

HUMAN RESOURCES FORUM

To inform and promote the exchange of ideas.



February 19

Announcements

E-Verify During the Federal Government Shutdown

No Major Impact to Normal Operation | Departments must complete electronic I-9 and determine employment eligibility. PCR will be processed with completed electronic I-9 and appropriate documentation.



IRS Form 1095-C

Mailed by March 1 | Employees will be receiving 1095 forms regarding health insurance offerings and enrollment. 1095-B forms were mailed directly from insurance providers, and HR will be mailing 1095-C forms by the March 1 deadline.

Grant Staff Resources Website Now Online

Newest Revamped Website | As part of our website revamp project, our newly renovated Grant Staff Resources website (previously known as "Researchers"), is live! Launched in December, the website gathered feedback from focus groups and multiple Grant and HR team members to help simplify access to HR specific resources used by research coordinators and assistants.



Website Areas:

- **Classification** – to help classify positions, create new grant funded positions, request audits
- **Hiring** – to help post a job, understand the hiring workflow, and the value of expedited search
- **Training and Development** – focused on processes and performance management
- **Benefits** – to reflect summary of benefits resources
- **ER/Performance Management** – to promote available resources and services
- **FAQs**



Staff Service Awards

Special Projects is coordinating the Staff Service Award ceremony later this spring. Human Resources prepared the award list which is currently being reviewed. Departments are in the process of reviewing the list to find any discrepancies. These are most likely to occur with employees hired prior to our switch to SAP in 2004. Discrepancies can be emailed to hr@txstate.edu for HR review. Reviewed lists are due to Special Projects by March 6.

HR New Employees

Kelly Dunn, Senior HR Administrative Assistant | Kelly supports the AVP for HR and HR staff. Kelly is also responsible for monitoring/maintaining departmental budgets and maintains all HR (UPPS) and HR Policies and Procedures Statements.

Sam Heimbach, HR Communications Representative | Sam helps employees stay informed about HR initiatives and services by creating and publishing HR content, including: HR website updates, the monthly HR Bulletin, and other print and digital media.

Emily Himes, HR Comp & Class Analyst | Emily is responsible for providing analyses related to staff compensation, classification, FLSA overtime status, maintaining the university pay plan, conducting job audits, assisting with the annual salary survey review process and related activities.

HR Retirees

Margie Cameron, Training Specialist | Margie facilitated training of workplace safety across campus. Margie is scheduled to retire on February 28, 2019.

Bobbie Brandenburg, HR Employment Representative | Bobbie managed the PeopleAdmin system and assisted with job postings, advertising requests, and background checks. Bobbie retired on December 18, 2018.

Upcoming Events

Staff Resources Fair

March 5, 2019

Next HR Forum

April 9, 2019

Find this Power Point and handout online at: www.hr.txstate.edu/HR-Forum