

HR Bulletin

November 2015

Update Dependents' SSNs in ERS

New Feature:
File Disability Claims Online



Guidelines for Using Temporary Personnel Service Vendors



employee of the month



Quarterly Team Award

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Human Resources
601 University Drive
JCK Suite 340
512.245.2557

Please send us your suggestions to:
hr@txstate.edu

GET READY TO ELECT PAPERLESS W-2 DELIVERY

New SAP Functionality:

Beginning in January 2016, the annual W-2 Forms will be available on the SAP ESS Portal

- Look for a Campus Announcement in November with instructions on how to enroll in the Electronic Delivery of your annual W-2 Form
- Stop the printing and mailing of your annual W-2 Form
- Realize the potential savings for the University

W-2 Wage and Tax Statement 2014

Department of the Treasury - Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.
Cat. No. 10134D

For any questions or prior year Form W-2 reprints, please contact the Payroll and Tax Compliance office at 245-2543 or payroll@txstate.edu.





Electronic I-9 and E-Verify Employment Eligibility Verification

Went Live on October 26, 2015

As announced in September, Texas State has now transitioned from paper to an electronic process for all Form I-9 and E-verify Employment Eligibility Verifications.

Going forward, all I-9s must be created in the online system administered by HireRight. Certain personnel designated in each department are the only administrators assigned a user name and password to access HireRight. They have responsibility to coordinate with hiring managers to integrate the new electronic form into their current hiring processes for all faculty, staff and students.

HireRight offers several options for new and returning employees to complete Section 1 of the electronic I-9 form. The department administrator can send an individualized email invitation, set up an account kiosk, or create a batch upload for mass invitations. Section 1 can be completed as soon as a job offer has been made, but **must** be no later than the first day of employment.

For completion of Section 2, the department administrator can complete it themselves or assign it to a hiring manager. Section 2, which requires inspection of original documents, **must** be completed by the third day of employment.

HR and Faculty Records staff processing PCRs will check status in the HireRight system for a completed I-9 and E-verify confirmation before processing any action in SAP. Copies of the I-9 are no longer attached to the PCR and do not need to be printed and stored in the departmental files.

HireRight users have access to reports to facilitate tracking of status and previous I-9s in the case of a rehire. HR and Faculty Records will also monitor status to assist with university compliance.

Questions may be directed to LynnAnn Brewer, Employment Manager, at lb64@txstate.edu or 512-245-2557.



IRS Announces 2016 Plan Contribution and Benefit Limits

On October 21, 2015, the Internal Revenue Service announced cost-of-living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2016. For the plans that we offer at Texas State, there are no changes from 2015.

Retirement Plan	2015	2016
457 Elective Deferrals	18,000	18,000
403(b) Elective Deferrals	18,000	18,000
Age 50 Catch Up (403(b) & 457)	6,000	6,000
Taxable Wage Base subject to payroll tax	118,500	118,500

If you are not contributing or want to increase your contribution to your 403(b) Tax Deferred Account, make sure you complete a new ***TDA Salary Reduction Agreement*** found ***under Retirement Forms***. Agreements received by the 10th of the month will be effective with the next paycheck.

To enroll or increase your 457 plan contributions, you will need to log in to your TexaSaver account or call TexaSaver directly at (800) 634-5091.

NEW File Disability Claims *Online*

Texas State employees with short-term or long-term disability coverage can now file a claim online.

This new online portal will allow you to initiate a new claim and check the status of open claims.

Call the Texas Income Protection (TIPP) customer service at (855) 604-6230 or visit the ***TIPP website***.

Update Dependents' SSNs in **ERS**

Did you receive a letter from ERS requesting an updated SSN for your dependent? In order to provide tax documents for Affordable Care Act (ACA) reporting, ERS needs to have an SSN or ITIN (Individual Taxpayer Identification Number) for all dependents covered on your insurance through Texas State.

If you have not yet provided your dependent's SSN or ITIN, please contact Benefits at 512-245-2557 or stop by JCK 360. We can get this updated in ERS so your ACA tax forms are correct.

To help keep your private information secure, please DO NOT e-mail any SSN or ITIN information.



2015 EMPLOYEE WELLNESS FAIR RECAP

Employees took advantage of all that was offered at the Fair in record-setting numbers!

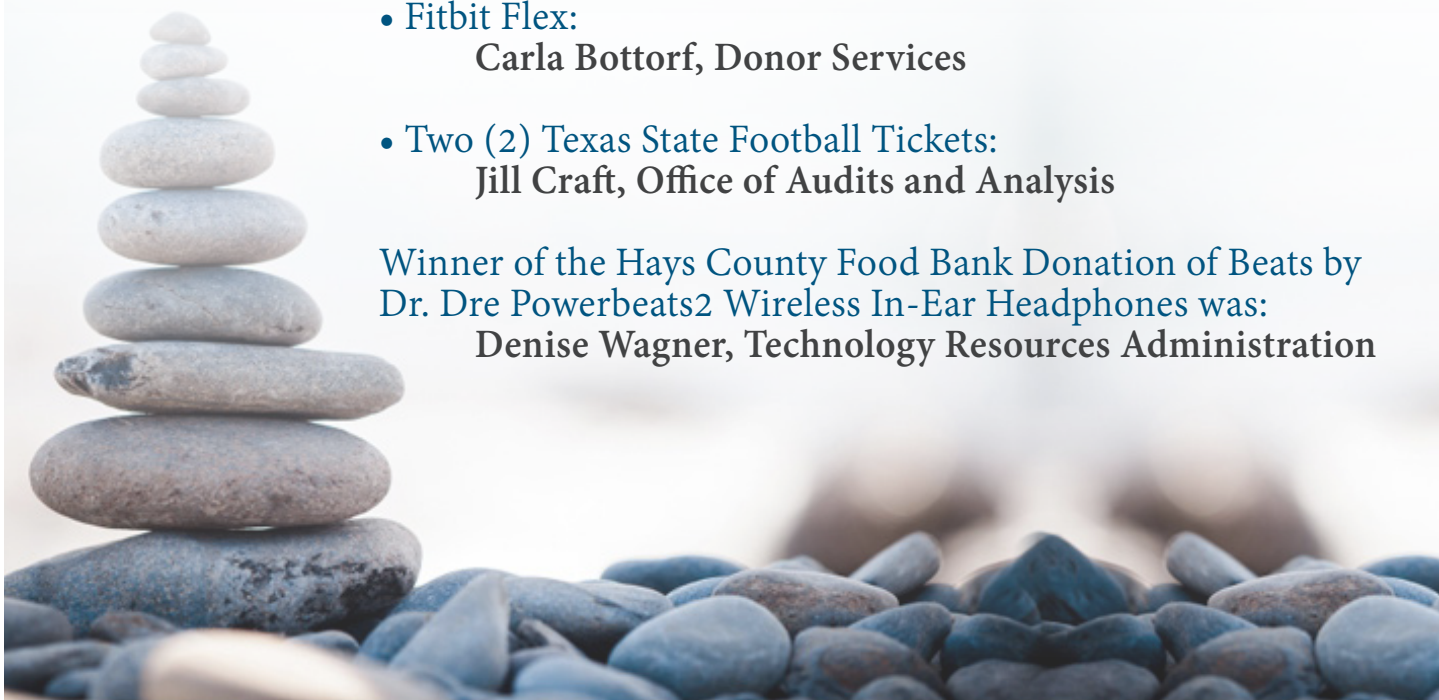
The Fair had the highest attendance at 638 employees and a record number of vendors at 49. The Seton Big Pink Bus reached maximum registrations for mammograms. Walgreen's administered 428 flu shots, and CVS administered 56 immunizations.

Committee members included Carolyn Clay of the Dept. of Health and Human Performance; Julie Eckert and Arlene Cornejo of the Student Health Center; Denise Wagner of Technology Resources Administration; Joyce Wilkinson of Technology Resources; Tina Jackson of Testing, Research-Support; and Rose Trevino, Karen Hollensbe, Patty Duran and Marsha Moore, all of HR.

Winners of the 5 grand prizes were:

- One-Semester Membership at Student Recreation Center:
Robert Styers, College of Fine Arts & Communication
- Two (2) Sea World San Antonio One-Day Admission Tickets:
Melissa Hyatt, Office of the University Registrar
- Private Self-Defense Training Voucher for You and 20 Friends with the UPD:
Staci Wade, Student Business Services & Bursars Office
- Fitbit Flex:
Carla Bottorf, Donor Services
- Two (2) Texas State Football Tickets:
Jill Craft, Office of Audits and Analysis

Winner of the Hays County Food Bank Donation of Beats by Dr. Dre Powerbeats2 Wireless In-Ear Headphones was:
Denise Wagner, Technology Resources Administration



Physical Activity Myths: *The Truth about Movement*

By Janet Bezner, PT, DPT, PhD



Everyone knows that physical activity is good for you, but how do you do it so it helps you and doesn't hurt you?

All movement counts – that's right, it doesn't have to be 30 minutes of all out sweating on the elliptical at the gym to be good for you. Any movement that uses your large muscle groups (legs) counts. So, walking the dog, walking across campus, mopping the kitchen floor, taking the stairs – it's all good for you, just do something you enjoy.

Try to accumulate 150 minutes of physical activity a week, or about 30 minutes 5 days a week, realizing anything is better than nothing. Many people think the benefits of physical activity are only seen after weeks or months of regular exercise – not true!

There are many immediate benefits of physical activity including increased energy, better sleep, better digestion, and less stress.

Any movement that uses your large muscle groups (legs) counts.”

Focusing on the immediate benefits instead of the long term benefits will keep you motivated and consistent.

People who have joint problems or pain can benefit from regular physical activity as well. If you have a painful or limiting joint, select something that doesn't hurt like swimming or bicycling and do it regularly to strengthen your muscles and protect your joints. Physical activity doesn't have to be painful to be good for you, in fact, the opposite is true.

Being physically active is an example of taking good care of yourself, so it should be enjoyable and nourishing. So, just get moving – it's the best thing you can do to make today a better day!



Guidelines for Using Temporary Personnel Service Vendors

- Hiring managers may call a temporary personnel service provider in the TSUS Marketplace to fulfill business staffing needs. There are currently two vendors: **Key Staff** and **Priority Personnel**.

Hiring managers will need to provide the vendor with the job duties for the vendor to select the appropriate job title and cost per hour.

Hiring managers can review pricing for many job titles by viewing each vendor's catalog in the Marketplace prior to contacting the vendor to become familiar with the standard offerings.

- While the vendors are knowledgeable about the services and prices offered via their contract, please contact the **Procurement Office** for guidance on how to use the Marketplace to establish your order with one of the temporary agencies. The vendors *cannot* provide guidance on how to use the Marketplace.
- If needed, temporary personnel service employees may be issued a guest Net ID to access email and data that is needed to perform contracted tasks. They may be issued university equipment such as keys or laptops, and take university-specific training necessary to perform the job.
- Departments should contact **Parking Services** for parking permit options.
- Departments may use a temporary personnel service employee as many hours as needed for the contracted tasks.

New Payroll Notification Process for Student Workers and NSNR Staff

Effective with the November 16th pay date, a new process will kick off to notify employees, their supervisor, department head and departmental time administrator that there are no hours in the system to be paid on the upcoming payroll.

The first day that a semi-monthly payroll runs, employees who are not terminated but do not have any hours in the system to be paid will receive an email notification. This will allow them one business day to make sure all hours are entered and approved by their supervisor in order to be picked up on the final payroll run.

The notification to supervisors, department heads, and departmental time administrators will be sent in a list format. This heads up will allow time for research and action so the employee is paid timely.

This process will also assist with accurate reporting of hours for tracking eligibility under the Affordable Care Act. It is critical that hourly student and NSNR staff hours are entered each pay period by the payroll deadlines.

Questions may be directed to the Payroll and Tax Compliance office at payroll@txstate.edu or 245-2543.



Welcome New Employee Bobcats

Join us in welcoming the following employees hired between September 14, 2015 and October 19, 2015.

Ysabel Ramirez

Grant Director, Non-Faculty
The Education Institution

Nicholas F Rodriguez

Air Conditioning Mechanic I
Department of Housing and Residential Life

Stacy R Orona

Procurement Analyst
Procurement and Strategic Sourcing

Alexis J Losch

Coordinator, Clinical Education Placement
St. David's School of Nursing

Staci L Cooper

Major Gift Officer
VP for University Advancement

Theodore S Lentz

Grant Specialist
Tx School Safety Center

John R Garza

Custodian
Department of Housing and Residential Life

Jesus Garcia Jr.

Coordinator, Testing Lab
Testing, Research-Support

Lucas R Meo-Henry

Senior Information Security Analyst
VP for Information Technology

Felicia A McGee

Program Staff
Tx School Safety Center

Billy R Stokes

Research Associate
Center for P-16 Initiatives

Richard S Stelter

Academic Advisor I
University College Advising Center

Hoaran Chen

Research Associate
STAR Park

Robert T Hollub-Fletcher

Head Custodian
Student Center

Agustin J Garcia

Academic Advisor I
Education Advising Center

Melinda S Marmolejo

Pharmacy Technician
Student Health Center

Randy L Keith

Facilities Maintenance Worker I
Department of Housing and Residential Life

William A Robertson

Assistant Coach
Track

Reginald K Andah

Sales Assistant II
Bookstore

Rocio O De La Rosa

Sales Assistant II
Bookstore

John T Holloway

Athletics Intern
Football

Rosina Valle

Program Specialist
Center for P-16 Initiatives

Courtney F Frost

Coordinator, Financial Aid and Scholarships
Office of Financial Aid and Scholarships

Kimberly S Adams

Academic Advisor I
Fine Arts and Communication

Jason N Krueger

Academic Advisor I
University College Advising Center

Ruth Caldwell

Research Coordinator
College of Fine Arts and Communication

Jennifer D Williams

Administrative Assistant II
Instructional Design and Support

Steven J Grace

Coordinator, Microcomputer Lab I
Round Rock Campus

Ted M McKinnon

Special Assistant to VP
VP for University Advancement

Christy J Ferrara

Administrative Assistant II
Student Center

Rogelia Cruz

Custodian
Campus Recreation

Maria J Cruz

Administrative Assistant II
Round Rock Campus

Jeremy W White

Academic Advisor I
College of Science and Engineering

Joseph K Robinson

Administrative Assistant II
Football

Jessica A Perez

Grant Specialist
Student Support Services

Alexis N Meador

Undergraduate Admissions Counselor
Office of Undergraduate Admissions

Brittany N Zeier

Child Care Teacher
Child Development Center

Jody L Stewart II

Head Coach
Track

Peter A Ramirez

Air Conditioning Mechanic II
Department of Housing and Residential Life

Asela Luna

Custodian
Department of Housing and Residential Life

Timothy J Plocica

Assistant VP, Development
Development

Roberto Perez

Custodian
Department of Housing and Residential Life

Paul D Heller

Parking Services Office
Transportation Services





New Employee Orientation (NEO) II

Friday, November 13, 2015
8 a.m. – 12 p.m.
JCK Suite 460

We remind all new staff employees hired during the past month that the second part of *New Employee Orientation (NEO)* will occur on Friday, November 13.

NEO is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEO II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State employees hired during the past month. New faculty members are also invited to attend. A light continental breakfast is served.

For more information contact Professional Development at ext. 5-7899.

Support Staff Resources Website

Do you have questions about a business process or service? Don't know who to contact? Here is your chance to find answers.

The Support Staff Resources@TXSTATE website is designed to help you quickly find information on business processes, services, policies, e-forms, manuals, training opportunities, and much more.

The website was created by the Administrative Support Staff Committee and Human Resources for new employees and for those who provide administrative support services to campus.

The website is updated frequently. We welcome your *recommendations or feedback*.

You can quickly find what you are searching for by either browsing topics:

- 1) alphabetically (A-Z), or
- 2) by division.

For quick access, bookmark the site today!

www.ssr.hr.txstate.edu



NOVEMBER workshops



The featured workshops are coordinated through Professional Development.

Registration in the SAP Portal opens for each workshop three weeks prior to the workshop date and closes the week prior to the workshop date.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	NEW Using Focus Groups for Assessment	QPR - Suicide Prevention Training		(*)Facilitation Skills Training
2	3	4	5	6
(**)For the Record: What You Really Need to Know About Records	(**)For the Record: What You Really Need to Know About Records	(*)Facilitation Skills Training		New Employee Orientation (NEO) II
9	10	11	12	13
	NEW Health and Wellness Lunch & Learn Series: Avoiding Weight Gain During the Holidays	NEW Financial Education Series: Savings Plan Choices – Understanding Investment Terminology NEW College Mental Health II: I Want to Help, But How?	Job Classification Training	
16	(**)Travel Policy and Procedures	(**)Travel Policy and Procedures	19	20
23	24	25	 Thanksgiving Break	
			26	27
30				

(*) Workshop is a two-part course

(**) Workshop offered either dates.

Please visit *Professional Development's workshop website* for further information.



TEXAS STATE

Employee Discount Program

Check out November's featured discounts from the *Texas State Employee Discount Program*.

Limited-time offers and regional programs are also available.

- **Blue Nile:** Find the perfect gift with Blue Nile, the leading online retailer of diamonds and fine jewelry. Receive 10% off standard products.
- **AT&T:** Ready for a new phone? Switch to AT&T and get \$300 in credits when you buy any smartphone on AT&T NextSM and trade in a smartphone.
- **MetLife Xcelerate:** Get a discounted auto insurance quote in just two minutes! MetLife Xcelerate provides an accurate, no-obligation and hassle-free quote.
- **1-800-Flowers.com:** Make someone smile today with a truly original arrangement from 1-800-Flowers.com. Save 15% on your next order!
- **Monster:** Stock up on all your Monster needs! Save 30% on cables, headphones, speakers and more. Visit today and see what Monster has for you.



www.beneplace.com/txstate



Did You Get Your Flu Shot Yet? It is Not Too Late!

Protect yourself during flu season! Get your flu shot at your primary care physician's office or at a participating pharmacy.

If you are participating in one of our employee plans (HealthSelect, Scott & White, or Community First), the flu shot is covered 100% through your PCP or network pharmacy. All you need is your insurance card to file the claim.





From left to right:
Dr. Michael Heintze, Melissa Hyatt, and Dr. Gene Bourgeois

Employee of the month *October 2015*

Melissa Hyatt
Associate Registrar,
Office of the University Registrar

Melissa supervises the University's Veterans Affairs department, a very important area that under her guidance has become one of the very few schools to go paperless. Melissa spearheaded this initiative, leading both on the necessary business process changes and the request and implementation of automated systems to support them. Registration and Grading also falls under her area of responsibility – another very busy area.

Melissa is always alert for opportunities to improve and to streamline the work of her areas. Melissa also manages the Registrar's office IT team, and their document imaging efforts. This is another area of very high activity – both in volume of documents processed. In addition she also manages the groups responsible for NCAA certification where she is driving the transition to a new software application that is expected to greatly reduce the groups workload, and improve the accuracy of NCAA-related data, and the degree audit application where she has overseen multiple upgrades, and has worked with advisors and University College, as well as IT, to champion adoption of new tools.

Melissa oversaw the implementation of the Bobcat Scheduler application, which has provided a far better registration experience for students; feedback from students was extremely positive. She also founded the Veterans Advisory Council when she recognized the need for a more collaborative effort to ensure the best possible service is provided to our veterans. The Council has been recognized by external groups and the State Auditors chose to use Texas State to create a benchmark. Melissa is contacted by other schools looking for advice on setting up their own equivalent. Melissa also founded and continues to chair the inter-departmental Security Team meetings; she has made use of this group to implement many enhancements to the process of requesting access to our enterprise applications. It's important to note that despite her very heavy workload, long hours, and frequent contact with sometimes difficult members of the public, Melissa invariably remains cheerful and helpful, intent on providing the best possible service.

In addition to her already heavy responsibilities, Melissa has volunteered to serve

*“(Melissa) is
widely known and
respected within the
Higher Education
community.”*

on two additional committees. The first is the Student Information System Coordinating Council, which serves as the official information-disseminating and decision-making forum for matters related to our Student Information System environment. Melissa is a vital member of this group, both because of her wide knowledge of University business both in and outside her area of responsibility, and because of her ability and determination to look at the big picture and ensure that all aspects are taken into account.

The other group is the new Data Governance Council, which has recently been created by UPPS as a Presidential Council tasked with ensuring the integrity of the University's data.

Melissa is a founding permanent member of the Council, and was involved in the drafting of the UPPS. Melissa is also heavily involved with her peers at other schools, and a regular presenter at professional conferences such as TACRAO, SACRAO and Texas Connection Consortium (TCC). She is widely known and respected within the Higher Education community.

***Congratulations, Melissa, on your hard work and
professionalism!***



Texas State Quarterly Team Award Dean of Students Office Staff Team



From left to right:

Front row is: Dr. Joanne H. Smith, Kathryn Weiser, Alma Machado, Mariel Alvarez, Iliana Melendez, and Dr. Margarita M. Arellano
Back row: Cheryl Harper, Shannon Fitzpatrick, Mary Ann Ortiz-Moerke, Dr. Vincent E. Morton, Ismael Amaya, and Dr. Ashley Spicer-Runnels

The services of the Dean of Students Office staff benefits the residents in San Marcos community, individuals, vendors, state agencies, and personnel.

The Dean of Students Office team assisted during the Memorial Day Flood clean up by preparing food for flood volunteers, delivered food to the community for Meals on Wheels program and participated at the City of San Marcos Brush Drop Off. The team also helps in coordinating volunteers for the Bobcat Blend program and Bobcat Build annually.

The team members include:

Dr. Margarita Arellano, Kathryn Weiser, Cheryl Harper, Alma Machado, Dr. Vincent Morton, Mary Ann Ortiz-Moerke, Dr. Ashley Spicer-Runnels, Iliana Melendez-Burciaga, Shannon Fitzpatrick, Mariel Alvarez, and Mackenzie Davidson

The team has accomplished the following:

MEMORIAL DAY FLOOD CLEAN UP: The team assisted with trash pickup and passed out cleaning supplies and bottles of water to flood victims. Texas State set up a food trailer and provided and delivered to the volunteer workers on site that came from all over our country to assist with cleanup during this national flood disaster.

MEALS ON WHEELS: Every eight weeks the program delivers 45 lunches to home bound residents living in the city of San Marcos. Delivery was made by the team the week of the Memorial Day Flood.

BOBCAT BLEND: This leaf collection project is in the spring when the leaves fall to the ground. The program recycles 500 bags of leaves yearly by picking them up throughout the San Marcos neighborhoods and off loads to Bobcat Blend facility.

BOBCAT BUILD: Every March, the team coordinates with the student organization to serve the City of San Marcos community. This is done by volunteering services to neighborhood residents who want help with spring cleaning done on their property.

KEEP SAN MARCOS BEAUTIFUL: Assistance is provided for this city program.

CITY OF SAN MARCOS BRUSHY DROP OFF: The team provides volunteers to help with pick up and hauling tree stumps and brush to "Brushy Drop Off" program. With cooperation from The City of San Marcos, the drop off benefits local residents of San Marcos with their large brush collection at no charge. The service hours from students who have participated in these events has resulted in significant savings to the City of San Marcos. Nearly 450 students have assisted the Community Service Program which translates into a savings of \$52,703.88. Without the assistance and coordination of the Dean of Students Office Staff Team, the Community Service Program would not be able to assist as many San Marcos residents.

Congratulations, Dean of Students Office Staff Team, on these achievements and outstanding efforts!



Movin' on up

We would like to recognize the following employees who were either promoted or reclassified between September 14, 2015 and October 19, 2015.

Caitlin B Leahy

Promoted to Publication Writer from Senior Graduate Admissions Specialist, The Graduate College

Eriko Tyner,

Promoted to Undergraduate Admissions Counselor from Grant Specialist, Office of Undergraduate Admissions

Paul M Ortiz

Promoted to Network Technician from Media Technician, Network Operations

Summer Salazar

Promoted to Assistant Director, Career Services from Career Advisor, Career Services

Teresa J Rudolph

Promoted to Coordinator, STAR Park from Senior Administrative Assistant, STAR Park

Alissa A Savage

Reclassified to Scientific Instrument Technician from Grant Specialist, Materials Science, Engineering and Commercialization Program

Meredith R Williams

Reclassified to Research Coordinator from Grants Assistant, College of Liberal Arts

Michael W Edelstone

Reclassified to UI/UX Designer from Graphic Artist I, Office of University Marketing



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