



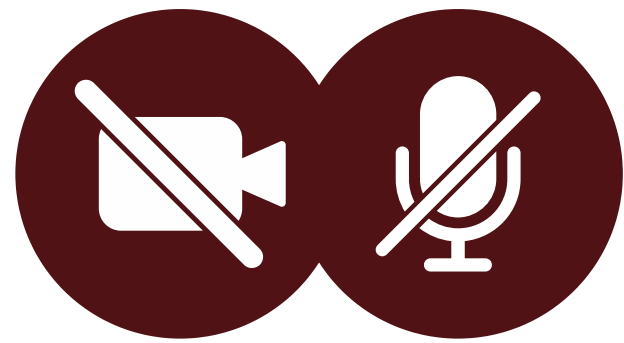
**HR**

# CONNECTIONS

**July 16, 2024**

TEXAS  STATE  
HUMAN RESOURCES

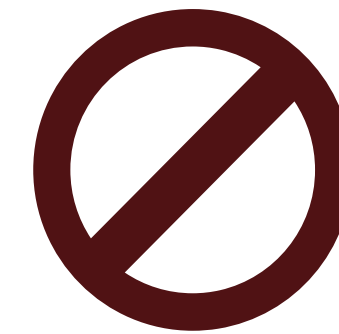
# HOUSEKEEPING RULES



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    |
| HR Reminders & Employee Recognition | Samantha Williams     |
| Employee Educational Programs       | Danielle Waddell      |
| Performance Plan Reminders          | Cindy Keilers         |
| Talent Acquisition Updates          | Deana Townsend        |
| Career Services                     | Laura Jones           |
| Daily Pay                           | Madeline Davila Adams |
| Wellness Updates                    | Valerie Johnson       |



# HR Reminders & Employee Recognition

Samantha Williams | Talent, Development, & Communications

# Employee Recognition Awards

Do you know of a deserving Bobcat employee or team that should be recognized for the work they are doing for our TXST community?

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If yes, check out the opportunities we have available for these deserving employees!

- Staff Employee of the Month
- TXST Quarterly Team Award
- Variety of Divisional Awards
  - FSS Quarterly Team Award
  - Mariel M. Muir Excellence in Mentoring Award
  - And more!

For additional information and access to nomination forms, check out our [Employee Awards and Recognition website](#).

## As a reminder, open enrollment for ERS and Voya Financial is open until this Friday, July 19.

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This open enrollment period is the only time, outside of a qualifying life event, to make changes to your benefits. Any changes made will go into effect September 1, 2024.

- Please refer to our websites for more information –
- [ERS Open Enrollment](#)
- [Voya Financial](#)

If you have any questions about accessing your accounts + enrollment, please contact our HR Benefits team.

# Open Enrollment

# Salary Review

As previously stated in President Damphousse's communications, the university has dedicated more than \$12 million towards pay increases for employees in the FY 2025 budget.

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- For eligibility requirements, implementation processes, and key dates, please visit our [Salary Review website](#).

If you have any questions about eligibility or the salary review processes, please contact our HR team

# Contact us



512.245.2557



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



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







# Employee Educational Support

Danielle Waddell | Talent, Development, & Communications



# ACADEMIC RELEASE AND TUITION SUPPORT

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## A.R.T.S

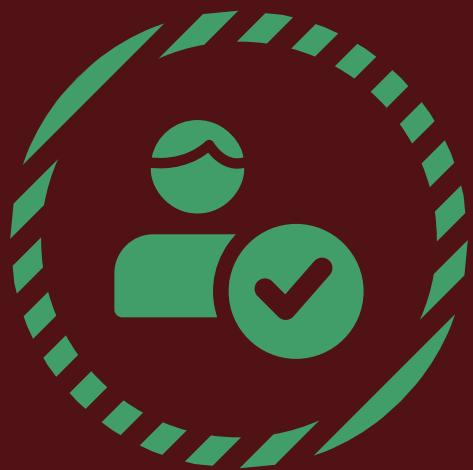


FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35



## BENEFITS

- Paid Class Release Time
  - 3 hours a week
  - Synchronous courses only
- Designated Tuition Waived
- Fees Waived



## ELIGIBILITY

- Full-time benefits eligible employees
- Remain in good academic standing
- Enrolled in classes before term census date



## APPLICATION

- Waiver automatically applied
- ARTS Form only needed for 1 of 3 things:
  - Paid class release time
  - Departmental reimbursement
  - Opting out of the waiver

**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**

## ACADEMIC RELEASE AND TUITION SUPPORT



- No employment minimum required.
- For undergraduate, graduate, doctoral, and non-degree seeking employees.
- No limit on semesters this benefit can be applied to.

- Classes must be synchronous to be eligible for paid class release time.
- Travel time to and from classes are not covered in the paid class release time.
- Courses taken at other universities are not eligible for waiver.
- Departmental reimbursement can be applied to other universities.
- Paid release time may be granted for other universities.



**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**



# STAFF EDUCATIONAL DEVELOPMENT LEAVE

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## S.E.D.L.



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## BENEFITS

- Paid Class Release Time
  - 10 to 20 hours of paid class release time
- Full tuition waived
- Full fees waived



## ELIGIBILITY

- Full-time benefits eligible staff
- Employed for 1 year prior to courses beginning
- Maintain good academic standing
- Supervisor approval



## APPLICATION

- Step 1: Discuss interest with supervisor and completes application.
- Step 2: Supervisor approves application.
- Step 3: HR confirms eligibility. List of applicants sent to President's Cabinet for review.
- Step 4: President's Cabinet selects participants.

**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**

# STAFF EDUCATIONAL DEVELOPMENT LEAVE



- 7 applicants chosen by President's Cabinet each long semester.
- Eligible for 2 long semesters in a row.
- Eligible for a maximum of 4 semesters during employment at TXST.
- Staff member must maintain full-time benefits eligible position for a minimum of 1 year after receiving the benefit.

- Can be applied for courses taken at other accredited institutions.
- Staff member will be reimbursed for other institution courses up to the amount of TXST equivalent.
- Undergraduate enrollment: Minimum of 9 credit hours up to 12 credit hours.
- Graduate enrollment: Minimum of 6 credit hours up to 9 credit hours.
- Paid class release time is dependent on the number of credit hours.



**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**



# DEPENDENT CHILD TUITION PROGRAM

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FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35







## BENEFITS

- Fall 2024: Benefit increases to 50% of undergraduate designated tuition waived.



## ELIGIBILITY

- Employee must be a full-time benefits eligible employee.
- Dependent must be a qualified dependent as defined by IRS.
- Admitted as an undergraduate of TXST University.
- FAFSA on file.



## APPLICATION

- Step 1: Dependent admitted as undergraduate student to TXST.
- Step 2: Student submits FAFSA and enrolls in classes.
- Step 3: Employee submits form and supporting documentation for HR approval.
- Step 4: SBS applies benefit to student account.
- Payroll reviews the benefit to determine taxability.

**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**

# CHILD DEPENDENT TUITION PROGRAM



- No waiting period to receive the benefit.
- No limit or cap on the number of children eligible for the benefit.
- No minimum or maximum credit hour requirement to receive the benefit.

- No degree-seeking classification requirement.
- Undergraduate courses/degree only (non-matriculating)
- Fee waiver - not eligible.
- May be taxable depending on dependent eligibility.
- Not contingent upon satisfactory academic progress.



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# GED REIMBURSEMENT AND RELEASE TIME

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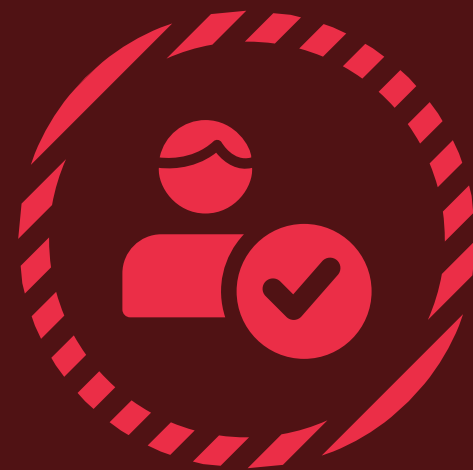
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## BENEFITS

- Reimbursement for each assessment fee
- One-time \$500 payment
- Paid class release time



## ELIGIBILITY

- Full-time benefits eligible employees
- Supervisor approval
- Pass all 4 GED courses
- Provide documentation of passing



## APPLICATION

- Application is used to:
  - document supervisor approval
  - verify all 4 assessments were passed
  - full-time position to receive the one-time \$500 payment

**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**

## GED REIMBURSEMENT AND RELEASE TIME



- Assessments are offered through the San Marcos Public Library
- Registration and assessment sessions split into two days.
- Employee must attend both sessions.

- Personal time must be used for studying.
- Employee must be employed in a full-time benefits eligible capacity to receive one-time payment.
- \$500 one-time payment is taxable income.



**FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35**

# CONTACTS:

| Reason to Contact:        | Department:                           | Email:   | Phone Number:          |
|---------------------------|---------------------------------------|--|------------------------|
| Program Details           | Talent Development and Communications | <a href="mailto:hr_tdc@txstate.edu">hr_tdc@txstate.edu</a>         | 5.2557<br>Option: 8    |
| Dependent Eligibility     | Benefits                              | <a href="mailto:hrbenefits@txstate.edu">hrbenefits@txstate.edu</a> | 245 .2557<br>Option: 3 |
| Waiver/Fees/Financial Aid | Student Business Services             | <a href="mailto:tuiassist@txstate.edu">tuiassist@txstate.edu</a>   | One Stop Webform       |
| Tax Questions             | Payroll & Tax Compliance              | <a href="mailto:payroll@txstate.edu">payroll@txstate.edu</a>       | 5.2557<br>Option: 1    |

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



# Performance Plan Reminders

Cindy Keilers | Employee Relations

# Performance Plan

## Start Date and Deadline

- June 1st – Start Date
- July 31st – Deadline





# Performance Plan Steps

**Step 1**  
Manager adds goals  
and job duties

**Step 2**  
Manager Sends plan to  
employee for review

**Step 3**  
Employee Reviews Plan and  
Sends Back to Manager

**Step 4**  
Manager Acknowledgement  
and 1:1



# Contact us

Employee Relations



512.245.2557



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



[hr.txst.edu/employee-relations](http://hr.txst.edu/employee-relations)



# Talent Acquisition Updates

Deana Townsend | Talent Acquisition



- Going live with automated release of Staff NetIDs
- Updated user guide for the staff recommendation for hire process will be available at the end of this week.
- Faculty hiring guides will be moving to the Hiring 101 site at the end of this week.
- Hiring Matrix will no longer be required for staff.
  - Replacement process will include utilizing supplemental questions and evaluative criteria in PeopleAdmin
  - User guide for the new process will be on the Hiring 101 site at the end of this week.



# Contact us

Talent Acquisition



512.245.2557



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



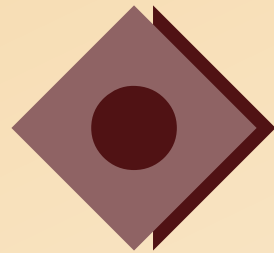
[hr.txst.edu/talent-acquisition](http://hr.txst.edu/talent-acquisition)



# Career Services Updates

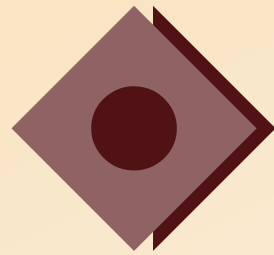
Laura Jones | Career Services

# Student Employment Updates



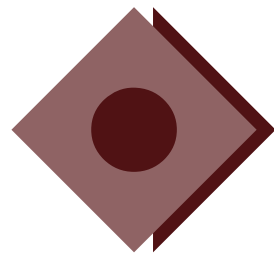
**Centralized Landing Page for Student Employment needs – Coming Soon**

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## **Job Posting Update for Student Jobs**

- Must include job duties, payrate determination, direct supervisor, and evaluation process
  - Does not apply to graduate assistantships
- 



## **Student Employment Workshop**

- Monday, July 22 from 10:30 - 11:45 a.m. | Hiring Student Workers
- Future workshops will be offered on various topics

**Visit career services website for more information and to register for the webinar**  
<https://www.careerservices.txst.edu/hireabobcat/on-campus-jobs/train.html>



# Contact us

Career Services



512.245.2645



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



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





# Payroll Updates

Madeline Davila | Payroll and Tax Compliance

## EARNED WAGE ACCESS WITH DAILYPAY

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**DailyPay** is a service that provides employees with early access to their earned pay.





## EARNED WAGE ACCESS WITH DAILYPAY

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- Multiple direct deposit banks.
- **DailyPay** offers a VISA debit card that you can use everywhere Visa debit cards are accepted.
- You'll have the option to withdraw your earnings when you need them, no waiting for payday.



# CONTACT US

Payroll



(512) 245-2543



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



- [txst.edu/payroll](http://txst.edu/payroll)
- <https://get.daily.pay.com/frequently-asked-questions/>





# Wellness Updates

Valerie Johnson | Well-Being



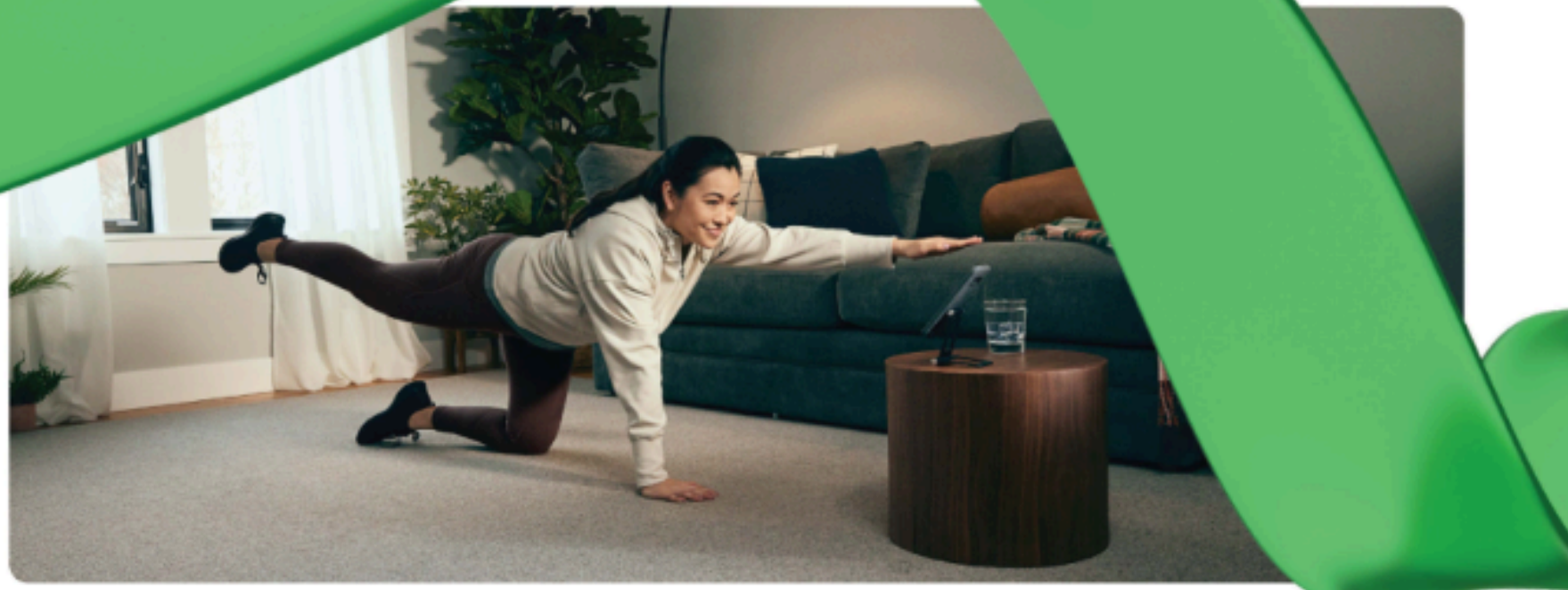
# Wellness Benefits

The **Wellness Resources page** on the HealthSelect<sup>SM</sup> website is a one-stop shop for wellness coordinators to find all things wellness. The customized materials on this page offer you many ways to get your employees excited about the health and wellness features of their medical plans.



If you need support for your wellness events or additional resources, visit the HealthSelect site at **healthselectoftexas.com** and click on the *"Benefits/Wellness Coordinator"* tab on the left menu.



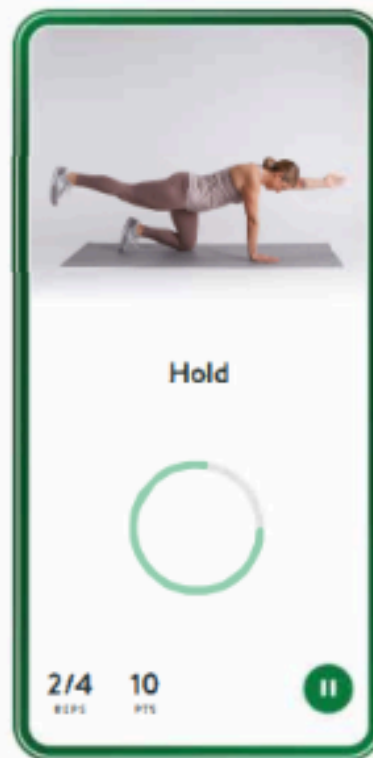


## Personalized pain care that gets you moving

Relieve joint and muscle pain with personalized exercise therapy **at no cost to you**. On average, participants reduce their pain by 68%.<sup>1</sup>

- Virtual sessions anytime, anywhere
- Unlimited 1-on-1 health coaching
- Motion-tracking technology for instant form correction

Your covered dependents may be eligible, too!



To learn more, scan the QR code or visit [healthselectoftexas.com/medical-benefits/summer-enrollment-2024](https://healthselectoftexas.com/medical-benefits/summer-enrollment-2024)

Registration for Hinge Health opens Sept. 1, 2024

Hinge Health está disponible en español

Alivia los dolores articulares y musculares y previene las lesiones con tus beneficios de salud gratuitos. Únete ahora.

HealthSelect of Texas<sup>®</sup> medical plan participants, including those enrolled in Consumer Directed HealthSelect<sup>SM</sup> or Medicare, who are age 18 and older living in the U.S. are eligible to enroll.

<sup>1</sup>After 12 weeks in a study of chronic knee and back program participants. Bailey JE et al. Digital Care for Chronic

# Take control of your health with Hello Heart

## What is Hello Heart?

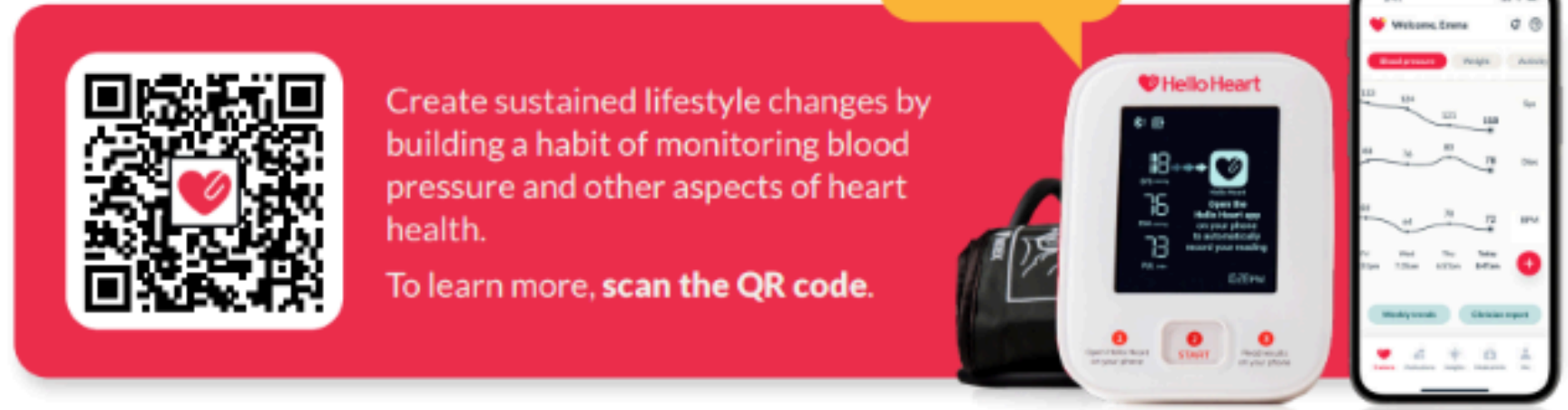
The Hello Heart app lets you **track multiple health stats** and easily manage your heart health all in one place. The Hello Heart program is offered **at no cost** to eligible HealthSelect of Texas<sup>®</sup> and Consumer Directed HealthSelect<sup>SM</sup> participants and includes a free Hello Heart monitor that pairs directly with your smartphone.

## What's great about Hello Heart?

The Hello Heart app is easy to use, personalized, and fun. Hello Heart takes your privacy very seriously and there are controls in place to make sure **your data is protected**. You can share your info if you want, or not. Either way, you can use the app to access your health data whenever you need it.

## What do you get with Hello Heart?

- **Hello Heart blood pressure monitor** that is free, FDA-cleared and easily connects to your phone
- **Tracking technology** for blood pressure, cholesterol, medication, and more
- **Clear explanations** of what your numbers mean
- **Personalized tips** that make it simple to maintain a healthy heart
- **Progress reports** that are easy to review or share with your provider
- **Support team** available to answer any questions via phone or email



Create sustained lifestyle changes by building a habit of monitoring blood pressure and other aspects of heart health.  
To learn more, scan the QR code.

HealthSelect of Texas medical plan participants who are age 18 and older and living in the United States, including those enrolled in Consumer Directed HealthSelect or Medicare, are eligible to enroll. Participants must also have one or more of the following clinical conditions to be eligible to participate in the program during the initial self-evaluation: blood pressure readings of 130/80 mmHg or higher, currently taking medication for treatment of cardiovascular disease, including but not limited to blood pressure and/or cholesterol medication, increased risk for cardiovascular disease (CVD) such as family history and/or a woman aged 52 or older who is going through or has gone through menopause.

\*Message & data rates may apply. Visit <https://www.helloheart.com> for privacy and terms information. Hello Heart is not a substitute for medical care. Talk to your doctor to make sure you are diagnosed and treated properly.



# Retrain Your Brain



## See how much better life can feel with digital mental health programs from Learn to Live.

Whether you're facing a challenge or just want to proactively manage your mental health, you can learn new skills and get help in breaking old patterns that may be holding you back. Digital mental health programs from Learn to Live can help you get your mental health on track so you can feel better and enjoy your life more fully.

### Find out where you may need support

An online assessment can help pinpoint the right programs for you, such as:

- Stress, anxiety and worry
- Depression
- Insomnia
- Social anxiety
- Substance use
- Panic
- Resiliency

## Get an online mental health tuneup



### Learn to adjust unhelpful thoughts and manage your mood

Explore quick and easy lessons whenever it fits your schedule. A little homework between sessions helps you keep up your progress. Activities are based on therapy techniques with a track record of helping people get better.



### Work with an expert coach to guide you

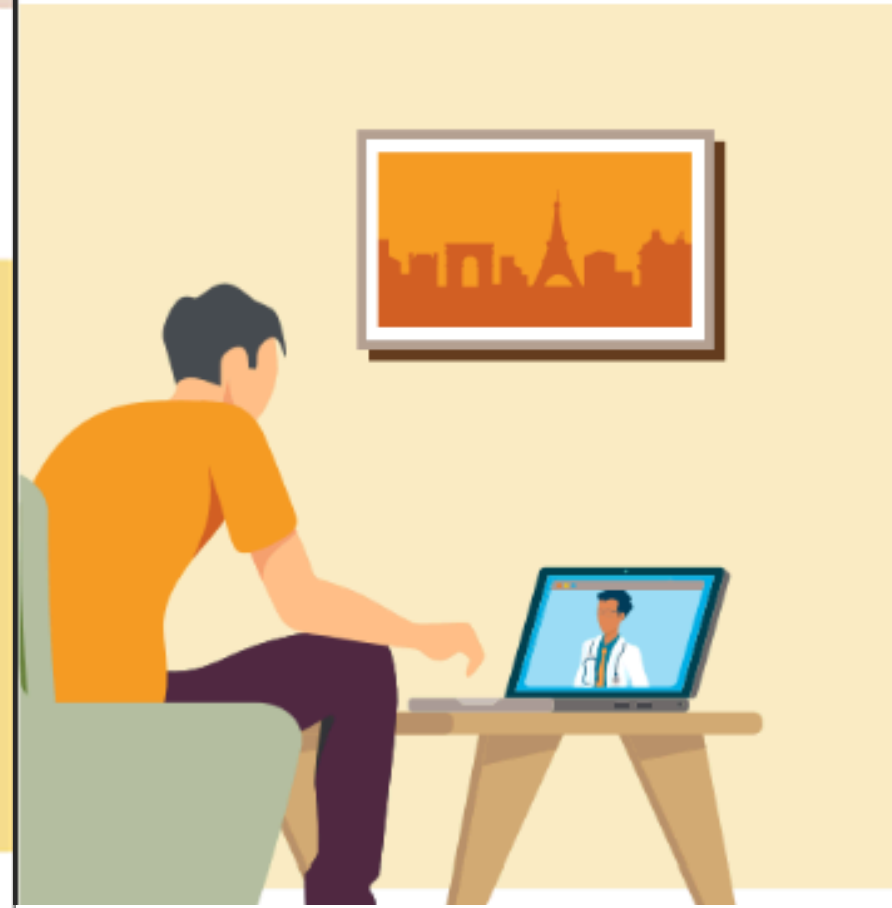
If you need one-on-one support to reach your goals, connect with a coach by phone, text or email. They'll lift you up, cheer you on and help you master your new skills.



### Keep your personal details private

Just like with face-to-face therapy, your personal results, program progress and messages with your coach will not be shared with your employer.

To learn more, scan the QR code.



The Learn to Live program will be available beginning Sept. 1, 2024, to eligible HealthSelect of Texas<sup>®</sup> medical plan participants who are age 13 and older and living in the U.S., including those enrolled in Consumer Directed HealthSelect<sup>SM</sup> or Medicare.

For additional information, go to [healthselectoftexas.com](https://healthselectoftexas.com) and click on the Summer Enrollment banner.

Learn to Live provides educational behavioral health programs. Members considering further medical treatment should consult with a physician. Learn to Live, Inc. is an independent company that provides online behavioral health programs and tools for members with coverage through Blue Cross and Blue Shield of Texas. BCBSTX makes no endorsement, representations or warranties regarding third-party vendors and the products and services offered by them.

Blue Cross and Blue Shield of Texas is the third-party administrator for HealthSelect of Texas<sup>®</sup> and Consumer Directed HealthSelect<sup>SM</sup>.  
765652.0524

# Contact us

Well-Being



512.245.2557



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



- [hr.txst.edu/worklife](https://hr.txst.edu/worklife)
- <https://healthselect.bcbstx.com/health-and-wellness-incentives>
- <https://healthselect.bcbstx.com/medical-benefits/virtual-visits>
- <https://healthselect.bcbstx.com/medical-benefits/summer-enrollment-2024.html#hingehealth>
- <https://healthselect.bcbstx.com/health-and-wellness-incentives/fitness-program>



# QUESTIONS?

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Please use the Q&A feature to submit your question.



# THANK YOU!

We hope to see you  
at our next  
HR Connections  
event in October!



# CONTACT US



512.245.2557



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



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