

TEXAS  **STATE**
HUMAN RESOURCES

 **HR**
CONNECTIONS

April 16, 2024



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)

AGENDA

Topic:

Presenter(s):

Welcome

Georgia Zaborowski

April & May Employee Engagement Events

Sam Williams

HR Updates

Alicia Barthel

Performance Reviews

Cindy Keilers

Well-Being Updates

Jess Youngs

Talent Acquisition Updates

Deana Townsend

Texas Two Steps

Carole Coburn

Voya

Mia Cobell

Annual Budget Development

Tracy Ryan



Upcoming Employee Engagement Events

Sam Williams

Project
Coordinator
Human
Resources

Upcoming Employee Events

Save the Date:

- Bring a Kid to TXST Day
 - Thursday, April 25
 - *Registration Closed*
 - *120 young Bobcats will be on campus with us soon!*
- Development Day for Bobcat Employees
 - Monday, May 20
 - *Keynote: Cassandra LeClair*
 - *Registration opening very soon!*
 - *Option to attend in-person and/or online via Zoom*
- *Kudos and Karaoke*
 - *Tuesday, May 21 from 1:30 to 5:00 p.m.*
 - *More details to be shared via email*
- *Double the Pride Night @ Industry*
 - *Wednesday, May 22 from 4:00 to 6:30 p.m.*
 - *More details to be shared via email*



CONTACT US

Talent Development & Communications



512.245.2557



HR_TDC@txstate.edu



hr.txst.edu/odc.html





HR Updates

Alicia Barthel

Interim Chief
Human
Resources Officer

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 sent to division VPs
- Descriptions that are not updated will remain as is in the new structure.
 - 300 have been processed
- Deadline: May 31



Volunteer Program and Workflow Process

Procedure Overview

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



Summer Camps & Child Protection Training

- *Following same process as previous years
- Camp coordinators will direct camp facilitators to the appropriate portal to complete the required youth protection training:
 - TXST affiliated persons may complete “Protecting Youth” in the SF Learning catalog.
 - Non-TXST affiliated persons will complete the training outside of SF Learning.
- All participants must complete the training and a CBC prior to participating in the camp.



Changes to ORP/TDA Vendors

- TSUS, in collaboration with CAPTRUST, selected TIAA as the lead recordkeeper & consolidated to 4 vendors (CoreBridge, Fidelity, TIAA, VOYA).
- American Funds, Lincoln Investment Planning, Inc, & Pentegra will no longer be offered.
- Current participants can contribute until 12/31/2024. No action is needed from individual participants at this time, but expect action items in the upcoming months.
- For more information, please visit the [HR Benefits](#) website.

Summer Insurance Updates

- Summer Enrollment will be occurring this year from June 17 through July 19.
 - This is the time that all employees can make changes to their insurance coverages without needing a Qualifying Life Event.
 - Employees will be able to make changes then by going online to your ERS account or by reaching out to the HR Benefits team.
 - Changes made during that time go into effect on September 1st, 2024.



Summer Insurance Updates

Summer insurance prepay information for 9-month faculty not on salary spread or not working during the summer months will be coming the first week of May.

- Any faculty who are not working during the summer or receiving pay from TXST will need to make arrangements to pay for their insurance for the summer months (June, July, August).
- Faculty will be able to either prepay for all 3 months on their June 1 check or can pay monthly online by credit card.
- Please note that Faculty who fall into those two categories but do NOT pay out of pocket for their coverages will not receive an email since no prepayment is needed.

Questions can be sent to HRBenefits@txstate.edu



Performance Reviews

Cindy Keilers

Employee Relations Specialist
Human Resources

ANNUAL PERFORMANCE REVIEW STEPS

Step 1



Employee
Completes Self-
Assessment

Step 2



Manager
Completes
Employee
Assessment

Step 3



Manager
Schedules 1:1
Meeting

Step 4



Employee
Acknowledgement

Step 5



Manager
Acknowledges the
Performance
Review

PERFORMANCE REVIEW DATES

- Performance Reviews launched April 1st
- Other Important Dates to Remember
 - If a new employee is hired after **February 1st** of the Performance Cycle, no plan needs to be created or performance review needs to be completed.
 - If existing employee is transferred into another department/division after **April 1st** of the performance cycle, the assessment will need to be completed by the receiving department.
- Reviews need to be completed by May 31ST to be considered for merit eligibility



CONTACT US

Human Resources



512-245.2557



performancemgmt@txstate.edu



hr.txst.edu/employee-relations.html





Well-Being Updates

Jess Youngs

Well-Being
Representative
Human
Resources

Events

National Stress Awareness Month

April 18 | Noon – 1 p.m. | [Stress & its Effects on Aging](#)

April 22 | Noon – 12:45 p.m. | [Earth Day: Outdoor Yoga](#)

Financial Literacy Month

April 23 | 10 – 11 a.m. | [Setting Financial Goals](#)

April 24 | 10 – 11 a.m. | [Managing Your Money – Budgeting & Saving](#)

Afternoon Stretch Breaks

Monday, Wednesday & Friday | 1:15 – 1:30 p.m | Microsoft Teams



CONTACT US

Well-Being



512.245.268



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



hr.txstate.edu





Talent Acquisition Updates

Deana Townsend

Strategist for
Talent Acquisition
Human Resources

Talent Acquisition Updates

A person wearing a tan, textured sweater is sitting at a wooden desk, typing on a silver laptop. The person's left hand is on the trackpad, and their right hand is on the keyboard. They are wearing several gold bangles on their left wrist. The background is a soft, out-of-focus indoor setting.

- Document upload available for Section 2 of the I-9
- No Hire/Repost process update for staff hiring
- Automated reference checks for staff hiring will be live this week

- Coming soon:
- Faculty Recruitment Toolbox moving to HR website

CONTACT US

Talent Acquisition



512.245.2557



talent@txst.edu



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





2024 TEXAS TWO-STEP



Bobcat Stadium
May 04, 2024

When you can't breathe,
nothing else matters.

Over 4 Million Texans live with Lung Disease every Day



CONNECTIONS

Carole Coburn

Grant Coordinator CREATE U.T.C.
Ingram School of Engineering

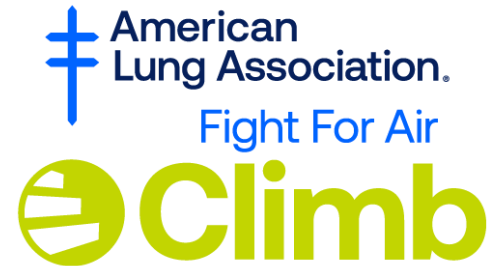
Volunteer Chairperson for
this event
American Lung
Association

Texas Two-Steps

What is the Texas Two-Step event?

Simply put we host both the **Fight For Air Climb** where community members test their skills and climb a timed course in a stadium or building with over 1,200 steps, and the **LUNG FORCE Walk** on a 1 or 3-mile course on a concourse or field for anyone who wants to walk individually, in groups (teams), or with family and strollers.

All this happens at the same location, on the same day and time, that creates a more family friendly event with lots more people and activities.



CONTACT:

For More Information on ways to participate



Carole Coburn:
512-245-5180
c_c1017@txstate.edu



Charlotte Maffia | Executive Director
American Lung Association Texas
214-974-9061
Charlotte.Maffia@lung.org



Register for **WALK:**



Register for **CLIMB:**





VOYA Financial

Mia D. Cobell

Client
Relationship
Manager,
Voya Financial



Enrollment Education

Texas State University

Group # 737569, Account #0001

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New Supplemental Health Benefits

Explore now, and be ready for enrollment

	Example pricing
 Accident Insurance¹ A covered accidental injury—like a broken bone, concussion, or deep cut—may affect your daily plans, but it doesn't have to hurt your financial ones. Get a benefit payment to spend on gas, utilities, or anything you'd like.	Less than an 8-pack of sparkling water per week.
 Critical Illness Insurance¹ Getting life back on track after a stroke, heart attack, or other covered illness is challenging enough. Get coverage that can help with everyday expenses and more.	Less than a box of cereal per week.
 Hospital Indemnity Insurance¹ Get a benefit payment after an eligible stay in a covered medical facility ² , and use it for any expense you'd like. Childcare, groceries, help around the house—it's up to you.	Less than a 1 lb pack of drywall screws per week.

¹ This is a limited benefit policy. It is not health insurance and does not satisfy the requirement of minimum essential coverage under the Affordable Care Act.

For more information visit your Employee Benefits Resource Center at:

<https://presents.voya.com/EBRC/TXST>



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Accident Insurance



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Accident Insurance

What is it?

- Accident Insurance pays you benefits for specific injuries and events resulting from a covered accident.
- The amounts paid depend on the type of injury and care received.
- Accident Insurance is a limited benefit policy. It is not health insurance and does not satisfy the requirement of minimum essential coverage under the Affordable Care Act.



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What's covered?

The following list is a summary of some the benefits provided by Accident Insurance. You may be required to seek care for your injury within a set amount of time. Note that there may be some variations by state. For a list of standard exclusions and limitations, go to the end of this document. For a complete description of your available benefits, exclusions and limitations, see your certificate of insurance and any riders.

Emergency room treatment - \$250

Laceration¹ - \$90

X-ray - \$90

Physical therapy (up to 6 times per covered accident) - \$60

Concussion - \$275

Follow-up doctor treatment - \$100

¹The benefit amount will be based on total length of all lacerations requiring repair that are received in any one covered accident.



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Critical Illness Insurance



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Critical Illness Insurance



What is it?

Critical Illness Insurance pays a lump-sum benefit if you are diagnosed with a covered illness or condition on or after your coverage effective date.

Critical Illness Insurance is a limited benefit policy. It is not health insurance, and does not satisfy the requirement of minimum essential coverage under the Affordable Care Act.

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Sample payment amounts



Covered condition % of Benefit

Heart attack*

100%

Cancer

100%

Stroke

100%

Kidney failure**

100%

Coronary artery bypass

25%

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* A sudden cardiac arrest is not in itself considered a heart attack.

** Listed in the certificate of coverage as “major organ transplant,” which means the irreversible failure of your heart, lung, pancreas, entire kidney or liver, or any combination thereof, determined by a physician specialized

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Wellness Benefit

If you are covered by Critical Illness Insurance, you are also covered for the Wellness Benefit. This provides an annual benefit payment for completing a health screening test.

- Your annual benefit amount is \$50.
- Your spouse's annual benefit amount is \$50.
- The annual benefit amount for each child is \$50.



How can the Wellness Benefit help?

It provides an annual benefit payment if you complete a health screening test.

Covered health screening tests include but are not limited to:

- Immunizations (including COVID vaccines and screening tests)
- Blood test for triglycerides
- Pap smear or thin prep pap test;
- Flexible sigmoidoscopy
- CEA (blood test for colon cancer)
- Bone marrow testing
- Serum cholesterol test for HDL & LDL levels
- Hemoccult stool analysis
- Serum Protein Electrophoresis (myeloma)
- Breast ultrasound, sonogram, MRI
- Chest x-ray
- Mammography
- Colonoscopy
- CA 15-3 (breast cancer)
- Stress test on bicycle or treadmill
- Fasting blood glucose test
- Thermography
- PSA (prostate cancer)
- Routine Eye exam
- Routine dental exam
- Well child/preventive exams through age 18

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Hospital Indemnity Insurance



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Hospital Indemnity Insurance



What is it?

Hospital Indemnity Insurance pays a benefit if you have a covered stay in a hospital*, critical care unit or rehabilitation facility on or after your coverage effective date.

This is a limited benefit policy. Hospital Indemnity Insurance is not health insurance and does not satisfy the requirement of minimum essential coverage under the Affordable Care Act.

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*A hospital does not include an institution or part of an institution used as: a hospice unit, including any bed designated as a hospice or a swing bed; a convalescent home; a rest or nursing facility; a freestanding surgical center; an extended-care facility; a skilled nursing facility; or a facility primarily affording custodial, educational care or care for the aged or care or treatment for persons suffering from mental diseases or disorders, or drug or alcohol addiction.

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Sample benefit amounts



Admission Benefits

Hospital Admission*

Benefit Amount
\$1,000

*An Admission benefit is payable on the first day of confinement, once per confinement and payable up to 8x per year.

Confinement Benefits

Hospital - 30 day maximum per confinement (MPC)

Critical Care Unit** - 15 day MPC

Rehabilitation Facility - 30 day MPC

Observation Unit***

Daily Benefit Amount

\$200

\$400

\$200

\$200

**An Intensive Care Unit may be referred to as a “Critical Care Unit” in your certificate of coverage. Refer to your policy documentation for complete definitions and descriptions of each facility type.

***Payable up to 1 day per calendar year for admission to hospital observation unit for at least 4 consecutive hours, other than inpatient. Not payable for any day that a facility confinement or admission benefit is payable.

The admission and daily confinement benefit amounts depend on the type of facility and the number of days of confinement. Any combination of confinement and admission benefits payable will not exceed a total of 91 days during a period of confinement.

Making the claim process easy



Formless claim submission process available with just 3 steps to file a claim:

- **Visit your Employee Benefits Resource Center at <https://presents.voya.com/EBRC/TXST> to submit a claim:** After answering a few questions, and uploading supporting documents, you'll receive an email with a confirmation number
- **Claim is confirmed** with a second email that has your claim number
- **Check the status of your claim** with the claim number at voya.com/claims

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Annual Budget Development

Tracy Ryan

Director
Budgeting & Financial
Analysis

Fiscal Year 2025 Key Dates

Activity	Dates
Deans, Directors, and Department Heads Level Review Budget Changes	April 1 – May 3
Vice President Level Review Budget Changes	April 1 – May 10
President's Cabinet Review Budget Changes	May 13 – June 3
Office of Budgeting & Financial Analysis Budget Preparation	May 10 – June 26
Finalize Budget Reports in Final Form	June 27 – July 2
President Budget Review and Submission to Board of Regents	July 5 – July 8

Annual Budget Development Update

- Major Changes
 - There are no major changes to our process this year. Resources on how to review your budgets are located on our website, including how-to's, video's etc.
 - Need access to Bex to participate in Budget Development. Different Log-in than regular SAP.
- Reorganizations
 - There are some minor reorganizations occurring this year, but not on same scale as last year. Again Budget Office will be facilitating changes and coordinating with other back-office teams to load necessary data.

CONTACT US

Budgeting & Financial Analysis



512.245.2376



budget@txstate.edu



fss.txst.edu/budget/





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 July!

CONTACT US:



5.2557



hr@txstate.edu



hr.txst.edu