FEB 2026

Q&A's

TEXAS STATE
HUMAN RESOURCES

Below is a summary of questions submitted during the February HR Connections meeting, along with our presenters' responses. To view the presentation slides and recording, visit the HR Connections Resources page. For additional questions, contact Human Resources at HR@txstate.edu.

Q: Under the Staff Educational Development Leave (SEDL) program, are tuition and fees fully covered? Are employees responsible for application or other fees?

A: SEDL covers full tuition and full mandatory university fees for approved participants, as outlined in the program benefits. Application fees or other special program-specific costs may not be included. Employees should confirm with their department or academic program regarding any additional fees that may apply.

Q: Do employees need to already be registered for courses in order to apply for SEDL?

A: No. Employees do not need to be enrolled in courses before applying. If selected, enrollment requirements must then be met according to program guidelines. If you need additional assistance with the process, the Talent Development and Communication team is available to help guide you.

Q: Where can employees find more information about W-2 details, including overtime premium information?

A: Additional information is available on the Payroll website, including the **W-2 FAQ page** and related resources.

Q: What happened to the ORP proposal to replace SAP?

A: At this time, no final decision has been made regarding the ORP proposal. Updates will be shared once additional information becomes available.

Q: If I have a Form I-9 question after the transition to HRIS, will there be a delay in response?

A: No service interruption is expected. Inquiries sent to HR@txstate.edu will be routed to the appropriate HRIS team member. Automated responses may be used during the transition period to provide guidance, but support remains available. Please allow up to 24 hours for a response as messages are reviewed and routed accordingly.

Q: Why am I receiving an automated response when emailing the HRIS Team?

A: As the transition date approaches, automated responses are being used to provide important updates and instructions. Please review the full message carefully, as it contains relevant information regarding next steps.

Q: Does the new driving verification workflow in PeopleAdmin apply to all staff positions?

A: No. Driving checks will only be conducted for positions where driving is a required job duty. For those roles, a Driving Verification Consent Form must be attached to the Hiring Proposal, and the check will occur as part of the recommendation for hire process alongside other background checks.

Q: When a Hiring Manager moves a Staff Hiring Proposal to "Filled" in PeopleAdmin, does this trigger additional actions?

A: Yes. Moving the hiring proposal to "Filled" triggers the appropriate system updates and replaces the previous workflow step of transitioning to PCR Pending.

Q: What is the age range for youth swim lessons?

A: Group swim lessons are offered for preschool ages 4–5 and youth ages 6–12.

Q: Can a partner or guest use Campus Recreation facilities if they are not a member?

A: A partner may purchase a membership or attend as a paid guest in accordance with Campus Recreation policies.

Q: Will transportation be provided from the Round Rock Campus to the San Marcos Campus for the Staff Awards & Appreciation Celebration?

A: Yes. A bus will be available again this year to transport employees from the Round Rock Campus to the San Marcos Campus for the event.

Q: How can employees register for the virtual UFCU financial education sessions?

A: Employees can register through SuccessFactors Learning. Course descriptions and additional session details are also available on the course calendar.