

**Q. Do NSNR staff need to complete the performance review process?**

A. No NSNR do not need to complete this process, only staff or faculty that have staff reporting to them.

**Q. If we are unable to attend the Years of Service Awards event, will the award be mailed?**

A. Yes, all honorees should receive their award via campus mail prior to the event.

**Q. Will past part-time service be counted toward total years of service, including retroactively?**

A. Yes, part-time service is being counted retroactively for the first time this year. HR is reviewing records to confirm total years of service, including previous part-time roles, temporary assignments, and any breaks in employment. Affected employees will be contacted directly with their updated totals. If you have questions about your service time and/or recognition for this year's Kudos and Karaoke, please email [hrawards@txstate.edu](mailto:hrawards@txstate.edu) for further assistance.

**Q. Will all prior service be counted if someone was a temporary employee in the past, transitioned to full-time, then returned after a break?**

A. HR is currently reviewing all service records, including breaks in employment. Employees will be contacted individually to confirm their total years of service.

**Q. Will there be a class for hiring managers about new recruitment tools like LinkedIn and Indeed?**

A. Ad-hoc meetings can be scheduled with your recruitment partner. These tools are used when necessary, especially for niche, high-level, or hard-to-fill roles. HR encourages reaching out to Talent Acquisition for support.

**Q. How long are I-9 forms valid before needing to be redone for a rehire?**

A. If an employee is rehired within three years of the original Form I-9 completion date, only Supplement B needs to be completed.

**Q. Does the Summer Prepay option also apply to 9-month staff?**

A. Yes, any employee on a 9-month contract who is benefits-eligible can opt into or cancel the salary spread option.

**Q. Are there any plans to offer WellCats classes after 5:00 p.m.? I've tried attending during lunch, but it's been difficult to manage with my work schedule.**

We know scheduling can be tricky, and we appreciate your feedback. If you haven't already, please complete the [WellCats survey](#) to help us better understand employee needs.

We're reviewing all responses as we explore ways to improve the program. While we may not meet every request, your input is essential. Stay tuned for updates as we continue to grow!

**[Watch the recording](#)**

**[Download Presentation](#)**

**MORE QUESTIONS? CONTACT US!**

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