

Q: Will remote work hours remain capped at 240?

A: Yes, the 240 remote work hours remain unchanged.

Q: Is permanent remote work still determined by departments? Some teams aren't allowed more than 30 days and haven't been given a clear reason

A: Yes, fully remote work is determined by each department. In addition to the 30-day remote work option, long-term remote arrangements may be considered with VP approval. Criteria for long-term remote work include demonstrated independence, a strong understanding of duties, effective time management, a history of thorough work, and a role that doesn't require daily campus presence. Details are outlined in UPPS 04.04.01.

Q: Where can we find the updated pay plan ranges?

A: The new pay plan ranges are published in PeopleAdmin. You can also find guidelines and FAQs on the HR Compensation website: hr.txst.edu/compensation.

Q: What does "Employer of Choice" mean at Texas State?

A: "Becoming an Employer of Choice" is one of the university's strategic goals under Hopes and Aspirations High. HR is using the results from the university-wide engagement survey to inform efforts in fostering a positive work environment and attracting talent.

Q: Are red-circled employees notified? And are they eligible for base salary increases?

A: Employees whose pay exceeds the maximum of their salary range are considered red-circled and are typically eligible for lump sum payments rather than base pay increases. However, this is not in effect for this year's Salary Review. Merit increases for FY25 will be applied to base salaries regardless of red-circle status. Impacted employees will receive communication in future cycles when this policy is implemented.

Q: Will there be guidance for merit increases for grant-funded employees?

A: Yes, information is available on the [Salary Review page](#), including specific steps for processing increases for grant and externally funded positions.

Q: Where can privacy settings be updated in the Personal Profile to prevent open records disclosure?

A: Employees can update their privacy settings by editing the “Permanent Residence and Privacy Election” section within the SAP “My Personal Profile” tile. There is a checkbox to mark privacy preferences. A [step-by-step user guide](#) with screenshots is available.

Q: Will the Understanding Organizational Management class be offered again?

A: Yes, this instructor-led course will be offered again. While no future date is currently scheduled, updates will be shared in SuccessFactors when the next session is planned.

Q: Will admins receive a copy of the new faculty orientation invitation emails?

A: Yes, invitations are shared in the Bobcat Employee Onboarding Teams Channel. This allows admins to view the content and assist new faculty as needed.

Q: How do I set up an HSA account?

A: HSA accounts must be set up directly through Optum Bank on or after 9/1/25. Visit optumbank.com for setup instructions.

Q: Was there a registration cap for Bring a Kid to TXST Day?

A: Yes, registration was capped at 100 children this year. A waitlist was maintained and participants were moved from the list until 4:30 p.m. on the Friday prior to the event to maximize attendance.

Q: Do faculty hiring undergraduate research assistants under grants need to post in Handshake?

A: No. The requirement to post in Handshake applies only to student employees hired and managed by oncampus departments.

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More questions? Contact HR@txstate.edu