TEXAS STATE
HUMAN RESOURCES

FEBRUARY 17, 2026

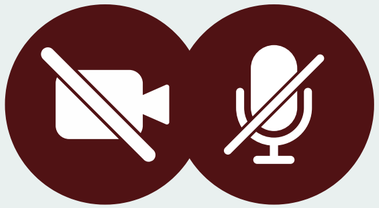
HR CONNECTIONS

www.hr.txst.edu

AGENDA

Welcome	*Georgia Zaborowski*
Staff Educational Development Leave	*Danielle Waddell*
Spring Employee Events	*Dani Dalrymple*
Performance Review Launch	*Cindy Keilers*
Tax Season	*Madeline Davila*
I-9 Transitions to HRIS Team	*Katie Bonner, Jessie Ortiz, & Alicia Barthel*
Talent Acquisition Updates	*Deana Townsend*
Benefits Reminders	*Alexandra Reyna*
Wellness with Campus Recreation	*Kristy Caldwell*
Staff Awards & Bobcat Event Resource Group	*Holly Hirsch*
UFCU	*Brian Garcia and Joshua Edwards*
Blue Cross Blue Shield	*Thuy Le*
Buena Vida	*Holly Cuozzo*

HOUSEKEEPING RULES



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

TEXAS STATE
HUMAN RESOURCES

EMPLOYEE OF THE MONTH

Aug - Dec

Ashtyn Davis
Aug 2025

Eddie De La Rosa
Sept 2025

Michael Weissmiller
Oct 2025

Teresa Duggins
Nov 2025

humanresources.wp.txstate.edu

Jaci Jackson
Dec 2025

DANIELLE WADDELL

STAFF EDUCATIONAL DEVELOPMENT LEAVE

TALENT DEVELOPMENT & COMMUNICATIONS

STAFF EDUCATIONAL DEVELOPMENT LEAVE

BENEFITS

- Paid Class Release Time
  - 10 to 20 hours of paid class release time
- Full tuition waived
- Full fees waived

ELIGIBILITY

- Full-time benefits eligible staff
- Employed for 1 year prior to courses beginning
- Maintain good academic standing
- Supervisor approval

APPLICATION

- Step 1: Discuss interest with supervisor and completes application.
- Step 2: Supervisor approves application.
- Step 3: HR confirms eligibility. List of applicants sent to President’s Cabinet for review.
- Step 4: President’s Cabinet selects participants.

FOR POLICY INFORMATION PLEASE VIEW UPPS NO. 04.04.35

STAFF EDUCATIONAL DEVELOPMENT LEAVE

- 7 applicants chosen by the President’s Cabinet each long semester.
- Eligible for 2 long semesters in a row.
- Eligible for a maximum of 4 semesters during employment at TXST.
- A staff member must maintain a full-time benefits-eligible position for a minimum of 1 year after receiving the benefit.

- Can be applied for courses taken at other accredited institutions.
- Staff member will be reimbursed for other institution courses up to the amount of TXST equivalent.
- Undergraduate enrollment: Minimum of 9 credit hours up to 12 credit hours.
- Graduate enrollment: Minimum of 6 credit hours up to 9 credit hours.
- Paid class release time is dependent on the number of credit hours.

APPLICATIONS OPEN TOMORROW, WEDNESDAY, FEBRUARY 18 AND CLOSE WEDNESDAY, MARCH 18

CONTACT TALENT DEVELOPMENT & COMMUNICATIONS

PHONE 512.245.2557

EMAIL HR_TDC@TXSTATE.EDU

WEBSITE WWW.HR.TXST.EDU/ODC

DANI DALRYMPLE

SPRING EMPLOYEE EVENTS

TALENT DEVELOPMENT & COMMUNICATIONS

MARCH EMPLOYEE APPRECIATION EVENT

TACO ‘BOUT HOW GREAT YOU ARE!

Friday, March 6, 8:00 a.m. to 9:00 a.m.

- SM: Jones Dining Hall – Faculty & Staff Lounge
- RRC: Avery 256

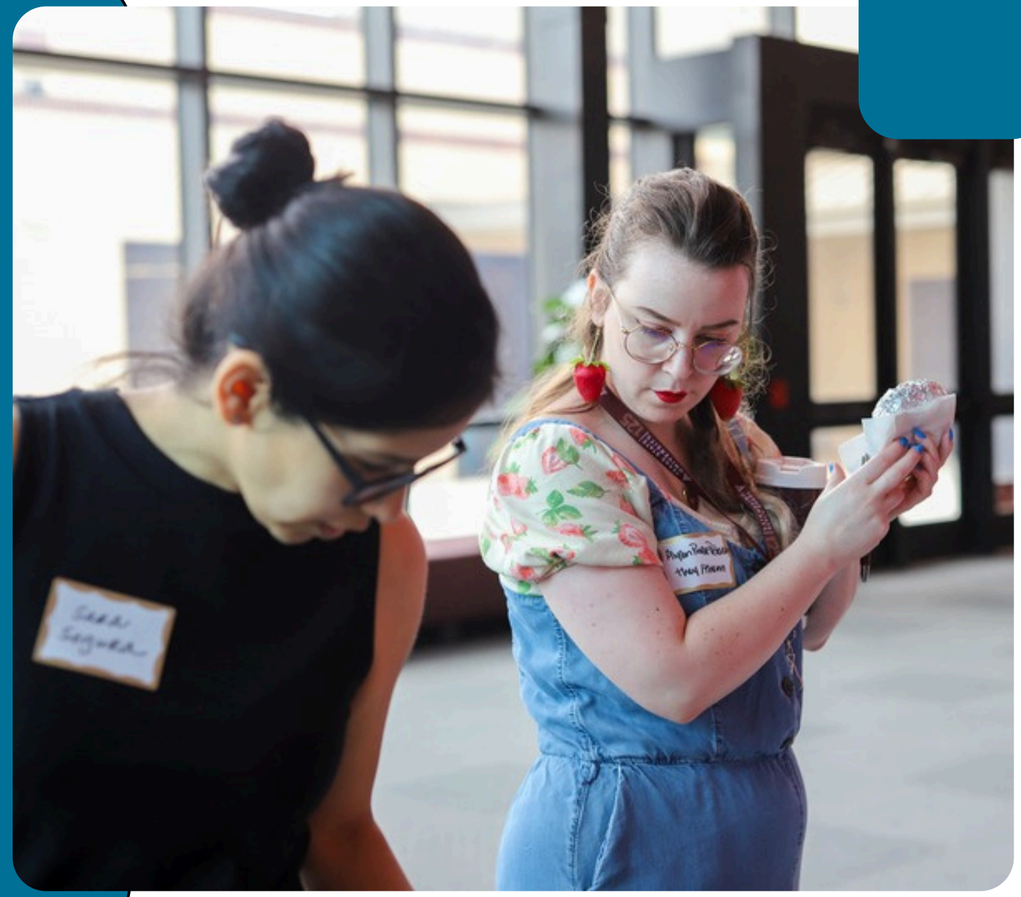
Breakfast Tacos available while supplies last

SAVE THE DATE

5TH ANNUAL DEVELOPMENT DAY

Wednesday, May 27

- More details coming soon!



SAVE THE DATE

SPRING EMPLOYEE AWARDS

STAFF YEARS OF SERVICE AWARDS

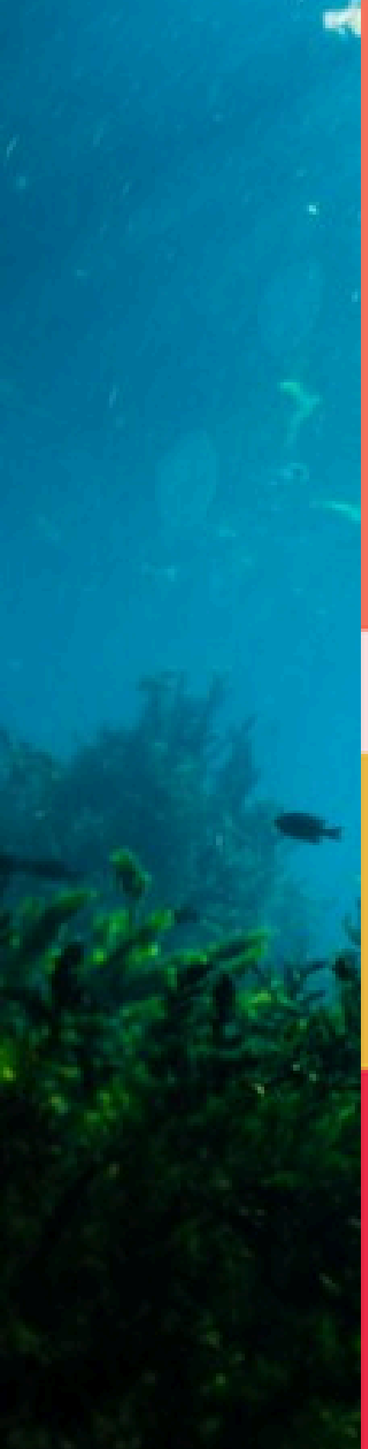
- Identified recipients hitting milestones in 2026 have been directly contacted
- Deadline for verifying name and department address is Friday, February 27

MARIEL M. MUIR EXCELLENCE IN MENTORING AWARD NOMINATIONS OPEN

- Deadline to nominate a fellow faculty or staff member is Friday, February 27

TSUS REGENTS' STAFF EXCELLENCE AWARD NOMINATIONS OPEN

- Deadline to nominate is Friday, March 6



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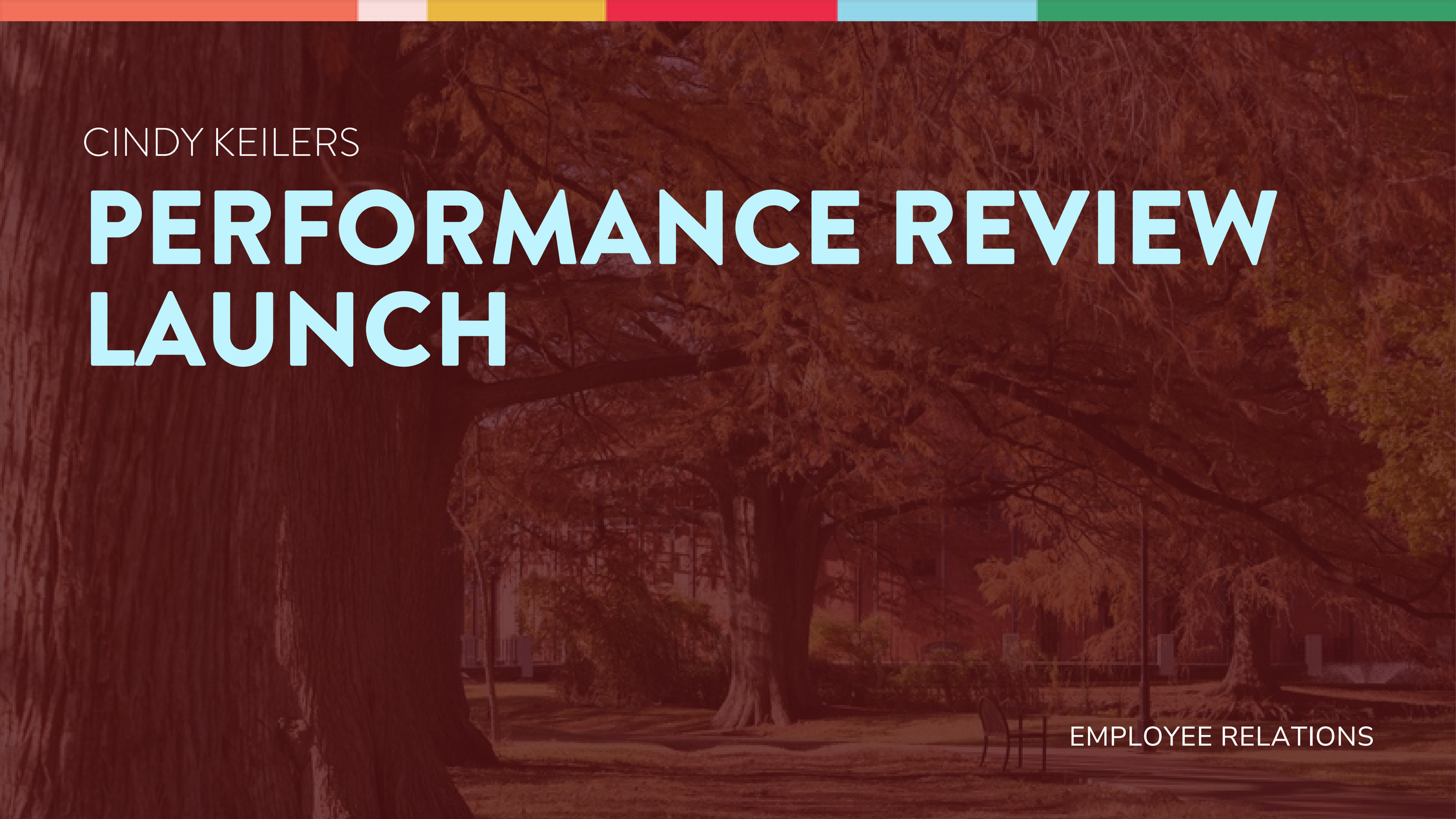


CINDY KEILERS

PERFORMANCE REVIEW LAUNCH

EMPLOYEE RELATIONS

WHY ARE PERFORMANCE DISCUSSIONS IMPORTANT?

Opportunity for employee and supervisor to

- Celebrate achievements;
- Discuss professional development;
- Assess the status of goals;
- Understand strengths and opportunities as we move into the next year.

Employees and Supervisors are strongly encouraged to have regular check-ins throughout the year- but the annual evaluation is an important, structured opportunity for conversation, coaching, and assessment.

EMPLOYEE ASSESSMENT

THE REVIEW STEPS WILL BEGIN WITH THE EMPLOYEE'S SELF-ASSESSMENT.

- Employee rates each goal/job duty
- Honest assessment of goals/duties to performance expectations.

TXST CORE EXPECTATIONS

- Ownership and Accountability
- Time Management
- Collaboration and Teamwork
- Communication

SEND TO MANAGER ASSESSMENT

MANAGER ASSESSMENT

MANAGER COMPLETES EACH REQUIRED SECTION OF THE EVALUATION FORM:

- Ratings and feedback (as appropriate) for each listed goal/job duty
- Manager's Performance Expectations

TXST CORE EXPECTATIONS

- Ownership and Accountability
- Time Management
- Collaboration and Teamwork
- Communication

MEETS COMPLIANCE STANDARDS (ANSWER "NO" IF EMPLOYEE DOES NOT COMPLETE THE MANDATORY TRAINING)

IMPROVEMENTS & GROWTHS

EMPLOYEE MERIT ELIGIBILITY (ANSWER "NO" IF THE COMPLIANCE STANDARDS WERE NOT MET)

END STEPS

- The manager will send the evaluation to the employee for acknowledgment.
- The Employee will acknowledge and route the evaluation form back to the manager
- The manager will send the evaluation to completed status

TIMELINE

STEP 1
Self Assessment

STEP 2
Manager Assessment

STEP 3
Employee Acknowledge

STEP 4
Manager Acknowledge

STEP 5
Completed

DATES TO REMEMBER

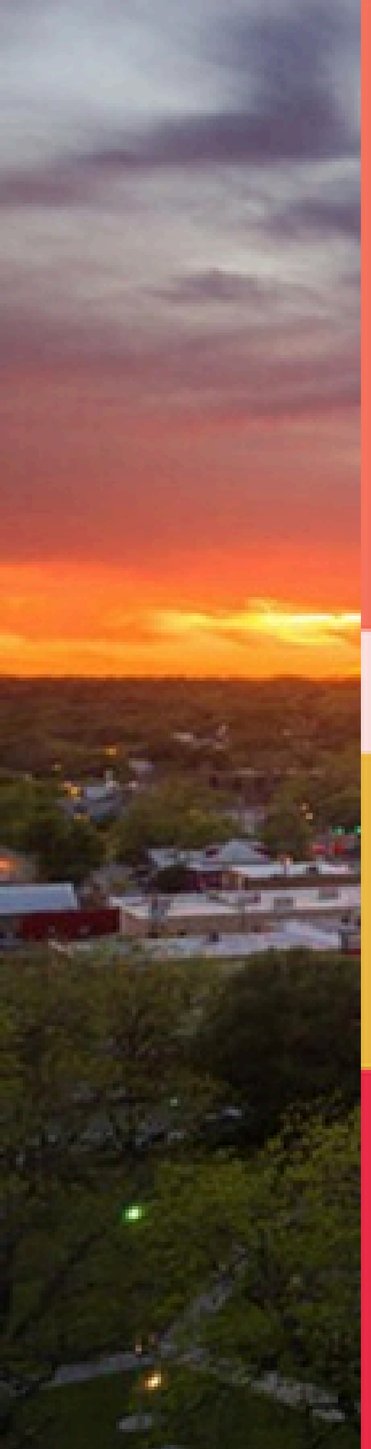
APRIL 1
Review forms are launched

MAY 31
Review is completed

JUNE 1
Plan forms are launched, and manager prepares the employee's plan

JULY 31
Plan is completed

OCTOBER/ NOVEMBER
Informal Mid cycle review



CONTACT EMPLOYEE RELATIONS

PHONE

512.245.2645

EMAIL

PERFORMANCEMGMT@TXSTATE.EDU

WEBSITE

WWW.HR.TXST.EDU/EMPLOYEE-RELATIONS

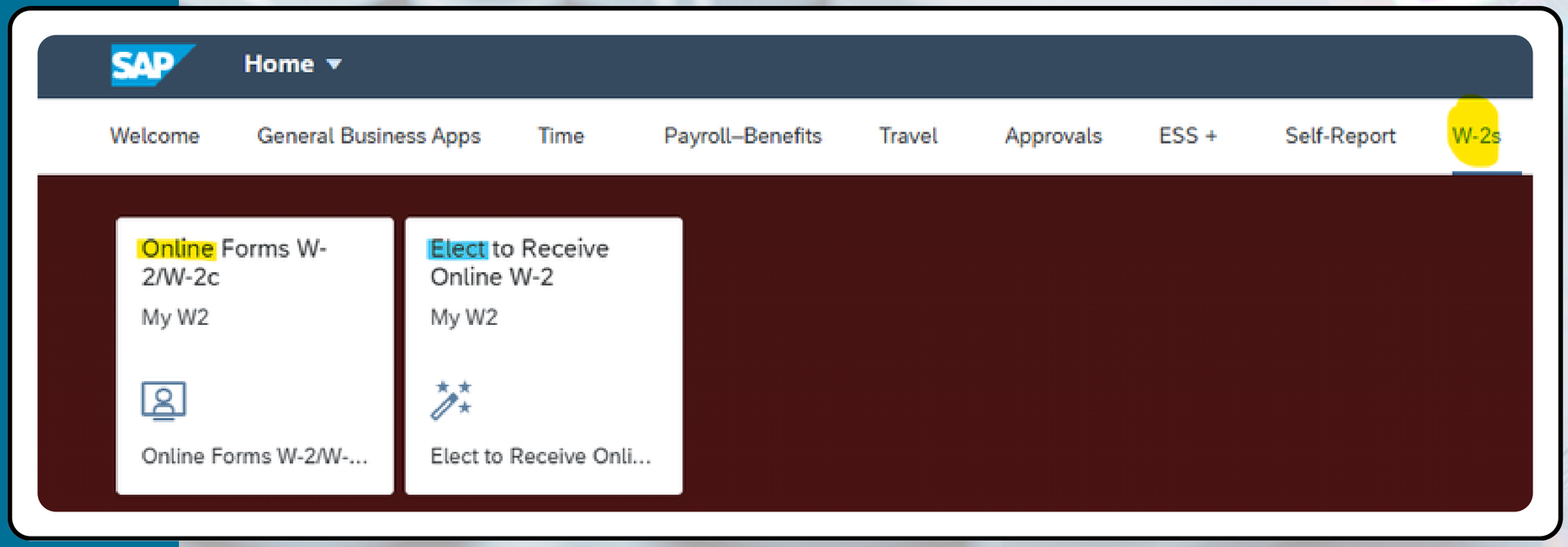
MADELINE DAVILA

TAX SEASON 2026:UNDERSTANDING YOUR W-2 & UPDATING YOUR W-4

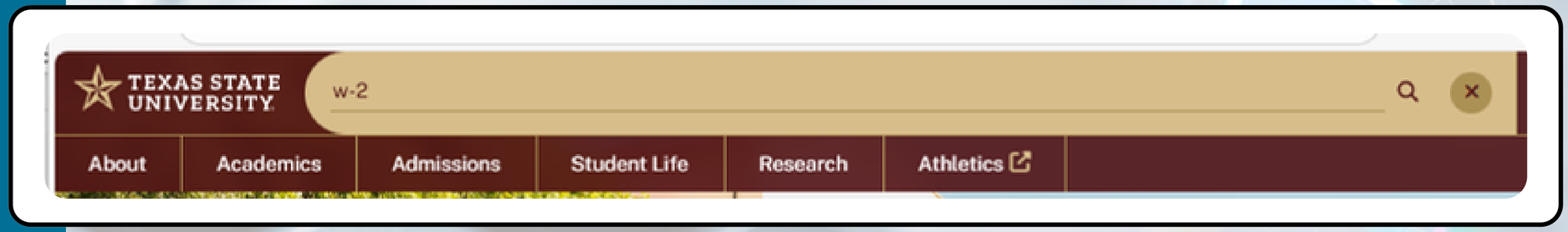
PAYROLL AND TAX COMPLIANCE

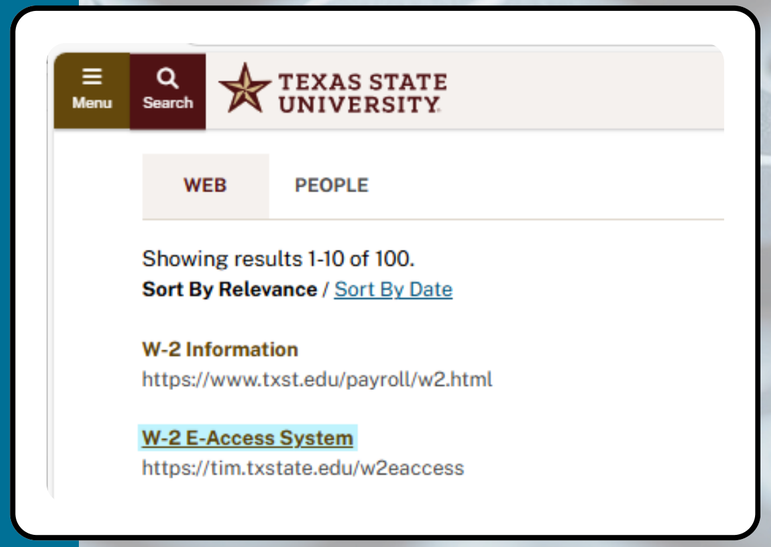
WHERE TO FIND YOUR W-2

Available to all active employees in SAP Portal *and* W-2 E-Access



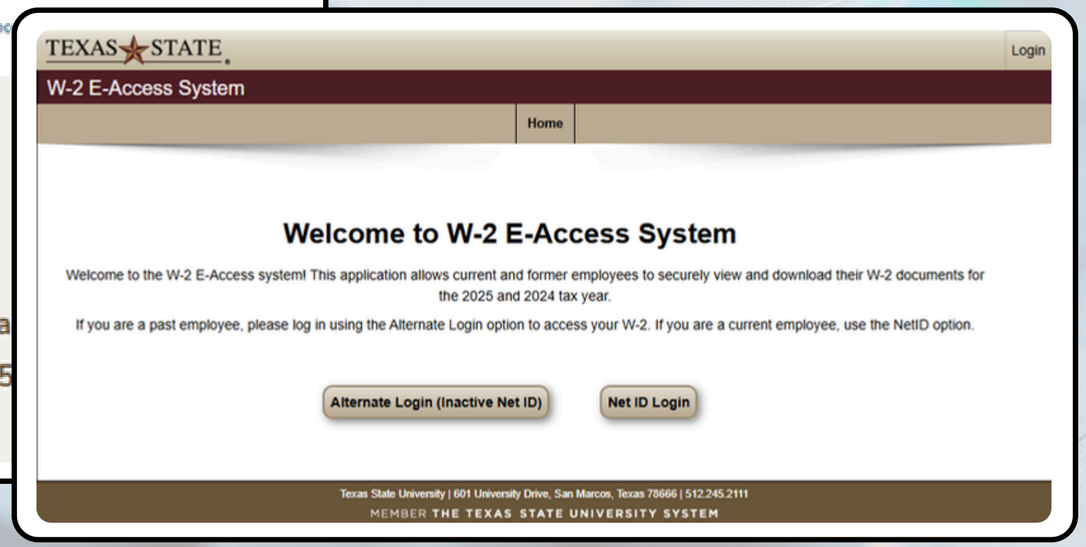
FORMER EMPLOYEES: USE W-2 E-ACCESS



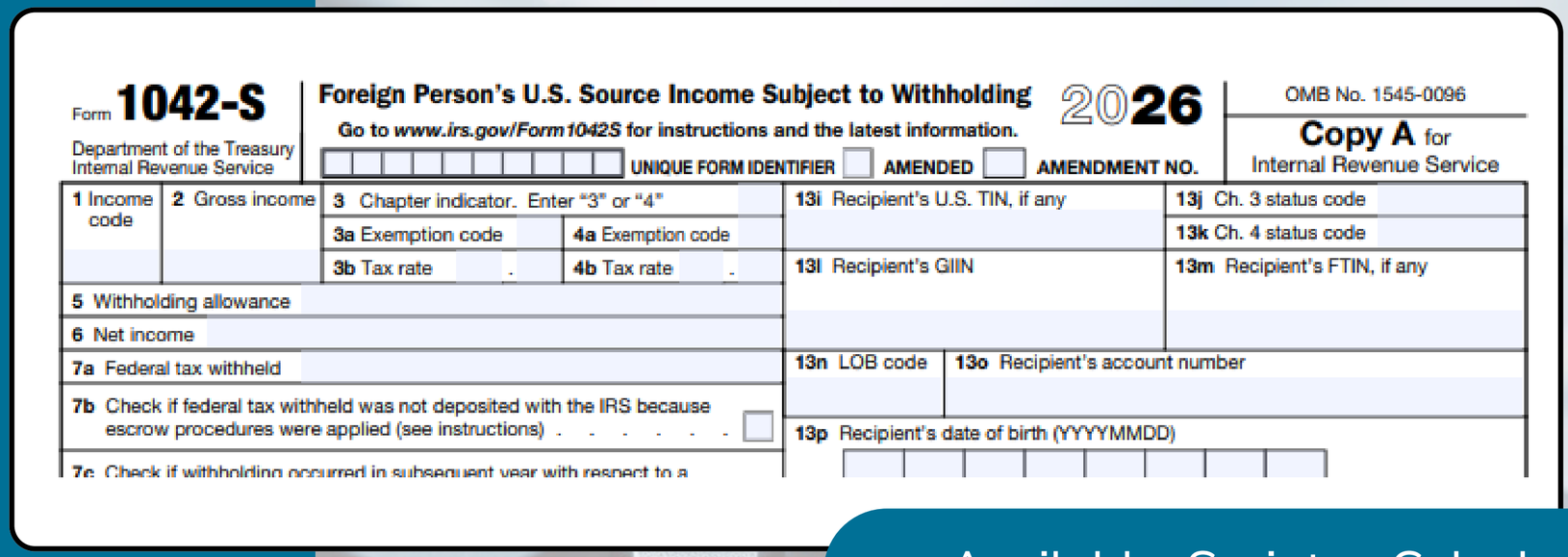


W-2 E-ACCESS


TEXAS STATE UNIVERSITY
Search
Finance and Support Services
Payroll and Tax Compliance Office
About Us
Are you a...
Payroll Calendars
W-2
Resources & Forms
Tax Compliance
FAQ's
How Are We Doing?
Texas State > Finance and Support Services > Payroll and Tax Compliance
W-2 E-Access
W-2 ACCESS SYSTEM
Texas State University provides a W-2 Form, Wage and Tax Statement, to all employees ea
calendar year by January 31, and a 1042 Form for Foreign National employees, by March 15
accordance with Federal Treasury Regulation 31.6051-1.


TEXAS STATE
Login
W-2 E-Access System
Home
Welcome to W-2 E-Access System
Welcome to the W-2 E-Access system! This application allows current and former employees to securely view and download their W-2 documents for the 2025 and 2024 tax year.
If you are a past employee, please log in using the Alternate Login option to access your W-2. If you are a current employee, use the NetID option.
Alternate Login (Inactive Net ID)
Net ID Login
Texas State University | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

INTERNATIONAL EMPLOYEES – FORM 1042-S



Form **1042-S**
Department of the Treasury
Internal Revenue Service

Foreign Person's U.S. Source Income Subject to Withholding **2026**

Go to *www.irs.gov/Form1042S* for instructions and the latest information.

UNIQUE FORM IDENTIFIER | AMENDED | AMENDMENT NO.

OMB No. 1545-0096

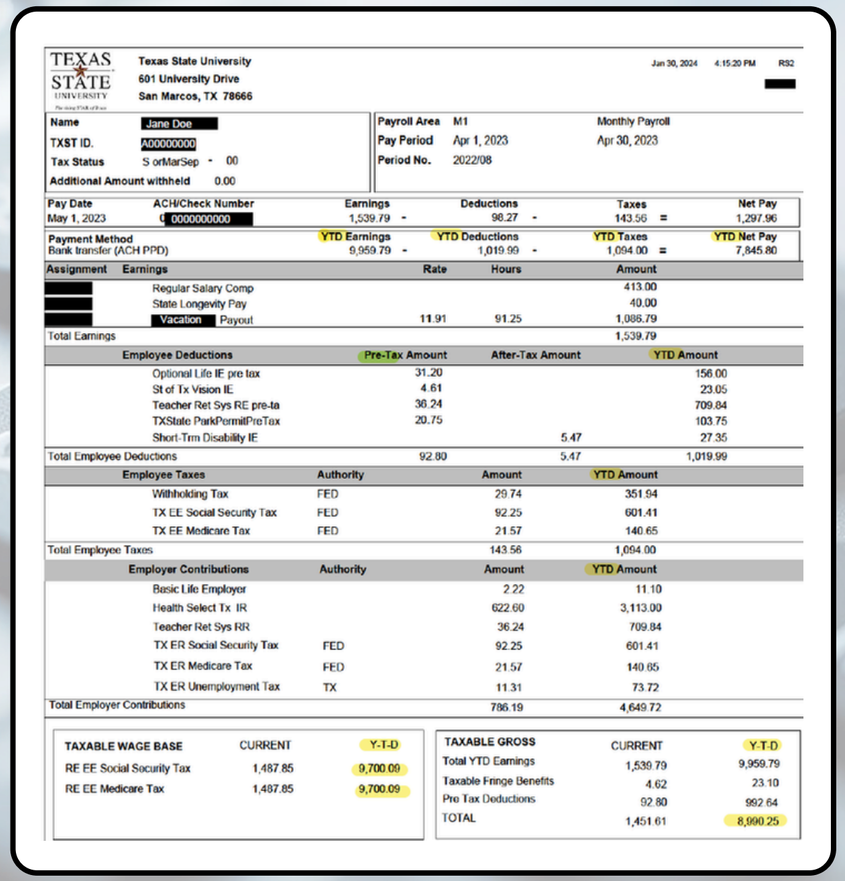
Copy A for Internal Revenue Service

1 Income code	**2** Gross income	**3** Chapter indicator. Enter "3" or "4"		**13i** Recipient's U.S. TIN, if any	**13j** Ch. 3 status code
		3a Exemption code	**4a** Exemption code		**13k** Ch. 4 status code
		3b Tax rate .	**4b** Tax rate .	**13l** Recipient's GIIN	**13m** Recipient's FTIN, if any
5 Withholding allowance					
6 Net income					
7a Federal tax withheld				**13n** LOB code	**13o** Recipient's account number
7b Check if federal tax withheld was not deposited with the IRS because escrow procedures were applied (see instructions)				**13p** Recipient's date of birth (YYYYMMDD)	
7c Check if withholding occurred in subsequent year with respect to a					

- Available: Sprintax Calculus – March 15
- Claimed a tax treaty? Wait to receive both W-2 and 1042-S to file your federal tax return 1040-NR.

UNDERSTANDING YOUR W-2

Why Your W-2 Looks Different Than Your Paycheck



TEXAS STATE UNIVERSITY

Texas State University
601 University Drive
San Marcos, TX 78666

Jan 30, 2024 4:15:20 PM RS2

Name	Jane Doe	Payroll Area	M1 Monthly Payroll
TXST ID.	A00000000	Pay Period	Apr 1, 2023 Apr 30, 2023
Tax Status	S orMarSep - 00	Period No.	2022/08
Additional Amount withheld	0.00		

Pay Date	ACH/Check Number	Earnings		Deductions		Taxes		Net Pay
May 1, 2023	0000000000	1,539.79	-	98.27	-	143.56	=	1,297.96

Payment Method	YTD Earnings		YTD Deductions		YTD Taxes		YTD Net Pay
Bank transfer (ACH PPD)	9,959.79	-	1,019.99	-	1,094.00	=	7,845.80

Assignment	Earnings	Rate	Hours	Amount
	Regular Salary Comp			413.00
	State Longevity Pay			40.00
	Vacation Payout	11.91	91.25	1,086.79
Total Earnings				1,539.79

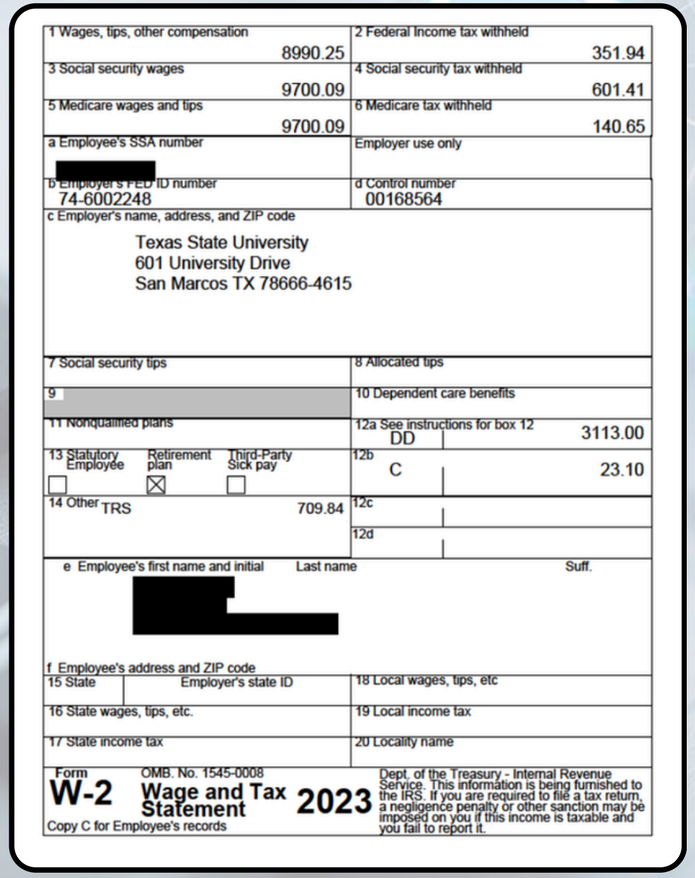
Employee Deductions	Pre-Tax Amount	After-Tax Amount	YTD Amount
Optional Life IE pre tax	31.20		156.00
St of Tx Vision IE	4.61		23.05
Teacher Ret Sys RE pre-ta	36.24		709.84
TXState ParkPermitPreTax	20.75		103.75
Short-Trm Disability IE		5.47	27.35
Total Employee Deductions	92.80	5.47	1,019.99

Employee Taxes	Authority	Amount	YTD Amount
Withholding Tax	FED	29.74	351.94
TX EE Social Security Tax	FED	92.25	601.41
TX EE Medicare Tax	FED	21.57	140.65
Total Employee Taxes		143.56	1,094.00

Employer Contributions	Authority	Amount	YTD Amount
Basic Life Employer		2.22	11.10
Health Select Tx IR		622.60	3,113.00
Teacher Ret Sys RR		36.24	709.84
TX ER Social Security Tax	FED	92.25	601.41
TX ER Medicare Tax	FED	21.57	140.65
TX ER Unemployment Tax	TX	11.31	73.72
Total Employer Contributions		786.19	4,649.72

TAXABLE WAGE BASE	CURRENT	Y-T-D
RE EE Social Security Tax	1,487.85	9,700.09
RE EE Medicare Tax	1,487.85	9,700.09

TAXABLE GROSS	CURRENT	Y-T-D
Total YTD Earnings	1,539.79	9,959.79
Taxable Fringe Benefits	4.62	23.10
Pre Tax Deductions	92.80	992.64
TOTAL	1,451.61	8,990.25



1 Wages, tips, other compensation 8990.25	2 Federal Income tax withheld 351.94
3 Social security wages 9700.09	4 Social security tax withheld 601.41
5 Medicare wages and tips 9700.09	6 Medicare tax withheld 140.65
a Employee's SSA number	Employer use only
b Employer's FED ID number 74-6002248	d Control number 00168564

c Employer's name, address, and ZIP code

Texas State University
601 University Drive
San Marcos TX 78666-4615

7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a See instructions for box 12 DD 3113.00
13 Statutory Employee ☐ Retirement plan ☒ Third-Party Sick pay ☐	12b C 23.10
14 Other TRS 709.84	12c
	12d

e Employee's first name and initial Last name Suff.

f Employee's address and ZIP code

15 State Employer's state ID	18 Local wages, tips, etc
16 State wages, tips, etc.	19 Local income tax
17 State income tax	20 Locality name

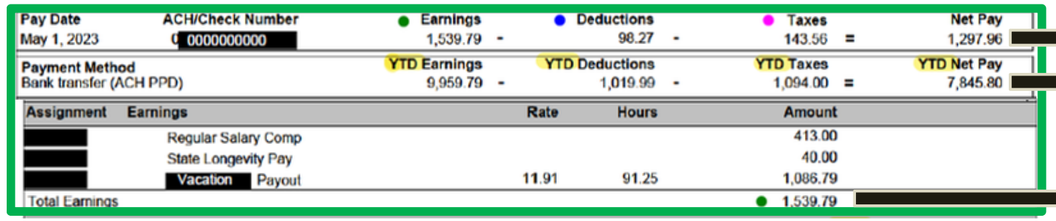
Form **W-2** OMB. No. 1545-0008 **Wage and Tax Statement** **2023**

Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Copy C for Employee's records

PAY STATEMENT OVERVIEW

We focus on Year-to-Date totals when comparing to your W-2



Pay Date	ACH/Check Number	Earnings		Deductions		Taxes		Net Pay
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Payment Method		**YTD Earnings**		**YTD Deductions**		**YTD Taxes**		**YTD Net Pay**
Bank transfer (ACH PPD)		9,959.79	-	1,019.99	-	1,094.00	=	7,845.80

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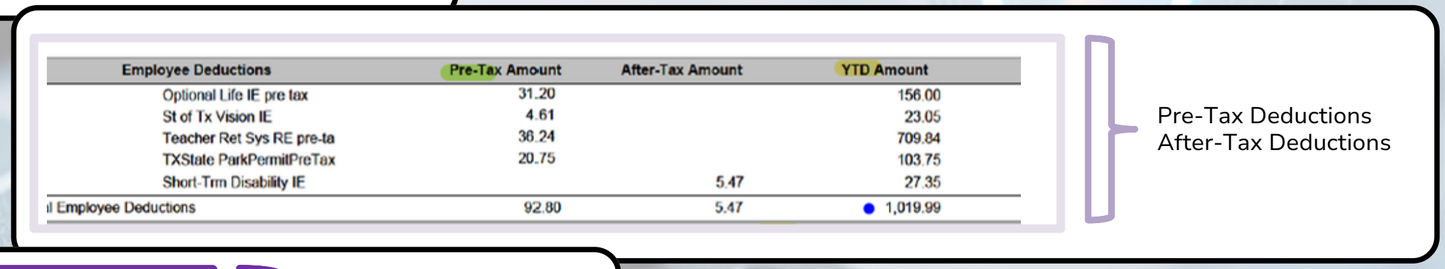
Total Earnings				1,539.79

Current Pay Period

Year To Date Summary

Gross Wages



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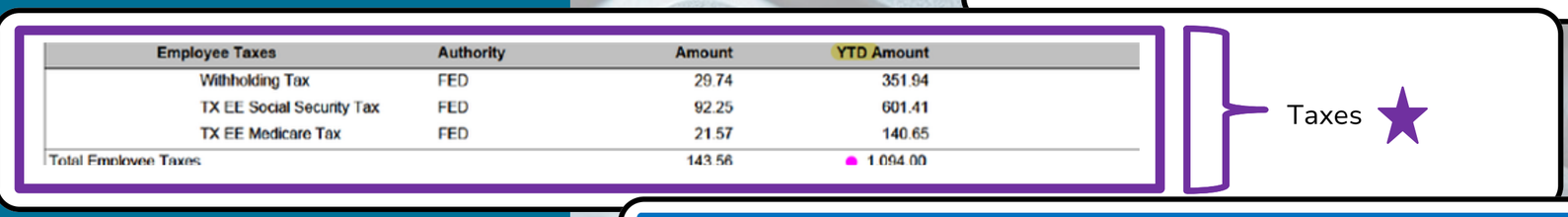
Pre-Tax Deductions
After-Tax Deductions



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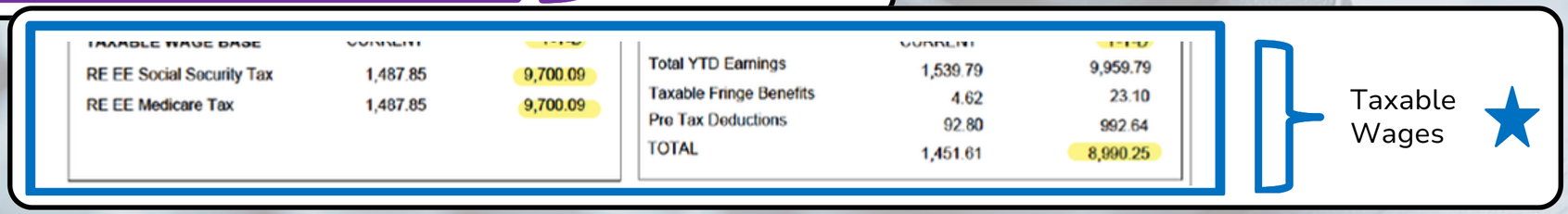
Taxes ★



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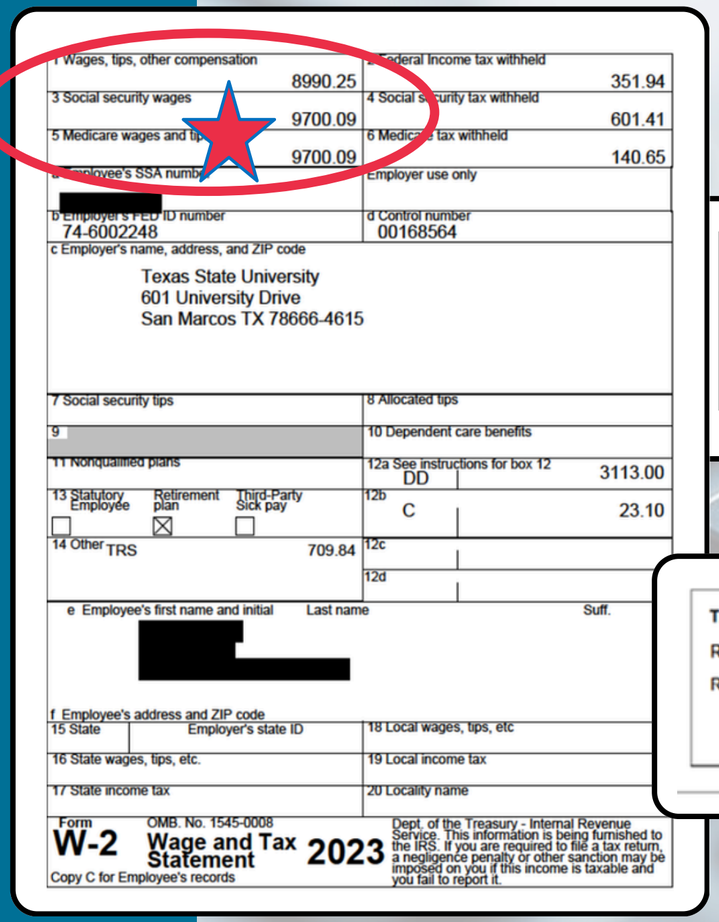
Taxable Wages ★

W-2 TAXABLE WAGES BOX 1, 3, AND 5

These boxes show your taxable income, not your full salary.



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a Employee's SSA number [redacted]
Employer use only
b Employer's FED ID number 74-6002248
d Control number 00168564
c Employer's name, address, and ZIP code
Texas State University
601 University Drive
San Marcos TX 78666-4615
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12b C 23.10
14 Other TRS 709.84
12c
12d
e Employee's first name and initial Last name Suff.
[redacted]
f Employee's address and ZIP code
15 State Employer's state ID
16 State wages, tips, etc.
17 State income tax
18 Local wages, tips, etc
19 Local income tax
20 Locality name
Form W-2 OMB No. 1545-0008 Wage and Tax Statement 2023
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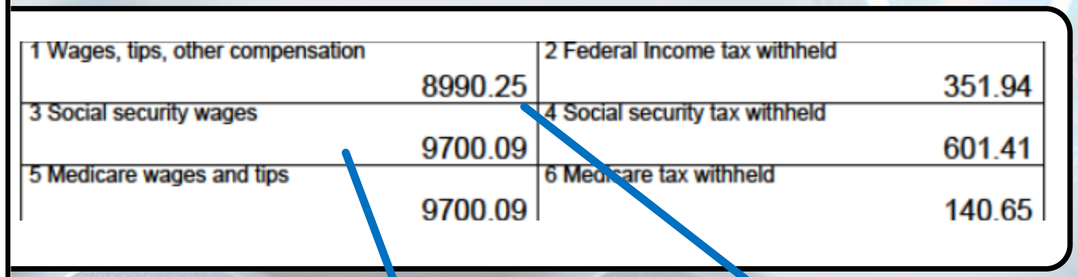

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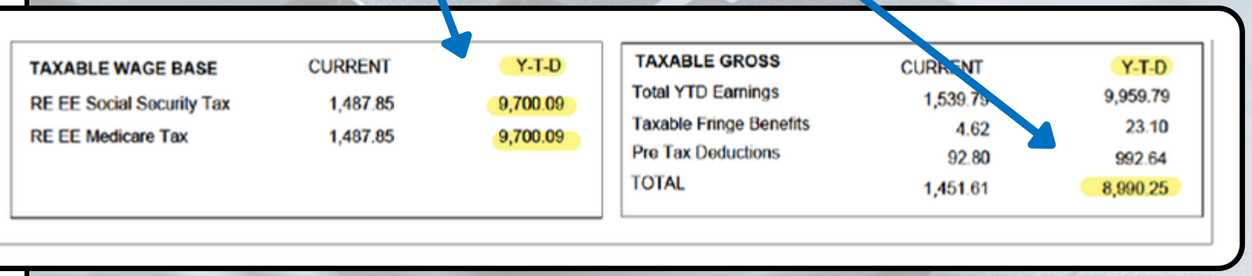

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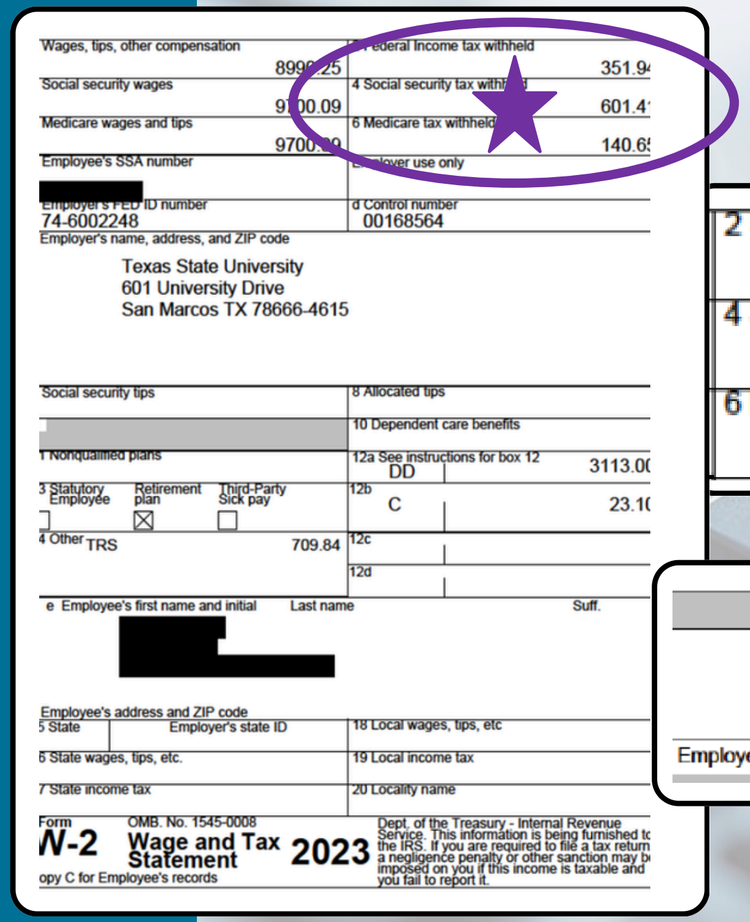
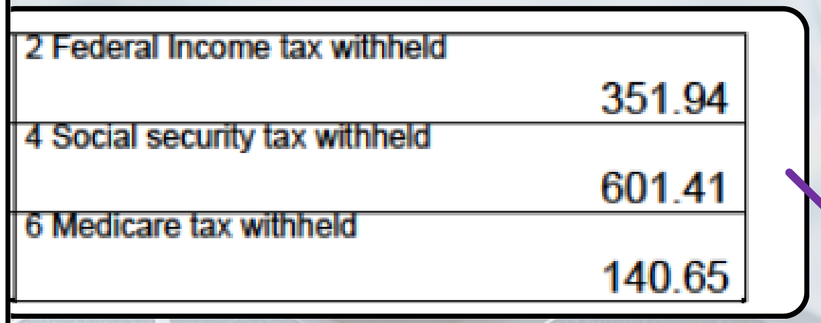
W-2 TAXES BOX 2, 4 AND 6

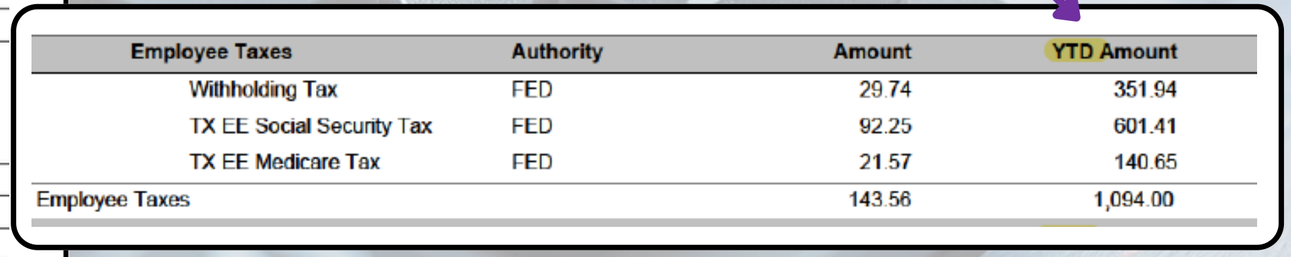
These boxes show your taxable income, not your full salary.



Wages, tips, other compensation 899[illegible].25
2 Federal income tax withheld 351.9[illegible]
Social security wages 9[illegible]00.09
4 Social security tax withheld 601.4[illegible]
Medicare wages and tips 9700.09
6 Medicare tax withheld 140.6[illegible]
Employee's SSA number [redacted]
Employer use only
Employer's FED ID number 74-6002248
d Control number 00168564
Employer's name, address, and ZIP code
Texas State University
601 University Drive
San Marcos TX 78666-4615
Social security tips
8 Allocated tips
10 Dependent care benefits
1 Nonqualified plans
12a See instructions for box 12 DD 3113.00
13 Statutory Employee ☐ Retirement plan ☒ Third-Party Sick pay ☐
12b C 23.10
14 Other TRS 709.84
12c
12d
e Employee's first name and initial [redacted] Last name Suff.
Employee's address and ZIP code
5 State Employer's state ID
18 Local wages, tips, etc
6 State wages, tips, etc.
19 Local income tax
7 State income tax
20 Locality name
Form W-2 OMB. No. 1545-0008 Wage and Tax Statement 2023
Dept. of the Treasury - Internal Revenue Service. This information is being furnished to the IRS. If you are required to file a tax return a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.
opy C for Employee's records



2 Federal Income tax withheld
351.94
4 Social security tax withheld
601.41
6 Medicare tax withheld
140.65



Employee Taxes	Authority	Amount	YTD Amount
Withholding Tax	FED	29.74	351.94
TX EE Social Security Tax	FED	92.25	601.41
TX EE Medicare Tax	FED	21.57	140.65
Employee Taxes		143.56	1,094.00

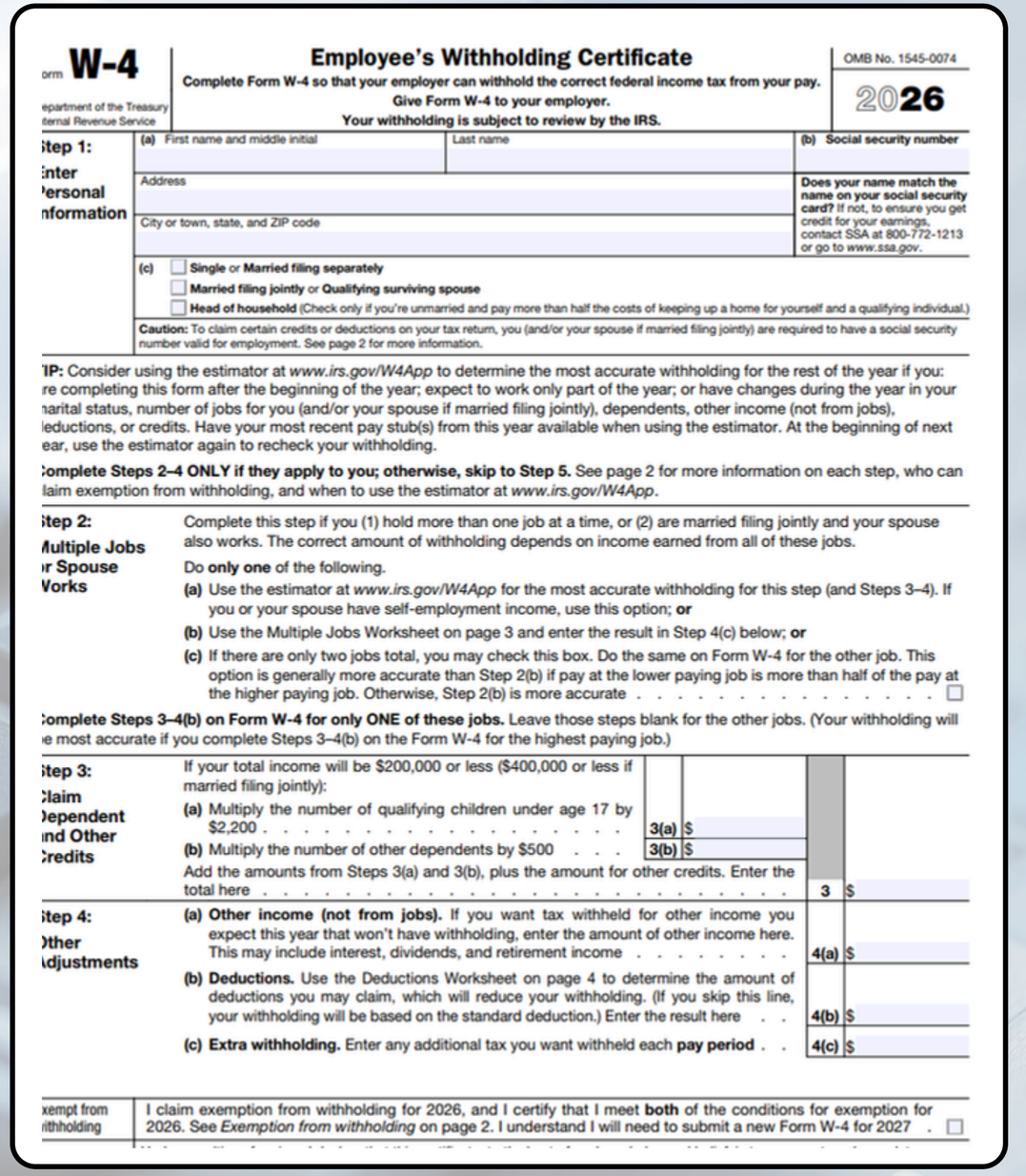
TIME FOR A W-4 CHECK

REVIEW YOUR W-4 FORM

Ensure you have the correct information, including your filing status, dependents, and any additional jobs you may have.

USE THE IRS TAX WITHHOLDING ESTIMATOR

This tool can help you estimate how much tax to withhold based on your income and filing status.



orm **W-4**

epartment of the Treasury
ternal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2026

tep 1:
nter
ersonal
nformation

(a) First name and middle initial | Last name | (b) **Social security number**

Address

City or town, state, and ZIP code

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.

(c) ☐ **Single** or **Married filing separately**
☐ **Married filing jointly** or **Qualifying surviving spouse**
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.

IP: Consider using the estimator at *www.irs.gov/W4App* to determine the most accurate withholding for the rest of the year if you: re completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your arital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), eductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next ear, use the estimator again to recheck your withholding.

omplete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can laim exemption from withholding, and when to use the estimator at *www.irs.gov/W4App*.

tep 2:
ultiple Jobs
r Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate . . . . . ☐

omplete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will e most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

tep 3:
laim
ependent
nd Other
redits

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

(a) Multiply the number of qualifying children under age 17 by $2,200 . . . . . 3(a) $

(b) Multiply the number of other dependents by $500 . . . 3(b) $

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here . . . . . 3 $

tep 4:
ther
djustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $

(b) Deductions. Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here . . 4(b) $

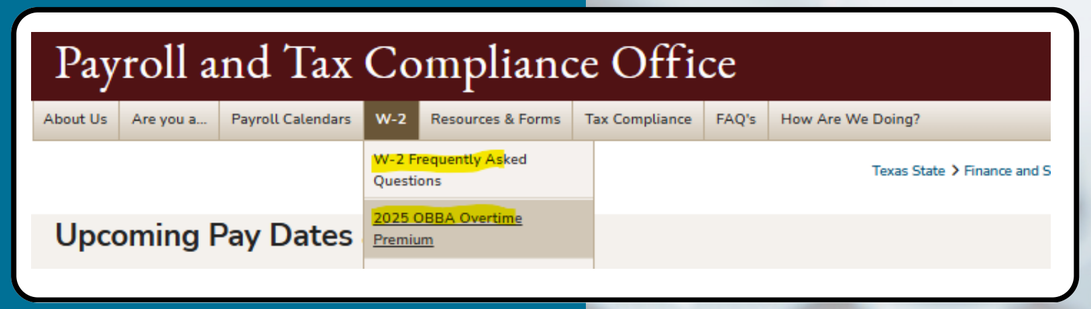
(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . . 4(c) $

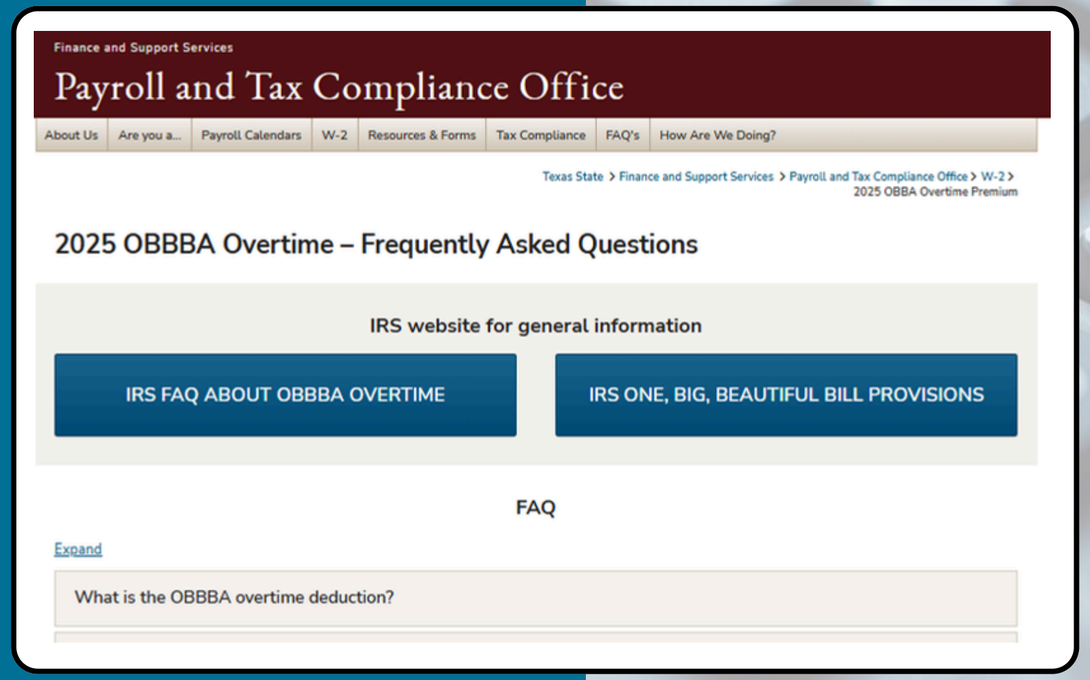
xempt from
ithholding

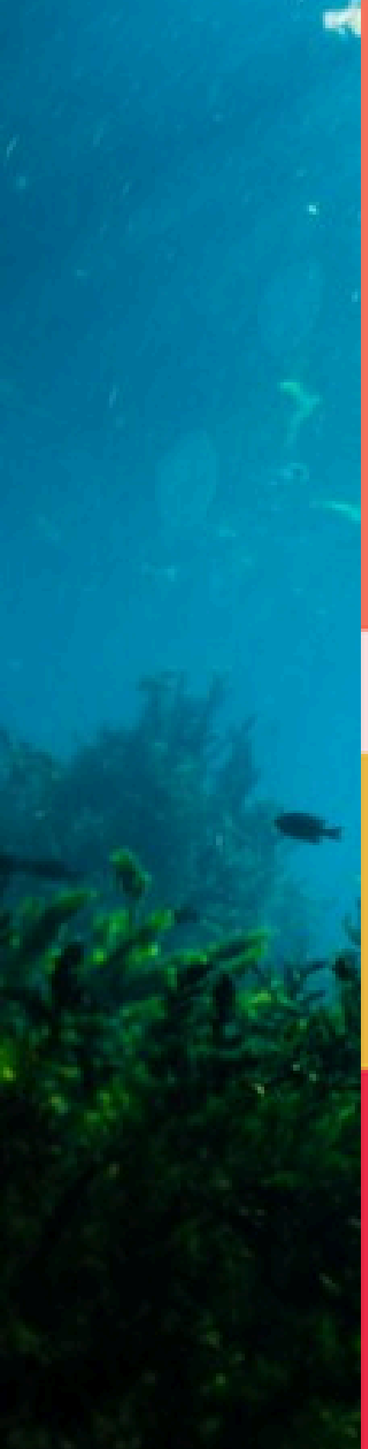
I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 . ☐

FAQ LINKS

- www.txst.edu/payroll/w2/w-2-faq.html
- www.txst.edu/payroll/w2/2025-obbba-overtime-premium.html







CONTACT PAYROLL

PHONE 512.245.2766

EMAIL PAYROLL@TXSTATE.EDU

WEBSITE WWW.TXST.EDU/PAYROLL

JESSIE ORTIZ & ALICIA BARTHEL

I-9 TRANSITIONS TO HRIS TEAM

TALENT ACQUISTION & HRIS

FORM I-9 SUPPORT TRANSITION

TRANSITION: EFFECTIVE MARCH 1, 2026

- Form I-9, HireRight, and E-Verify support will transition from Talent Acquisition to HRIS (Human Resources Information Systems).

PRIMARY CONTACT:

- Jessie Ortiz, HRIS Representative
- There will be no interruption in service, and you will continue to receive the same level of support.

POINT OF CONTACT FOR FORM I-9/HIRERIGHT SUPPORT

JESSIE ORTIZ | HR REPRESENTATIVE | HRIS

- Phone: 512-245-2557
- Email: HR@txstate.edu
- Teams: Bobcat Employee Onboarding Channel

Form I-9 and E-Verify Support
Form I-9 Training
HireRight Access Requests

HIRERIGHT ACCESS AND TRAINING

HIRERIGHT

- HireRight User Guide (Form I-9 & E-Verify) is linked on the TXST HR I-9 page
- Additional training resources can be found on the Human Resources website under Form I-9.
- For HireRight Access, please complete the **HireRight Access Request Form** found on the HR Forms website

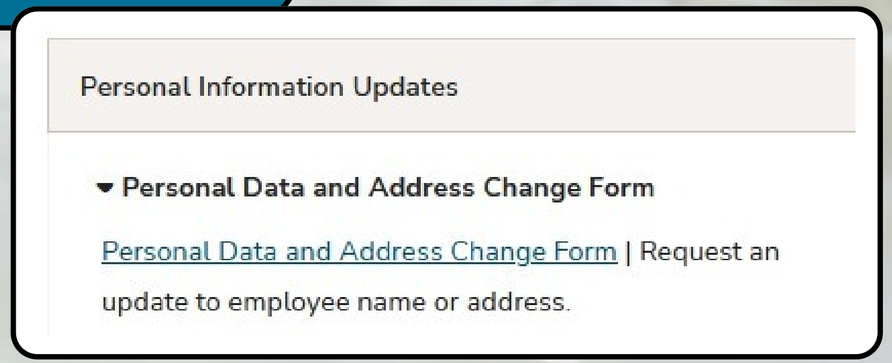
I-9, E-VERIFY AND HIRERIGHT REMINDERS

REMINDERS FOR I-9 AND E-VERIFY

- Administrators responsible for onboarding a new employee for their department must send an invitation to complete Form I-9 viaHireRight
- The new Employee will complete Section 1 of the Form I-9 on or before the first day of employment
- Section 2 must be completed by the hiring department within 3 business days of the employee's start
- date.
    - The acceptable documents must be uploaded to HireRight within 3 business days of the first day of employment by the department.
- Form I-9 can be completed up to 90 days in advance of the start date, after job offer has been made.
- Employee must present a document, or a combination of documents, from the Lists of Acceptable Documents found on List A, or one from List B and one from List C, that shows valid employment authorization.
- Virtual I-9 review is available

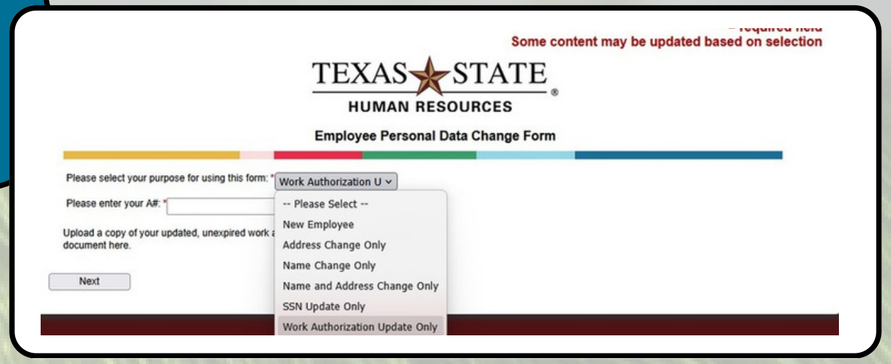
WHERE TO FIND THE PERSONAL DATA AND ADDRESS CHANGE FORM

Employee Personal Data Change Form - www.hr.txst.edu/forms



Example of what the form looks like for the employee:

- They will need to enter their A#.
- Upload a clear copy of their new SSN card.



INTERNATIONAL EMPLOYEE REMINDERS FOR FORM I-9

STARTING WORK

- International employees may begin working while waiting for their Social Security Number (SSN). The PCR may be processed during this time.

BEFORE PROCESSING THE PCR

- Request a temporary SSN by emailing HRISTeam@txstate.edu. Use the temporary SSN for the PCR only.

SSN DEADLINE

- The employee has **90 days from the date of hire** to present their SSN card.

ONCE SSN IS RECEIVED

- I-9 Admin uploads the SSN document to HireRight. Initiate E-Verify.
- Email HRISTeam@txstate.edu confirming completion.

IMPORTANT COMPLIANCE REQUIREMENT

- All employees must be processed through E-Verify. Failure to complete E-Verify within 90 days may result in termination.

PAYROLL & TAX REQUIREMENT

- The employee must upload their SSN card via the **Personal Data and Address Change Form** on the HR Forms website.
- This step is required for payroll and tax reporting.

EXPIRED WORK AUTHORIZATIONS AND UPDATES

- The Department must upload updated authorization to HireRight I-9.
- The Employee **must** upload updated authorization via the **Personal Data and Address Change Form.**
- E-mail HRISteam@txstate.edu immediately when either of these actions occur.

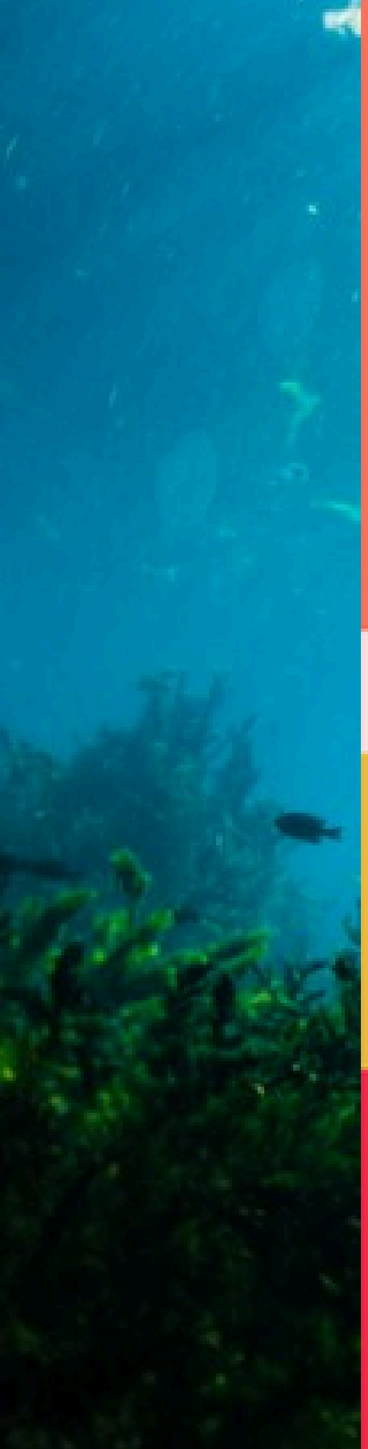
INTERNATIONAL CONTACT POINTS

INTERNATIONAL EMPLOYMENT:

- Faculty or staff, H1-B sponsorships and PERM process: inationalemploy@txstate.edu

INTERNATIONAL STUDENT AND SCHOLAR SERVICES:

- F1 Students inational@txstate.edu
- J1 Visiting Scholars: internationalscholars@txstate.edu



CONTACT HR INFORMATION SYSTEMS

PHONE 512.245.2577

EMAIL HRISTEAM@TXSTATE.EDU

WEBSITE WWW.HR.TXST.EDU/MDC

DEANA TOWNSEND

TALENT ACQUISITION UPDATES

TALENT ACQUISITION

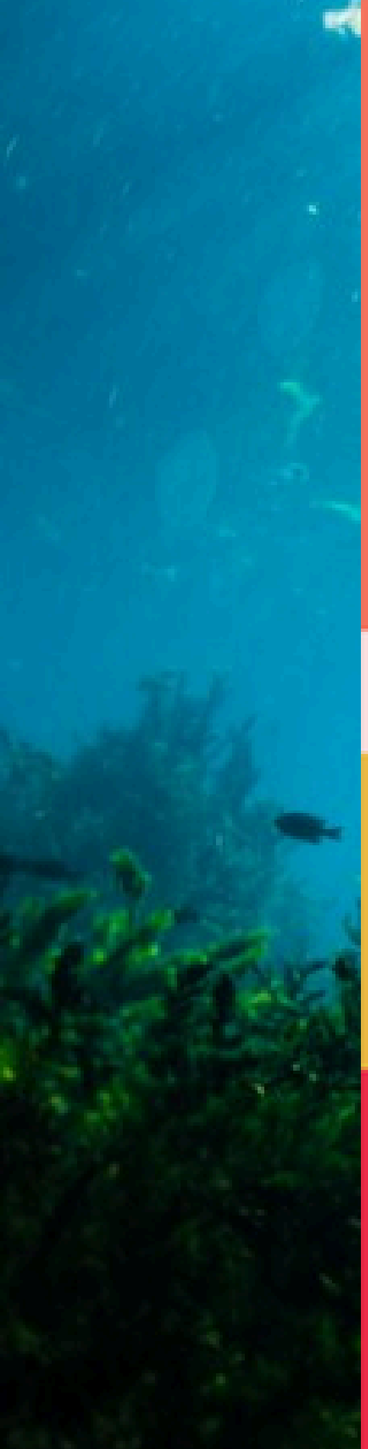
TALENT ACQUISITION UPDATES

NEW STAFF DRIVING VERIFICATION WORKFLOW IN PEOPLEADMIN

- Driving Verification Consent Form to be attached to HiringProposal
- Driving checks for positions where driving is required will be conducted as part of the recommendation for hire process at the same time as other background checks

COMING SOON:

- Hiring Managers will transition Staff Hiring Proposals to Filled in PeopleAdmin
- This will replace the transition to PCR Pending in the workflow



CONTACT TALENT ACQUISITION

PHONE 512.245.2557

EMAIL TALENT@TXSTATE.EDU

WEBSITE WWW.HR.TXST.EDU/TALENT-ACQUISITION

ALEXANDRA REYNA

BENEFITS REMINDERS

BENEFITS

BENEFITS REMINDERS

1095 TAX FORMS

Employees enrolled in medical insurance through TXST at any time in Calendar Year 2025 will receive two forms for Affordable Care Act (ACA) tax reporting.

- Form 1095-B: Obtain online through your BCBS account or request a paper copy be mailed by calling Blue Cross and Blue Shield of Texas at 800-252-8039.
- Form 1095-C: TXST HR will mail this form out to be received by March 2, 2026. After that date, additional copies can be requested in person or via email.

INSURANCE UPDATE OPPORTUNITIES

Annual enrollment

- Opens mid-June and closes the end of July
- Changes take place on September 1st

Qualifying Life Event

- Common reasons:
  - Marriage
  - Birth of a child
  - Change in Employment Status
  - Dependent losing/gaining other coverage
- Changes must be made within 31 days of the qualifying event.

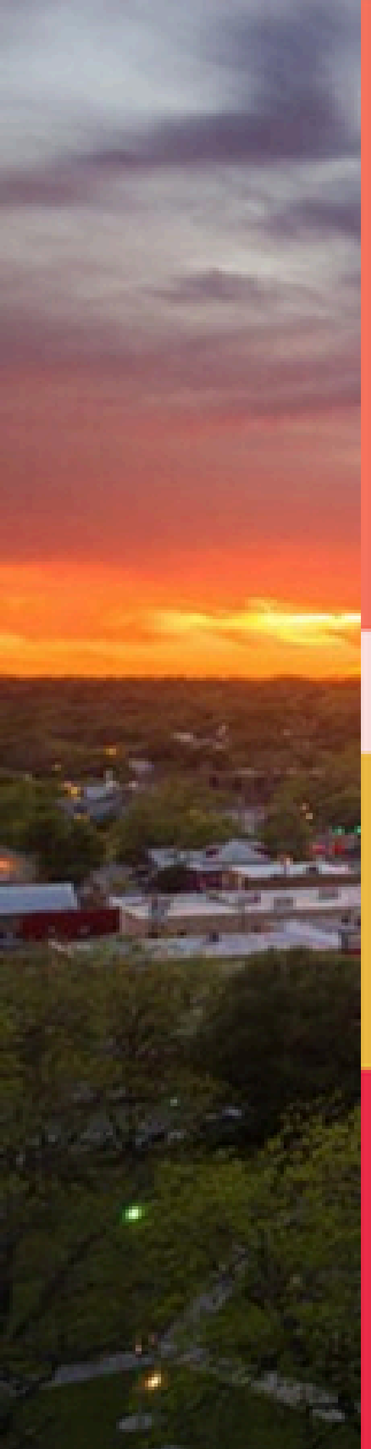
BENEFITS REMINDERS

MEDICAL DEDUCTIBLES, COINSURANCE MAXIMUM, AND OUT-OF-POCKET MAXIMUMS RESET ON JANUARY 1st

- In-network preventive care is always covered at 100%, no matter which plan the participant is in.
  - Includes:
    - general health screenings,
    - immunizations,
    - health counseling,
    - cancer screenings,
    - prevention-related screening for pregnant women and
    - some age- and gender-specific screenings.
- Deductibles, coinsurance, and the out-of-pocket maximum will apply to all other non-preventive services.
- BCBS Personal Health Assistants can be reached at 800-252-8039 for any questions about this reset.

Consumer Directed HealthSelect	
In-network Combined Deductible	**Out-of-network Combined Deductible**
$2,100 for individual coverage $4,200 for family coverage	$4,200 for individual coverage $8,400 for family coverage

HealthSelect of Texas and HealthSelect Out-of-State		
In-network Medical Deductible	**Out-of-network Medical Deductible**	**Prescription Drug Deductible**
None	• $500 for individual coverage • $1,500 for family coverage	$50 per participant



CONTACT BENEFITS

PHONE

512.245.2557

EMAIL

HRBENEFITS@TXSTATE.EDU

WEBSITE

WWW.HR.TXST.EDU/BENEFITS

KRISTY CALDWELL

WELLNESS WITH CAMPUS RECREATION

CAMPUS RECREATION

WELLNESS WITH CAMPUS RECREATION

Well-being is an optimal and dynamic state that allows people to achieve their fullpotential. *INTER-ASSOCIATION DEFINITION OF WELL-BEING (NIRSA, 2020)*

UPPS 04.04.30 Wellness Leave – time off with pay for the purpose of participation in wellness-related activities intended to improve employees' personal health and wellness

TEXAS STATE UNIVERSITY RECOGNIZES THAT SUPPORTING EMPLOYEE WELLNESS LEADS TO:

- Better morale
- Stronger teamwork
- Lower turnover

Campus Recreation is a member of WellCats – Your Employee Wellness Program

CAMPUS RECREATION AS YOUR PARTNER

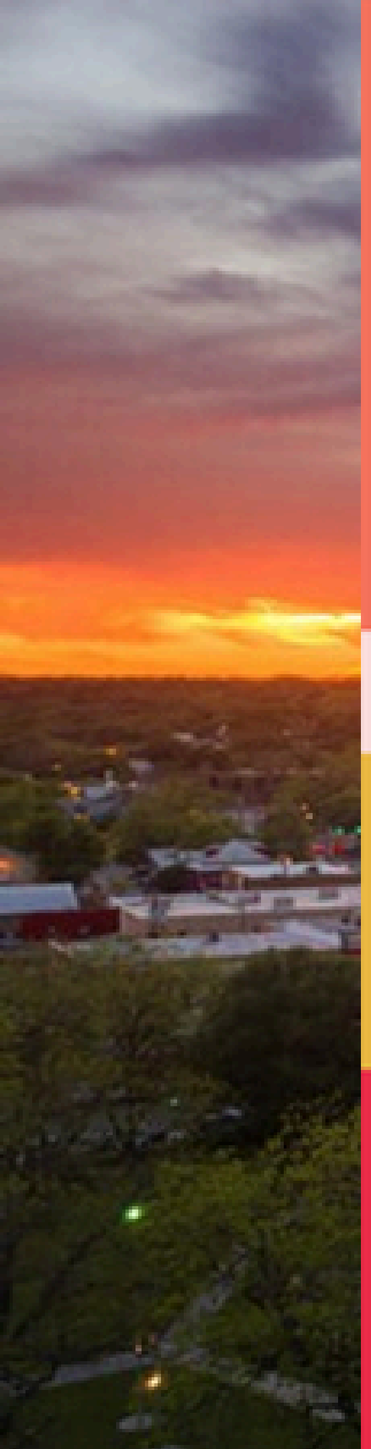
NON-MEMBERSHIP OPPORTUNITIES

- **Outdoor Center** for watercraft and gear rentals
- **Teambuilding** portables or at U-Camp
- **Swim Lessons** – Adult and Youth
- **University Camp** 10 campsites, 2 lodges, and day-use on 126 acres adjacent to the Blanco River

INCLUDED WITH MEMBERSHIP

- Climate-controlled indoor track
- 30 group fitness classes per week
- Climbing Center
- Indoor pool
- Renovated weight-room
- Showers & locker room

FIND YOUR ACCOUNTABILITY PARTNER, TAKE A MENTAL BREAK AND JOIN TODAY!



CONTACT CAMPUS RECREATION

PHONE

512.245.2940

EMAIL

CAMPUSRECREATION@TXSTATE.EDU

WEBSITE

HTTPS://WWW.CAMPUSRECREATION.TXST.EDU/

KRISTY CALDWELL | ASSOCIATE DIRECTOR
512.245.2991
KRISTY1@TXSTATE.EDU

VICTOR HERNANDEZ | ASSISTANT DIRECTOR
512.408.3788
VH17939@TXSTATE.EDU

Pick one small action this week: Book a WellCats activity, schedule your walk, or block 15 minutes just to breathe and reset.
Student Recreation Center Memberships

HOLLY HIRSCH

STAFF AWARDS & BOBCAT EVENT RESOURCE GROUP

PRESIDENTIAL EVENTS AND PROJECTS

STAFF AWARDS AND APPRECIATION CELEBRATION

Monday, May 18
3 p.m. to 5 p.m.

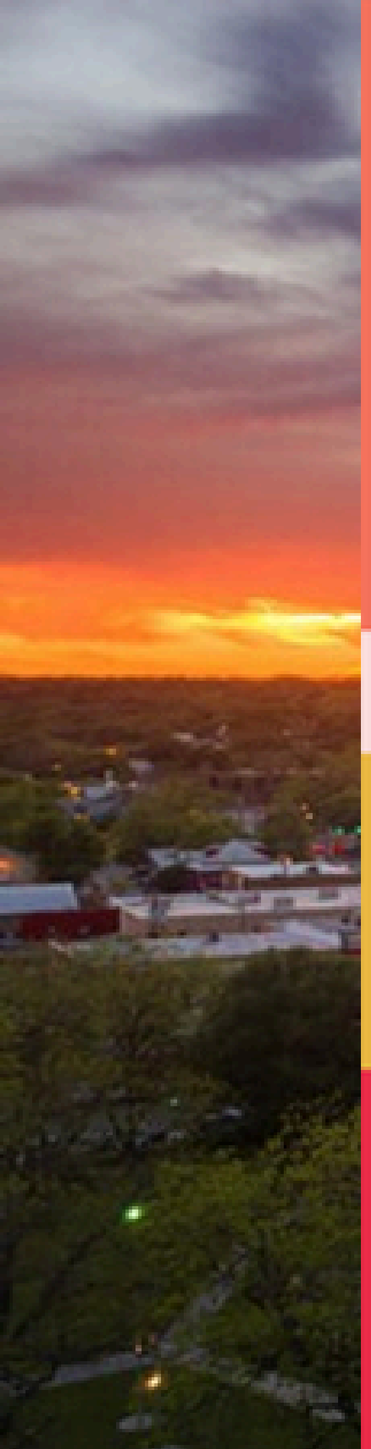
SAVE THE DATE

BOBCAT EVENT RESOURCE GROUP (BERG)

Launching Thursday, March 12

Virtual Gathering - 10 a.m. to 11 a.m.
All employees are welcome – staff, faculty, and graduate assistants

Email rsvp@txstate.edu to receive the meeting invitation



CONTACT PRESIDENTIAL EVENTS

EMAIL

RSVP@TXSTATE.EDU


BRIAN GARCIA AND JOSHUA EDWARDS
UFCU


ufcu
TXST LBJ STUDENT CENTER BRANCH
OPEN M-F 10AM – 4PM
IT ALL STARTS WITH U

THE CREDIT UNION DIFFERENCE

- Each Member is an owner
- Local
- Not-for-profit
- For service
- People helping people
- Fewer and lower fees
- Help build credit

Austin Business Journal
#1 CREDIT UNION
Austin, TX
2016-2023

PEOPLE HELPING PEOPLE

THE CREDIT UNION DIFFERENCE

- Each Member is an owner
- Local
- Not-for-profit
- For service
- People helping people
- Fewer and lower fees
- Help build credit

UFCU ON CAMPUS

FINANCIAL RESOURCES FOR U

- Financial Education — Explore online financial assessments, planning tools, and educational resources.
- Exclusive 1:1 Coaching Program — Meet virtually with trained UFCU financial representatives at your convenience to map out your journey to financial success.
- Credit Coach — a free online credit building tool offering personalized recommendations and improvement strategies.
- Free Retirement Resources — With Retirement Simplified, find out if you're retirement-ready and discover your personalized retirement score using the Retirement Score Calculator(opens in a new window).

UPCOMING FINANCIAL SESSIONS: VIRTUAL (12PM -1PM)

- February 10th – The Foundation of Money Management
- February 24th – Understanding your Credit Score
- March 3rd – Drive Away Happy (Tips to the Auto Buying Process)

- March 10th – The Foundation of Money Management
- March 24th – Understanding your Credit Score
- March 31st – Drive Away Happy (Tips to the Auto Buying Process)

- April 7th – The Foundation of Money Management
- April 14th – Understanding your Credit Score
- April 21st – Drive Away Happy (Tips to the Auto Buying Process)

FINANCIAL SERVICES

SHANNON TAYLOR

ChFC, MBA
Financial Advisor, UFCU
Investment Services
(512) 421-8105
Staylor@ufcu.org

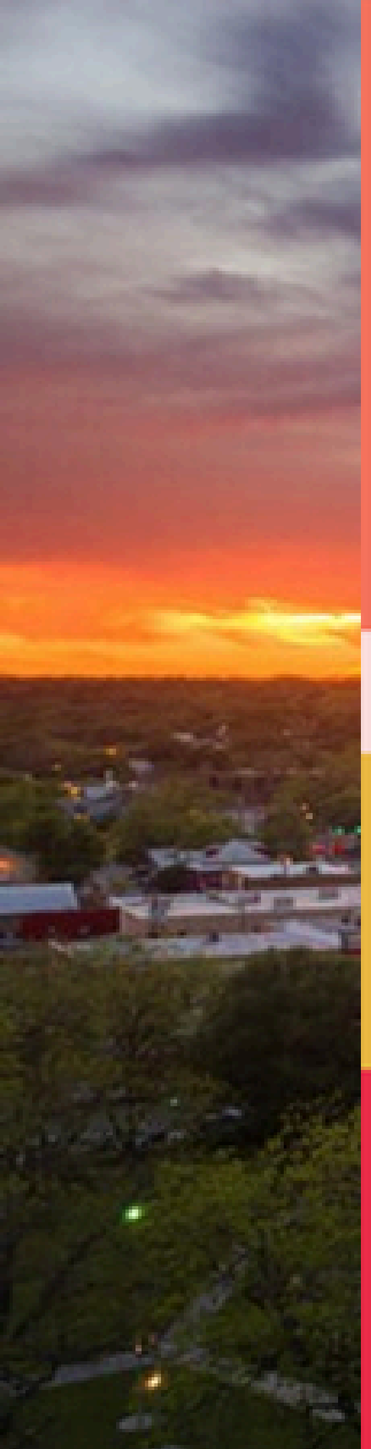
JUAN MONTELONGO

SR. Mortgage Loan Officer, UFCU
Mortgage Services
(512) 997 – 2365
jmontelongo@ufcu.org
NMLS #686016

SAUL VERA

Small Business Banking
Relationship Manager
(512) 421-7344
Svera@ufcu.org

SCHEDULE AN APPOINTMENT



CONTACT UFCU

PHONE

512.493.0588

WEBSITE

WWW.UFCU.ORG/TXST

THUY LE

BLUE CROSS BLUE SHIELD

omada

- Omada® for Diabetes

  Manage diabetes with one-on-one personal coaching and tools to make long-lasting health changes.

  Omada participants get:

  – Personalized support from a health coach and diabetes specialist
  – Two continuous glucose monitor sensors
  – Blood glucose meter
  – Ongoing supply of test strips and lancets
  – Smart scale (if clinically eligible)

Scan the QR code to learn more.

Hello Heart

Take control of your heart health with Hello Heart.

- App-connected blood pressure monitor
- Track your blood pressure, cholesterol, medications and more
- Personalized tips

Scan the QR code to learn more.

CONSUMER DIRECTED HealthSelect

CONSUMER DIRECTED HealthSelect

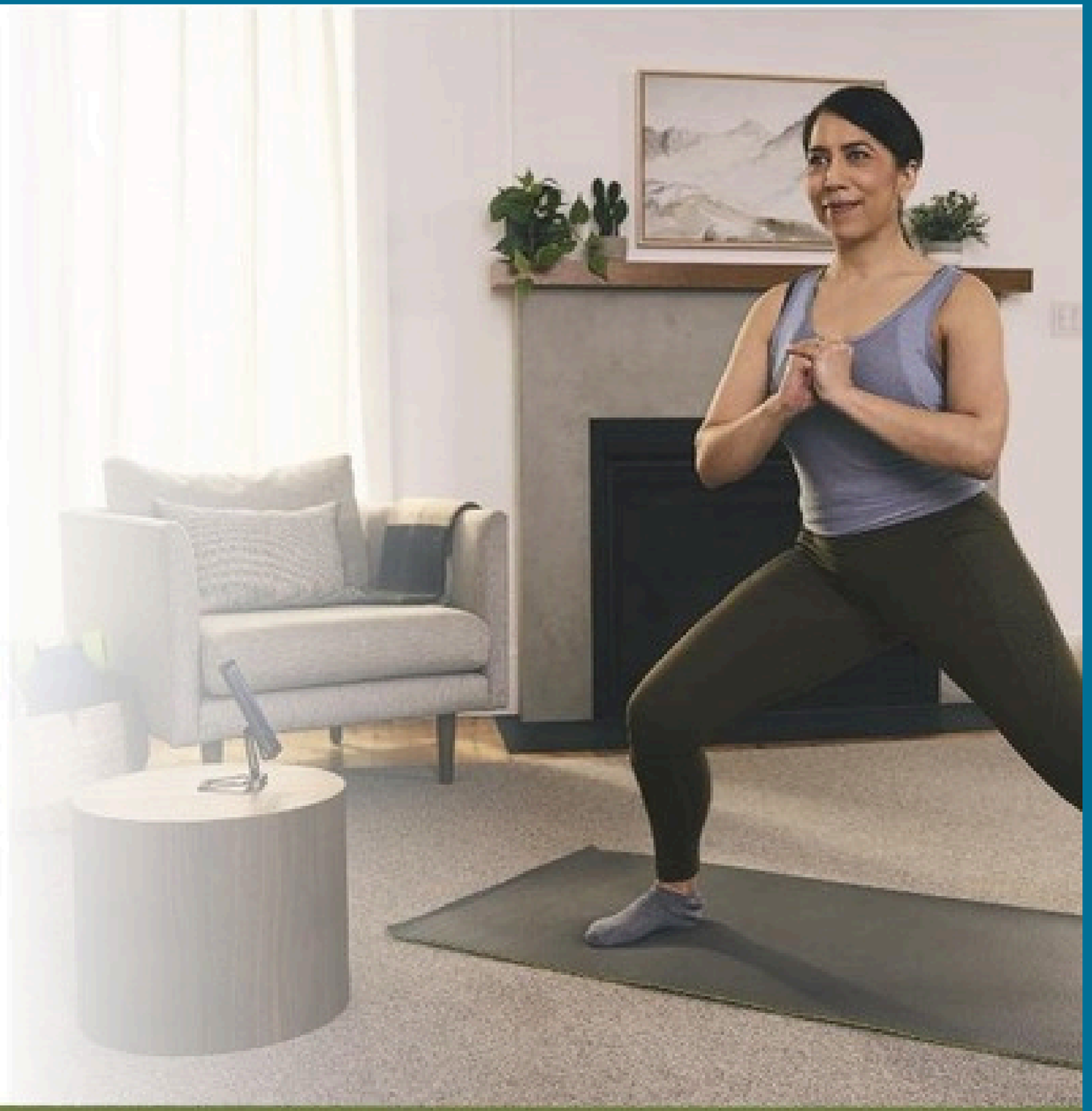
BlueCross BlueShield of Texas

Hinge Health

Relieve joint and muscle pain with personalized exercise therapy at no cost to you.

- Virtual sessions anytime, anywhere
- Unlimited one-on-one health coaching
- Motion tracking technology for instant form correction

Scan the QR code to learn more.



CONSUMER DIRECTED HealthSelect

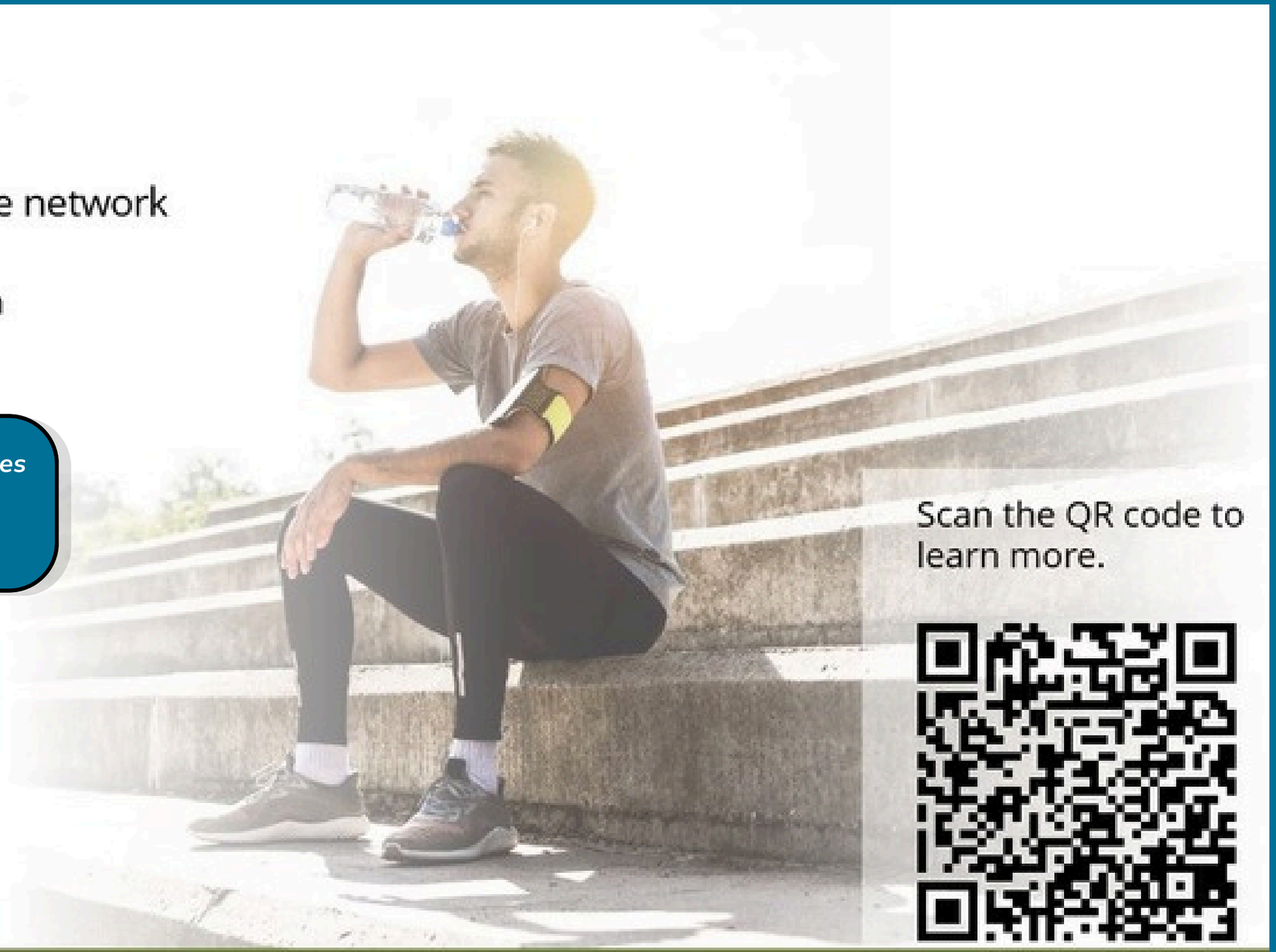
CONSUMER DIRECTED HealthSelect

BlueCross BlueShield of Texas

Wellness Resources

- Fitness Program: Nationwide network of fitness centers
  - Starting at $19 (plus tax) a month
  - $10 a month for digital content

BCBSTX Fitness Program Promo Codes
February: FEB26FP
March: SPRINGFIT2026



Scan the QR code to learn more.

HOLLY CUOZZO

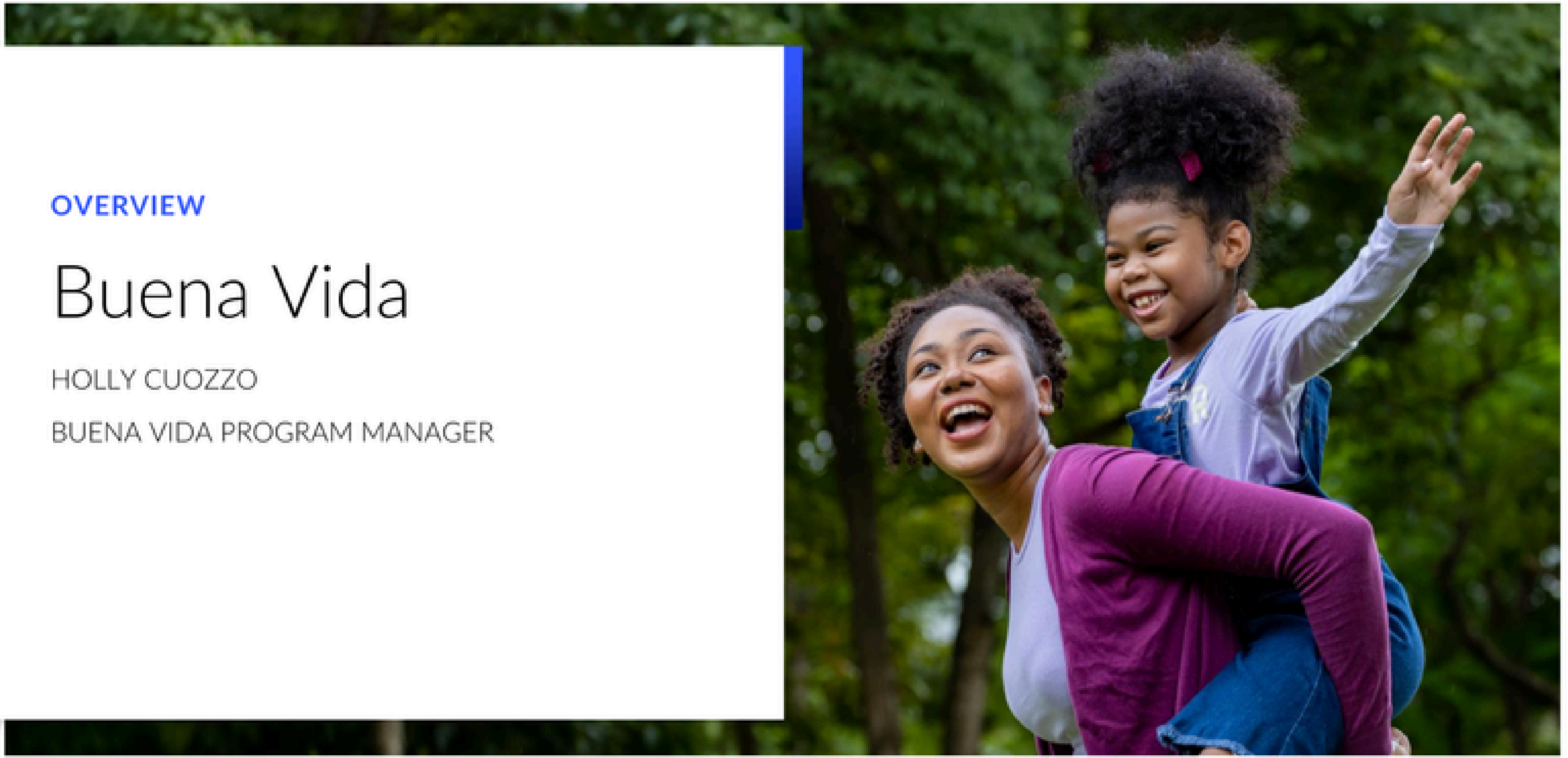
BUENA VIDA

OVERVIEW

Buena Vida

HOLLY CUOZZO

BUENA VIDA PROGRAM MANAGER



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BUENA VIDA

FIRST THINGS FIRST

Wellness at Your Side

Let's get your phone connected

1. Install the FREE Wellness app from one of these stores:

App Store | Google play

2. Open the app and enter this Connection Code:

buenavida

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What can Buena Vida do for you?

Well-being hub, rewards program, and more!

1

Earn 100 Buena Vida Bucks each year!

- Preventive carevisits
- Well-being challenges
- Health Assessment
- Side Quests
- Download the app

2

Find well-being resources

- Condition management programs from BCBSTX
- Agency-specific resources
- Retirement
- Webinars

3

Stay accountable

- Community groups
- Side Quests
- Challenges
- Recipes and other resources

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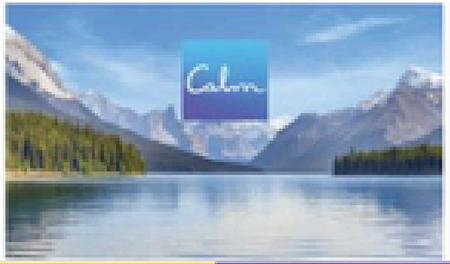
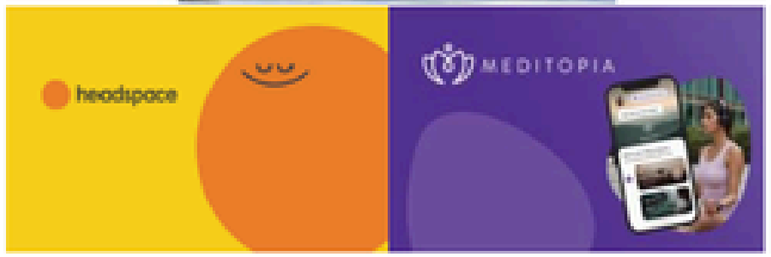
Online rewards





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THANK YOU!

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

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HUMAN RESOURCES

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