

TEXAS  STATE  
HUMAN RESOURCES

 **HR**  
CONNECTIONS

February 20, 2024

# AGENDA

## Topic:

## Presenter(s):

Welcome

*Dani Dalrymple*

February & March Employee Engagement Events

*Sam Williams*

HR Updates

*Carole Clerie*

Well-Being Updates

*Jess Youngs*

Professional Development Needs Assessment

*Tami Johnson*

Talent Acquisition Updates

*Alicia Barthel & Deana Townsend*

Understanding Your W-2

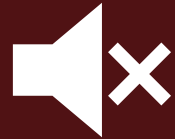
*Madeline Davila Adams*

Instructional Faculty Title Series

*Dr. Matthew Brooks*



# 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)



# Upcoming Employee Engagement Events

Sam Williams

Project  
Coordinator  
Human  
Resources

# Upcoming Employee Events

## Save the Date:

- Let's Taco Bout How Great You Are!
  - Friday, March 1 from 8:30 to 10:00 a.m.\*
    - SM: Faculty + Staff Room in the Jones Dining Hall
    - RR: Avery Building, Room 204
- Bring a Kid to TXST Day
  - Thursday, April 25
    - *More details coming soon!*
- Development Day for Bobcat Employees
  - Monday, May 20
    - *More details coming soon!*



# CONTACT US

## Talent Development & Communications



512.245.2557



HR\_TDC@txstate.edu



[hr.txst.edu/odc.html](http://hr.txst.edu/odc.html)





# HR Updates

**Carole Clerie**

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Associate Vice  
President  
Human  
Resources

# Employee Emergency Assistance Loan Program

## Program Highlights

- Zero-interest loans of up to \$1,000
- 12-month payoff schedule via payroll deduction or ACH
- Available to staff and faculty experiencing an immediate, temporary hardship such as:
  - Health/transportation/childcare/housing emergencies
  - Death or critical illness within immediate family
  - Extraordinary utility bills caused by unusual natural occurrences
- [Online application process](#)

Applications are now open!





# Volunteer Program and Workflow Process

## Procedure Overview

- Volunteer program registration
  - Online form
  - Position #s
  - Assigned training
- Volunteer registration
  - PeopleAdmin workflow
  - Backgroundchecks
  - A# & NetID
  - PCR



# Child Protection Training

- Child Protection Training migrating to SF Learning platform
- Change takes effect March 1
- All positions that work with minors have been identified and will be auto-assigned the training
- Training is required annually (expiration and reminder is automated)
- Course name: “Protecting Youth” is searchable in the SF Learning catalog and can be taken voluntarily
- New course is certified by TXHHS



# Job Description Update Project

- Integral to the compensation study project
  - Descriptions will be specific to the individual position
  - Descriptions help inform pay grades and ranges
  - Needed for occupied and vacant positions
- PeopleAdmin system will be used to gather info through existing workflow
  - User guide on compensation website
- List of position numbers will be sent to division VPs by end of week
- Optional Q&A session on March 4 at 1 p.m. (invite to follow)
- Deadline: May 31



# CONTACT US

## Human Resources



5.2557



[hr@txstate.edu](mailto:hr@txstate.edu)



[hr.txstate.edu](http://hr.txstate.edu)





# Well-Being Updates

Jess Youngs

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Well-Being  
Representative  
Human  
Resources

# Get Fit Texas Challenge

- Participants: 186
- Minutes: 136,941

Challenge Dates: **January 22 - March 31**

Last Day to Log Activity: **April 8**

The goal is for each participant to complete 150 minutes of physical activity per week. If you successfully complete 150 minutes of activity for at least 6 out of 10 weeks, you complete the challenge. The state agency with the highest completion percentage wins!



# Well-Being Programming

- **Heart Month:** Pledge for a Pin!
- **February 22** | Building Financial Resiliency  
*Lunch provided for in-person attendees.*
- **February 29** | Demonstrations of Love and Care
- **February 29** | Free Blood Pressure Screening
  - San Marcos Campus, Jowers A208
  - Round Rock Campus, Avery 204
- **March 22** | Blender Bike Smoothies!



# CONTACT US

Well-Being



512.245.268



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



[hr.txstate.edu](http://hr.txstate.edu)







# Professional Development Needs Assessment

Tami Johnson

Training  
Specialist  
Human  
Resources

# Professional Development Needs Assessment

- **2024 Needs Assessment Survey**
  - We want to hear the needs you may have for your professional development journey.
  - Opportunity to provide feedback on:
    - Topics
    - Potential SMEs
    - Location
    - Time
    - Etc.
  - Open to all Faculty, Staff, and Student Staff!
  - Deadline is April 1st



# CONTACT US

Talent Development & Communications



512.245.2557



[Hr\\_TDC@txstate.edu](mailto:Hr_TDC@txstate.edu)



[hr.txst.edu/odc.html](http://hr.txst.edu/odc.html)





# Talent Acquisition Updates

**Alicia Barthel &  
Deana Townsend**

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Executive Director  
& Strategist for  
Talent Strategy  
Human Resources

# Talent Acquisition Updates

- New Employee Welcome Registration
- PeopleAdmin & JobElephant Integration
- Form I-9, Employment Eligibility Verification
  - Remote document verification
- Background check billing will be centralized for non-grant and non-auxiliary positions effective March 1.



# Per Course Faculty / Postdoctoral Scholar Hiring Update

- College level pool postings closed 2/16/24 and will no longer receive new applicants.
  - Any hiring proposals in process will not be affected.
  - You will not lose access to the current postings or applicants.
- New postings should be created at the department level.
  - You can follow the instructions in the Faculty Recruitment Toolbox to create a Non-tenure line posting.
- For help setting up the new pools, contact the Talent Acquisition team.



# Coming Soon!

## PeopleAdmin

- Audit Approved to Post process and workflow
- Close no hire workflow update
- Automated reference checks/verifications
- Hiring matrix discontinuation
  - Supplemental questions
  - Evaluative criteria

## General

- Interview do's and don'ts
- Interview question bank to assist search committees in conducting effective interviews
- Updated user guides



# CONTACT US

## Talent Acquisition



512.245.2557



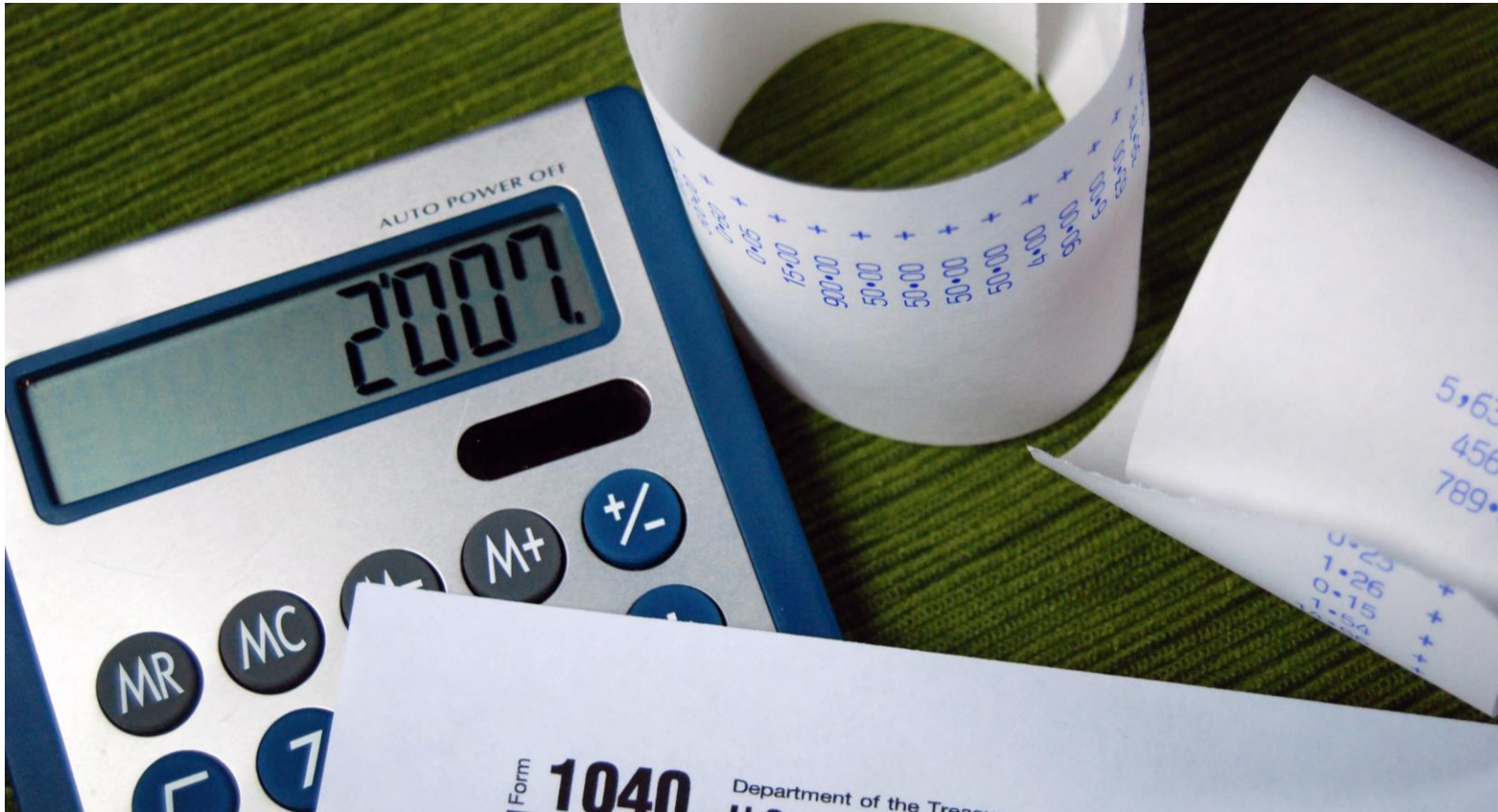
[talent@txst.edu](mailto:talent@txst.edu)



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







## Understanding your W-2

Madeline Davila  
Adams

Director,  
Payroll and  
Tax Compliance

Finance and Support Services

# Payroll and Tax Compliance Office

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

How To Get Your W-2 Online

[W-2 Frequently Asked Questions](#)

W-2 Resources & IRS Links

2023 W-2 Process Schedule

W-2 Reprint Request

Texas State > Finance and Support Services > Payroll and Tax Compliance Office > W-2

## Important Information

The deadline to Opt-In for Electronic W-2s is **January 12, 2024**.  
mailing address to receive a paper W-2 form.

Reminders:

Save your electronic W-2. Upon termination of employment with Texas State, a former employee will no longer have access to the SAP Portal.

Former employees will automatically receive a paper W-2 form.

Paper W-2 Forms will be mailed via U.S. Postal Service on January 31.

## W-2 Forms and Tax Statements (Form W-2)



IRS NEWS

Click on the Icon to access the latest IRS News about Tax Scams and Consumer Alerts.

Name **Jane Doe** Payroll Area M1 Monthly Payroll  
 TXST ID. **A00000000** Pay Period Apr 1, 2023 Apr 30, 2023  
 Tax Status S or MarSep - 00 Period No. 2022/08  
 Additional Amount withheld 0.00

Pay Date ACH/Check Number Earnings Deductions Taxes Net Pay  
 May 1, 2023 0000000000 1,539.79 - 98.27 - 143.56 = 1,297.96

Payment Method YTD Earnings YTD Deductions YTD Taxes YTD Net Pay  
 Bank transfer (ACH PPD) 9,959.79 - 1,019.99 - 1,094.00 = 7,845.80

Assignment	Earnings	Rate	Hours	Amount
	Regular Salary Comp			413.00
	State Longevity Pay			40.00
	Vacation Payout	11.91	91.25	1,086.79
Total Earnings				1,539.79

Employee Deductions	Pre-Tax Amount	After-Tax Amount	YTD Amount
Optional Life IE pre tax	31.20		156.00
St of Tx Vision IE	4.61		23.05
Teacher Ret Sys RE pre-ta	36.24		709.84
TXState ParkPermitPreTax	20.75		103.75
Short-Trm Disability IE		5.47	27.35
Total Employee Deductions	92.80	5.47	1,019.99

Employee Taxes	Authority	Amount	YTD Amount
Withholding Tax	FED	29.74	351.94
TX EE Social Security Tax	FED	92.25	601.41
TX EE Medicare Tax	FED	21.57	140.65
Total Employee Taxes		143.56	1,094.00

Employer Contributions	Authority	Amount	YTD Amount
Basic Life Employer		2.22	11.10
Health Select Tx IR		622.60	3,113.00
Teacher Ret Sys RRR		36.24	709.84
TX ER Social Security Tax	FED	92.25	601.41
TX ER Medicare Tax	FED	21.57	140.85
TX ER Unemployment Tax	TX	11.31	73.72
Total Employer Contributions		786.19	4,649.72

TAXABLE WAGE BASE	CURRENT	Y-T-D
RE EE Social Security Tax	1,487.85	9,700.09
RE EE Medicare Tax	1,487.85	9,700.09

TAXABLE GROSS	CURRENT	Y-T-D
Total YTD Earnings	1,539.79	9,959.79
Taxable Fringe Benefits	4.62	23.10
Pre Tax Deductions	92.80	992.64
TOTAL	1,451.61	8,990.25

1 Wages, tips, other compensation 8990.25	2 Federal Income tax withheld 351.94
3 Social security wages 9700.09	4 Social security tax withheld 601.41
5 Medicare wages and tips 9700.09	6 Medicare tax withheld 140.65
a Employee's SSA number [REDACTED]	Employer use only
b Employer's FED ID number 74-6002248	d Control number 00168564
c Employer's name, address, and ZIP code  Texas State University 601 University Drive San Marcos TX 78666-4615	

7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12 DD 3113.00
13 Statutory Employee Retirement plan Third-Party Sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	12b C 23.10
14 Other TRS 709.84	12c
	12d

e Employee's first name and initial Last name Suff.  
 [REDACTED]

f Employee's address and ZIP code

15 State	Employer's state ID	18 Local wages, tips, etc
16 State wages, tips, etc.		19 Local income tax
17 State income tax		20 Locality name

<b>Pay Date</b>	<b>ACH/Check Number</b>	<b>Earnings</b>	<b>Deductions</b>	<b>Taxes</b>	<b>Net Pay</b>
May 1, 2023	0 0000000000	1,539.79 -	98.27 -	143.56 =	1,297.96
<b>Payment Method</b>		<b>YTD Earnings</b>	<b>YTD Deductions</b>	<b>YTD Taxes</b>	<b>YTD Net Pay</b>
Bank transfer (ACH PPD)		9,959.79 -	1,019.99 -	1,094.00 =	7,845.80
<b>Assignment</b>	<b>Earnings</b>	<b>Rate</b>	<b>Hours</b>	<b>Amount</b>	
	Regular Salary Comp			413.00	
	State Longevity Pay			40.00	
	Vacation Payout	11.91	91.25	1,086.79	
<b>Total Earnings</b>				<b>1,539.79</b>	

Current Pay Period

Year To Date Summary

Gross Wages

Employee Deductions	Pre-Tax Amount	After-Tax Amount	YTD Amount
Optional Life IE pre tax	31.20		156.00
St of Tx Vision IE	4.61		23.05
Teacher Ret Sys RE pre-ta	36.24		709.84
TXState ParkPermitPreTax	20.75		103.75
Short-Trm Disability IE		5.47	27.35
<b>Total Employee Deductions</b>	<b>92.80</b>	<b>5.47</b>	<b>1,019.99</b>

Pre-Tax Deductions  
After-Tax Deductions

Employee Taxes	Authority	Amount	YTD Amount
Withholding Tax	FED	29.74	351.94
TX EE Social Security Tax	FED	92.25	601.41
TX EE Medicare Tax	FED	21.57	140.65
<b>Total Employee Taxes</b>		<b>143.56</b>	<b>1,094.00</b>

Taxes

TAXABLE WAGE BASE			TAXABLE GROSS		
	CURRENT	Y-T-D		CURRENT	Y-T-D
RE EE Social Security Tax	1,487.85	9,700.09	Total YTD Earnings	1,539.79	9,959.79
RE EE Medicare Tax	1,487.85	9,700.09	Taxable Fringe Benefits	4.62	23.10
			Pre Tax Deductions	92.80	992.64
			<b>TOTAL</b>	<b>1,451.61</b>	<b>8,990.25</b>

Taxable Wages

# W-2 Taxable Wages Box 1, 3, and 5

1 Wages, tips, other compensation		2 Federal income tax withheld	
8990.25		351.94	
3 Social security wages		4 Social security tax withheld	
9700.09		601.41	
5 Medicare wages and tips		6 Medicare tax withheld	
9700.09		140.65	
a Employee's SSA number			
b Employer's FEIN ID number 74-6002248			
c Employer's name, address, and ZIP code Texas State University 601 University Drive San Marcos TX 78666-4615			
7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12 DD 3113.00	
13 Statutory Employee Retirement plan Third-Party Sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		12b C 23.10	
14 Other TRS 709.84		12c	
e Employee's first name and initial Last name Suff.		12d	
f Employee's address and ZIP code			
15 State Employer's state ID		18 Local wages, tips, etc	
16 State wages, tips, etc.		19 Local income tax	
17 State income tax		20 Locality name	

1 Wages, tips, other compensation	8990.25	2 Federal income tax withheld	351.94
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5 Medicare wages and tips	9700.09	6 Medicare tax withheld	140.65

TAXABLE WAGE BASE	CURRENT	Y-T-D	TAXABLE GROSS	CURRENT	Y-T-D
RE EE Social Security Tax	1,487.85	9,700.09	Total YTD Earnings	1,539.79	9,959.79
RE EE Medicare Tax	1,487.85	9,700.09	Taxable Fringe Benefits	4.62	23.10
			Pre Tax Deductions	92.80	992.64
			<b>TOTAL</b>	<b>1,451.61</b>	<b>8,990.25</b>

# W-2 Taxes Box 2, 4 and 6

1 Wages, tips, other compensation	8998.25	2 Federal income tax withheld	351.94
3 Social security wages	900.09	4 Social security tax withheld	601.41
5 Medicare wages and tips	970.19	6 Medicare tax withheld	140.65
a Employee's SSA number	b Employer use only		
b Employer's FED ID number 74-6002248	d Control number 00168564		
c Employer's name, address, and ZIP code Texas State University 601 University Drive San Marcos TX 78666-4615			
7 Social security tips	8 Allocated tips		
9	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12 DD		3113.00
13 Statutory Employee Retirement plan Third-Party Sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	12b C		23.10
14 Other TRS 709.84	12c		
12d			
e Employee's first name and initial Last name Suff. [Redacted]			
f Employee's address and ZIP code			
15 State Employer's state ID	18 Local wages, tips, etc		
16 State wages, tips, etc.	19 Local income tax		
17 State income tax	20 Locality name		
Form W-2 Wage and Tax Statement 2023	OMB. No. 1545-0008 Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.		
Copy C for Employee's records			

2 Federal Income tax withheld	351.94
4 Social security tax withheld	601.41
6 Medicare tax withheld	140.65

Employee Taxes	Authority	Amount	YTD Amount
Withholding Tax	FED	29.74	351.94
TX EE Social Security Tax	FED	92.25	601.41
TX EE Medicare Tax	FED	21.57	140.65
<b>Total Employee Taxes</b>		<b>143.56</b>	<b>1,094.00</b>

Source(s)

1. [About Form W-2, Wage and Tax Statement - Internal Revenue Service](#)
2. [W-2 vs Last Pay Stub: What's the Difference? | APS Payroll](#)
3. [Form W-2 Wage and Tax Statement: What It Is and How to Read It](#)

# CONTACT US

Office of Payroll & Tax Compliance



512.245.2543



[payroll@txstate.edu](mailto:payroll@txstate.edu)  
[taxspecialist@txstate.edu](mailto:taxspecialist@txstate.edu)



[www.txst.edu/payroll.html](http://www.txst.edu/payroll.html)







# Faculty and Academic Resources

**Dr. Matthew Brooks**

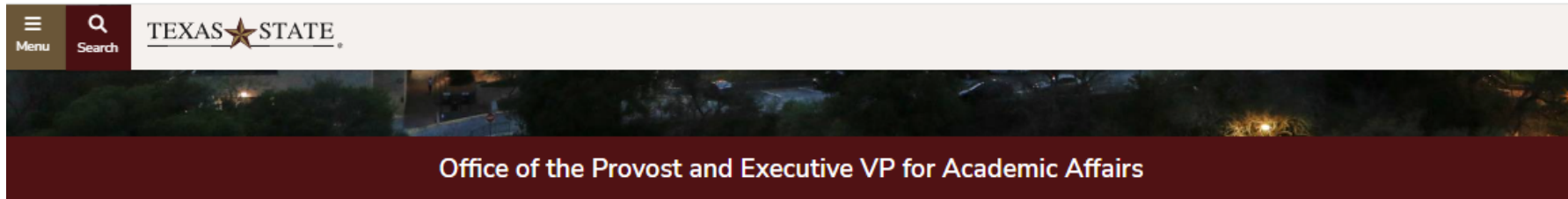
Assistant Provost &  
Professor,  
Health  
Administration

# Instructional Faculty Title Series



- New promotion-eligible title for qualified instructional faculty effective September 1, 2024 (FY25).
- Instructional faculty appointments are reserved for individuals who make a unique contribution to Texas State University's mission by dedicating their time and expertise to teaching, learning, and instructional activities that complement and enhance the goals of students, academic units, and the university.
- During this academic year (FY24), we are implementing a process to transition qualified faculty to assistant professors, associate professors, and professors of instruction.
- [AA/PPS 04.01.26, Faculty of Instruction Appointments](#), has been finalized and we encourage everyone to thoroughly review the final version.

# Instructional Faculty Title Series



Texas State / Office of the Provost and Executive VP for Academic Affairs / Resources for Faculty / **Instructional Faculty Title Series**

## INSTRUCTIONAL FACULTY TITLE SERIES

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Instructional faculty appointments are reserved for individuals who make a unique contribution to Texas State University's mission by dedicating their time and expertise to teaching, learning, and instructional activities that complement and enhance the goals of students, academic units, and the university. To ensure career advancement opportunities, Texas State is pleased to introduce a new title and ranks for qualified instructional faculty effective September 1, 2024 (FY25). During FY24, Texas State will implement a process to transition qualified faculty to assistant professors, associate professors, and professors of instruction.

By February 2, 2024, academic units will finalize guidelines for transitioning current lecturers and senior lecturers to the new instructional faculty title series. Guidelines are based on the qualifications found in [AA/PPS 04.01.26, Faculty of Instruction Appointments](#). To ensure consistency across the university, a [template](#) is available for departments, schools, and colleges to use in preparing guidelines.

### Open Forum

Two open forums will be hosted by the Provost's Office via [Microsoft Teams](#) for members of the university community to attend. Everyone is encouraged to ask questions during these information sessions.

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## Timeline for the New Title Series

<b>Fall 2023</b>	AA/PPS 04.01.26, Faculty of Instruction Appointments finalized
<b>February 2024</b>	In collaboration with all voting faculty, academic units finalize guidelines and qualifications for achieving the rank of assistant, associate, or professor of instruction by February 2, 2024. Guidelines are concurrently reviewed by the college and Faculty and Academic Resources
<b>January to March 2024</b>	Faculty annual performance evaluation occurs, including discussion with lecturers and senior lecturers on transitioning to the new title
<b>April 2024</b>	Current lecturers and senior lecturers finalize their intent to transition to the new title or remain in their current title to their academic unit leader no later than April 19, 2024. Academic units determine eligibility and appropriate rank for lecturers and senior lecturers who intend to transition to the new title
<b>May 2024</b>	Colleges review department recommendations and provide final recommendations on new titles and ranks to Faculty and Academic Resources no later than May 20, 2024. A background check will be initiated for those transitioning to the promotion-eligible line. No additional conversions of current faculty will be considered after this deadline
<b>Fall 2024</b>	Assistant professor, associate professor, and professor of instruction are available job titles at TXST!

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# CONTACT US

## Faculty and Academic Resources



512.245.3628



[facultyresources@txstate.edu](mailto:facultyresources@txstate.edu)



<https://www.provost.txst.edu/>

<https://facultyresources.provost.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  
in April 16!

## CONTACT US:



5.2557



[hr@txstate.edu](mailto:hr@txstate.edu)



[hr.txst.edu](http://hr.txst.edu)