

# HR Bulletin

September 2016

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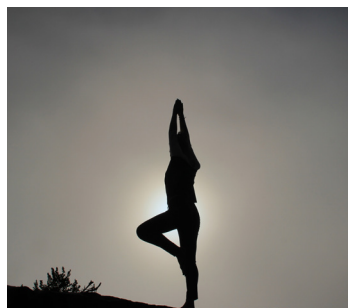
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TEXAS STATE  
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to [hr@txstate.edu](mailto:hr@txstate.edu)

9<sup>th</sup> Annual

EMPLOYEE  
WELLNESS FAIR

TUESDAY, OCTOBER 4, LBJSC  
10 a.m. - 3 p.m.

*Mark your calendars!*

*The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.*

*Enter for a Chance to **WIN 2017 Schlitterbahn Tickets!***

- Immunizations/Vaccines: Flu, Tdap, Meningitis\*
- Blood Pressure Check
- Dental Health Information
- Hearing Screenings
- Child Bicycle Helmet Giveaway
- Door Prizes
- Mammograms\*

\* Offered free with an employee ID and United Healthcare Card

*No advance registration required for participants.*

*For a regularly updated **list of vendors**, please check:*  
[www.txstate.edu/pdevelop/employeehealthfair/wellness-fair-booths2016.html](http://www.txstate.edu/pdevelop/employeehealthfair/wellness-fair-booths2016.html)





# GRADUATE STUDENT EMPLOYEES

## NEED INSURANCE, TOO!

Graduate student employees with a 50% FTE or greater appointment are eligible to participate in ERS benefit options within 30 days of hire. If you have a graduate student that is interested in participating in health insurance, or optional benefits like vision or dental, tell them to stop by JCK 360 or e-mail [hr@txstate.edu](mailto:hr@txstate.edu) to get information and get enrolled.

## GETTING A PAY INCREASE?

Pay yourself first by starting or increasing your voluntary savings plan.

Faculty and staff are eligible to save money in tax-sheltered 403(b) and 457 accounts. It is a great way to put your merit increase to work for your future!

Visit the Retirement Programs section at [www.hr.txstate.edu/benefits](http://www.hr.txstate.edu/benefits) for details about providers and plan comparisons.

For additional information, contact Debbie De La Cruz – [dad145@txstate.edu](mailto:dad145@txstate.edu) or call 5.2557.



# SAP: Go paperless in September and enter to win a Texas State T-shirt!

*This month:* Elect the W-2 online delivery of your annual W-2 Form to automatically enter for your chance to win a Texas State University T-Shirt!

- Instructions to elect [online \(paperless\) delivery](#) on the [SAP Portal](#) are available on the [Payroll website](#).
- The election process is a **one-time enrollment** using our secure website.
- SAP will automatically send you an **election confirmation e-mail**.

## Congratulations to the July T-shirt give-away winners!

**Jeremy Lee** - Residence Hall Director,  
Department of Housing and Residential Life

**Rebekah Ross** - Sr. Lecturer, Philosophy

**Adam Farrish** - Admin Asst. I, Athletics

*Another three winners will be chosen this month!*

## Benefits of the electronic W-2 Form:

- Access to your W-2 form in mid-January of each year
- Print the W-2 form at your convenience
- Ensure the security of your W-2 by stopping the annual mailing of a paper copy
- Have access to your W-2 before the traditional U.S. mail delivery
- Help the university Go Green and save money in printing and postage costs

## Important Disclosure Information:

- Consent for online delivery is only required once
- Upon termination of employment, all former employees will receive a paper W-2 for their last year of compensation
- For those employees *who do not elect online delivery*, a paper W-2 Form will be mailed to the last known address on or before January 31, 2017.

Notifications regarding the availability of the online 2016 W-2 forms on the SAP Portal are sent to all employees via e-mail in January 2017.

For any questions, please contact the **Payroll and Tax Compliance Office** at 5.2543 or [payroll@txstate.edu](mailto:payroll@txstate.edu).

*The final deadline for electing online (paperless) delivery is December 31, 2016*

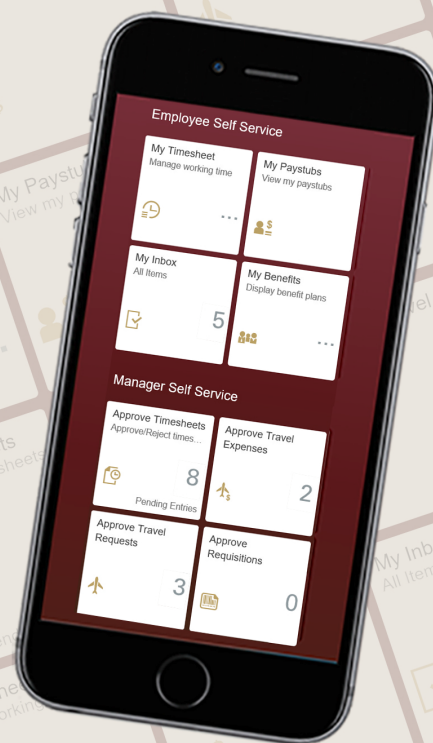
# SAP<sup>TM</sup>





# SAP Fiori Mobile

Enter or approve  
time right from  
your smartphone.



These and other SAP Fiori features are now available.  
Just go to the SAP Portal on your mobile device, and you'll see Fiori.

## Insurance and Retirement Plan Changes: Effective September 1

### Teacher Retirement System Contribution Increase

The 83rd Texas Legislature, ending its regular session in May 2013, enacted Senate Bill 1458 which increased contribution rates for TRS active members in three phases over three fiscal years.

The third and final change to your TRS employee contributions reflects an increase from 7.2% to 7.7%. You will see this increment on your October 3, 2016 paycheck. Previous rate increases to contributions were from 6.4% to 6.7% in fiscal year 2015, and to 7.2% in fiscal year 2016.

### Summer Enrollment Elections for New Plan Year Beginning September 1

All changes made during Summer Enrollment are effective September 1. Premium changes will be reflected on your October 3 paycheck. If you added a new benefit plan or increased TexFlex dollars, you can begin using them as of September 1.

*For additional information, please contact the Benefits staff at 5.2557 or [hr@txstate.edu](mailto:hr@txstate.edu).*



# Be more than healthy, be **WELL!**

Does being “healthy” and being “well” mean the same thing? The short answer is, “No.” There are many definitions to choose from, but basically, health refers to your overall physical and mental *condition*, whereas wellness refers to a positive *approach* you take to living in order to enhance your quality of life. In other words, if you’re healthy, you are free from mental and physical disease. On the other hand, wellness is a way of living that will help you reach your full potential. To be *well* requires a balance among different parts of your life. While different theories exist, a common one used to describe wellness has 8 dimensions, as shown below.



For example, physical wellness involves seeking healthcare when necessary; exercising regularly, safely, and effectively; eating well; and getting enough sleep. Social wellness involves seeking satisfying relationships; building healthy, caring and supportive relationships; and giving and receiving love. Occupational wellness is wellness at work. It involves having a balance between work and personal time; enjoying your job; appreciating how important your job is; and also how your job makes your life better.

Think about this! – Which parts of the wellness model above are most developed in your life? Which need more attention? How will you improve in the areas that need to be better? Let WellCats help you become MORE well. While many of our services are obviously designed to improve physical wellness, they also help you improve the other dimensions of wellness. For example, our fitness training classes improve social wellness because they are offered in a group setting so you can get to know other people. You get to exercise while getting to know your fellow colleagues from all across campus, and you do this outside of work. WellCats also offers several classes to improve emotional wellness. Our yoga, meditation, mindfulness, or strength, stretch, no sweat classes will help you relax and reduce your stress.

## HERE TO STAY



So, over the upcoming months, you will see and hear about how WellCats is continuing to grow and to provide more activities to support each area of wellness. If you have not already done so, be sure to join WellCats, your FREE employee wellness program designed by faculty and staff for faculty and staff.

To improve your overall wellness, join WellCats today! Wellcats is Texas State’s employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 5.8358 or [CC61@txstate.edu](mailto:CC61@txstate.edu) or visit [www.worklife.txstate.edu/wellcats.html](http://www.worklife.txstate.edu/wellcats.html).



# FY 2017 Payroll and PCR Deadline Calendars

FY 2017 is here and Human Resources encourages the campus community to review the FY2017 salaried and hourly payroll deadline calendars available at:

[www.txstate.edu/payroll/resources/forms/calendars/deadlines.html](http://www.txstate.edu/payroll/resources/forms/calendars/deadlines.html)

[Staff PCR  
Deadlines](#)

[Student  
PCR  
Deadlines](#)

[Additional  
staff and  
student PCR  
Processing  
Information](#)

Please refer to these calendars to ensure your staff and student PCRs are received in the Human Resources Master Data Center prior to the indicated deadlines. PCRs received after the published deadline may prevent your employee from getting paid on time.

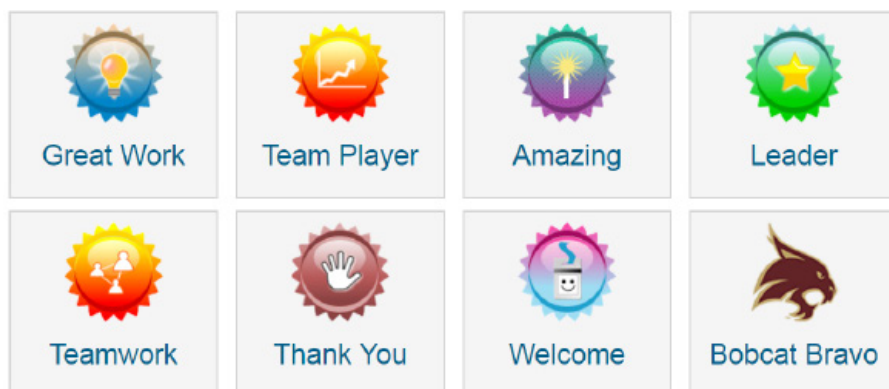
Remember, an hourly employee is not able to enter hours worked until the PCR has been processed in the SAP HR system to set up their appointment. For questions, please contact the HR Master Data Center at 5.2557.

## Say it with a Badge!

When was the last time you said ‘thank you’ to a colleague, complimented someone on a job well done, or said ‘howdy’ to a new team member? The new Performance Management system allows you to provide online positive feedback to your close peers or to any Bobcat staff throughout Texas State.

Simply [login](#) to the system, find your colleague in the search box and click on “Give a Badge.” More instructions available [here](#).

Positive feedback goes a long way, so try out this awesome feature of Performance Management, and make someone’s day.



# Welcome

## New Employee Bobcats

*Join us in welcoming the following employees hired between July 11, 2016 and August 1, 2016.*

**Phuc V Abrego**  
Buyer III,  
Facilities Management

**Jenna M Walker**  
Grant Specialist  
Meadows Center for Water  
and the Environment

**Rachel L Gohlke**  
Administrative Assistant II  
Round Rock Campus

**Jennifer E Jones**  
Academic Advisor I  
Applied Arts Academic Advising Center

**Destiny S McKinney**  
Grant Coordinator  
Upward Bound

**Lisa M Strom**  
Head Coach  
Women's Golf

**Rashad H Davis**  
Residence Hall Director  
Department of Housing and  
Residential Life

**Jeremy J Lea**  
Residence Hall Director  
Department of Housing and  
Residential Life

**Aja L Rodriguez**  
Residence Hall Director  
Department of Housing and  
Residential Life

**Reba L Oguntokun**  
Residence Hall Director  
Department of Housing and  
Residential Life

**Briyanna N Jenkins**  
Residence Hall Director  
Department of Housing and  
Residential Life

**Ashley A Carter**  
Police Officer  
University Police

**Danielle N Gleason**  
Undergraduate Admissions Counselor  
Office of Undergraduate Admissions

**Troy L Douglas**  
Assistant Coach  
Football

**Patti J Brun**  
Assistant Coach  
Softball

**Karlle Beach**  
Buyer III  
Facilities Planning Design

**Rebecca E Witherington**  
Graduate Admissions Specialist  
The Graduate College

**Amanda R Macha**  
Coordinator, Undergraduate Admissions  
Office of Undergraduate Admissions

**Justin A Pyle**  
Academic Advisor I  
McCoy Academic Advising Center

**Kelly A Mainor**  
Development Officer  
Alumni Relations

**Mario J Rios**  
Assistant Director, Campus  
Recreation  
Campus Recreation

**Holly F Ratcliff**  
Administrative Assistant II  
Applied Arts Academic Advising Center

**Galina Grosheva**  
Custodian  
Campus Recreation

**Lydia R Longoria**  
Administrative Assistant III  
Office of Technology  
Commercialization





# New Employees Continued....

**Adam M Farrish**

Administrative Assistant I  
Athletics

**Oleksandra Sehin**

Coordinator, International Affairs  
Study Abroad Office

**Izaak J DeLeon**

Undergraduate Admissions Specialist  
Office of Undergraduate Admissions

**Sharon L Birdsong**

Accountant II  
Office of Sponsored Programs

**Carl J Van Aacken**

Coordinator, Learning Lab  
SLAC

**Krista L Gonzalez**

Child Care Teacher  
Child Development Center

**Kimberly B Stringham**

Systems Analyst II  
Treasurer

**Mitchell D Pugh**

Custodian  
Student Center

**Ezequiel Jaime-Bencomo**

Systems Support Specialist II  
Office of Undergraduate Admissions

**Stacey L Bennett**

Research Coordinator  
LBJ Institute for STEM Education  
and Research

**Rita I Cerda**

Administrative Assistant II  
Department of Housing and  
Residential Life

**John-Robert Kocian**

Systems Support Analyst  
Office of Financial Aid and Scholarships

**Callie E Sprabary**

Administrative Assistant III  
President's Office

**Valene B Johnson**

Administrative Assistant II  
Student Center

**Zane W White**

Parking Services Officer  
Transportation Services

**Dianna E Morganti**

Librarian  
University Library

**Rafeal Williams**

Assistant Coach  
Track

**Joshua L Love**

Student Development Specialist II  
Office of Disability Services

**Rex H Steele Jr**

Grant Specialist  
Small Business Development Center



## NEW EMPLOYEE WELCOME (NEW) II

Friday, September 9, 2016

8 a.m. - 1:30 p.m.

Bobcat Stadium - Football End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, September 9.

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

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff hired during the past month.

Breakfast and lunch is served.

For more information, contact Professional Development at ext. 5.7899.



# SEPTEMBER *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
			<b>NEW</b> IN(ability): Disability Does Not Mean Inability  Earn Your Degree While Working Full Time  1	2
5	<b>NEW</b> The Department Administrator's Boot Camp for Sponsored Programs  6	Social Media at Texas State  <b>NEW</b> Health and Wellness Lunch and Learn Series: Weight- Loss for Health  7	Post-Award Services Available to the University Community  8	<b>NEW</b> Employee Welcome (NEW) II  9
12	<b>NEW</b> What is the Bachelor of General Studies Degree?  13	Transition from Service to Classroom: Helping Student Veterans Succeed at Texas State  <b>(**) DIY</b> (Do It Yourself) Security  14	<b>(**) DIY</b> (Do It Yourself) Security  <b>NEW</b> Teacher Certification Advising  15	16
<b>NEW</b> Health and Wellness Lunch and Learn Series: Mindfulness for Daily Wellness  <b>(**) Outcomes Assessment Series: Creating an Outcomes Assessment Plan</b>  19	<b>(**) Outcomes Assessment Series: Creating an Outcomes Assessment Plan</b>  <b>(**) Responding to Emergencies on Campus: Standard Response Protocol</b>  20	<b>(**) Responding to Emergencies on Campus: Standard Response Protocol</b>  College Mental Health: Understanding and Helping Your Students in Distress  21	Supporting Transgender/ Non-binary People in Higher Education Settings  22	Krav Maga Self Defense Training  23
<b>(**) Outcomes Assessment Series: Developing Assessment Methods/Measures</b>  26	<b>(**) Outcomes Assessment Series: Developing Assessment Methods/Measures</b>  27	Effective Faculty Hiring  28	<b>NEW</b> In Limbo: Dilemmas Faced by Undocumented Students  29	QPR - Suicide Prevention Training  30

**(\*\*)** Workshop offered either dates.

Please visit [Professional Development's workshop website](#) for further information.



# TEXAS STATE

## Employee Discount Program

To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Costco:** Costco's 85 million members enjoy low prices on thousands of products and services at more than 500 locations. Join as a new member for exclusive deals!
- **Endless Vacation Rentals:** Endless Vacation Rentals gives you access to vacation deals around the world! Save 25% at more than 200,000 properties.
- **Rosetta Stone:** Access Rosetta Stone courses for \$199! Whether you're out and about or hiding from the heat, Rosetta's language learning software goes where you go.
- **Panasonic:** Find great deals on microwaves, Blu-ray players, camcorders and more with Panasonic! Enjoy exclusive discounts and an innovative shopping experience.



[www.beneplace.com/txstate](http://www.beneplace.com/txstate)

## HAVE YOU VISITED BOBCAT BALANCE LATELY?

Bobcat Balance is Texas State's Work Life Employee Assistance Program (EAP).

We're here to help you balance life's challenges so you can get back to celebrating your everyday successes.

More information is available in the following [brochure](#).

Call toll-free at 855.884.7224 or visit [www.worklife.txstate.edu](http://www.worklife.txstate.edu)

User name: txstate | Password: txstate

Visit Bobcat Balance today!



[www.worklife.txstate.edu](http://www.worklife.txstate.edu)





# PATRICIA AMENDE

Accountant I | Mathworks

EMPLOYEE OF THE MONTH  
*August 2016*



*Patricia Amende and Dr. Eugene Bourgeois*

Patricia is conscientious, talented, hard-working, and dedicated. She contributes to making everything better in Mathworks. Patricia is very professional in managing the more than 15 Mathworks accounts. She not only balances the books, but she also works with the Executive Director to look carefully at expenditures and ensure that there are always enough resources to do projects. Her help in budget forecasting is invaluable in planning for the programs and managing expenses. Patricia also plans weekly meetings and helps supervise student workers on numerous projects including curriculum development and setting up summer programs for students and teachers. Her experience in teaching and working with people is the reason that Mathworks has been able to attract and keep such a great group of student workers.

Patricia sets the tone for the entire office and is 110% dedicated, trustworthy, and honest. She coordinates 200+ person summer math camps, and coordinates all administrative functions for the office that impacts more than 300 students, 30 undergraduates, 10 teachers, and numerous graduate students and faculty every year.

Patricia is the face of Mathworks for the outside world. She has gone to job fairs, made presentations about Mathworks to students and parents, and trained student

workers on how to set a tone of professionalism that shows the utmost integrity in everything we do.

Patricia always goes above and beyond her formal job duties. For example, she co-developed and co-led a brand new professional development workshop that was held in January 2016. This workshop, titled “How to start, manage, and sustain summer camps,” shared best practices and years of knowledge with multiple departments across campus that are either considering or already conducting summer programs that serve as critical outreach functions to the surrounding community.

*“Patricia sets the tone for the entire office and is 110% dedicated, trustworthy, and honest”*

***Congratulations, Patricia, on your diligence, professionalism and hard work!***



We would like to recognize the following employees who were promoted or reclassified between July 11, 2016 and August 1, 2016.

**Amos A Aguirre**

Promoted to Control Technician I  
from Air Conditioning Mechanic I,  
Utility Operations

**Bridget A Sarbu**

Promoted to Recruiting Coordinator  
from Administrative Assistant II,  
Career Services

**Casey L Tabor**

Reclassified to Inventory Control Clerk II  
from Sales Assistant II,  
Bookstore

**Eric P Amidon**

Reclassified to Associate Director, Undergraduate Admissions,  
from Assistant Director, Undergraduate Admissions,  
Office of Undergraduate Admissions

**Elizabeth M Ellis**

Reclassified to Assistant Director, Client Services  
from Sr User Service Consultant  
Client Services

**Cable K Hott**

Reclassified to Assistant Director, Client Services  
from Sr User Service Consultant  
Client Services

**Catherine A Stevens**

Reclassified to Assistant Director, Client Services  
from Sr User Service Consultant  
Client Services



TEXAS  STATE  
HUMAN RESOURCES

