



AGENDA	
Welcome —	Georgia Zaborowski
HR Updates	— Alicia Barthel
Staff Compensation Study ————————————————————————————————————	Blake Bissing
Student Employment —	Jessica Alva
HRIS Updates	— AJ Arredondo
Employee Wellness Fair	Jess Youngs
Passport Services Office	Manon Bowen
New Faculty Orientation & Employee Book Club —	— Danielle Waddell
I-9 Updates	Haleigh Johnson
Talent Acquisition Updates	Kat Meadors
Summer Enrollment —	Julie Ross





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





# EMPLOYEE OF THE MONTH

May 2025 - June 2025







# TEXAS LEGISLATION REMOTE WORK WORK POLICY UPDATE

- SB 2615 codified remote work standards for higher education
- TXST practices already align with statutory requirements
- UPPS 04.04.01 updated to reflect new statutory language



# SB 2615- STAFF REMOTE WORK REQUIREMENTS

## Remote work may be considered when:

• The employee has a temporary medical condition or disability, <u>and</u> remote work is a reasonable accommodation;

#### OR

### The employee has:

- Demonstrated ability to work independently
- Strong understanding of job duties and responsibilities
- Proven time management skills
- A track record of efficient and thorough work
- A role that does not require daily on-campus presence or in-person interaction with students, administration, or staff

# ALIGNMENT OF STRATEGIC PLAN/ PERFORMANCE GOALS

- Goal setting is key to building a culture of engagement and accountability
- Goals should align with the University's Strategic Plan: Hopes and Aspirations High

Reminder: Enter goals in SuccessFactors by July 31, 2025





# 5 PILLARS

STRATEGIC PRIORITIES FOR GOAL ALIGNMENT

ELEVATE STUDENT SUCCESS

RUN TO R1

INCREASE RECRUITMENT & ENHANCE THE ROUND ROCK CAMPUS

BECOME AN EMPLOYER OF CHOICE

Employees may also set goals that align with their job duties or support their professional development.



# **EMPLOYEE EMERGENCY LOAN** PROGRAM- RELAUNCH

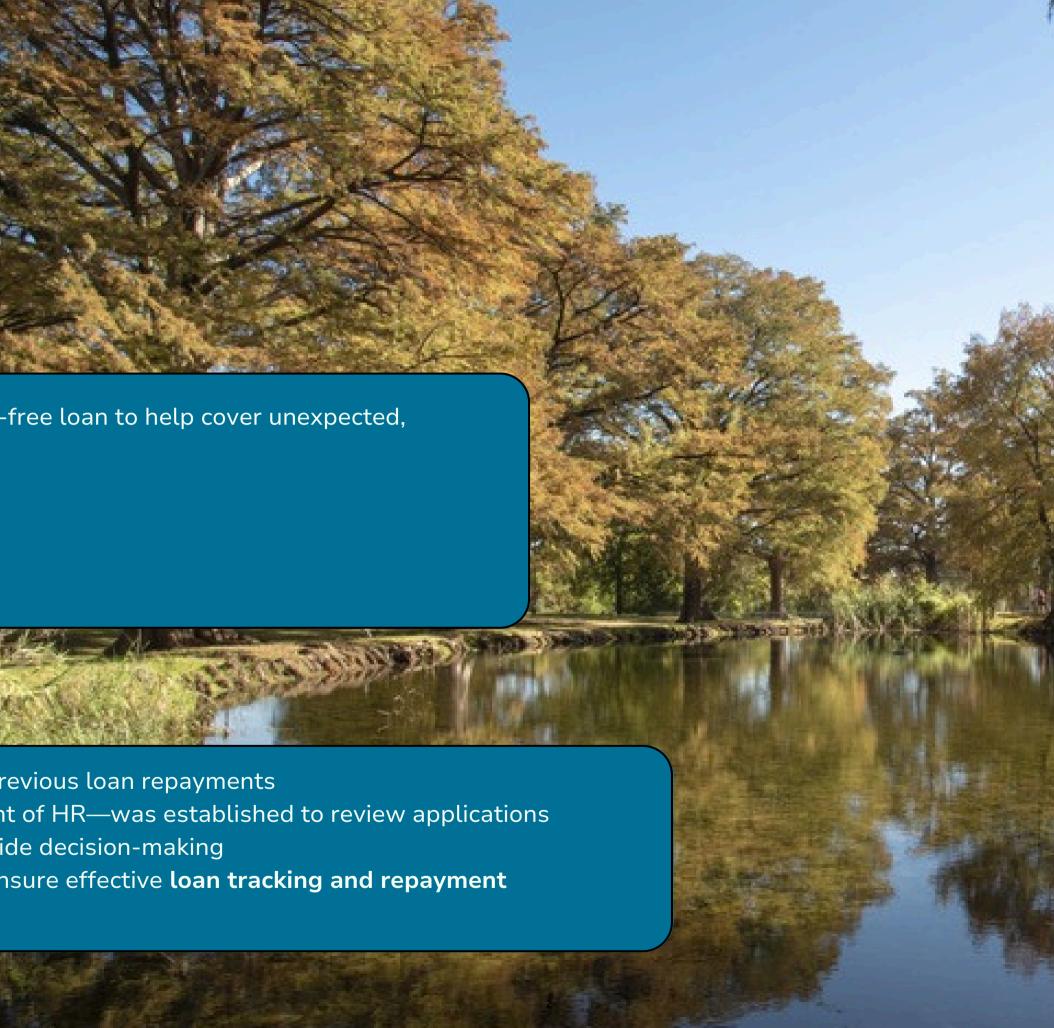
Purpose: Provides eligible, active employees with an interest-free loan to help cover unexpected, documented emergencies

#### **Key Details:**

- Maximum loan amount: \$1,000
- No outstanding emergency loans permitted
- Repayment through payroll deduction within 12 months

## WHY A "RELAUNCH"?

- Funds needed to be replenished through previous loan repayments
- A new evaluation committee—independent of HR—was established to review applications
- A committee charter was developed to guide decision-making
- Operational processes were improved to ensure effective loan tracking and repayment management





### EMPLOYEE EMERGENCY LOAN PROGRAM

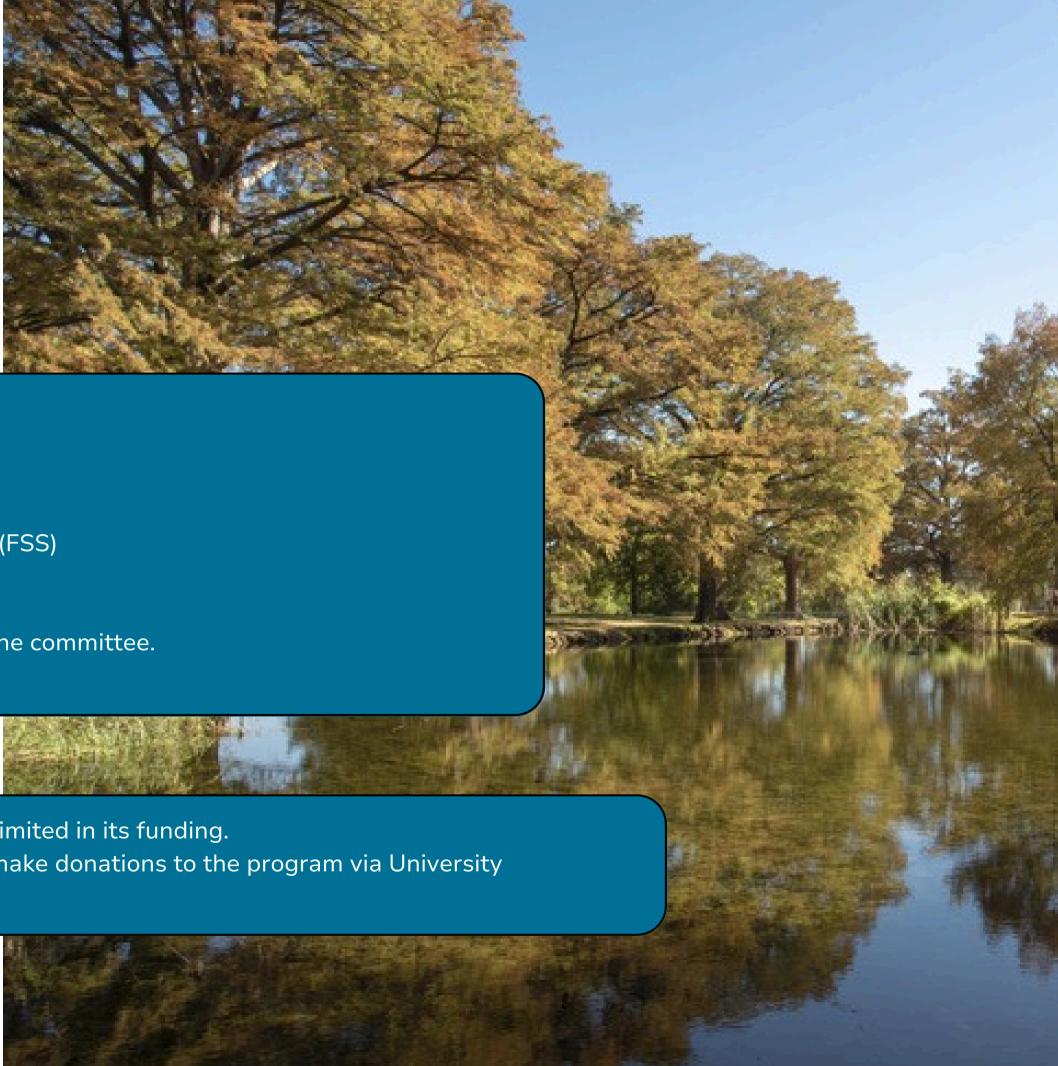
## **COMMITTEE MEMBERS**

- Chad Willis Staff Council
- Piyush Shroff Faculty Senate
- Jesse Silva Student Success
- Madeline Davila Adams Finance and Support Services (FSS)
- Antoinette "Toni" Sol Academic Affairs

Note: HR will continue to provide support and guidance to the committee.

# WHAT CAN YOU DO?

- Beyond initial seed money, the program is limited in its funding.
- Employees and community members may make donations to the program via University Advancement.





# HR: YEAR IN REVIEW

- Engagement survey RFP published and demos completed
- Launched Voya voluntary benefits and completed 403(b) vendor consolidation
- Completed employee wellness programming survey
- Streamlined and clarified Employee Relations policies and procedures
- Launched LinkedIn Recruiter; improved staff onboarding
- Held successful Leadership Academy and well-received employee events (e.g., Bring a Kid to TXST)
- Published new pay plan ranges; updated compensation policy and website



# CONTACT HUMAN RESOURCES

PHONE

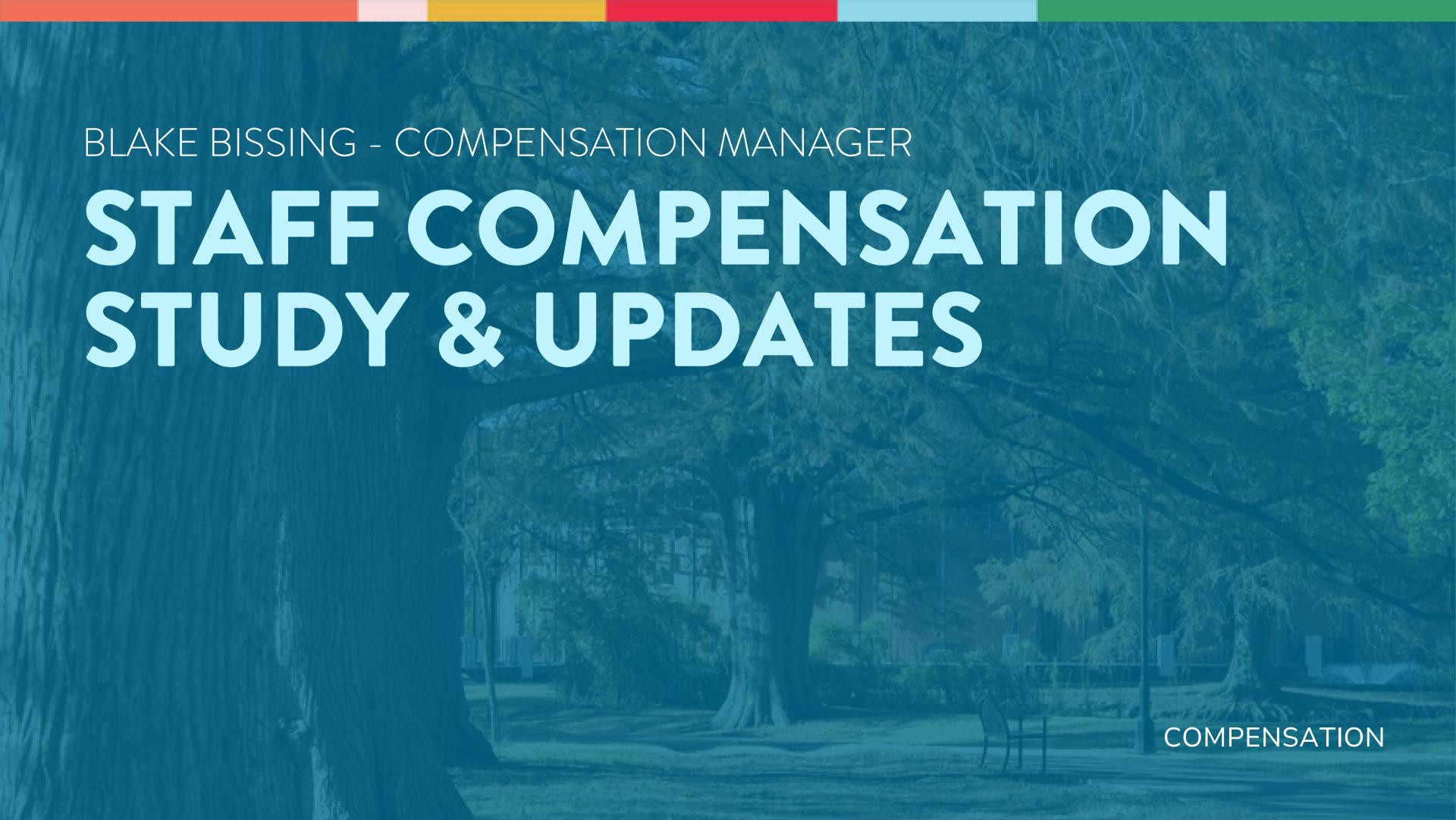
512.245.2557

**HR@TXSTATE.EDU** 

EMAIL

WEBSITE

WWW.HR.TXST.EDU



# COMPENSATION STUDY OVERVIEW

## **PURPOSE**

- Ensure competitive, equitable staff pay aligned with external market benchmarks
- Enhance the ability to attract, retain, and motivate talent
- Establish a flexible pay structure

## **SCOPE & METHODOLOGY**

- Focus: Benefits-eligible staff positions with the exception of grant-funded positions and coaches
- Reviewed descriptions for 600+ jobs and ~2,000 positions
- Data sources: CUPA-HR, CompAnalyst, Payfactors, Economic Research Institute, etc.
- Conducted in partnership with CBIZ



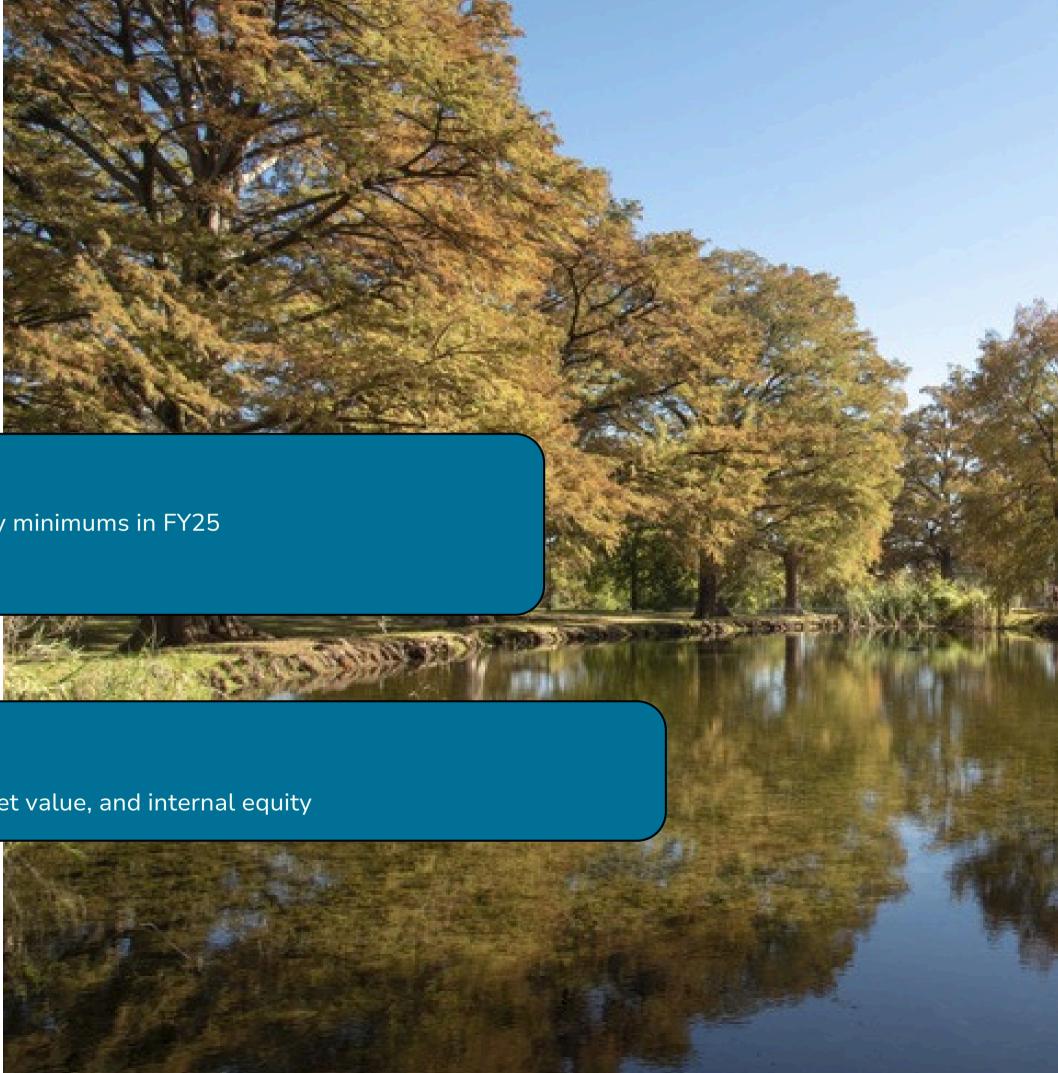
## KEY FINDINGS & PAY STRUCTURE CHANGES

# **FINDINGS & NEXT STEPS**

- Staff pay averaged 95.8% of market median
- Over 80 positions received adjustments to meet new pay minimums in FY25
- Annual market alignment process now in place

# **NEW PAY STRUCTURE**

- Effective June 1st, 2025
- Introduced 20-grade salary system
- Positions slotted based on job duties, market value, and internal equity





# GUIDELINES & FY26 IMPLEMENTATION

## **NEW PROCESSES & PROCEDURES**

- Unclassified staff now share the same maximums as classified staff
- Reclassifications & adjustments to take effect twice per year (September and March), barring exceptional circumstances
- Employees above the range maximum are red-circled (eligible only for lump sum payments)
- Not in effect for this year's Salary Review
- Impacts approximately 20 employees
- Offers for new hires above the midpoint need executive approval

## **SALARY REVIEW (FY26)**

- Bring-to-minimum
  - Over 100 positions are expected to receive bring to minimum adjustments
- Increases >10% require documented justification

## TOOLS & RESOURCES

- Use PeopleAdmin to view pay grade information
- Guidelines, and FAQS at: <u>hr.txst.edu/compensation</u>



# CONTACT COMPENSATION

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WWW.HR.TXST.EDU/COMPENSATION



# STUDENT EMPLOYMENT

• If you're new to supervising student employees—welcome aboard! Be sure to visit our Student Employment website at <a href="https://www.txst.edu/studentemployment">www.txst.edu/studentemployment</a> for helpful resources and guidance.

#### Important Reminders:

- Fall 2025 job postings that were submitted for approval will go live on July 21.
- UPPS 07.07.03 Hourly Student Employment is currently in its review process.
- Student Employment Hiring Overview & Office Hour held on July 23 at 2 PM. More details to come via email!
- Promote Your Opportunities!
  - Want to showcase your openings to students? Join us for the Part-time Job Fair during Welcome Week!
     To sign up, simply scan the QR code on the side.

#### Connecting students to part-time employment

Student employment at TXST is an exciting collaboration between Career Services, Human Resources, and Financial Aid, designed to unlock inco opportunities for students! This page is your ultimate guide, packed with essential resources and key contacts, ready to support your student employment needs and help you thrive in your journey.

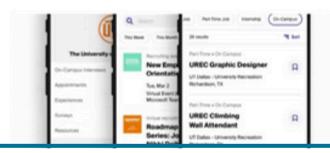
#### FIND RESOURCES

iscover important information and resources below!

STUDENTS

ON-CAMPUS HIRING DEPARTMENTS





#### HANDSHAKE

Search jobs, events and more throwservices platform, Handshake.

- · Job Search
- · Appointment Schedulin
- representative seri





# CONTACT CAREER SERVICES

PHONE

512.245.2645

CAREERSERVICES@TXSTATE.EDU

EMAIL

WEBSITE

WWW.CAREERSERVICES.TXST.EDU





# HOURLY STUDENT WORKER PROCEDURES

- Procedures are being removed from the UPPS for hourly student workers
  - Policy references that are primarily procedural have been removed for clarity.
- HRIS has updated hourly student worker checklists to assist with proper PCR procedures for various actions.
  - Additional Appointments
  - International Students
  - Quick Hires
  - Quick Rehires
- Forms can be found at <a href="https://www.hr.txst.edu/forms.html">https://www.hr.txst.edu/forms.html</a>
  - Navigate to the "New Hire Support" section and look under "Hourly Student Worker"
  - Forms for other employee types can also be found here.

#### Expand

#### New Hire Support

- ▶ Selective Service Verification \*applies to all male new hires aged 18-25
- ▶ Graduate Student
- **▼** Hourly Student Worker
- <u>Additional Appointment for Student Worker</u> | For student employees already working on campus as a student worker.
- <u>Hourly Student Worker Acknowledgement Form</u> | Use in addition to every type of student worker appointment (PCR Initiator: Attach to PCR)
- <u>International Student Worker Checklist</u> | Use in addition to Quick Hire or Quick Rehire documents
- <u>Quick Hire Student Worker</u> | For student employees who **have not** worked at Texas State previously
- Quick Rehire Student Worker | For student employees
   who have worked at Texas State previously
- ► Employee Confidentiality Agreement
- ▶ Benefits Eligible Faculty
- ▶ Benefits Eligible Staff
- ▶ Hourly Non-Student Non-Regular (NSNR) Staff
- ▶ Staff Task Worker



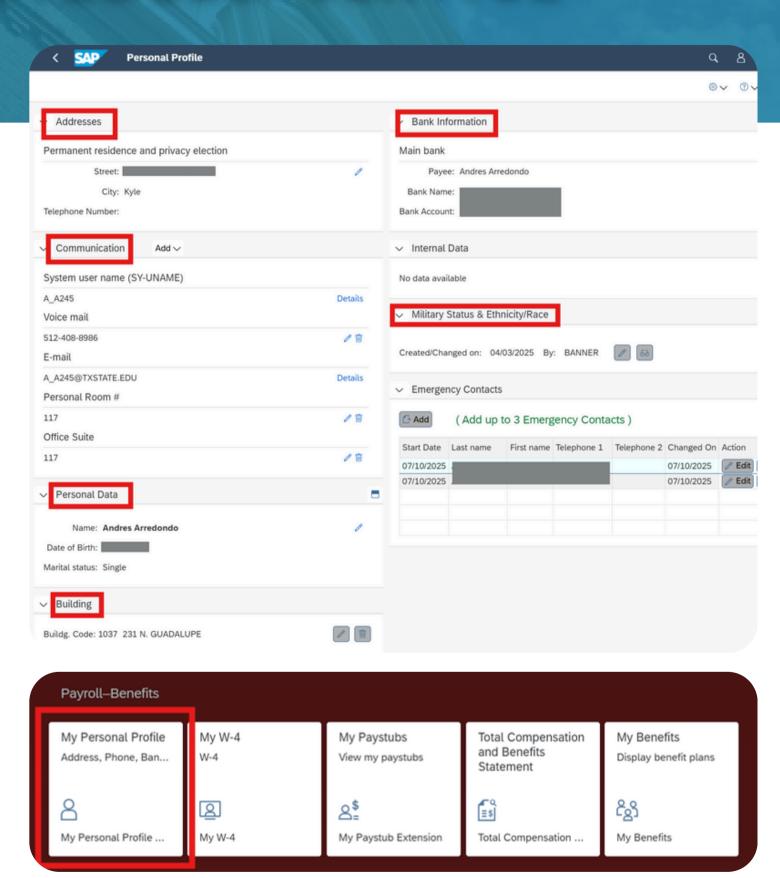
# SAP PORTAL – EMPLOYEE SELF SERVICE

#### "MY PERSONAL PROFILE" TILE

- All employees can access the SAP self-service portal 24/7 to update demographic and bank information.
  - Address
  - Privacy Indicator: active indicator withholds home address and phone number from open records requests.
  - Office location and phone for the Campus Directory
  - Military Status
  - Race/Ethnicity
  - Direct Deposit Information
  - Emergency Contacts

### "MY W-4" TILE

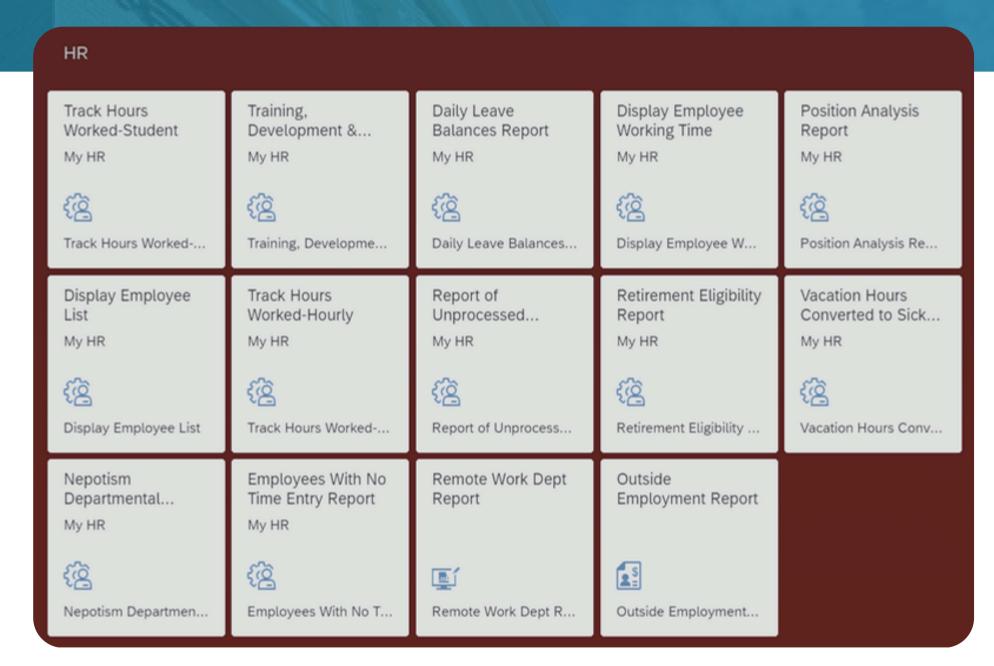
Update tax withholding options.





# SAP PORTAL – SUPERVISORS & DEPT HEADS

- There are several report options available in the SAP portal for supervisors and department heads.
- SAP access is configured based on your role, so your tiles may vary.
- Highlights
  - Display Employee List: Configure and view a customized list of employees in your department.
  - Position Analysis Report: Configure and view a detailed report of position data.
  - Display Employee Working Time: Track logged hours for your employees.
  - Approve Timesheets: View and approve timesheet submissions for direct reports.
  - Outside Employment Report (newly added): View a report of employees with outside employment within your department.
- If you do not see options you believe you should have, please contact HRIS





# HRIS TRAINING OPPORTUNITIES

# UNDERSTANDING ORGANIZATIONAL MANAGEMENT IN SAP

Date: Wednesday, July 23, 2025

Time: 10:00 – 11:30 a.m. Location: Microsoft Teams

**Registration:** Available in SuccessFactors

#### **Topics Covered:**

- SAP Position Management
- SAP HR Security Roles
- SAP HR Reports & Org Unit Maintenance

#### **Recommended For:**

- Administrative support with the Department Head role
- Business Process Certificate (BPC) participants
- Anyone interested in SAP Organizational Management

# PERSONNEL CHANGE REQUESTS (PCR) TRAINING

**Format:** On-demand in SuccessFactors **Registration:** Available in SuccessFactors

#### **Topics Covered:**

• PCR Processes

#### **Recommended For:**

- Administrative support with the Department Head role
- Business Process Certificate (BPC) participants
- Anyone interested in learning more about the PCR process



# CONTACT HR INFORMATION SYSTEMS

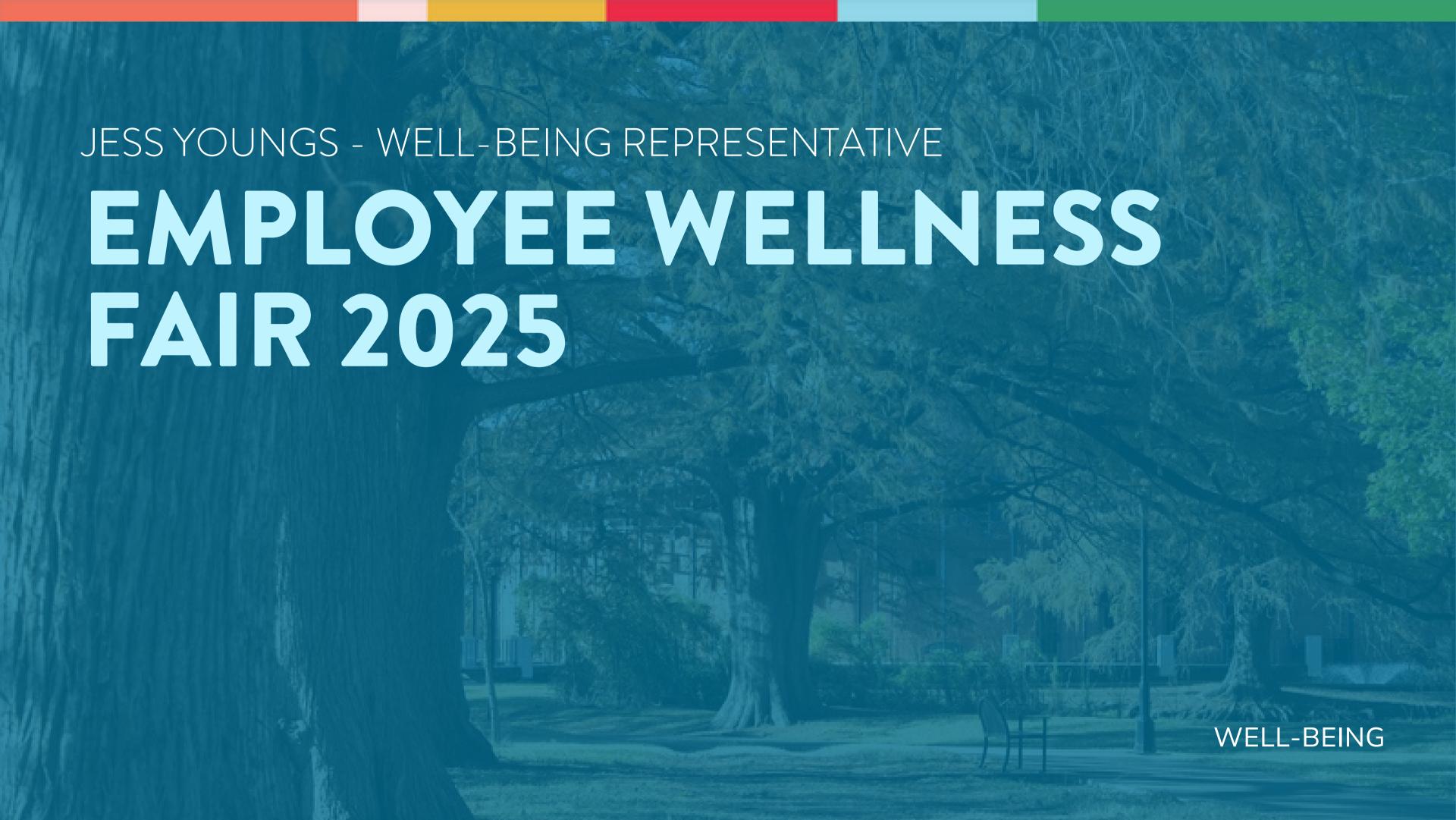
PHONE

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HRISTEAM@TXSTATE.EDU

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WWW.HR.TXST.EDU/MDC





# EMPLOYEE WELLNESS FAIR

Wednesday, October 15th

10am - 1pm

LBJ Ballroom

- Flu Shots
- Health Screenings
- Interactive Vendor Booths
- Mini WellCats Classes

**Mammogram Bus** 

Thursday, October 30th

Details TBA





# CONTACT WELL-BEING

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WELLBEING@TXSTATE.EDU

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WEBSITE

WWW.HR.TXST.EDU/WORKLIFE

MANON BOWEN - DIRECTOR OF EDUCATION ABROAD AND PASSPORT SERVICES

# PASSPORT SERVICES OFFICE

EDUCATION ABROAD AND PASSPORT SERVICES OFFICE



# PASSPORT SERVICES OFFICE

## LOCATION

J.C. Kellam Building, Suite 360 601 University Drive, San Marcos

### HOURS OF OPERATION

Mon–Wed & Friday: 8:30 a.m. – 3:30 p.m.

Thursday: 9:00 a.m. – 3:30 p.m.

Last appointment taken at 3:00 p.m.

Walk-In Hours:

Fridays: 1:30 p.m. – 3:30 p.m.

### SERVICES AVAILABLE TO:

- Students
- Faculty/Staff
- Community Members







# PASSPORT SERVICES OFFICES OFFICE OF

# PROCESS NEW, LOST OR STOLEN, OR MINOR U.S. PASSPORT APPLICATIONS

- Complete application (DS-11 form) online
- Proof of U.S. Citizenship
- Proof of Identification
- Photo can be done in the Passport Services Office
- Payments
  - Application Fee paid to Dept. of State via check or money order
  - Execution Fee/Acceptance Fee paid to Texas State
     University via credit card
- Processing Time according to Dept. of State website:
  - Routine: 4-6 weeks
  - Expedited: 2-3 weeks

# RENEWAL OF ACTIVE/EXPIRED ADULT U.S. PASSPORT

- No appointment needed
- Renewal Options:
  - By Mail: Submit Form DS-82 along with supporting materials via the U.S. Postal Service
  - Online: Visit the U.S. Department of State website for eligibility and instructions

#### Not sure if you qualify for renewal?

Use the online tool to find out:

<a href="https://travel.state.gov/content/travel/en/passports/have-passport/renew-online.html">https://travel.state.gov/content/travel/en/passports/have-passport/renew-online.html</a>



# CONTACT PASSPORT SERVICES

PHONE

512.408.6386

PASSPORT@TXSTATE.EDU

EMAL

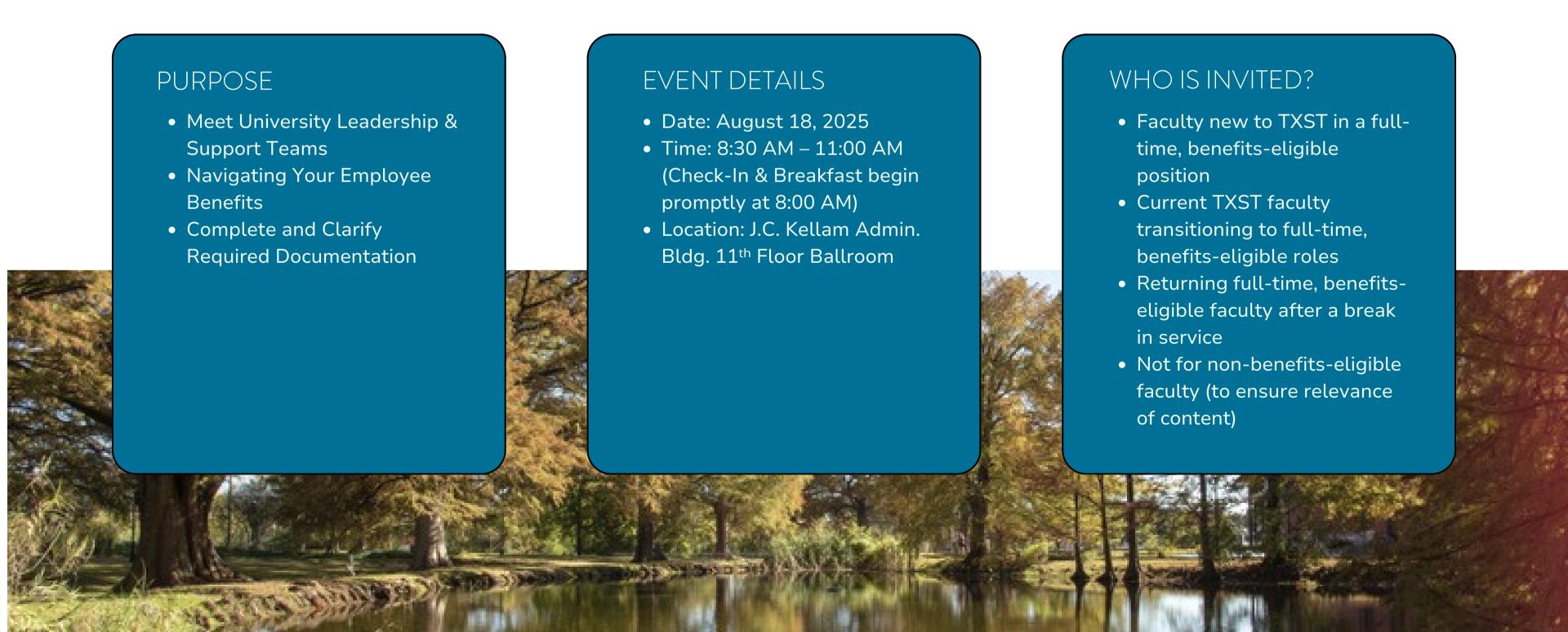
WEBSITE

WWW.TXST.EDU/INTERNATIONALAFFAIRS/P
ASSPORT-SERVICES-OFFICE-TXST





# **NEW FACULTY ORIENTATION**





## NEW FACULTY ORIENTATION

## **INVITATIONS**

• Invitations sent using the FTE SharePoint Faculty Log in the Bobcat Employee Onboarding Teams Channel

### Invite timeline:

- July 18
- August 4
- August 15 (final reminder)

Faculty must be listed by 4:30 PM on August 15 to receive an invite and temporary permit

## **PARKING**

- Temporary parking permits links provided to eligible faculty
- Valid from August 16 through 3 weeks after
- HR cannot print permits onsite due to relocation from JCK





## NEW FACULTY ORIENTATION

## **KEY DETAILS**

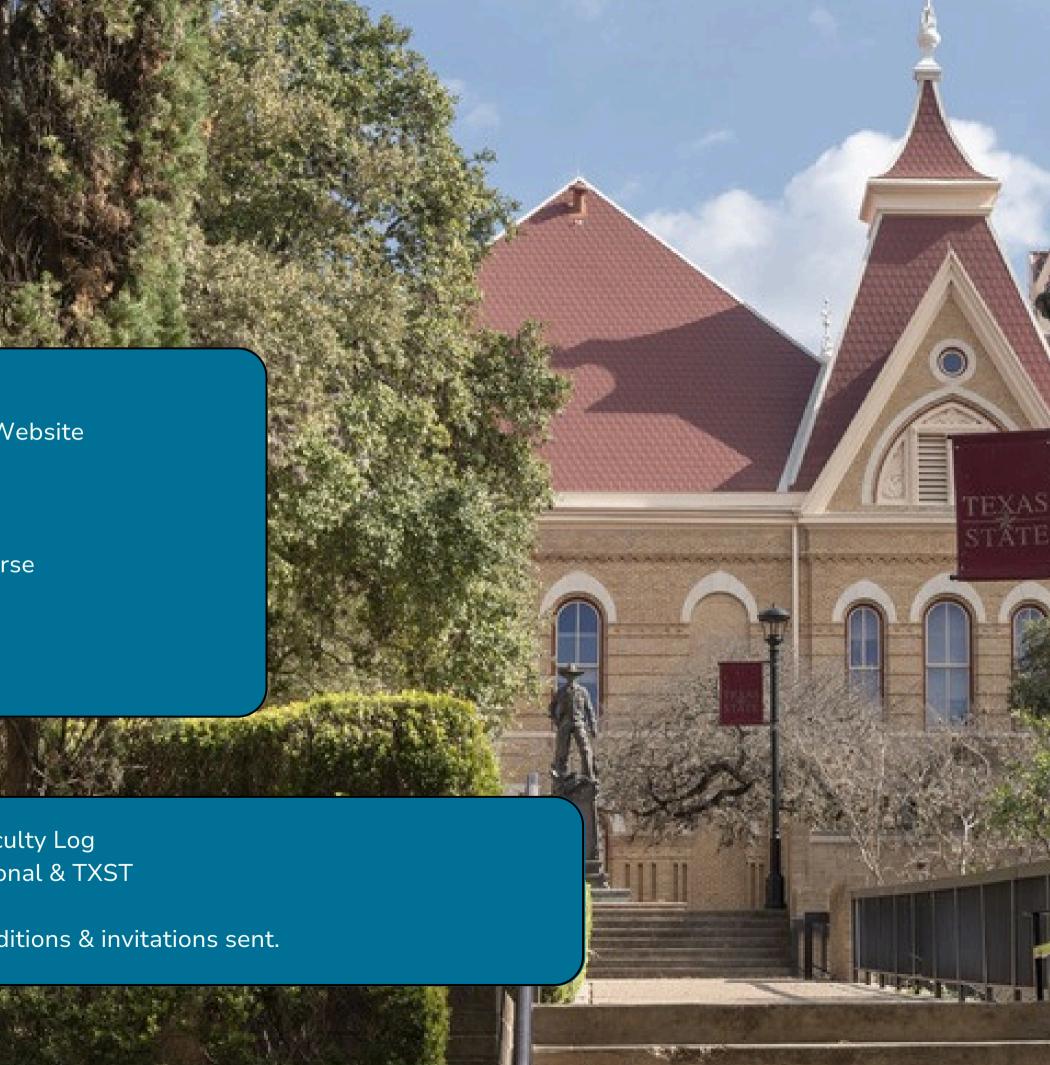
Event will be live streamed for remote viewing

• Recording of Fall 2024 NFO is available on the NFO Website Encourage faculty to:

- Review NFO website
- Watch the recording if they cannot attend
- Complete the New Employee Orientation Canvas course
- Submit Personal Data Sheet to PCR administrator
- Check their email for invites (TXST & personal)
- Print their parking permits in advance of the event

## **HOW YOU CAN HELP**

- Ensure timely updates to the FTE Faculty Log
  - Provide faculty emails, both personal & TXST
- Try not to reorganize the log.
  - It is used to keep track of new additions & invitations sent.



# BOBCAT EMPLOYEE BOOK CLUB

## WHAT IS THE BOBCAT EMPLOYEE BOOK CLUB?

- A community for curious minds across campus
- Hosted by HR to promote professional and personal development
- Join meaningful discussions and connect with colleagues
- Open to all staff and faculty join at any time!

## WHY JOIN?

- Free access to eBooks
- Build relationships across departments
- Gain practical insights for work and life
- Low-pressure, inclusive environment

All are welcome, whether you read every chapter or just want to listen and learn.

# BOBCAT EMPLOYEE BOOK CLUB

## HOW TO ACCESS THE EBOOK

- 1. Log into Ebsco account through Alkek Library using your NetID and password
- 2. Use the Adobe Digital Editions app to download
- 3. You'll need an Adobe ID (we have a guide to help you get started!)

Note: You can just read directly from your browser – No downloads required!

## RECAP OF OUR LAST READ:

## Leading with Emotional Courage by Peter Bregman

- Short, actionable chapters
- Focused on handling tough situations with confidence and empathy
- Helped members reflect on how emotional courage shapes effective leadership

# BOBCAT EMPLOYEE BOOK CLUB

## **OUR CURRENT READ:**

How to Thrive at Work by Stephan Mordue

- Combines mindfulness and motivation strategies
- Supports productivity and balance in work and life
- Offers real tools to practice every day

## **READY TO JOIN US?**

- It's easy to get started jump in anytime!
- Visit the **Bobcat Employee Book Club website** for more info
- Download or read the book online today!

Come for the book, stay for the conversation.



CONTACT TALENT DEVELOPMENT & COMMUNICATIONS

PHONE

512.245.2557

HR\_TDC@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU/ODC





## FORM I-9 REQUIREMENTS FOR REHIRES

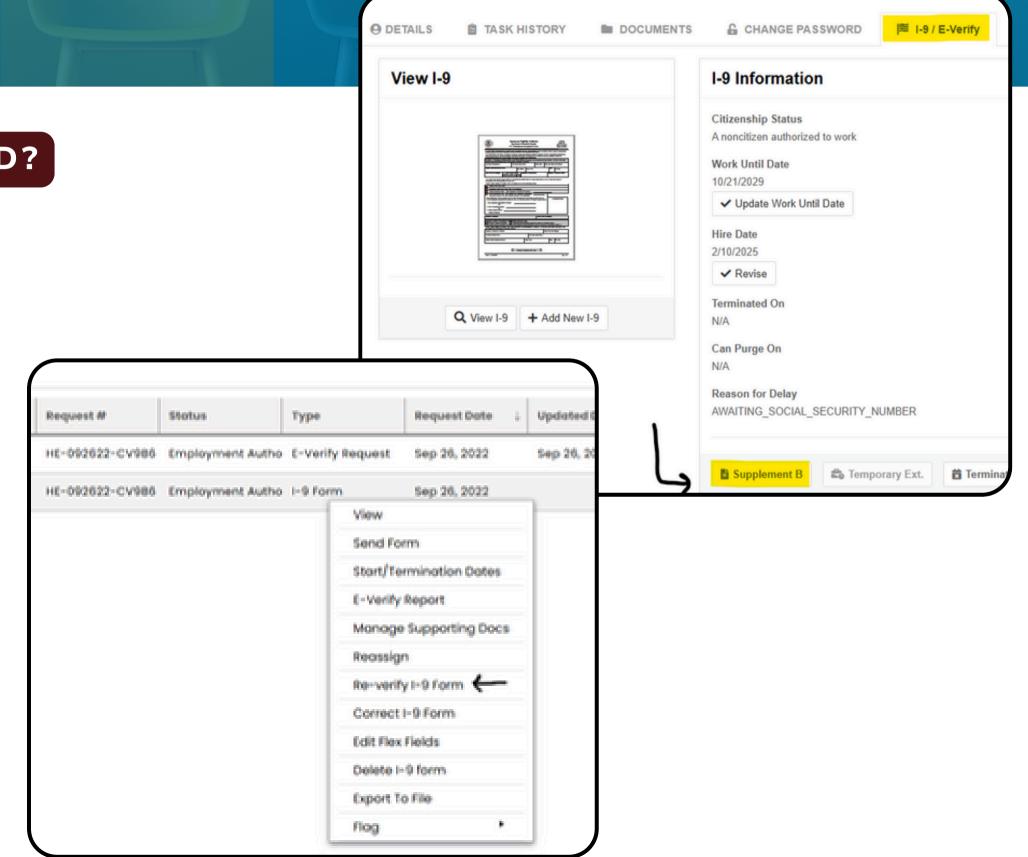
## WHEN IS A NEW FORM I-9 REQUIRED?

## A new Form I-9 is required only if:

• It has been more than 3 years since the original I-9 was completed

## OR

- It has been more than 1 year since the employee's separation date If the employee is rehired within those time frames:
  - A new I-9 is **not** needed
  - Instead, complete Supplement B
     (Reverification and Rehire section)
     on their existing I-9



## HOW TO RESOLVE SECTION 1 & 2 ERRORS OR MISSING EMAIL NOTIFICATIONS

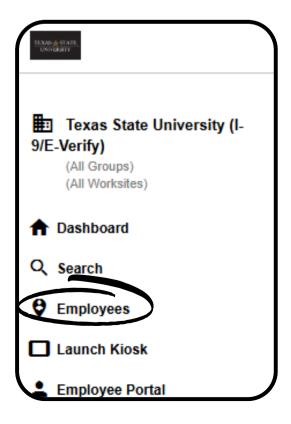
## TROUBLESHOOTING SECTION 1 ISSUES IN HIRERIGHT

## If the employee:

- Did not receive the email to complete Section 1, or
- Entered incorrect information

### **Next Steps:**

- 1. Search for the employee's name in HireRight
- 2. Access their Form I-9
- 3. Navigate to the **Task History** section to review and take action





## E-VERIFY & SSN PROCESS FOR INTERNATIONAL NEW HIRES

## INTERNATIONAL EMPLOYEE I-9 PROCESS

- E-Verify cannot be processed without a Social Security Number.
- During this waiting period employees are eligible to start working. Employee must provide SSN receipt as soon as one is issued by the SSA.
- Once the Social Security Card is received Section 1 needs to be sent back to the employee.
- Must process E-Verify Case.
- Notify employee that they <u>MUST</u> submit the Social Security card via <u>Personal Data Form</u> in HR Forms webpage.



## DASHBOARD CUSTOMIZATION

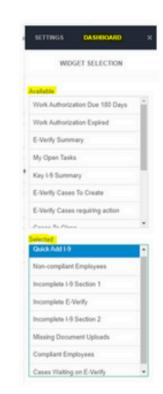
## **Enable Customization**



On the new dashboard, navigate to the top right and select the ellipses to customize your dashboard.

Customizing the dashboard will change what options populate when you enter the dashboard in the future.

## **Widget Selection**



### Select the following:

- Quick Add I-9
- Incomplete I-9 Section 1
- Incomplete I-9 Section 2
- · Incomplete E-Verify
- Compliant Employees
- Missing Document Uploads
- Cases Waiting on E-Verify



## CONTACT TALENT ACQUISITION

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EMAL

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# SERVICES AVAILABLE FROM THE TA TEAM

## GENERAL RECRUITMENT SUPPORT

- Assist in reviewing and optimizing job descriptions to attract qualified candidates
- Guidance on effective candidate evaluation

## **SOURCING SUPPORT**

- Leverage multiple sourcing channels: job boards, social media, networks, and passive candidate outreach
- Promote employer brand messaging to targeted audiences with our LinkedIn licensure
- Inviting candidates to apply
- Initial phone screen with responsive candidates to discuss the opening



## OUR SOURCING APPROACH

## **FOCUS**

 Director level and above roles, hard to fill (niche) roles, and failed searches

## STEPS

- Intake meeting with designated recruiter
- Recruiter assists with market analysis to identify talent hotspots and trends
- Develop targeted communication strategies
- Connect authentically with passive and active candidates

## READY TO ELEVATE YOUR HIRING?

## For recruitment support:

- Contact your designated recruiter or <a href="mailto:talent@txstate.edu">talent@txstate.edu</a>.
- For sourcing support:
  - Schedule an intake session to discuss:
    - Position requirements
    - Historical data & hiring timeline
    - Ideal candidate profile
  - Recruiter will:
    - Build a pipeline of qualified candidates
    - Conduct outreach and initial conversations
    - Invite interested candidates to apply
- Receive ongoing updates on recruiting and sourcing progress



## CONTACT TALENT ACQUISITION

PHONE

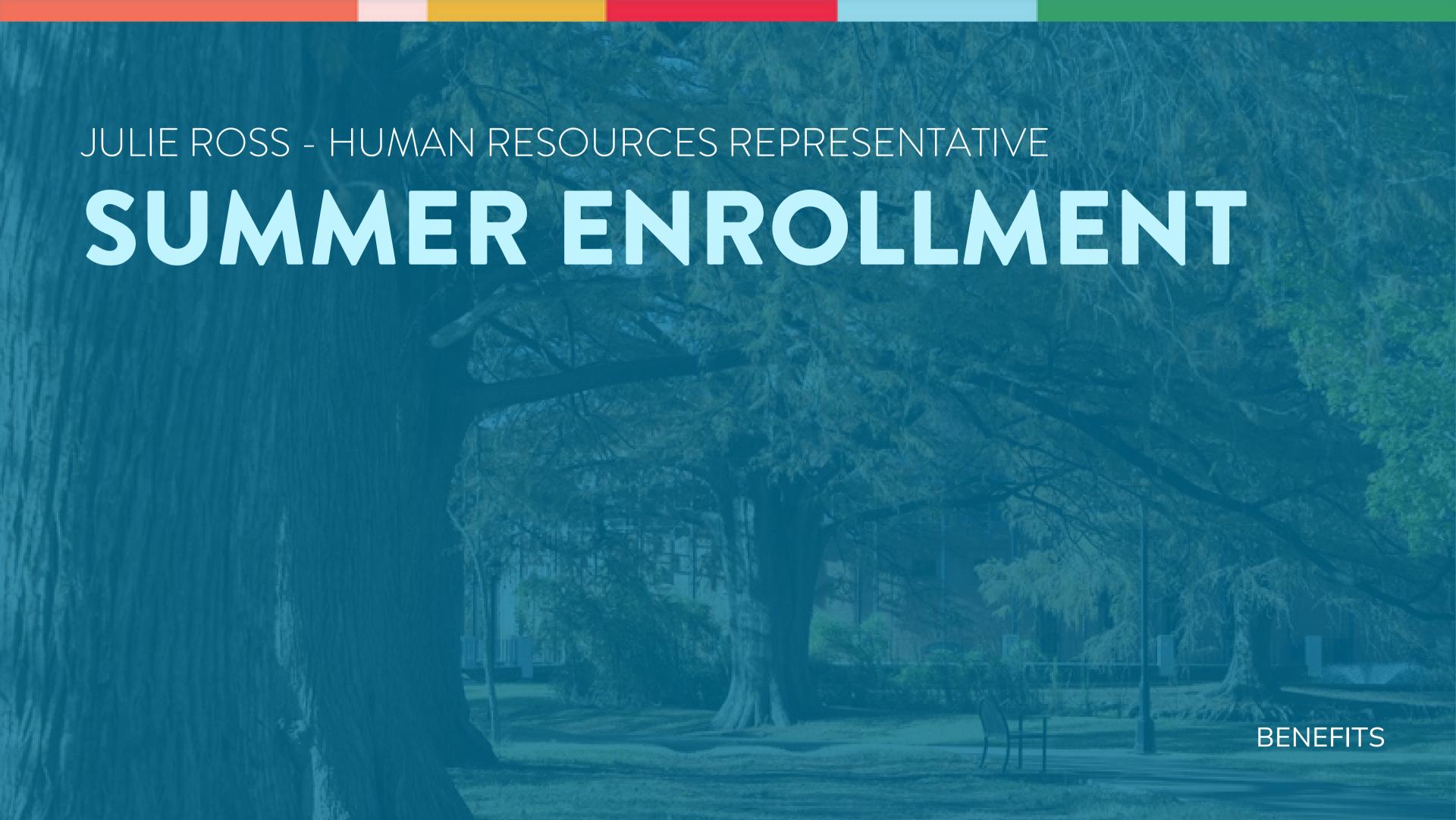
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WEBSITE

WWW.HR.TXST.EDU/TALENT-ACQUISITION



# SUMMER ENROLLMENT

## IMPORTANT DATES

- Last day to make changes during Summer Enrollment- July
   25th
- Any changes you make during Summer Enrollment will begin on 09/01/2025.

## **HOW TO MAKE CHANGES**

- Online through ERS www.ers.texas.gov
- Summer enrollment benefit election form

## WHAT YOU CAN DO DURING SUMMER ENROLLMENT

- Enroll in a benefit you don't have
- Change plans or end enrollment in coverages you currently have
- Add or drop dependents
- Start the EOI process



## CONTACT BENEFITS

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



## **CONTACT US**



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