

**What is "Development Day?" Will any of the events be recorded and available later? What happens on Development Day for Employees? What time is Development Day?**

"Development Day" is a free professional development conference for all Bobcat Employees. It's scheduled for Monday, May 20 from 8:30 a.m. to 4:30 p.m. The goal is to offer an on-campus conference experience filled with keynotes and panels. Yes, some events will be recorded and available later.

**How do we get a list of position numbers?**

Please reach out to [compensation@txstate.edu](mailto:compensation@txstate.edu) to request the list of position descriptions.

**Is the Admin Appreciation Luncheon occurring this year or is the Kudos and Karaoke event encompassing both?**

Going forward, there will be one annual staff awards and appreciation event hosted by the president in place of multiple events throughout the year.

**If an employee transferred to a new department, does their new supervisor still have to complete the performance review process?**

If the previous admin completed the review, it's acceptable. The deadline for completion is May 31st.

**Are job audits currently occurring, and if so, is the actual employee providing input or are audits occurring at the director/supervisor level?**

Job audits take place for reclassifications, and employees provide input through Job Analysis Forms (JAFs).

**Is the merit and salary increase for this year the same as last year?**

Updates will be communicated via email and on the website when they become available.

**Is the hiring matrix still required in PeopleAdmin when filling a position?**

Yes, it's still required for now, but we're working on eliminating it.

**Is it possible to have a monthly teams meeting with hiring managers only?**

This suggestion is appreciated, and we'll consider it for future implementation.

**How will the system handle reference checks if only phone numbers are provided?**

Email is now a required field in the references section for automated reference checks.

**Who do I contact to initiate the hiring process for an international faculty member?**

Please email [inationalemploy@txstate.edu](mailto:inationalemploy@txstate.edu).

**With the rollout of the new success factor, is there a possibility of writing assistance being added back?**

We can discuss this change with our IT team to see if it can be reintroduced or replaced with a similar resource.

**Are supervisors aware of the Kudos and Karaoke Event, and how will office coverage be managed if everyone is invited?**

Communications regarding coverage will be sent out in the Leadership Beeline.

**How are short/long term disability insurance different from supplemental coverages?**

Short/long term disability provides a percentage of your paycheck if you're unable to work due to a medical condition, while supplemental coverages pay for specific injuries/treatments directly.

**Is there special leave for participating in university events like Bring a Kid Day?**

Please coordinate participation and leave time with your supervisor accordingly.

**When will the next round of Leadership Academy accept applications?**

Applications for the next round will open in Fall 2025 for the Spring 2025 cohort.

[Watch the recording](#)

[Download Presentation](#)

**MORE QUESTIONS? CONTACT US!**

HR@TXSTATE.EDU