Q: Can you confirm the time for the HireRight Training? SuccessFactors shows 2:30 PM - 3:30 PM.

A: We will be updating the time in SuccessFactors to indicate 2-3:30 p.m.

Q: Will there be more trainings? Or a recording of the November 6th training?

A: Yes. Another training will be held on December 4 from 2-3:30 p.m. PeopleAdmin ATS Training for Faculty: October 24 & November 28. PeopleAdmin ATS Training for Staff: October 26 & November 30.

Q: Is there any discussion on building in the international employee (faculty/staff, GA's, student workers) registration into Sprintax Tax automatically via the hiring process so that the hiring manager doesn't have to email payroll@txstate.edu all of their international hire's information to generate the email invitation?

A: This is something we are working on with Talent Acquisition, finding a way Payroll is informed through the hiring process. Right now, Sprintax does **not** interface with any of our systems, so right now we depend on hiring managers to inform our office when they hire an international individual.

Q: To confirm about the remote, I-9 document verification, the keyword is the remote examination only applied to employees who are hired into "remote" positions, correct?

A: That is correct. In this case, you as a hiring manager can go ahead and do the verification remotely and then provide them the link for the Texas State File Transfer so that they can securely provide the copies of supporting documentation to you. You will then upload those to HireRight.

Q: I have international students who have not received their physical social security card yet. How do I document that for the audit?

A: There is a notes section (or additional comments section) in HireRight where you can disclose why the Form I-9 is being completed late. Alicia Barthel will look into this feature and provide an update.

Q: Any recommendations for retrieving their social security and birthdate since the form (background check) is no longer needed? This is also required to request a NetID and A# for them.

A: The NetID and TXST ID fields are no longer required at the *beginning* of the Recommendation for Hire process like they used to be. They are now required fields *after* the applicant has accepted the offer of employment. Once they have accepted the offer of employment, you will send them the invitation to complete Section 1 of the Form I-9 (Please let them know that they are going to be getting this invitation). As soon as they complete Section 1 of the Form I-9, you will then be able to get the social security number and date of birth from Section 1.

Q: I've got several reclass positions that are sitting at a level that does not have an active user who can approve them. Who do I reach out to in order to get them moved to the next level where someone is listed in that position? Also, who can I work with to ensure that all approval levels are tied correctly to the appropriate approver? This stems from the closure of University College without consultation with the Hiring Manager(s) in the new departments.

A: Blake Bissing and Elizabeth Cruz in Classification & Compensation will be able to assist you with the reclassification workflow. Please email compensation@txstate.edu.

Q: Where did Noel Fuller get his amazing headset?

A: https://www.staples.com/Logitech-H390-USB-Wired-PC-Headset-for-Internet-Calls-and-Music-981-000014/product_710265

Q: My dependent is covered with health, dental, etc. and is also in the military, would this benefit apply?

A: Voya is a separate offering. So even if you do not participate in TXST healthcare and welfare benefits, you can still elect the Voya plan as long as you are a benefits-eligible employee.

Q: Where can you find the rates mentioned in the Voya presentation?

A: The rates have not been published *yet*. Human Resources will be doing a full launch. We'll be publishing rates on the website, sending out notifications and developing a full communications plan. Stay tuned for not just the rates, but how to enroll in the benefit that is coming in the next couple of months.

Q: What time are the Career Development workshops and how can I register?

A: Goal Setting is November 2 from 2-3 p.m.
Time Management is November 7 from 10-11 a.m.
Networking (Part 1) is November 16 from 10-11 a.m.
Networking (Part 2) is November 28 from 1-3:30 p.m. in the specified campus locations. Registration is available now in SuccessFactors Learning.

Spoiler Alert - Noel Fuller is going to be one of our speakers!

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HUMAN RESOURCES

Q: I have several questions regarding the new Hires through PeopleAdmin. Do we notify the adjunct to apply in People Admin, and do we need to create a posting in PeopleAdmin? This is my first time referring anyone to use in PeopleAdmin. Also, do I still need to send the hiring paperwork to future adjuncts?

A: For adjunct faculty, they will need to apply in PeopleAdmin. They should apply for the pool posting for the college or department. If the appropriate pool posting doesn't exist, we can create one.

For anything having to do with faculty postings and hiring, your contact information is talent@txstate.edu. Our recruiters, Deana Townsend and Justin Mireles, can answer your questions.

Presentation slides and video recordings are available on the HR Connections Resources website!