



OCTOBER 6, 2026

HR CONNECTIONS

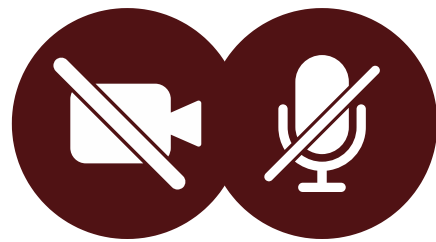


www.hr.txst.edu





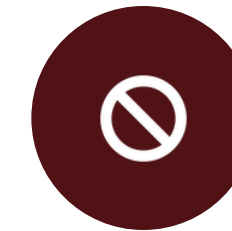
HOUSEKEEPING RULES



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



AGENDA

- | | | |
|----|--|---|
| 01 | Welcome | Georgia Zaborowski |
| 02 | <u>PeopleAdmin & Onboarding Update</u> | Alicia Barthel, Katie Bonner, Alexandra Reyna |
| 03 | <u>Temporary/Part-Time (NSNR) Hiring Process</u> | Deana Townsend & Teresa Duggins |
| 04 | <u>All of Us: TXST Employee Engagement Survey</u> | Dani Dalrymple |
| 05 | <u>Staff Educational Development Leave & Leadership Academy</u> | Michaela Ware |
| 06 | <u>Student Employment Made Easy: 3 Things Every Supervisor Should Know</u> | Jessica Alva |
| 07 | <u>Benefits Reminders</u> | Leah Cuellar |
| 08 | <u>Non-Resident Onboarding Process & Tax Year End Reminders</u> | Sloane Thompson |
| 09 | <u>HireRight, Form I-9 Reminders & Updates</u> | Jessie Ortiz |
| 10 | <u>WellCats Employee Wellness Fair</u> | Jess Youngs |



ALICIA BARTHEL, KATIE BONNER, ALEXANDRA REYNA

PEOPLEADMIN & ONBOARDING UPDATE

HUMAN RESOURCES

01

PEOPLEADMIN ONBOARDING MODULE: LAUNCHING NOVEMBER 1, 2026

Talent Acquisition, HRIS, and Benefits are working together to launch the PeopleAdmin onboarding module, bringing key new-hire documents and tasks into a more coordinated onboarding process for benefits-eligible staff.



WHY ARE WE MAKING THIS CHANGE?

As we continue to improve our hiring processes and prepare for the university's eventual transition to Workday, this launch is an important change management step. It helps hiring units and new employees become familiar with a more centralized onboarding workflow while reducing administrative work.

WHAT WILL CHANGE?



NO LONGER NEEDED

The new process will eliminate the need for hiring departments to:

- Send the Welcome Letter to new employees
- Attach the Personal Data Sheet to the PCR



WHAT'S NEW

- Implementation of a standardized process for the completion of confidentiality agreements.
- Hiring department finalizes Staff Hiring Proposal Process by transitioning it to 'Filled'.
- Once the Hiring Proposal is complete, the **Create Onboarding Event** action will be available.
- The Onboarding Event must be initiated by the Hiring Manager.

WHAT WILL THE ONBOARDING EVENT ACTION INCLUDE?



INCLUDED IN THE ONBOARDING EVENT

- **Digital Employee Welcome Letter**
- **Benefits Eligible Staff Onboarding Checklist for new hire actions, including:**
 - New Employee Welcome process
 - NEW I Canvas Course + Live Q&A, NEW II
 - Required Forms & Notices
 - SAP ESS & Payroll Tasks
 - Retirement Information
 - Employee Resources



HOW DOES THE ONBOARDING CHECKLIST WORK?

- ✓ Provides one central place to view the onboarding to-do list
- ✓ Links employees to the appropriate resources and forms
- ✓ Tracks completion of required tasks
- ✓ Sends automated reminders for outstanding items
- ✓ Provides a consistent onboarding experience
- ✓ Companion to the Canvas course

ADDITIONAL UPDATES BEGINNING IN NOVEMBER

The **Personal Data Sheet** will be retired and replaced by two online processes to collect the information previously obtained through the data sheet.

Departments will no longer need to collect the Personal Data Sheet from employees or attach it to the PCR.



PROCESS 1: BENEFIT DATA ONLINE FORM

- Collects important benefit information required for employees, except students.
- Benefits-eligible staff will receive the online form through PeopleAdmin Onboarding.
- Instructions for other employee types will be included in the upcoming user guides.



PROCESS 2: EMPLOYEE SELF-SERVICE

- All employees must update their personal information through **SAP Employee Self-Service**.
- Complete this step once SAP access is granted.
- Instructions will be available on the **HR Forms webpage**.



UPCOMING RESOURCES

- User guides coming soon

Q&A SESSION
November 4
10:30–11:30 a.m.

The background is a deep blue underwater scene with some green plants and a small fish visible on the left. A vertical bar on the far left is composed of four colored segments: orange, light pink, yellow, and red.

CONTACT HUMAN RESOURCES

PHONE

512.245.2557

HR@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU



DEANA TOWNSEND & TERESA DUGGINS

TEMPORARY/PART-TIME (NSNR) HIRING PROCESS

TALENT AQUISITION & BENEFITS

02

JOB POSTING PROCESS

- The new hiring process for temporary (NSNR) employees will be in effect starting **November 1st**
- All temporary hiring must go through PeopleAdmin
- There will be three options for job postings

1

Post your individual position

2

Departmental pool posting

3

The current temporary pools

Posting/Functional Title	Posting Number	Department	Active Applications	Workflow State	All Submitted Applications
Temporary Positions - Administrative Support	2026354	Human Resources (50000160)	156	Posted	158
Temporary Positions - Professional	2026355	Human Resources (50000160)	35	Posted	36
Temporary Positions - Technician	2026356	Human Resources (50000160)	14	Posted	14
Temporary Positions - Service Worker	2026357	Human Resources (50000160)	21	Posted	21
Temporary Positions - Laborer	2026358	Human Resources (50000160)	28	Posted	28
Temporary Positions - Craft Worker	2026359	Human Resources (50000160)	9	Posted	9

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Send to Director (move to Director)

Send to AVP (move to AVP)

Send to VP (move to Vice President)

If Staff in Academic Affairs, Send to Chair (move to Chair)

If Staff in Academic Affairs, Send to Dean (move to Dean)

Move to Canceled (move to Canceled)

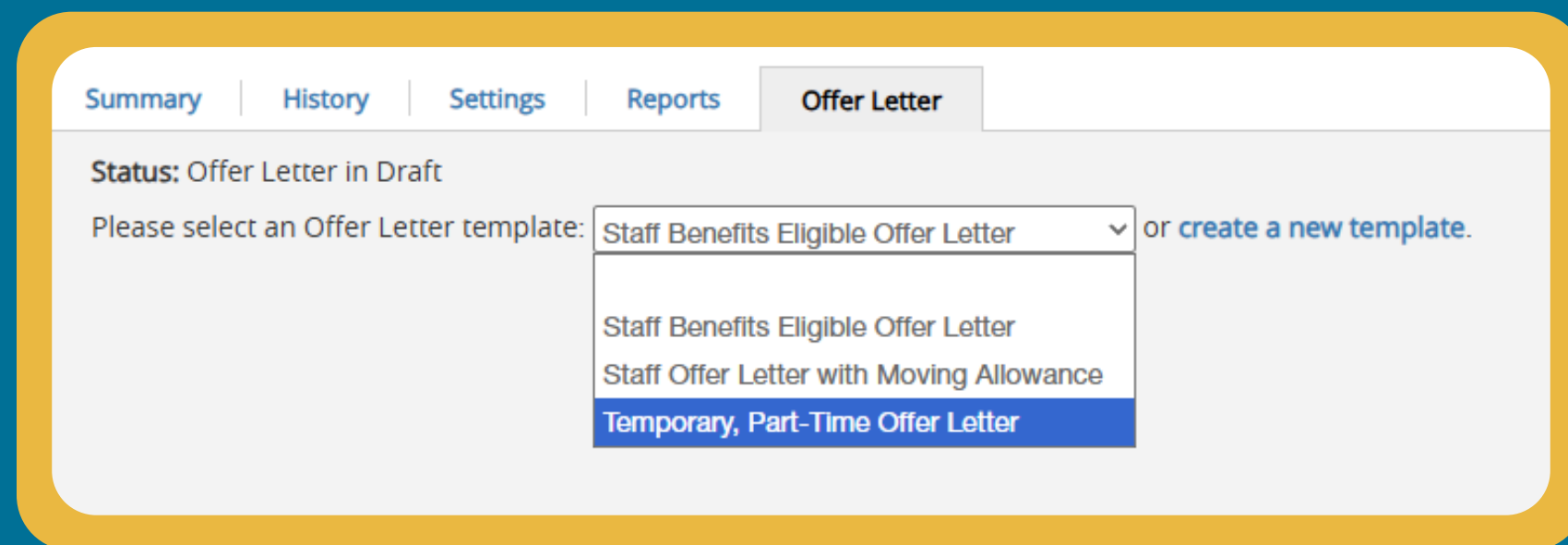
Send to TA- Post From Audit (move to TA Review - Post from Audit)

Vice Provost (move to Vice Provost)

TA Review - Temporary Part-Time (NSNR) (move to TA Review - Temporary Part-Time (NSNR))

RECOMMENDATION FOR HIRE

- Recommendations for hire will be required for all new temporary hires
- The recommendation for hire process will include a new offer letter for temporary, part-time employees
- The workflow will be the same as benefits eligible staff including the background check



Summary | History | Settings | Reports | Offer Letter

Status: Offer Letter in Draft

Please select an Offer Letter template: Staff Benefits Eligible Offer Letter or [create a new template.](#)

- Staff Benefits Eligible Offer Letter
- Staff Offer Letter with Moving Allowance
- Temporary, Part-Time Offer Letter**



CONTACT HUMAN RESOURCES

PHONE

512.245.2557

HR@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU



DANI DALRYMPLE

ALL OF US: TXST EMPLOYEE ENGAGEMENT SURVEY

TALENT DEVELOPMENT & COMMUNICATIONS

03

57% PARTICIPATION — ALMOST THERE!



- **Thank You, TXST!** Huge shoutout to everyone who shared their voice, championed the survey, and wore their t-shirts.
- **Extended Through Friday, Oct. 9** – Share Your Voice!
- **Why Participate?** High participation gives your department clear data and leverage to tackle daily friction points.
- **What's Next?** Gallup group summaries return to units later this fall/winter to drive collaborative, local action planning.



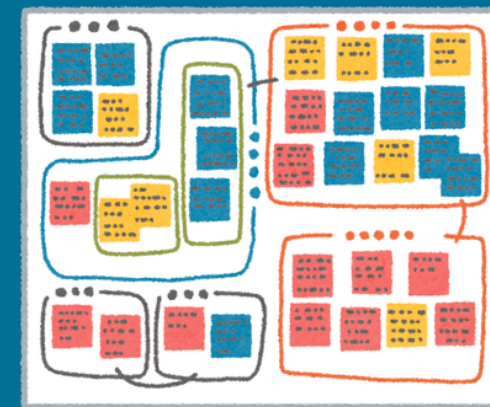
USE YOUR A-NUMBER AS YOUR
“SURVEY CODE” FOR ACCESS

POST-SURVEY TIMELINE



DATA ANALYSIS

Analysis of survey results, including how TXST compares to other institutions and how results differ within the TXST community



RESURVEY

Resurvey to measure our progress.

OCTOBER 9

SURVEY CLOSE

Field period closes at midnight. Response rates finalized across departments.



PLATFORM ACCESS & ACTION PLANNING

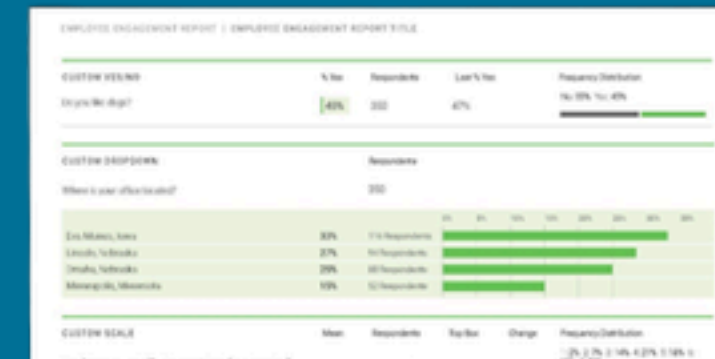
Post-survey localized action planning, including Access platform training



ANALYSIS & REPORTING



- **integrated** survey, reporting, action planning and learning platform
- user-friendly **action planning tools** that link to business outcomes or key TXST goals
- **learning resources** embedded into reports and tools for easy access
- **in-platform translations** of survey items and reporting features



- access to user-friendly reports for an **unlimited number** of users and managers
- **advanced reporting** capabilities for super-users or analytics team members
- unlimited **self-service pulse** survey capability
- access to 375+ of Gallup's **empirically validated items** and indexes

POST-SURVEY ACTION PLANNING

LOCALIZED, PRACTICAL, AND LEADER-DRIVEN



GOLDEN RULE: Diagnostic tool for continuous improvement—not an evaluation or report card

HR PARTNERSHIP: Tools, data debriefs, and HRBP co-pilot support

LOCAL OWNERSHIP: Leaders and teams co-create 1–3 simple focus areas

FOCUS: Practical local habits, not unmanageable wish lists

CONTACT TALENT DEVELOPMENT & COMMUNICATIONS

PHONE

512.245.2557

Select option for TDC in decision tree

HR_TDC@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU/ODC



MICHAELA WARE

STAFF EDUCATIONAL DEVELOPMENT LEAVE & LEADERSHIP ACADEMY

TALENT DEVELOPMENT & COMMUNICATIONS

04

BENEFITS & ELIGIBILITY

Staff Educational Development Leave (SEDL)



BENEFITS

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

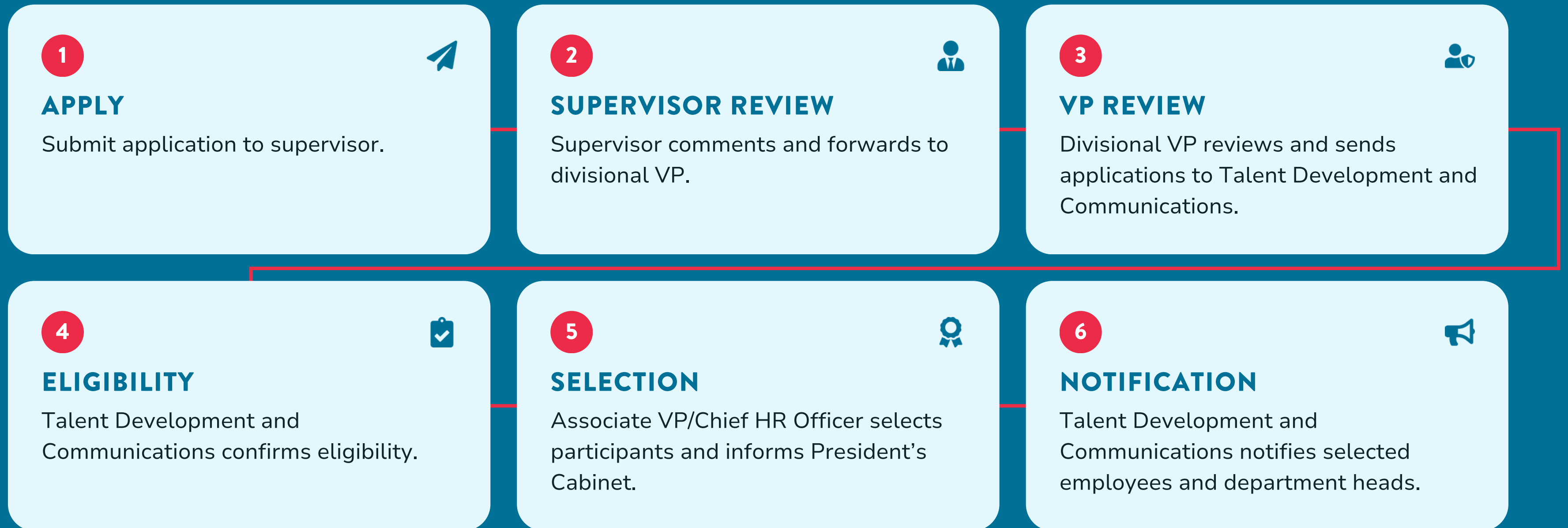


ELIGIBILITY

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

HOW TO APPLY

Application process



PROGRAM DETAILS

7

applicants chosen each long semester (Fall & Spring)

2

Eligible for 2 long semesters in a row.

4

Eligible for a maximum of 4 semesters during employment at TXST.



STAFF EDUCATIONAL DEVELOPMENT LEAVE (S.E.D.L.)

- Staff member must maintain 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.



STAFF EDUCATIONAL DEVELOPMENT LEAVE (SEDL)

APPLICATIONS FOR SPRING 2027 NOW OPEN!

APPLICATIONS CLOSE OCTOBER 15

THE REDESIGNED LEADERSHIP ACADEMY CERTIFICATE PROGRAM (SPRING 2027)

WHAT'S NEW IN THE REDESIGN



Research-Grounded Curriculum: Built on validated frameworks including Kouzes & Posner's Five Practices and Transformational Leadership.



Interactive & Experiential: Features DiSC behavioral assessments, real-world leadership experiments, and an immersive team-building day at University Camp.

PROGRAM BENEFITS



Stronger Campus Connections: Build an enduring, cross-functional peer support network across Texas State.



Leadership Impact: Enhance communication, team trust, vision-setting, and coaching skills to elevate your department and career.

JOIN THE SPRING 2027 COHORT



ELIGIBILITY CRITERIA

- **Service Requirement:** At least 1 year in a full-time, benefits-eligible faculty or staff position by January 2027.
- **Standing:** In good standing with no active performance concerns or disciplinary actions.
- **Commitment:** Supervisor approval and commitment to program expectations.



NOMINATION & NEXT STEPS

- **Interested Participants:** Speak with your supervisor today about participating!
- **Nominators:** Connect with your nominee first to discuss their interest and schedule availability.
- **Attendance Requirement:** Check the website for exact session dates—participants must attend **at least 8 out of 10 sessions** to graduate.



KEY DEADLINE

Nominations are NOW OPEN and close Friday, October 9!

Visit the [Leadership Academy website](#) to review session dates and submit your nomination.

CONTACT TALENT DEVELOPMENT & COMMUNICATIONS

PHONE

512.245.2557

Select option for TDC in decision tree

HR_TDC@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU/ODC



JESSICA ALVA

STUDENT EMPLOYMENT MADE EASY: 3 THINGS EVERY SUPERVISOR SHOULD KNOW

CAREER SERVICES

05

1: GET SET UP: HANDSHAKE

Before you can post or manage student employment positions, you need to have your Handshake employer account set up.

- Most departments have an employer account set-up in Handshake.
- To connect to your departments page, you will first need to create a User Account.
- When signing up for access to your departments employer account, make sure that you use your **TXST netID** email address.
 - Use the following link to navigate to the new user/employer sign up page directly:
https://app.joinhandshake.com/employer_registrations/new
 - Enter your TXST email address and desired password.
- This password and login will NOT be tied to the SSO process
 - Remember your password that you create

Sign up for free

Create an account to post your job—and gain access to more than 15 million verified students and alumni.

First name	Last name
Work email	
Password	

By clicking "Create account", I agree to the Handshake [Terms of Service](#) and have read the [Privacy Policy](#).

Already have an account? [Log in](#)

Create account

1: GET SET UP: HANDSHAKE

Help creating your account



HANDSHAKE ALUMNI NOTE

Note: If you are a TXST alumni, you will need to [update your student email address](#) on your student account.



NEED HELP?

If you are needing assistance creating your account you can reach out to us at studentjobs@txstate.edu or you can use our [Get Connected On Handshake Guide](#) linked here or on the Student Employment Website.

2: POST & MANAGE: MAKE HANDSHAKE WORK FOR YOU

Once your account is ready, the next step is creating and managing your position.



CREATING A STRONGER POSTING

- Use a clear, student-friendly title
- Write a description that tells students what they'll actually be doing
- Clearly outline responsibilities and qualifications
- Highlight skills students will gain
- Make the position appealing to the students you're trying to recruit



MANAGING YOUR APPLICANT POOL

- Review applications directly in Handshake
- Use application statuses to keep your applicant pool organized
- **Update applicant statuses as you move through the hiring process**
- Communicate with candidates as appropriate

Student Employment Job Description Guide

A clear job description is important for both students and supervisors. It helps students see if they're a good fit, decide if they're interested, and know what the job involves. For supervisors, it helps them find the right people and give clear guidance during the job.

This guide will help you write purposeful job postings that not only outline duties but also support student growth through career readiness. The following pages include examples to help bring these concepts to life.

DEPARTMENT DESCRIPTION

Introduce your department with enthusiasm and clarity. Share your mission or vision in a way that shows students how their work will matter and make a difference. This is your chance to help students connect with your values and understand how they'll be part of something meaningful. Don't be afraid to showcase energy or enthusiasm to grab a student's attention!

JOB SUMMARY, *PAYRATE DETERMINATION, RESPONSIBILITIES

In this section, provide a brief overview of the responsibilities and purpose of the position. Provide a high-level overview of the role. Briefly describe the process or policy by which you determine starting pay (prior experience, specific skill sets, or certifications) and any future pay raises given to student employees. Create an organized list of specific responsibilities and duties the student will be asked to perform. List 5-10 specific duties using bullet points similar to the following:

- What tasks will the student(s) perform daily?
- Who will they interact with regularly?
- What specific responsibilities will they hold?

SKILL DEVELOPMENT

Student employment provides valuable experiential learning opportunities. Highlight what students will learn and gain in the position. Be sure to tie in career readiness competencies the student will develop:

- This position will help the student develop [e.g., Communication, Teamwork, Problem Solving] skills..."
- "Through this role, students will gain experience in [industry-relevant tasks] while strengthening competencies such as [Leadership, Advocacy and Compassion, etc.]."
- How can this job support their future career goals?

* DIRECT SUPERVISOR

The name and/or title of the employee responsible for supervising the position and conducting performance evaluations.

* QUALIFICATIONS & REQUIREMENTS

When outlining qualifications, consider the following areas:

- Education: Are both undergraduate and graduate students eligible to apply?
- Time Commitment: How many hours per week are required?
- Location: Where will the student be working (e.g., Indoors, outdoors, and office location)?
- Experience: Should applicants have prior experience or proficiency in specific courses, programs, or software? What key skills are necessary for success in this role?
- Physical Requirements: Will the job involve lifting or prolonged periods of standing?

* EMPLOYEE EVALUATION PROCESS

Outline how and when student employees are evaluated. This should include the timing (semesterly, annually) and who is responsible for conducting the evaluation (department head, supervisor). Describe how feedback will support the student's growth and reflect their progress on career readiness.

[*] These sections are required as part of the job posting process.

2: POST & MANAGE: MAKE HANDSHAKE WORK FOR YOU

The screenshot displays the Handshake interface. On the left, a list of reviewed students is shown: Aya Smith (Reviewed, Apr 14, 3 stars) and Nicole Dean (Reviewed, Jun 17, 3 stars). On the right, the profile of Nicole Dean is shown, including her name, title (Advanced Certificate - Bluth State University), and tabs for Profile, Documents (1), and Activity and notes (1). A red box highlights the 'Mark as unreviewed' button in the top right corner of the profile section.



AND REMEMBER

Handshake isn't just for hourly student employment!

You can also use Handshake to post:

- **Graduate Assistantship opportunities**
- **On-Campus Student Internships** (*reach out to us for assistance!*)

KEY TAKEAWAY

Handshake isn't just where you put the job, it can help you manage the entire recruitment process.

3: DEVELOP: TURN A STUDENT JOB INTO A CAREER EXPERIENCE

ONCE YOU'VE HIRED A STUDENT,
THINK BEYOND

**“What tasks do I need
them to complete?”**

INSTEAD, ASK:

**“What can this student
learn from this
experience?”**



YOUR ROLE AS A SUPERVISOR

As their supervisor, you have the opportunity to help your student employees:

- Identify transferable skills within their job duties
- Connect everyday tasks to career readiness
- Set intentional goals with student employees
- Provide meaningful feedback
- Encourage students to think about how their student employment experience connects to their future career

3: DEVELOP: TURN A STUDENT JOB INTO A CAREER EXPERIENCE



EXAMPLE:

TASK

Answering phones and assisting customers

SKILL

Communication, professionalism, problem-solving

CAREER CONNECTION

Customer service, interpersonal communication, conflict resolution

KEY TAKEAWAY

Student employment can be more than a paycheck, it can be a career development experience.

For assistance you can reach out to us at studentjobs@txstate.edu.

Join our [Career Champions Network!](#) The network equips faculty and staff with career development training and professional development opportunities, empowering them to help students navigate challenges, connect classroom learning to career goals, and prepare for future opportunities.

BONUS: WHERE TO FIND EVERYTHING



STUDENT EMPLOYMENT RESOURCE HUB

- Step by step instructions on hiring
- Video guides
- Handshake resources
- Job posting guidance
- Job Description Guide
- Supervisor resources
- Student employee development resources
- Career Readiness Competencies
- Training opportunities for your student employees
- On-Campus Supervisor Development Training recordings
- Templates and tools

You don't have to remember everything, we just want you to know where to find it.

Supervisor Resource Hub



Recruitment and Posting Jobs

CAREER SERVICES

Resources and best practices for posting jobs, interviewing students and making an offer.

[Expand](#)

Resources

- ▶ Getting Connected on Handshake
- ▶ Posting an On-Campus Job
- ▶ Interviewing Resources
- ▶ Extending the Offer

Handshake Resources

- ▶ Navigate the Jobs Page
- ▶ How to Edit a Job Posting
- ▶ Manage Applicants
- ▶ Messaging Applicants



Special Populations

WORK-STUDY (FINANCIAL AID)

Receive guidance on work-study start and end dates, SAP accounts to use allocations, students and other questions related to using these funds for student employment.

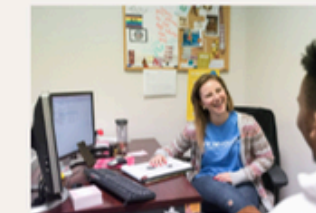
INTERNATIONAL STUDENT HIRING

Find the resources you need to navigate each step of hiring an international student.

GRADUATE ASSISTANTS (GRADUATE COLLEGE)

Access clear information and tools to help you through the process of hiring Graduate Assistants.

ON-CAMPUS INTERNSHIPS



Onboarding, Payroll, & Separation

HUMAN RESOURCES & PAYROLL

General resources and information for onboarding or removing new student hires.

[Expand](#)

Resources

- ▶ Student PCR Processing
- ▶ HR Forms
- ▶ PCR Deadlines
- ▶ Timesheets
- ▶ Payroll Calendars
- ▶ Pay Plan for Student Employees
- ▶ Bobcat Employee Onboarding Teams Channel



Development and Training

Access essential resources and training tools to help you support and develop your student employees. Learn how to guide their growth, ensure they complete required trainings, and foster skills that contribute to their career success both on the job and beyond.

[Expand](#)

Resources

- ▶ Department Orientation Resource Guides
- ▶ SuccessFactors
- ▶ Initiating 1 on 1 Conversations
- ▶ SMART Goals Resources
- ▶ Student Employee Evaluations
- ▶ University Training Menu for Student Employees

CONTACT CAREER SERVICES

PHONE

512.245.2645

STUDENTJOBS@TXSTATE.EDU

EMAIL

WEBSITE

WWW.TXST.EDU/STUDENTEMPLOYMENT



LEAH CUELLAR

BENEFITS REMINDERS

BENEFITS

06

DENTAL PLAN REMINDER - HUMANA

EFFECTIVE

Sept. 1, 2026

Effective September 1, 2026, Humana became the new administrator for the State of Texas Dental Choice Plan (PPO) and the Dental HMO Plan.

- Your dental plan coverage and out-of-pocket costs did not change because of the administrator change.
- You do not need a new ID card. Use your Humana member ID number, name and date of birth when visiting the dentist.
- Check the Humana network to make sure your dentist is in-network. PPO members can use out-of-network providers, but costs may be higher.

 **Questions?** Contact Humana at 855-756-6580 or visit ERSdentalplans.com.

OCTOBER 1: CHECK YOUR FIRST PAYCHECK!

- October 1 was the first paycheck of the new insurance plan year.
- Review your paycheck and confirm that your insurance deductions and coverage elections look correct.
- If you made changes during Summer Enrollment and they are not reflected, contact Benefits team.



LET US KNOW BY

October 15, 2026

Please let us know by **October 15, 2026** so we can request a correction with ERS, if needed.

CONTACT BENEFITS

PHONE

512.245.2557

Select option for Benefits in decision tree

HRBENEFITS@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU/BENEFITS



SLOANE THOMPSON

NON-RESIDENT ONBOARDING PROCESS & TAX YEAR END REMINDERS

PAYROLL SERVICES

07

INTERNATIONAL INDIVIDUAL ONBOARDING

Hiring Employees vs. Engaging Independent Contractors



EMPLOYEE

- Contact PAYROLL@TXSTATE.EDU to initiate Sprintax Calculus for payroll tax determination
- Once completed, the profile will be reviewed and SAP updated accordingly
- Social Security Number's are required, once they are received, please complete the update form in Dynamic Forms

VS.



INDEPENDENT CONTRACTORS (VENDORS)

- Complete FS-06 Form and send to PURCHASING@TXSTATE.EDU
- Initiate PaymentWorks process
- Reach out to TAXSPECIALIST@TXSTATE.EDU for tax withholding questions or other inquiries
- Tax ID is required, can be SSN, ITIN, or foreign tax ID.

2026 TAX YEAR END REMINDERS



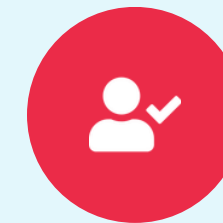
OPT IN TO ELECTRONIC W-2s

Go paperless and receive your W-2 securely online as soon as it is available.



VERIFY YOUR MAILING ADDRESS IN SAP

Make sure your current address is on file to avoid delays or mis delivery of tax documents.



KEEP YOUR INFORMATION CURRENT

Accurate employee information helps ensure your year-end tax documents are issued correctly and on time.



REMINDER FOR NON RESIDENTS: ENSURE YOUR SSN HAS BEEN UPDATED WITH HR. THIS IS ESSENTIAL TO HAVE ON YOUR W2.

CONTACT PAYROLL

PHONE

512.245.2543

PAYROLL@TXSTATE.EDU

EMAIL

WEBSITE

WWW.TXST.EDU/PAYROLL.HTML



JESSIE ORTIZ

HIRERIGHT, FORM I-9 REMINDERS & UPDATES

HR OPERATIONS

08

RESTRICTED SOCIAL SECURITY CARDS

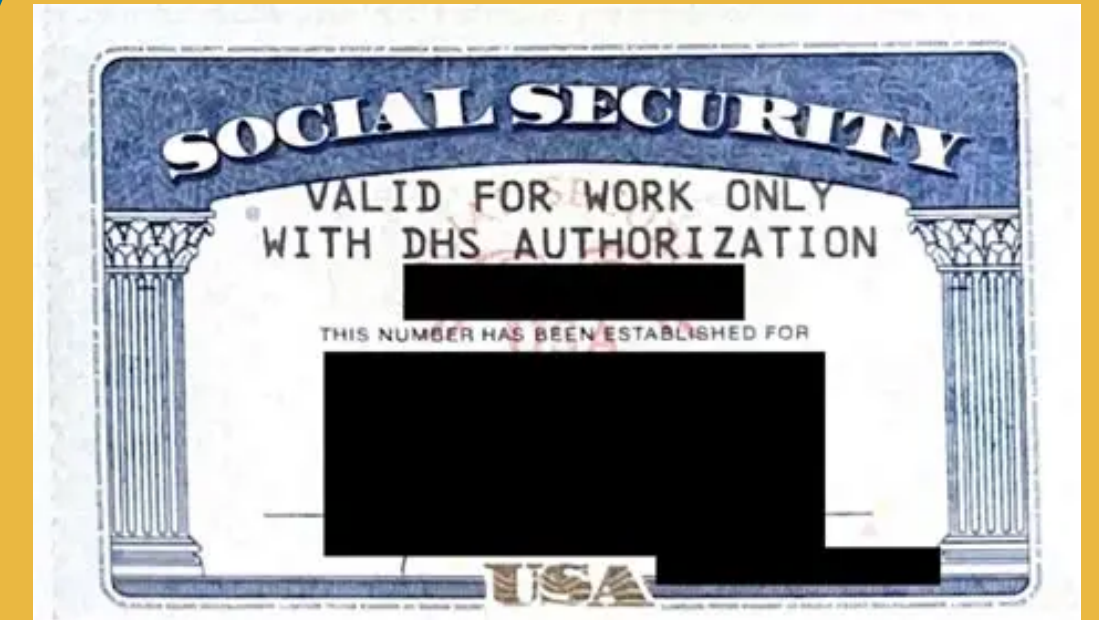
Only an unrestricted Social Security card may be accepted as a List C document.

Do **not** accept a Social Security card as a List C document if it contains one of these restrictions:

- ❌ “VALID FOR WORK ONLY WITH DHS AUTHORIZATION”
- ❌ “VALID FOR WORK ONLY WITH INS AUTHORIZATION”
- ❌ “NOT VALID FOR EMPLOYMENT”

A restricted Social Security card confirms that the individual has a valid SSN, but **the card itself does not establish employment authorization.**

- A restricted Social Security card **cannot be accepted as a List C document for Form I-9.**
- The employee must establish employment authorization using **other acceptable Form I-9 documentation.**
- The SSN may still be used for **HR, payroll, and E-Verify purposes.**



KEY TAKEAWAY

The card confirms the SSN — not work authorization.

NEW SSN UPDATE PROCESS

For employees who **did not** have an SSN when hired

! Important: When onboarding an international employee who is awaiting an SSN, remind the employee that these steps must be completed once their SSN is received.

1 Employee receives their SSN

2 Employee submits the new online SSN Update Form

- Available on the HR website
- Complete as soon as SSN card is received

3 Employee updates Section 1 of Form I-9 in HireRight

- The SSN must be entered before the E-Verify case can be completed.

4 Department completes E-Verify

- Complete E-Verify as soon as the SSN is received and Section 1 has been updated.

WBS	Task	Priority	Status	Party Responsible	Assigned On	Due Date	Action(s)
E19	Electronic I-9	High	Pending Other Task Completion	Employer		02/08/2024	
	Section 2 - Form I-9	Medium	Complete	Employer		02/08/2024	
	Section 1 - Form I-9	Medium	Complete	Employee	01/26/2024	02/05/2024	Revise Task
	Supplement B (aka Section 3)	Medium	In Progress	Employer			Revise With Note
	E-Verify	High	Complete	Employer			Create Emp Docs Task

SUPPLEMENT B OR A NEW FORM I-9?

WHAT IS SUPPLEMENT B?

Supplement B is used to document a **rehire** and, when required, reverification of employment authorization using an employee's existing Form I-9.

CAN THE EXISTING FORM I-9 BE USED?

Check these three items:

- ✓ The existing Form I-9 is on file and was originally completed **within three years of the rehire date**
- ✓ The associated E-Verify case received an **Employment Authorized** result
- ✓ The Form I-9 has **not been terminated in HireRight by HR**

IF ALL THREE ARE MET:

Review work authorization and complete Supplement B, as applicable.

IF ANY CONDITION IS NOT MET:

Complete a new Form I-9 and a new E-Verify case.

For reverification requirements, examples, and detailed instructions, refer to the Rehire/Form I-9 guidance on the HR website.

FORM I-9, E-VERIFY & HIRERIGHT RESOURCES



HUMAN RESOURCES | HRVerify@txstate.edu

- New SSN Update Form
- HireRight Access
- HireRight Worksite Issues
- HireRight Training in SuccessFactors



USCIS / E-VERIFY SUPPORT

- Employer Hotline: 888-464-4218
- Employee Form I-9 Hotline: 888-897-7781
- Form I-9: I-9Central@uscis.dhs.gov
- E-Verify: E-Verify@uscis.dhs.gov



HIRERIGHT HELP

- Reset passwords for active accounts
- Form I-9 assistance
- Online ChatBot
- 866-521-6995 | Company Code: TXSU2



STAY CURRENT & TRAINING

- Subscribe to USCIS Form I-9 updates
- Subscribe to E-Verify reminders
- Check I-9 Central and E-Verify.gov
- Free training: Form I-9 overview, document training, E-Verify overview



CONTACT HRIS

PHONE

512.245.2543

HRISTEAM@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU/MDC



JESS YOUNGS

WELLCATS EMPLOYEE WELLNESS FAIR

WELLCATS - HUMAN RESOURCES

09

WELLCATS EMPLOYEE WELLNESS FAIR

📅 Tuesday, October 13 | 10 a.m.–1 p.m.

📍 LBJ Student Center Ballroom



HEALTH SCREENINGS

- Blood Pressure
- Vision
- Hearing
- Body Composition



BENEFITS & FINANCIAL PRESENTATIONS

- 10:00 a.m.** Understanding Your TRS
- 11:00 a.m.** Benefits Insurance in Retirement
- 12:00 p.m.** Financial Planning for Your Future



Campus & Community Resources



Activities



Door Prizes & Giveaways

Stop by. Explore. Connect.

VACCINES AT THE EMPLOYEE WELLNESS FAIR

Walk in while supplies last



Provider: TXST Student Health Center

Bring: ID + HealthSelect insurance card

VACCINES

- Flu Shots



Provider: CVS Pharmacy

Bring: ID + pharmacy card

VACCINES

- COVID-19
- Hepatitis B
- Pneumonia
- RSV (Respiratory Syncytial Virus)
- Shingles
- Tdap/Whooping Cough



Pre-register with CVS

📅 Tuesday, October 13 | 10 a.m.–1 p.m.

📍 LBJ Grand Ballroom

CONTACT WELLBEING

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Select option for Wellness in decision tree

WELLCATS@TXSTATE.EDU

EMAIL

WEBSITE

WWW.HR.TXST.EDU/WORKLIFE



QUESTIONS?



[View Q&A Document](#)



THANK YOU!

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



CONTACT US



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