## AGENDA

<table>
<thead>
<tr>
<th>Topic:</th>
<th>Presenter(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Caleb Martin</td>
</tr>
<tr>
<td>New Performance Plan Launched</td>
<td>Cindy Keilers</td>
</tr>
<tr>
<td>Payroll Tax Compliance Reminder</td>
<td>Madeline Davila Adams</td>
</tr>
<tr>
<td>Talent Acquisition Updates</td>
<td>Alicia Barthel</td>
</tr>
<tr>
<td>Meet the New Staff Ombuds</td>
<td>Noel Fuller</td>
</tr>
<tr>
<td>New Voluntary Benefit Program Preview</td>
<td>Mia Cobell – VOYA</td>
</tr>
<tr>
<td>Tips from the Training Corner &amp; Upcoming Workshop Series</td>
<td>Tami Johnson</td>
</tr>
<tr>
<td>Well-Being Events</td>
<td>Jess Youngs</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>Caleb Martin</td>
</tr>
</tbody>
</table>
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)
New Performance Plan

Cindy Keilers
Employee Relations Specialist
Human Resources
Performance Plans

- The first phase of the Performance Review process.
- The Performance Plan launched on October 1 and will close on December 1.
- This is the phase where supervisors and their direct reports collaborate to set goals and performance expectations for the upcoming performance cycle.
Key Changes

✓ Consolidated Workflow
  • The workflow has been adjusted to minimize steps while continuing to provide both the employee and supervisor review and acknowledgment opportunities.

✓ Other Performance Assessments
  • Other criteria have been combined into this new section made of three subsections. Performance will be evaluated based on specific competencies and behaviors.

✓ Progress Updates
  • Employees are now allowed to provide detailed updates and status reports for each individual goal set in the Performance Plan.
CONTACT US

Team, Department, or Division

512.245.2557

Hr_erelations@txstate.edu
performancemgmt@txstate.edu

hr.txstate.edu
Payroll Tax Compliance Reminder

Madeline Davila Adams

Director of Payroll and Tax Compliance
Finance & Support Services
Your W-2

- W-2: Payroll and Tax Compliance Office: Texas State University (txst.edu)
It's Time to Update Your W-4

- **Time for a Paycheck Checkup**: Payroll and Tax Compliance Office, Texas State University (txst.edu)
- **Tax Withholding Estimator - About You**: Internal Revenue Service (irs.gov)
Sprintax Tax Determination System

Sprintax Tax Determination System (TDS) is a software used by TXST to assist international individuals in determining their U.S. tax residency status and possible eligibility for tax treaty benefits. The system generates the correct tax form (W-8BEN) required for PaymentWorks.
Nonresident Alien – Tax Compliance

Topics to be Covered
° Hiring Process of an International Employee
° W-4 information
° Purpose of Payroll and Tax Compliance
° Documents needed
° SSN requirement
° Sprintax Calculus Process
° Contact information
CONTACT US

Office of Payroll & Tax Compliance

512.245.2543

payroll@txstate.edu
taxspecialist@txstate.edu

www.txst.edu/payroll.html
Talent Acquisition Updates

Alicia Barthel

Executive Director for Talent Strategy
Human Resources
HireRight Updates

° HireRight transitioned to a new platform effective September 12.
  • Any I-9’s created prior to this date will remain on the previous platform and will be migrated to new platform in the future.
  • Supplement B (formerly known as Section 3), reverification and rehire will need to be performed on the old platform.
  • New platform will be used for NEW employees going forward.

° DHS/USCIS Update – Remote Examination of Documents
  • This must be done consistently for all employees. However, you may choose to offer the alternative procedure for remote hires only but continue to apply physical examination procedures to all employees who work onsite or in a hybrid capacity, so long as you do not adopt such a practice for a discriminatory purpose or treat employees differently based on their citizenship, immigration status, or national origin, such as by deciding that certain employees are not eligible for remote examination of their documentation.

New HireRight Form I-9 Website
• User access request form
• User guides
• DHS and USCIS resources

Upcoming HireRight Training
• November 6, 2:00 – 3:30 p.m.
• Via Zoom
• Register through SuccessFactors

Form I-9 Audits
Prior to migrating to the new platform, TA will be conducting audits.
PeopleAdmin Updates

° Background check authorization forms for staff and faculty.
  • CBC vendors are now integrated with PeopleAdmin. Forms are no longer required in the hiring proposals. Notify candidate that an automated email will be sent to the email address on their application for them to complete the form.
° TA conducts posting and rec for hire audits regularly.
  • Rec for Hire audits ensure that the posting closes and candidates are notified in a timely manner.
  • Posting audits ensure that position management information in PA clearly reflects updates/changes made within SAP through nightly integrations.

Recruiting

° All recruiting for staff and faculty now resides in Human Resources’ Talent Acquisition Team.
° TA supports all searches with recruitment strategies, sourcing capabilities, posting updates and hiring best practices.
° TA will be offering PeopleAdmin training related to the posting and rec for hire process for both Staff and Faculty positions.
Coming Soon

- PeopleAdmin User Guides
  - Postings
  - Supplemental questions
  - Rec for hires
  - Digital offer letter
- PeopleAdmin User Access Dynamic Form
- CBC Individualized Assessment Process Update
- HireRight Form I-9 Website Enhancements
  - Update User Guides
  - Form I-9 Resources for Int’l Employees
- Relocation Resources Website
Meet the New Staff Ombuds

Noel Fuller
Staff Ombuds
Meet the New Staff Ombuds

° Noel Fuller
° Assistant Director for First-Year Advising
° Former Staff Council Chair
° Doctoral Student in Adult, Professional, and Community Education
Meet the New Staff Ombuds

Services and Logistics

- Separate from Faculty/Student Services
- Confidential Services*
- Mandatory Reporter
- Listen to Concerns
- Discuss Options
- Seek Departmental Consultations

*Staff Ombuds is a responsible employee and must report instances of suspected Title IX or Title VII violations

Contact

- Staffombuds@txstate.edu
- Meetings
  - Teams/Zoom Available
  - In-Person
- Location – THH 160
CONTACT US

Staff Ombudsperson

512.245.7352

staffombuds@txstate.edu

txst.edu/ombuds.html
New Voluntary Benefits

Mia Cobell

EB Sales Representative
VOYA Financial
Tips from the Training Corner

Tami Johnson
Training Specialist
Human Resources – Talent Development & Communications
Tips from the Training Corner is back!
  • What is it?

Manage Up
  • What does it mean to “manage up”?
  • Why is managing up important?
  • 5 Tips on How to Manage Up Effectively
    1. Exercise Empathy
    2. Be Honest with Feedback
    3. Utilize 1:1s
    4. Present it in a Question
    5. Communicate Concisely
Leadership Academy nominations are open!
• Deadline: November 1
• Time commitment: January – May 2024
• Requirements
  • Be an active, full-time TXST employee for at least one year
  • Receive supervisor approval to participate
  • Be an excellent performer
• Location: Star Park on Hunter Rd.

For more information contact Leaders@txstate.edu
Career Development Workshop

- Development Workshop Series
  - Thursday, November 2
    - **Goal Setting** – Zoom session
  - Tuesday, November 7
    - **Time Management** – Zoom session
  - Thursday, November 16
    - **Professional Networking Pt. 1** - Zoom session
  - Tuesday, November 28
    - **Professional Networking Pt. 2**
      - LBJ Ballroom/Avery Building*
CONTACT US

Team, Department, or Division

512.245.2557

hr_tdc@txstate.edu

https://www.hr.txst.edu/odc.html
Well-Being Events

Challenge Dates: October 1 – October 31
Last Day to Log: November 5

There are 272 participants and 48 teams participating!

Together, we have:

- Walked over 33,430,000 steps
- Collected more than 2700 leaves
- Earned 1640 Badges
- Scored 218 Thrive Points
Well-Being Events

October is Breast Cancer Awareness Month!

On Wednesdays We Wear Pink
Join us by wearing pink every Wednesday in October!

Pink Photo at the Arch
October 18 at 2:30 p.m. @ Trauth-Huffman Hall Arch
You’ll receive a pink awareness leaf with a fact about breast cancer that you can post in your office or share with others.
CONTACT US

Team, Department, or Division

512.245.2557

wellbeing@txstate.edu

hr.txst.edu/worklife.html
QUESTIONS?

Please use the Q&A feature to submit your question.
THANK YOU!
We hope to see you at our next HR Connections event in February!

CONTACT US:
5.2557
hr@txstate.edu
hr.txst.edu