

Below is a summary of questions submitted during the October 6, 2026 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.

PEOPLEADMIN & ONBOARDING UPDATE

Q: When will the PeopleAdmin Onboarding Module launch, and when will the Personal Data Sheet be retired?

A: The PeopleAdmin Onboarding Module will launch on November 1, 2026, and the Personal Data Sheet will be retired on the same date.

Q: Will departments still need the Personal Data Sheet to request a NetID for a new employee?

A: No. The Personal Data Sheet does not contain any information used in the NetID request. Departments can obtain the employee's SSN and date of birth from the background check or Form I-9 request.

Q: Will the Prior State Service form be sent to new employees as part of the onboarding checklist, or will the hiring manager still need to send it?

A: The Prior State Service form is included in the NEW I Canvas course. Hiring managers do not need to send it to new employees.

Q: Will hiring managers receive the automated reminders for outstanding onboarding items?

A: No. Hiring managers will not receive notifications about a new employee's outstanding onboarding documents. The employee will receive reminders until the required forms are completed.

Q: Does the employee onboarding course (NEW I Canvas course) apply to internal hires?

A: No. Existing employees who move into a new position within TXST do not need to complete the course. It is intended for employees who are newly joining TXST or are newly benefits eligible.

Q: How can employees register for the November 4 onboarding Q&A session?

A: The session will be held November 4 from 10:30 to 11:30 a.m. A registration link will be shared in the Onboarding channel once the session is on the calendar.

Q: How can departments get a new employee's A-number to send the Welcome Letter, since it is not included in the NetID completion email, until the new onboarding process begins?

A: Questions about the NetID request or provisioning process can be directed to ITAC@txstate.edu. ITAC is working on a guide that will be shared online soon.

Q: What is Workday, and what can it do?

A: Workday is the enterprise resource planning (ERP) system that the university will be implementing for HR and Finance. Details are available on the [Workday@TXST website](#).

Q: Are there any programs that help displaced spouses of current employees find employment at the university?

A: There is not a specific program, but Human Resources is happy to assist in any way possible. Spouses can be connected with Human Resources at HR@txstate.edu to explore how the Talent Acquisition team can help.

TEMPORARY/PART-TIME (NSNR) HIRING PROCESS

Q: Will the abbreviation NSNR (Non-Student Non-Regular) be retired now that these positions are called temporary/part-time?

A: Yes. NSNR is being phased out, and the term Temporary Part-time will be used going forward.

EMPLOYEE ENGAGEMENT SURVEY

Q: Will leaders see campus-wide survey results, or only results for their own area or division?

A: Leaders should be able to see both campus-wide results and results for individual areas, as long as at least four respondents have participated.

STAFF EDUCATIONAL DEVELOPMENT LEAVE & LEADERSHIP ACADEMY

Q: Are non-degree-seeking employees eligible for Staff Educational Development Leave (SEDL) and the Tuition Release program, and do the tuition discounts cover online or professional development courses?

A: Degree-seeking is not a requirement. Non-degree-seeking applicants for SEDL are encouraged to clearly explain in their application the connection between their field of study or course(s) and their career pursuits at Texas State. Tuition and fee waivers apply to TXST "formula funded" courses, including TXST Accelerated Online Programs (AOP) courses. Courses offered through the Division of TXST Global are not eligible for fee waivers, including Education Abroad, Extension Studies, Correspondence, Texas State Intensive English (TSIE), and Continuing Education courses.

Q: Does SEDL replace the Academic Release and Tuition Support (ARTS) program, and how many employees can be selected for SEDL?

A: No. The ARTS program is not going away. SEDL is a separate educational support program available to staff. Seven staff members are selected each long semester (Fall and Spring). Employees who would like to learn more are welcome to contact the Talent Development and Communications team at HR_TDC@txstate.edu.

STUDENT EMPLOYMENT MADE EASY

Q: Where can supervisors find the Student Employment Job Description Guide?

A: The guide is available online: [Student Employment Job Description Guide](#).

BENEFITS REMINDERS

Q: Where can employees find their pharmacy ID card?

A: Employees can call Express Scripts at 800-935-7189 to have a card mailed to them, or register for an account online at express-scripts.com/HealthSelectPDP.

NON-RESIDENT ONBOARDING PROCESS & TAX YEAR END REMINDERS

Q: Where can employees find information on changing income tax deductions (Form W-4) and direct deposit instructions?

A: Both are available on the [Payroll Calendar and Resources page](#).

HIRERIGHT, FORM I-9 REMINDERS & UPDATES

Q: Can employees access Section 1 of Form I-9 to enter a new SSN without action from the department hiring manager?

A: Yes. Employees can access Section 1 through the HireRight login they used when initially completing Form I-9.

WELLCATS EMPLOYEE WELLNESS FAIR

Q: Will wellness options and a Wellness Fair be offered for employees on the Round Rock campus?

A: WellCats works on an ongoing basis with Round Rock campus leaders to determine what works best for employees there. Employees on the Round Rock campus are encouraged to watch for upcoming announcements about opportunities in Round Rock.