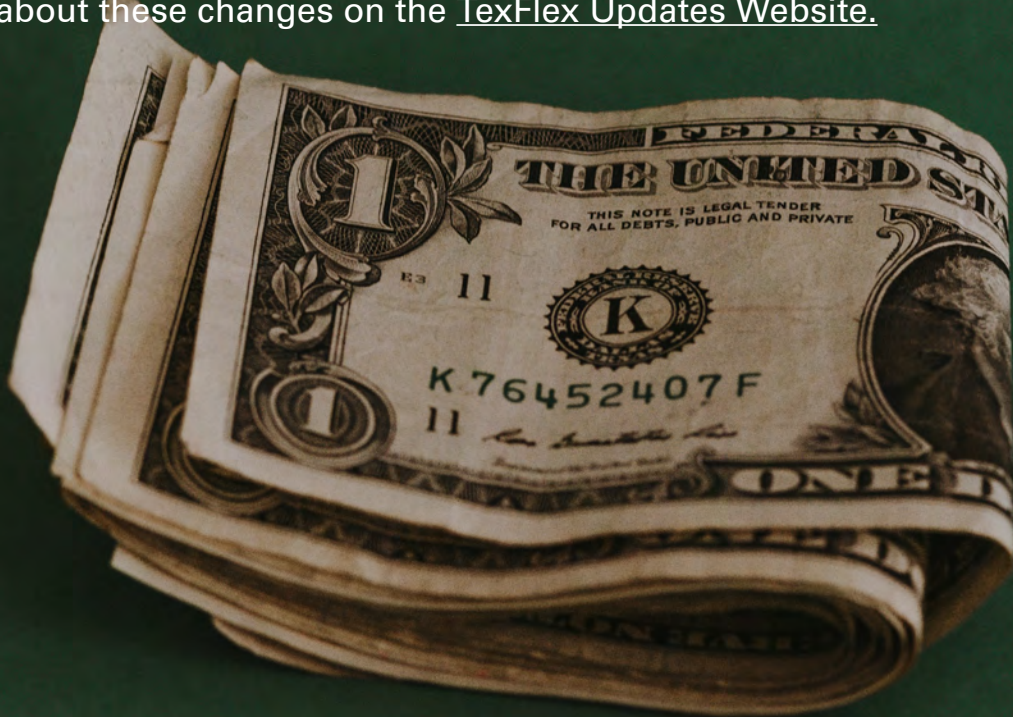
If you are newly enrolled in a [TexFlex Health Care Account](#), your TexFlex debit card will be mailed in August. All changes are effective September 1, 2020.

TexFlex Reminders & COVID-19 Updates

Recent legislative changes related to COVID-19 allowed for additional flexibility for Flexible Spending Accounts (FSA). As a result, here are a few of the changes:

- You can use your Plan Year (PY) 2020 (September 1, 2019 – August 31, 2020) monies for health care and/or dependent care FSAs through December 31, 2020. Previously you had to use monies by August 31, 2020.
- Over-the-counter medications and drugs no longer require a doctor's prescription in order to be reimbursed through your FSA health care account.
- Menstrual care products are now eligible expenses for your FSA or Health Savings Account (HSA).
- TexFlex has extended the time you have to substantiate (provide receipts) for your TexFlex debit card swipes. It has increased from 90 days to 180 days.

Find more about these changes on the [TexFlex Updates Website](#).



Reminders For PY2020 (September 1, 2019 – August 31, 2020):

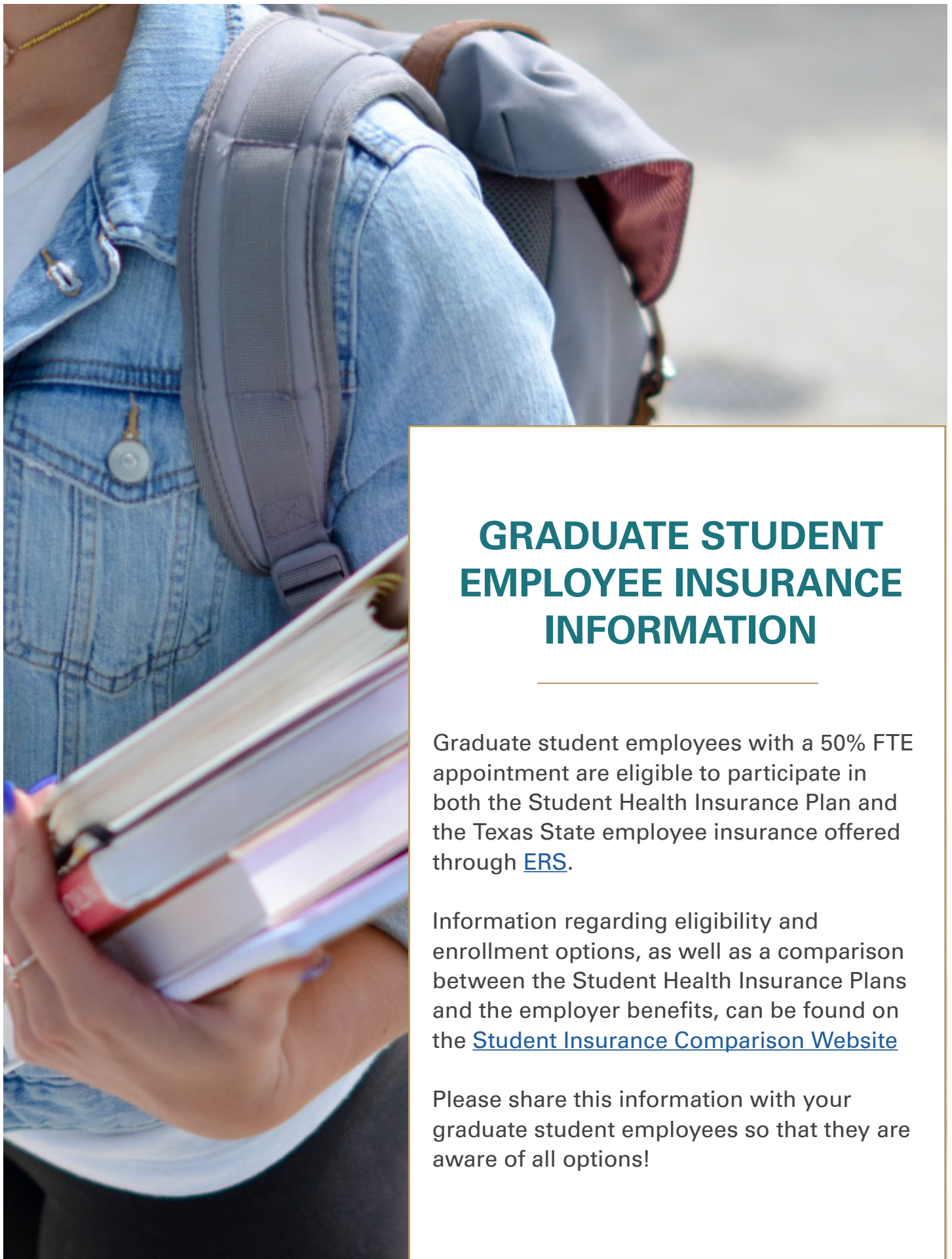
- Health Care Flexible Spending Accounts have a \$500 rollover. Amounts between \$25 and \$500 left in your health care account will roll-over to use in PY2021.
- If you elected to switch to the Consumer Directed HealthSelect during summer enrollment, amounts between \$25-\$500 left in your Health Care Flexible Spending Account will be converted to a limited-use FSA for dental and vision expenses only.
- Deadline to incur expenses for PY2020:
 - ▶ **December 31, 2020** (for health care claims and dependent care claims)
- Deadline to file claims for PY2020:
 - ▶ **December 31, 2020** (for healthcare claims and dependent care claims between September 1, 2020 – December 31, 2020)

Note: Dependent care accounts do not have a rollover amount.

TexFlex Helpful Hint:

If you are enrolled in TexFlex and use the TexFlex debit card to pay for your eligible medical expenses, you may be required to provide validation for your expenses. Since TexFlex accounts are tax-free, the IRS requires all card purchases to be validated. Check out this [TexFlex Validation User Guide](#) to understand when you will be required to provide additional information to validate your charge.





GRADUATE STUDENT EMPLOYEE INSURANCE INFORMATION

Graduate student employees with a 50% FTE appointment are eligible to participate in both the Student Health Insurance Plan and the Texas State employee insurance offered through [ERS](#).

Information regarding eligibility and enrollment options, as well as a comparison between the Student Health Insurance Plans and the employer benefits, can be found on the [Student Insurance Comparison Website](#)

Please share this information with your graduate student employees so that they are aware of all options!

ERS Board of Trustees Updates

The ERS Board of Trustees met May 20, 2020 to decide on final changes for our benefits for PY2021. Here is a brief summary of those changes:

- A slight decrease in health plan premiums for dependents
- Coverage of in-network diagnostic mammography at the same benefit level as in-network preventive mammography (should be covered at 100%)
- Continuation of the administrative fee holiday for TexFlex flexible spending accounts
- Increased State of Texas Vision's in-network allowance for frames or contacts to \$200 (from \$150)

You can find more details about the Board Meeting agenda on the [Board Meeting Summary Website](#).



New Wellness Resources Website!

Staying well both physically and mentally is important now and always. Explore the collection of articles, videos, and additional [COVID-19 resources](#) provided through our WellCats program to help you stay well, remain active, and safe as we move forward through this pandemic. For additional health and wellness resources and program offerings, visit the [WellCats website](#).





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, August 14, 2020

In accordance with CDC guidelines of social distancing, monthly N.E.W. II sessions will be held virtually via Zoom from 8:30 – 10:30 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.

Join us in welcoming our new employee Bobcats!

Employees hired between June 1 - June 30

DANA ALEXANDRA FITZPATRICK
Student Development Specialist II
Office of Student Diversity and Inclusion


JERICKA JANELL JENKINS
Assistant Coach
Women's Basketball

MELVIN ALVAREZ CRUZ
Senior Lab Services Technician
Shared Research Operations

JAYARAM BHANDARI
Grant Technician II
Chemistry and Biochemistry

MARKUS ANDREW SKOWBO
Guard
University Police

PAIGE NICOLE MCDUFFEE
Assistant Coach
Softball



Welcome, New Employee Bobcats!

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between June 1 - June 30

CRISTINA ALEXANDRA MENDOZA

Promoted to Compliance Specialist
from Grant Specialist,
Office of Research & Sponsored Programs

KENDRA N. WESSON

Reclassified to Assistant Director of Equal
Opportunity & Title IX
from Equity and Inclusion Specialist,
Institutional Compliance

ELIZABETH CASTANEDA

Promoted to Grant Coordinator
from Administrative Assistant II,
Educational Talent Search

STELLA SILVA

Reclassified to Assistant Vice President, DEI
Faculty & Staff Initiatives
from Associate Chief Diversity Officer,
Office of Equity & Inclusion

KELSEY J. FLEMING

Promoted to Program Manager,
Business Operations
from Grant Specialist,
Texas School Safety Center

TIMOTHY D. SCOTT

Reclassified to Compliance Specialist
from Equity & Inclusion Analyst,
Institutional Compliance

ALEXANDRIA JOHNNINE HATCHER

Reclassified to Director of Equal
Opportunity & Title IX
from Assistant Director, Equity &
Inclusion,
Institutional Compliance

AUGUST

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.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	Finding and Using Copyright Compliant Images and Music Online	6	7
10	11	12	How to Have A Difficult Conversation ^{NEW!}	Diversity 102 ^{NEW!}
17	18	19	20	21
24	25	26	27	28
31				

[GED PROGRAM](#) | September dates to be announced. Register by appointment in August. Please complete the [interest survey](#).



Camrie Pipper, Eugene Bourgeois, Mary Brennan, Craig Hanks

EMPLOYEE OF THE MONTH | JULY 2020

Camrie Pipper

Administrative Assistant III, Department of Philosophy

Ms. Camrie Pipper, Administrative Assistant III, Philosophy was selected as the Texas State Employee of the Month for July 2020.

Camrie is excellent at her job. She is knowledgeable, professional, courteous, and efficient. She takes her responsibility to her colleagues and to students very seriously. She ensures that faculty knows the best practices for student privacy and gives gentle reminders of these policies. Her efficiency is demonstrated on a daily basis in the speed with which she provides detailed responses to emails.

Camrie's help in coordinating the department's Philosophy Dialogue Series has been indispensable. This series has grown to include between sixty and seventy events each semester. Each semester philosophy faculty, majors and graduate students from the Master of Arts in Applied Philosophy and Ethics program choose a set of eight weekly themes for an open discussion forum on the basis of general interest, intellectual and moral import, and contemporary relevance.

It is noteworthy that the series, though organized and sponsored by the Texas State Department of Philosophy. Faculty and student

presenters come from all eight colleges on campus as well as from the philosophy program. Nationally recognized scholars are often invited to participate in the series. Panel discussions bring together scholars from different fields and contribute further to crossing the boundaries of disciplines. In addition to extensive interdisciplinary participation, the series also includes community outreach events at the San Marcos Public Library and the LBJ Museum in downtown San Marcos.

In the past few years the series has evolved to a level of complexity such that it simply would never happen each semester without Camrie's superb assistance with the calendar, as well as with promotion, publicity, and handling of the financial aspects. It involves an incredible amount of work and Camrie's efforts go above and beyond.

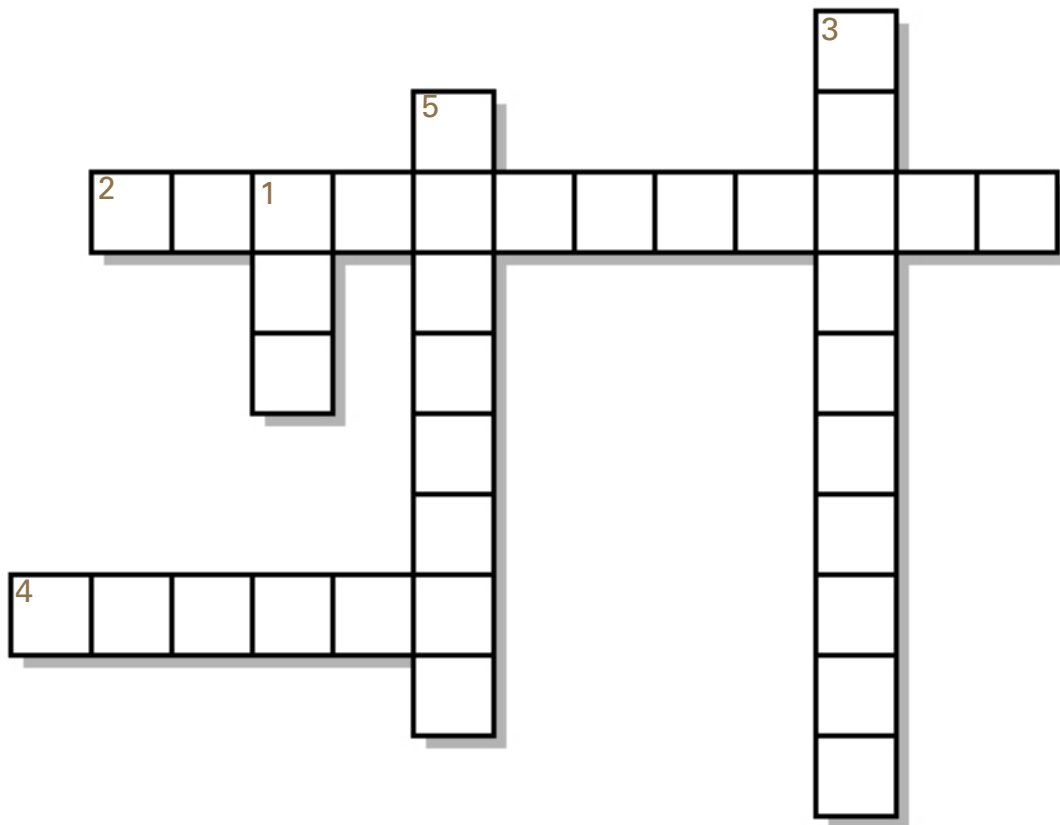
Recently when the department was short staffed, Camrie handled the travel responsibilities as well as her standard responsibilities with no discernible decline in the speed and quality of her work. Camrie supports, looks out for, and stands up for our student workers. She takes time out of her own personal schedule to do things for others. Much of the work Camrie does goes unnoticed, but she does her job cheerfully.

“She is
knowledgeable,
professional,
courteous, and
efficient.”

Congratulations, Camrie, on being recognized as the July 2020 Employee of the month!

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 The first bulletin article was published in 1982 and was titled "Something ____".
- 3 July's Employee of the Month is an Administrative Assistant in the department of _____.
- 5 A new wellness resources page has been added to the _____ website!

ACROSS

- 2 "How To Have A Difficult _____" is one of the new development courses being offered this month.
- 4 If you want to make changes to your salary spread election, you must do so by _____ 21, 2020.



Photo by Jeremy Thomas



This information is available in alternate format upon request from the Office of Disability Services.