

# HUMAN RESOURCES FORUM

To inform and promote the exchange of ideas.

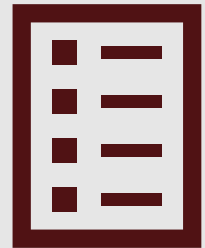


July 9

## Announcements

### Wireless Audits

- Wireless Allowance FY19 audit responses are due by **July 31, 2019**. An email was sent to each division containing all active wireless allowances for the division.
- **If you need to stop an allowance**, please submit a Special Pay PCR to stop the allowance with the effective date 8/31/19. Once the allowance has been stopped, a new PCR and form will be required to start again.
- If you have questions, please contact [katiebonner@txstate.edu](mailto:katiebonner@txstate.edu).



### Student Worker PCR Tips & Tricks

- Please initiate your student worker PCRs as early as possible, especially at the beginning and end of semesters.
- PCRs are processed in order received, according to the posted [PCR deadlines](http://www.hr.txstate.edu/mdc/staff-pcr/pcr-deadlines.html), ([www.hr.txstate.edu/mdc/staff-pcr/pcr-deadlines.html](http://www.hr.txstate.edu/mdc/staff-pcr/pcr-deadlines.html))
- Always run ZHRPEOPLESEARCH in SAP GUI before initiating a PCR. This transaction will provide important information concerning the student you want to hire, and help you decide what type of PCR to submit.
- It is important to verify your student worker is enrolled as a student before initiating a student worker PCR.
- Please remember to separate your students over the summer, if they are not working.
- If you have questions or are interested in training, please contact [hr\\_mdc@txstate.edu](mailto:hr_mdc@txstate.edu).

## HR New Employees

**Deana Townsend, HR Talent Acquisition Coordinator - Employment** | Deana is responsible for providing services related to recruiting and talent acquisition including recruitment advertising, evaluating and managing recruiting tools, job posting and PeopleAdmin support, pre-employment assistance for hiring managers and applicants, and recruiting training for hiring managers.

**Carol Alvarez, HR Assistant – Employee Relations** | Carol is responsible for maintaining all employee relation files, assisting in all investigations including scheduling appointments, transcription and preparing witness statements, assisting in Performance Management training, and reviewing performance improvement plans, oral/written reprimands and related documents.

## HR Changes

**Leah Brown, HR Representative - Employment** | Leah's new role is responsible for supporting university job postings, employment eligibility verifications, such as Form I-9 and E-Verify, pre-employment requirements and assists in the placement of professional level positions. She also provides customer support to university users of PeopleAdmin and HireRight, determines effective recruitment advertising tools, compiles, analyzes and maintains recruitment data and metrics.

**Lori Kinser, HR Representative - Benefits** | Lori's new role is responsible for counseling and assisting active faculty and staff with the group insurance program, collaboratively developing and presenting New Employee Welcome I, responding to unemployment claims and updating employees' personal data.

**Elizabeth Cruz, HR Representative - (OD & Communications)** | Ellie's new role is responsible for coordinating various courses and learning opportunities and managing the Academic Fee Reimbursement process and Staff Development leave process.

**Patty Cano, HR Representative (OD & Communications)** | Patty's new role is responsible for coordinating and overseeing classroom training, updating staff licenses and credentials, coordinating Ethics & Compliance training, assisting with area website maintenance, and administrating upcoming certificate programs.

**Melissa Demers, Training Specialist (OD & Communications)** | Melissa's new role is responsible for designing and implementing effective training and development opportunities while identifying areas for training that enhance University competencies and match University goals.

## Upcoming Events

### Next HR Forum

October 8, 2019

### Employee Wellness Fair

October 10, 2019

### Staff Resources Fair

October 31, 2019

Find this Power Point and handout online at: [www.hr.txstate.edu/HR-Forum](http://www.hr.txstate.edu/HR-Forum)