Q. Will the new SF Learning platform have a way to group all TXST-specific learning separately from other SF Learning course options?

A. The new learning experience will feature sections such as required learning (compliance-based), courses you've assigned yourself, courses assigned to you by your supervisor/manager, and courses recommended by your peers. While there won't be a strict separation between SF Learning courses and LinkedIn courses, there will be filters and alerts indicating whether the course is internal or external.

Q. Must I-9 documents be sent through FileShare if not submitted in person?

A. Yes. After the documents are verified virtually, and the Form I-9 processor confirms their legitimacy, the new employee can share the documents via TXST File Transfer.

Q. When is the best time to pick up an employee's welcome box? Are there specific days or hours?

A. The best times to pick up a new employee's welcome box are Mondays from 8-10 AM and Fridays from 2-4 PM. They can be picked up in JCK 360.

Q. Do you offer Teams training sessions on setting up postings for staff using supplemental questions?

A. We don't have any scheduled training sessions at this time, but we can arrange a one-on-one training if you contact us at talent@txstate.edu.

Q. Are background checks a requirement? It appears as an option in PeopleAdmin.

A. Yes, background checks are required. All positions at TXST are security-sensitive, except for some student employee positions.

Q. Do we have an expected move-in date for HR's new office on Guadalupe Street?

A. We expect to be up and running by Monday, January 6th.

Q. Since we are an educational institution, is FERPA training required for new employees?

A. Currently, FERPA training is not required at a systematic level like some of our other compliance trainings.

Q. When will the employment reference checks be active?

A. We plan to introduce a reference check feature in PeopleAdmin, but it hasn't been launched yet due to integration issues. We're currently exploring other options and will provide updates as soon as we have a solution. We're working to improve the process, and we will provide an update soon.

Q. In the rec for hire workflow, when will the offer letter be updated to not include info about the background check since this step is already done before we send out the offer letter? It is confusing to our applicants thinking they will have to do an additional background check.

A. In the past, we had a contingent offer letter template that mentioned reference checks and the background check process. However, there's no way for HR to track if departments are completing these steps before the offer letter is sent, as background checks cannot be requested until an offer is made. We're currently working with the talent acquisition team to improve this process, and updates will be provided soon.

Q. How can we update a hire date for an I-9 if the existing I-9 is in the old module in HireRight?

A. For rehires, name changes, or re-verifications, I-9s in the old HireRight platform will still be processed in that platform.

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MORE QUESTIONS? CONTACT US!

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