

Is the email from Employee Navigator part of Voya for open enrollment?

Yes, Voya Financial is an approved ORP/TDA vendor for TXST employees. Employee Navigator is the platform used by Voya to manage the open enrollment process. For more information, please visit our Voya website.

Does the ARTS Program require supervisor approval for paid class release time?

The university may release full-time, benefits-eligible staff to take coursework during regular work hours if the employee's department head determines that the release will not materially affect department operations and approves the release time. Such approval will be documented on the [Academic Release and Tuition Support](#) form. View [UPPS No. 04.04.35 Section 03.02](#) for more information on paid release time.

Who is eligible for the educational programs?

The ARTS program is for all full-time (75%-100% FTE), benefits-eligible employees, while the SEDL program is specifically for full-time (75%-100% FTE) benefits-eligible staff. The Child Dependent Tuition program is for eligible dependents of benefits-eligible (50%-100% FTE) employees.

If we are hiring someone with an existing NetID and TXST ID number, do we still need to request it?

If the individual is a full-time staff member, you can enter their current information into the hiring proposal without making a request. If they are another employee type, a request is necessary.

Are new faculty included in the automated release of Staff Net IDs?

Yes, new faculty NetIDs are automatically released, and this process remains unchanged.

Is the Staff Matrix required for current job postings?

The Staff Matrix is required for current postings, but we are phasing it out. This applies to new postings only, as supplemental questions must be set up prior to posting.

What does "Full-Time Benefits Eligible Staff" mean?

It refers to employees working 75%-100% FTE and who are eligible for the State Group Benefits Program. If you are 74%-50% FTE, you are still benefits-eligible but are not considered a full-time employee.

Are there benefits for staff continuing education without applying for ARTS or SEDL?

ARTS and SEDL are our primary tuition assistance programs. ARTS covers designated tuition and fees while SEDL covers all tuition and fees. These two programs will assist you with covering tuition expenses while taking courses at TXST, even if you don't need paid class release time. [UPPS No. 04.04.35 Section 04.01](#) provides additional information on Non-Academic Professional Development Activities.

When does the new process regarding the Hiring Matrix officially start?

The new process begins today and only applies to new postings. If you need to use it for an existing posting, please reach out for assistance.

Was the Employee Navigator email legitimate?

Yes, it is legitimate. Voya Financial uses Employee Navigator for open enrollment, which is a trusted process.

Do student workers on grant funding follow the same hiring guidelines?

Yes, grant-funded positions are included in the hiring guidelines.

Will daily pay allow employees to change their one-time monthly salary to weekly installments?

Daily pay offers employees access to their earned wages whenever needed. The pay frequency will not change to weekly, but employees can access their earned wages daily through the app.

What happens if an employee retroactively enters leave without pay but has already spent their wages?

Retroactively entering leave without pay creates a payroll claim, resulting in an overpayment that the employee must repay to the university.

Will the tuition program be extended to spouses in the future?

While there are no current plans, we aim to propose this to leadership, inspired by the success of the Child Dependent Tuition program.

Is the 50% tuition waiver applicable to online degrees?

The Child Dependent Tuition 50% designated tuition waiver applies to degrees and courses at TXST for eligible dependents of eligible employees, regardless of format.

If we are not requesting release time but have tuition support, will the billing statement be adjusted to \$0?

Through the ARTS program, the *designated* tuition and fees will be waived. However, the cost of the Educational and General (E&G) tuition, based on the number of credit hours an employee is enrolled in, will still apply and will be billed to the employee for payment. For a full breakdown of tuition and fees please visit the [Student Business Services Tuition & Fee Information](#) website.

Will scholarships cover any remaining tuition balances?

Scholarships received by employees can be applied to the remaining Educational and General (E&G) tuition balance after the designated tuition and fees are waived. Individuals receiving enough financial aid to cover the entirety of their tuition (designated tuition, E&G tuition, and fees) can opt out of the ARTS waiver.

Is there an update on Sprintax being sent automatically to international hires?

Currently, there is no automated process between Sprintax and SAP. Departments must notify payroll about hiring international employees to ensure they receive the correct tax documentation.

[Watch the recording](#)

[Download Presentation](#)

MORE QUESTIONS? CONTACT US!

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