

TEXAS  STATE
HUMAN RESOURCES

 **HR**
CONNECTIONS

July 18, 2023

AGENDA

Topic:

Presenter(s):

Welcome

Caleb Martin

Salary Increase & Merit

Carole Clerie

Dependent Tuition

Carole Clerie

Performance Plan Reviews

Cynthia Keilers

Talent Acquisition Updates

Alicia Barthel

Leadership Academy

Tami Johnson

Summer Enrollment

Alexandra Reyna

Faculty PCR processing Migration

Katie Bonner

Well-Being Events

Jess Youngs

Q&A

Caleb Martin



HOUSEKEEPING RULES:



Your microphone and camera are automatically off.



Submit your questions using the Q&A button located at the bottom of your Zoom screen.

(Avoid putting questions in the chat, as they may not be seen by our presenters)



Salary Increase & Merit

Carole Clerie

Associate VP
Human Resources

FY'24 Salary Adjustments

- 2% salary adjustments for eligible employees earning less than \$100,000 annualized base salary
- Annual base salary increase to \$30,000/year
- Applicable to both:
 - Excludes stipends, summer pay, and temporary pay adjustments
 - Full-time ($\geq 75\%$ FTE)
 - “Merit eligible” (staff) or “Met expectations” (faculty) on most recent performance evaluation
 - Start date of March 6, 2023 or prior (staff)
 - Start date of September 1, 2022 or prior (faculty)
 - Actively employed
 - Compliance trainings (ethics, title IX, cybersecurity) complete before September 1, 2023
 - Salary snapshot date of May 31, 2023

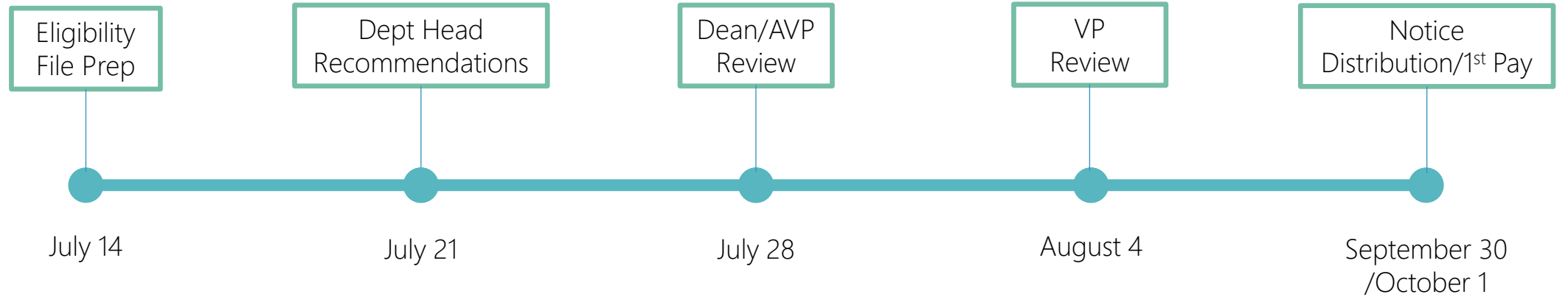
FY'24 Merit Increases

- \$5.6M performance-based merit pool (dollar-based, not percentage-based)
- Benefits-eligible employees (\geq 50% FTE)
- “Merit eligible” (staff) or “Met expectations” (faculty) on most recent performance evaluation
- Start date of March 6, 2023 or prior (staff)
- Start date of September 1, 2022 or prior (faculty)
- Actively employed
- Compliance trainings complete before September 1, 2023
- Salary snapshot date of May 31, 2023

Implementation

- Order of implementation
 1. 2% salary adjustment
 2. Annual base increase to \$30,000
 3. Merit increase
- Exception requests should be directed to the divisional vice president

Timeline



CONTACT US

Human Resources



512.245.2557



hr@txstate.edu



hr.txst.edu





Dependent Tuition

Carole Clerie

Associate VP

Human Resources

Dependent Tuition

- Available now for the program starting Fall 2023
- Eligibility requirements
- Process

* = required field
Some content may be updated based on selection



Dependent Child Tuition Benefit Application and Tax Attestation

Note: The Dependent Child Tuition Benefit Application and Tax Attestation form is required each **calendar** year (not academic year).

Example:

- If you are completing the form for Fall 2023, you **will need** to resubmit this form for the next calendar year that starts January 2024.
- If you complete the form in Spring 2024, you **will not need** to resubmit for the Fall semester in 2024.

First Name: Last Name:

TXST ID: Texas State Email Address:

Select the group of academic terms within the calendar to which this application applies:

For example: Spring/Summer/Fall 2023; Spring/Summer/Fall 2024...

This tuition benefit **does not cross** calendar years.

If you select **different calendar/semester** years for your form, you will not be able to submit it.

If you are submitting for **Fall 2023**, you **cannot submit for Spring 2024 at this time**. You will need to resubmit a form for Spring and Summer 2024.

- Fall
- Spring
- Summer

Please select the calendar year in which you are enrolling in the Dependent Tuition program.

Calendar Year*

CONTACT US

Human Resources | Budget Office



512.245.2557



hr@txstate.edu



hr.txstate.edu





Performance Plan Update

Cynthia Keilers

Employee Relations
Manager

Human Resources

Performance Plans Update

- The 2023-2024 Performance Plans will be launch on September 5th this performance cycle, due to several organizational moves within the university.
- 2023-2024 dates to remember:
 - Launch plans September 5th
 - Plans completion Oct 31st
 - Mid-Cycle review December 2023 – January 2024
 - Launch 2023-2024 reviews April 1st 2024
 - Reviews completed May 31st 2024

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5.2557



hr@txstate.edu



hr.txst.edu





Talent Acquisition Updates

Alicia Barthel, PHR

Talent Acquisition
Human Resources

Talent Acquisition Updates

- PeopleAdmin
 - Digital offer letter functionality is launched
 - Updated notifications and emails
 - Finalizing user guides
 - Contact talent@txstate.edu with questions
- Relocation Services
 - Contract signed with Suddath
 - More options for new employees
 - UPPS updates coming soon

CONTACT US

Talent Acquisition



512.245.2557



talent@txstate.edu



<https://www.hr.txst.edu/talent-acquisition.html>





Leadership Academy

Tami Johnson

Training Specialist
Human Resources

Leadership Academy

- Rebrand: Academy
- Fall / Spring cohorts
- Fall 2023 cohort has been selected!
- Fall 2024 nominations will open this Fall
- Visit Leadership Academy webpage to learn of program topics
- Email Leaders@txstate.edu for more details



CONTACT US

Human Resources



5.5287



Tami.J@txstate.edu



hr.txst.edu





Summer Enrollment

Alexandra Reyna

Benefits Analyst
Human Resources

Summer Enrollment

- The summer enrollment period to make insurance changes ends **July 28th, 2023**
- Changes can be made by going online to your ERS Account at www.ers.texas.gov and clicking “Benefits Enrollment” or stopping by the HR Benefits office in JCK 360 to complete a paper form. If coming by the Benefits office, please do so by noon on Friday, July 28th, so that our team has ample time to process forms before the deadline.
- **Don't want to make any changes?** Your elections continue through next year. No action required.
- **Did you apply for life insurance or disability coverage?** Be sure to complete the Evidence of Insurability process or coverage will not be granted.
- **Did you add a dependent?** You must complete the dependent eligibility verification to cover your dependents. If you do not submit your documents, your dependents **WILL BE DROPPED FROM COVERAGE**

CONTACT US

HR Benefits



512.245.2557



hrbenefits@txstate.edu



<https://www.hr.txst.edu/benefits.html>





Faculty PCR Processing Migration

Katie Bonner

HRIS Manager
Human Resources
HRIS Team

PCR Processing Changes

- The Human Resources Information Systems Team is the centralized processing team for all Personnel Change Requests.
- Employees impacted by this change:
 - PCR initiators and approvers within the Academic Affairs division
 - Faculty
 - Graduate Students in the Academic Affairs division
- PCR questions and training:
 - Human Resources
 - Elizabeth Mello
 - Candice Satchell

CONTACT US

Human Resources | HRIS Team



512.245.2557



hr_mdc@txstate.edu



hr.txstate.edu





Well-Being Events

Jess Youngs

Well-Being
Representative
Human Resources

Well-being Events

- **Monday & Wednesday @ 3:15**
 - Afternoon Stretch Breaks on Microsoft Teams
- **July 27**
 - Bobcat R.O.A.R. Games
- **October 12**
 - Benefits Fair
- **Check out the WellCats Event Calendar**



CONTACT US

HR Benefits



512.245.2557



worklife@txstate.edu



<https://wellcats.txst.edu/>





QUESTIONS?

Please use the **Q&A feature** to submit your question.



THANK YOU!

We hope to see you at
our next HR Connections event
on October 17!

CONTACT US:



5.2557



hr@txstate.edu



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