



JULY 2023

Q&As

TEXAS STATE
HUMAN RESOURCES

Q: Are 2% salary adjustment and the merit increase process separate? Are FTE benefits-eligible employees eligible for both? Are externally funded programs expected to match the university plans for both?

A: Yes, these processes are separate. The 2% salary adjustment and increase to \$30,000 annual base have already been factored into SAP. No further action is needed from leadership to implement these changes.

Merit increases (as determined by the divisional vice president) will be entered through the SAP Salary Review transaction.

- Full-time ($\geq 75\%$ FTE) benefits-eligible employees are eligible for the salary adjustments (i.e., 2% or under 30K increase) following that they meet all other eligibility criteria for these adjustments (Please see the [FY24 Merit and Salary Increase webpage](#) for further eligibility information)
- ($\geq 50\%$ FTE) benefits-eligible staff and faculty are eligible for the merit increase following that they meet all other eligibility criteria (Please see the [FY24 Merit and Salary Increase webpage](#) for further eligibility information)

Departments with grant and externally-funded positions are expected to match state and institutional pay practices and should review their respective budgets for feasibility and allocate appropriate funding. Exceptions must be approved by the divisional vice president. For more information regarding grant and externally-funded positions, please see the [FY24 Merit and Salary Increase webpage](#).

Q: Why is the Faculty Start Date different from the Staff Start Date for adjustment eligibility?

A: The faculty merit eligibility date aligns with their performance evaluation date, which occurs in the fall term.



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Q: Is the start date when you began at the UNIVERSITY vs. in a role? If an employee was recently promoted or transitioned into a new role, what should they expect?

A: The start date of March 6 is based on the start date at the university in an eligible role.
If the position/title change was accompanied by a salary increase, they may be ineligible. If no change in salary, then the individual would be eligible.

Q: Are we able to use some of that merit adjustment to raise a lower-paid faculty member up to 90% CUPA?

A: Department heads have the discretion to make recommendations on merit increases to their divisional vice presidents.

Q: Why is the Faculty Start Date different from the Staff Start Date for adjustment eligibility?

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Q: When will the Merit increases payout? Effective date? Does the merit increase become your new base salary moving forward?

A: These adjustments are effective with the October 2023 paycheck. The merit increase becomes part of your new base salary (ongoing). Merit increases are determined by supervisors, department heads, and vice presidents and are based on performance.

Q: For new Employees (staff) that started after March 6, 2023. Will we eventually receive a 2% pay increase?

A: Salary adjustment and merit increase decisions are made on a fiscal year basis, based on fund availability. At this time, there are no further university-wide adjustments planned for FY'24.



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Q: How are department heads reviewing and assigning staff merits? SAP transaction? How is the dollar amount for merit determined?

A: Yes, the department heads will be awarding merit through an SAP transaction that they will receive instructions on how to use shortly via email notice. Merit increases are determined by department leadership. are based on performance.

Q: Is the 5.6M only for merit increase or can it be used to fund new staff for the division?

A: The merit allocation should be used for its stated purpose. As announced in Dr. Damphousse's June letter, the University has allocated almost \$1M to establish new staff positions in FY'24. These requests should be submitted to your respective divisional vice president.

Q: What is the name of the Compensation Consultant?

A: We selected CBIZ as our consultant through a public RFP process. <https://www.cbiz.com/>

Q: Does the 3% consider the 2% adjustment? As supervisors, do we base the merit amount on salaries after the 2% salary adjustment? Is the merit raise capped at 3% of your base salary?

A: Yes, merit increases will be calculated after any applicable salary adjustments. The merit pool allocated to each account manager is 3%. Individual merit decisions are at the discretion of the supervisor.



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Q: Will the People Admin jobs already posted be included in the new process?

A: Yes. This new feature is 'activated' as the hiring proposal is initiated.

Q: Are moving allowances still coming out of department M&O funds?

A: Yes. Moving allowances will still be paid by the hiring department. Details on the moving allowance are available in [UPPS 03.01.22](#).

Q: With the new changes to the rec for hire submittal, specifically requiring a start date, salary amount, and orientation date, why are these being required before we get approval to hire? Will the Hiring Manager get an email when the employee electronically accepts the offer letter?

A: That's how PeopleAdmin can generate the offer letter; however, those fields are editable prior to generating the offer letter for submission. Since this is a new process, we will continue to look for ways to streamline the process as we go. Yes the hiring manager will receive an email.

Q: How do persons get nominated for cohorts? How many people get into a cohort?

A: Employees may be nominated to participate in the Leadership Academy by a colleague, co-worker, or supervisor. Employees may also self-nominate. The cohorts are capped at 20 participants.



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Q: Are there any other ways to receive training besides the Leadership Academy?

A: We have a lot of training opportunities throughout the year, including various certificate programs (like the Leadership Academy), courses on technical skills (like SAP Budget Balance Reports), and much, much more. Please review our [course calendar](#) and monthly HR email communications for training and development opportunities.

Q: What are the requirements to join the leadership cohort (besides being nominated)?

A: A committee evaluates the applications and uses a rubric to determine the cohort participants.

Q: How do persons get nominated for cohorts? How many people get into a cohort?

A: Employees may be nominated to participate in the Leadership Academy by a colleague, co-worker, or supervisor. Employees may also self-nominate. The cohorts are capped at 20 participants.

Q: Last year was my first as a faculty member. My salary was paid over nine months. I would like to have it paid for over twelve months. How do I make the change for this academic year?

A: The university offers a salary spread program to faculty that starts in the Fall term. Please visit the HR website for a copy of the [salary spread election form](#)



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Q: Regarding life insurance, if we leave TXST or retire do we lose our life insurance? Is retiree insurance paid in full after 20 years of service?

A: According to ERS, GBP retirees are automatically enrolled in Basic Term Life insurance. If you have Optional Term Life Insurance at the time you retire, you may be eligible to continue the benefit. Visit the [ERS website](#) for more info. Health insurance for eligible retirees is paid 100% for those with at least 20 years of eligible service at a GBP-participating agency or higher education institution. Visit the [ERS website](#) for more information.

Q: Are married children (<26 y/o) eligible for healthcare?

A: According to ERS, children under the age of 26 are eligible for health insurance coverage regardless of marital status. Visit the [ERS website](#) for more info.

Q: Keeping your health insurance after you retire. Do all 10 years have to be with Texas State University?

A: According to ERS, you need at least 10 years of service credit with an agency or higher education institution that participates in the Texas Employees Group Benefits Program (GBP) to be eligible for GBP retiree insurance. Visit the [ERS website](#) for more information.

Q: How do we determine if we are ERS or TRS?

A: In many cases, TXST employees are affiliated with both ERS and TRS. ERS administers the health and welfare benefit plans (e.g., medical, dental, vision, life, etc.). TRS manages the retirement plan (defined contribution plan). Visit the [ERS](#) and [TRS](#) websites for more info.

Q: How do we get a calculation of our retirement eligibility date?

A: Visit the [HR website](#) to request a calculation of the rule of 80.



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Q: If the ZSALREV is not working and we are the department head, is there someone we should contact? Whom do we contact if there's no budget as-

A: For assistance with the ZSALREV transaction, please email hr@txstate.edu and include your information along with screenshots of the error you are encountering.

Helpful Links from the meeting

- <https://teams.microsoft.com/l/team/19%3a95cd8f110b134dba8bf042028cb5f04e%40thread.tacv2/conversations?groupId=69489ef5-95d5-462e-8e26-8dd7595d7fd3&tenantId=b19c134a-14c9-4d4c-af65-c420f94c8cbb>
- <https://wellcats.txst.edu/bobcat-roar-games.html>
- <https://www.hr.txst.edu/odc/employee-certificates/leadership-essentials.html>
- <https://wellcats.txst.edu/events.html>
- <https://www.hr.txst.edu/about/news-policies/fy24-merit.html>
- <https://ers.texas.gov/Retirees/Optional-Add-on-Benefits/Optional-Life-Insurance>
- <https://www.txst.edu/about/open-records.html>

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Presentation slides and video recordings are available on the [HR Connections Resources website!](#)