

TEXAS  STATE
HUMAN RESOURCES

 **HR**
CONNECTIONS

October 17, 2023

AGENDA

Topic:

Presenter(s):

Welcome

Caleb Martin

New Performance Plan Launched

Cindy Keilers

Payroll Tax Compliance Reminder

Madeline Davila Adams

Talent Acquisition Updates

Alicia Barthel

Meet the New Staff Ombuds

Noel Fuller

New Voluntary Benefit Program Preview

Mia Cobell – VOYA

Tips from the Training Corner & Upcoming
Workshop Series

Tami Johnson

Well-Being Events

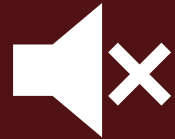
Jess Youngs

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)



New Performance Plan

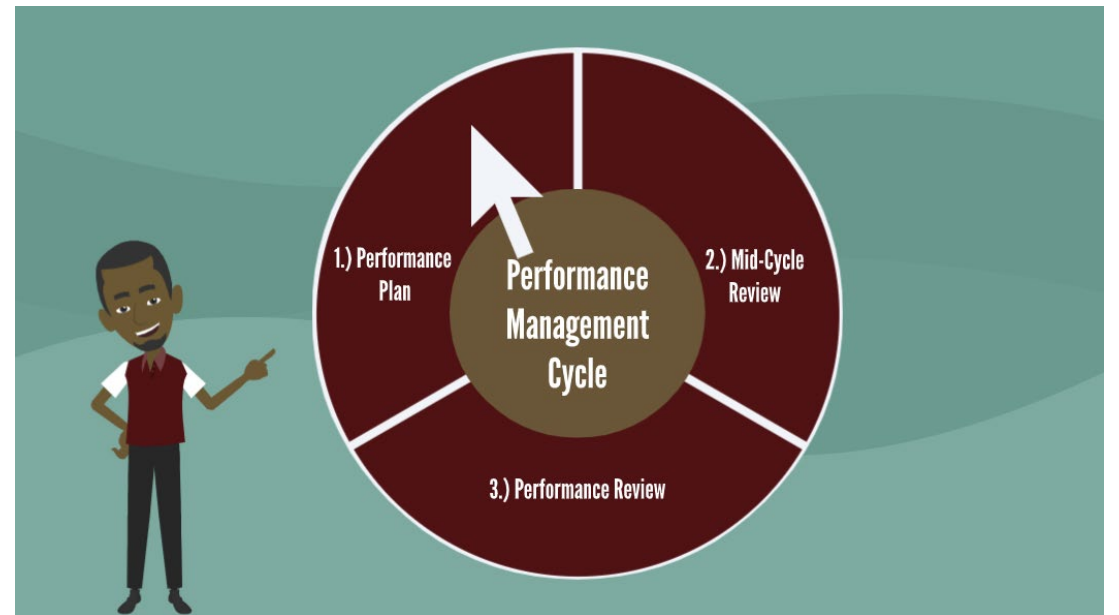
Cindy Keilers

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

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Payroll Tax Compliance Reminder

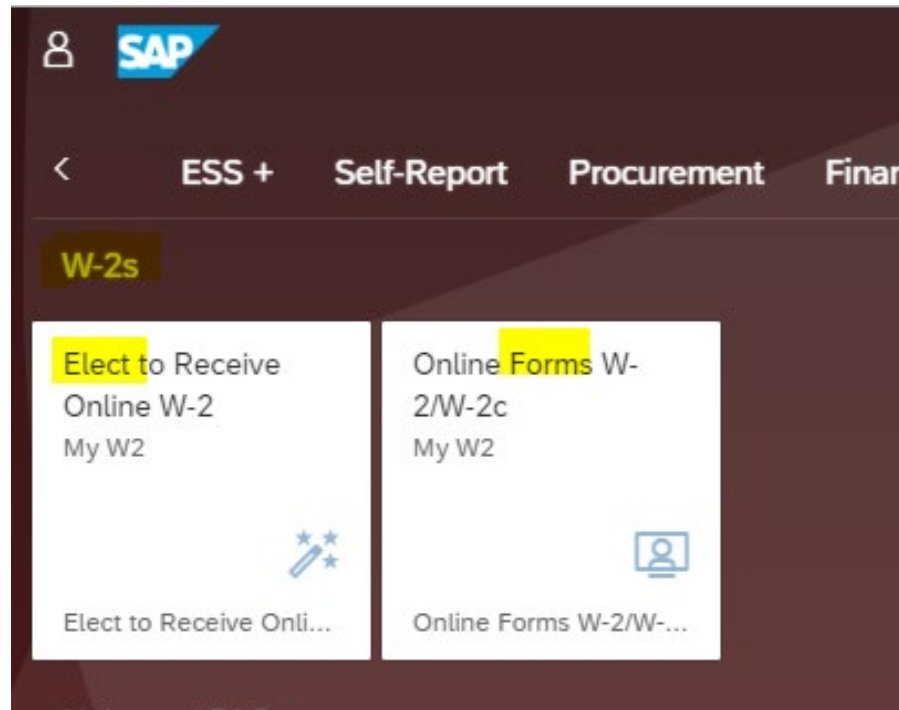
**Madeline Davila
Adams**

Director of Payroll and
Tax Compliance

Finance & Support
Services

Your W-2

- [W-2 : Payroll and Tax Compliance Office : Texas State University \(txst.edu\)](https://www.txst.edu/payroll-tax-compliance)



It's Time to Update Your W-4

- [Time for a Paycheck Checkup : Payroll and Tax Compliance Office : Texas State University \(txst.edu\)](https://www.txst.edu/finance-support-services/payroll-tax-compliance-office)

Finance and Support Services

Payroll and Tax Compliance Office

About Us | Are you a... | Payroll Calendars | W-2 | **Resources & Forms** | Tax Compliance | FAQ's

- Direct Deposit
- Payroll Overpayments
- SAP Portal ESS
- Payroll Forms
- Time for a Paycheck Checkup**
- About Form W-4, Employee's Withholding Certificate

Hourly/Biweekly Payroll: Time must be approved

- [Tax Withholding Estimator - About You | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/individuals/tax-withholding-estimator)

IRS

Help | News | English | Charities & Nonprofits

File | Pay | Refunds | Credits & Deductions | Forms & Instructions | Search

Home / File / Individuals / Tax Withholding Estimator / About You

Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income withheld.

- 1 About You
- 2 Income & Withholding
- 3 Adjustments
- 4 Deductions
- 5 Tax Credits
- 6 Results

Sprintax Tax Determination System

- **Sprintax Tax Determination System (TDS)** is a software used by TXST to assist international individuals to determine 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**.



User set up on system



Fill in online Questionnaire



TDS checks residency status and treaty eligibility



TDS prepares the necessary IRS forms (W-4, W-8Ben, 8233 etc)

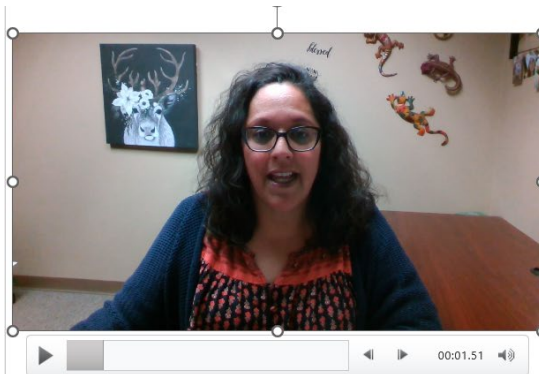


Easy access to generated forms

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



International
Employee's
Hiring and
Payroll Process

Anna Hale

Payroll Services Assistant

Payroll and Tax Compliance

TEXAS STATE
UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

CONTACT US

Office of Payroll & Tax Compliance



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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.

Talent Acquisition Updates

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

CONTACT US

Talent Acquisition



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talent@txst.edu



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





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

From the Training Corner

- **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



From the Training Corner

- **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*



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





Walktober & Wear Pink

Jess Youngs

Well-Being
Representative
Human Resources –
Well-Being

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.



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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:



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