

TEXAS  STATE
HUMAN RESOURCES

 **HR**
CONNECTIONS

April 18, 2023

AGENDA

Topic:

Presenter(s):

Welcome

Caleb Martin

R2R1 & Upcoming Well-Being Events

Jess Youngs

Performance Reviews

Cindy Keilers

Updated process for shipping chemicals,
biological materials, and dangerous goods

Wendy McCoy

Preview: Volunteer Program Changes
Background Check Updates
Employee Referral Bonus Procedure

Alicia Barthel

How to Process a Referral Bonus PCR

Teresa Duggins

Annual Budget Development

Cristine Black

TDC & Employee Tuition Benefits

Dani Dalrymple

Employee Meal Plan Updates

Madeline Davila Adams

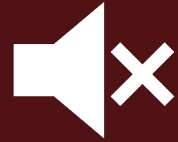
Leadership Essentials & Spring 2023 Employee
Events

Tami Johnson

Q&A

Caleb Martin

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)





R2R1 & Well-Being Events

Jess Youngs

Well-Being
Representative
Human Resources

Get Fit Texas! Challenge Recap

- The results are in...so how did TXST do?
- Registered participants: 270
- Participants who completed the challenge (earned 6 stars): 128
- Completion rate: 47.4%
- Total minutes logged: 454,622
- Total stars earned: 1266

Top Teams

- *JENN's Workout Warriors*
- *HR - Team Walk-amole*
- *Talk Healthy To Me*



Run to R1 Town Hall & 1K Event

- **What:** Town Hall meeting & 1k walk/run hosted by President Damphousse & Dr. Mandayam (VP for Research)
- **Where:** Evans Auditorium & the Quad
- **Date:** Monday, May 1st
- **Time:** 3:00 – 5:00 pm

Learn more about TXST's progress towards R1 status

Fun giveaways & cool refreshments



Upcoming Well-Being Events

May is Mental Health Awareness Month!

- Meditation & Relaxation
- Intro to Grounding | May 17th
- Unmasking Anxiety w/ Dr. Claudia Carroll | May 18
- Yoga in the Park | May 24th



CONTACT US

Well-Being



5.2557



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hr.txst.edu/worklife





Annual Performance Reviews

Cynthia Keilers

Employee Relations Specialist
Human Resources

Annual Performance Review

Step 1:

Employee
Self-
Assesses

Launched April 1

Step 2:

Supervisor
Assesses

Step 3:

Supervisor &
Employee
Meet

Step 4:

Employee
Acknowledge
s

Step 5:

Manager
Acknowledge
s

Due May 31

CONTACT US

Employee Relations



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edu



hr.txst.edu/employee-relations.html





Special Shipping Procedures

[Wendy McCoy](#)

Director
Environmental
Health, Safety, Risk &
Emergency
Management

Special Shipping Procedures

Updated process for shipping chemicals, biological materials, and dangerous goods

Shipping of these items is regulated by federal and international entities which can levy civil and criminal penalties for improper shipment.

Shipping requires periodic specialized training.

TXST has 5 individuals who have been trained to carry out this shipping.

Shipping by untrained individuals can result in high fines or imprisonment.

CONTACT US

Environmental Health, Risk, Safety &
Emergency Management



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Preview: Volunteer Program Changes

Alicia Barthel, PHR

Director, Talent Acquisition

Human Resources

Preview: Volunteer Program Changes

As a result of an internal audit, HR is working to implement best practice recommendations to include:

- Registration of volunteer programs with HR
- Registration of volunteers through PeopleAdmin workflow
- Background check of those working with minors or in areas deemed 'high risk'
- Assignment of required training in SF Learning

Background Check Updates

- Discontinuation of TX DPS background checks. Piloting new vendor
 - NSNRs
 - Student employees
 - Camps – Minors on Campus
 - TXST-operated
 - Third-party operated
- Implications:
 - Background check results may take longer than DPS.
 - TA will place the request and applicant will need to enter their information via the secure Accurate link that is emailed to them.
 - Estimated time of completion will depend on the applicant submitting their information and their residence history
 - Background checks fee will start at \$17.07, plus applicable fees dependent on prior residence counties and states.
 - *For Minors on Campus – Background checks completed within a year through DPS will be valid during the transition period.

Talent Acquisition Forms

Background Inquiry Request

[Background Inquiry Release](#) Use to obtain applicant approval for a background check.

[Criminal History Background Check Request](#)

Use this form to request a criminal background investigation for NSNR (hourly) employees.

[Criminal History Background Check Batch Request](#)

Use this spreadsheet to submit a batch request of five background checks or more.

Employee Referral Bonus Procedure

◦ Step 1: Confirm Eligibility

- The hiring department will submit the eligibility request form to confirm eligibility to process the referral bonus.
- **Upon submission of this form, the department contact will receive a form submission confirmation. Please note, this is **not** the eligibility confirmation notification referenced in Step 3.*

◦ Step 2: Human Resources Verification

- Human Resources will confirm:
 - that the referring employee's name was included in the employment application
 - new employee hire date
 - that both individuals are still employed at TXST and in good standing

◦ Step 3: Eligibility Confirmation Notification

- The hiring department will receive eligibility confirmation from Human Resources. This confirmation will include:
 - Referring employee name
 - Referred employee name
 - Position hire date
 - Eligibility date
 - Payroll date
 - Account information

Updates

- **Veterans Preference Verification**

Veteran's documentation will no longer be required in the employment application to be eligible for Veteran's preference.

- **PeopleAdmin ATS Overview for Staff Workshop**

Tuesday, April 25, 2023,

1:30 – 2:30 p.m. via Zoom

Important: You must register through [SuccessFactors \(SF\) Learning](#) to attend this course.

CONTACT US

Talent Acquisition



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How To: Process a Referral Bonus






Teresa Duggins

Senior HRIS Analyst
Human Resources

How to Process a Referral Bonus

- Log in to the SAP Portal: <https://ibis.sap.txstate.edu/irj/portal>
- Must be initiated by the Department Head or Administrative Support Staff with Department Head SAP access of the **referring** employee.
- Select the “Employee in Org Unit (FPM)” tile.

Manage PCR's

<p>Employee in Org Unit (FPM)</p>  <p>Employee in Org Unit...</p>	<p>Employees Outside of Org (FPM)</p>  <p>Employees Outside o...</p>	<p>View My PCR's (FPM)</p>  <p>View My PCR's (FPM)</p>	<p>Hire (FPM)</p>  <p>Hire (FPM)</p>	<p>ReHire PCR (FPM)</p>  <p>ReHire PCR (FPM)</p>
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How to Process a Referral Bonus(Cont.)

- Start Process for Employee Inside Org. Unit window will pop-up.
- Change “is” drop down to “contains”.
- Type the employee’s last name using the wild card search asterisks on each side of the name. Click search.
- Click the note icon next to the employee’s name.
- Select Processes > HCM Inside ORG > Special Payment (FPM)

Start Process for Employee Inside Org. Unit

Search Criteria

Employee contains *DUGGINS*

Search Clear Entries Reset to Default

Result List:1 Employees

Show in Hierarchy

Employee Name	Pers. Number	Org. Unit	Organizational Unit Name	Position	Position Name
Mrs Teresa A.Duggins			Human Resources		Sr HRIS Analyst

PROCESSES > HCM Inside ORG > Special Payment (FPM)

- Additional Appointment (FPM)
- Change In Pay (FPM)
- Change in Cost Distribution (FPM)
- Change in FTE (FPM)
- Change in Position (FPM)
- Change in Work Schedule (FPM)
- End Additional Appointment (FPM)
- Incentive Pay UPD (FPM)
- Leave Without Pay (FPM)
- Leave with Pay (FPM)
- Reappointment of Per Course Faculty (FPM)
- Return from Leave (FPM)
- Separation (FPM)
- Special Payment (FPM)
- Teaching Overload (FPM)

How to Process a Referral Bonus(Cont.)

- Blank Special Pay PCR will pop-up on the screen.
- Attach approval document to the PCR attachments at the top.
- **Effective Date:** Approval date from HR to issue Referral Payment.
- **PCR Reason:** Referral Payment
- **Amount:** \$500.00
- **Recurring Payment:** One Time
- **Accounting Information:**
 - **Order:** 9000003136
 - **Fund:** 2000011023 (fiscal year end fund will change for each FY)
- **Comments:**
 - Add comments that pertain to the referral approval. **Confirmation of Eligibility must be attached to the PCR.**
- Click Check then Send at the top of the PCR.

Change Data

* Effective Date:

* Reason for Action:

* Amount:

Payment Justificat... :

* Recurring - Pay... :

End Date: (MM/DD/YYYY)

Accounting Information

Cost Center	Order	WBS	Name	*Fund
	9000003136			2000011023

HR Data Management Updates

- i2Verify is now The Work Number by Equifax



- The Work Number from Equifax is a simpler and more discreet way to help get proof of your employment and income information to credentialed companies when needed. It's available 24/7 so that you can get the decisions you need when you need them.
- How to register for The Work Number online?
 - Start by going to <https://employees.theworknumber.com>
 - Select "Log In" and follow the simple prompts
 - Enter the Employer code 4359214
 - If this is your first time – pick "Register Now"
- Contact The Work Number Employee Service Center: 800-367-2884 M-F 8:00 am - 9:00 pm (ET)

CONTACT US

HR Data Management



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Annual Budget Development

Cristine Black

Associate Vice
President

Budgeting, Planning &
Financial Analysis

Annual Budget Development Update

- Major Changes
 - Administrative Overhead Rates – Previously 1.94% of revenue will now be 4% of revenue.
- Presidential Reorganizations
 - The cost center structure is being loaded into test systems for testing and will be moving to production for a 9/1/23 effective date.
 - The Budget Office will move all permanently budgeted accounts to the new cost center structure in the budget development system in May.
 - As security changes are completed account managers will have access to view the new structure in the system, however the new accounts should not be utilized until FY24.
 - REMINDER: No action is required at the departmental level to make these changes, all changes are being facilitated by the established reorganization team.

Fiscal Year 2024 Key Dates

Activity	Date
Deans, Directors and Department Heads Level Review Budget Changes	April 3 – May 1
Vice President Level Review Budget Changes	April 3 – May 8
President's Cabinet Review Changes	May 15 – June 2
Office of Budgeting & Financial Analysis Budget Preparation	May 1 – June 23
Finalize Budget Reports in Final Form	June 26 – July 3
President Budget Review and Submission to Board of Regents	July 5 – July 7

CONTACT US

Budgeting & Financial Analysis



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fss.txst.edu/budget/





TDC & Employee Tuition Benefits

Dani Dalrymple

Manager, Talent
Development &
Communications
Human Resources

Organizational Development & Communications Talent Development & Communications

- Organizational Development & Communications (ODC) will be changing to **Talent Development & Communications (TDC)**
- Effective May 12
- Changes to website, email, and other communications coming soon!

Employee Tuition Benefits

Dependent Child Tuition Program

New for Fall 2023



Tuition Benefit

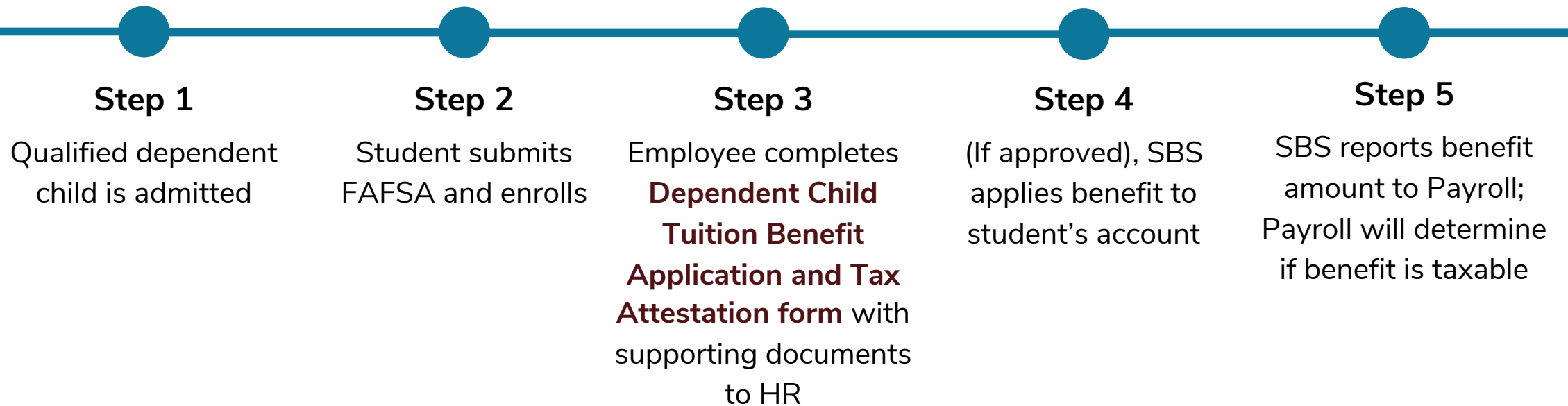
- TXST courses
- 25% of undergraduate **designated** tuition
- Applied **within 3 days** of application approval

Employee Tuition Benefits

Dependent Child Tuition Program

New for Fall 2023

Process



All forms **must** be submitted prior to the academic term census date

Employee Tuition Benefits

Academic Release & Tuition Support (ARTS)



Eligibility

- Full-time benefits-eligible
- Good academic standing



Tuition/Fee Waiver

- TXST courses
- Designated tuition & certain fees
- Applied **automatically** after grades post



Paid Class Release Time

- Synchronously during your normal working hours
- Three hours per week



Form

- Only wanting waiver? Then **DON'T!**
- Fall: 2nd week of March
- Spring: 2nd week of October
- Summer: 2nd week of March

Employee Tuition Benefits

Staff Educational Development Leave (SEDL)



Eligibility & Expectation

- Full-time benefits-eligible
- TXST employee for 1+ years
- Good academic standing



Tuition & Fees

- TXST courses
- All tuition & fees



Paid Class Release Time

- 9-12 UG Credit Hours – Up to 10-20 Hours
- 6-9 Graduate Credit Hours – Up to 10-20 Hours



Application

- Discussion with supervisor
- Complete application
- Application routed to Divisional VP
- Participants announced

CONTACT US

Talent Development &
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Employee Meal Plan Update

Madeline
Davila Adams

Director
Payroll and Tax
Compliance

Employee Meal Plan Update

- Program launched Fall 2022
- Open to benefits-eligible TXST employees
- \$300 for a 50-meal plan package
- Available for use at Commons or Harris dining halls during Fall & Spring terms
- Payroll deduction now available!
 - 3 installments
 - Meals don't expire

CONTACT US

Payroll and Tax Compliance



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[Payroll and Tax Compliance](#)
[Office: Texas State University](#)
[\(txst.edu\)](#)





Leadership Essentials & Spring 2023 Employee Events

[Tami Johnson\(she/her\)](#)

Training Specialist
Human Resources

Leadership Essentials

- We've graduated our first cohort!
- Nominations are now open for the 2023-2024 cohort!
- The deadline to self nominate or be nominated by a leader is April 30.
- For more information on the program, visit the HR website.
- If you have any questions, please contact Leaders@txstate.edu



Bring a Kid to TXST Day

- Young Bobcats will have the chance to tour the campus, meet special folks from the University, and participate in a variety of activities throughout the day (Note: event registration has now closed).
- **Date:** Thursday, April 27
- **Time:** 8:30 a.m. – 5:00 p.m.
- Check out our website for more day-of specifics, including event agenda.



TXST NEXT TXST NEXT TXST NEXT TXST NEXT TXST NEXT TXST NEXT

**BRING A
KID TO
TXST DAY**

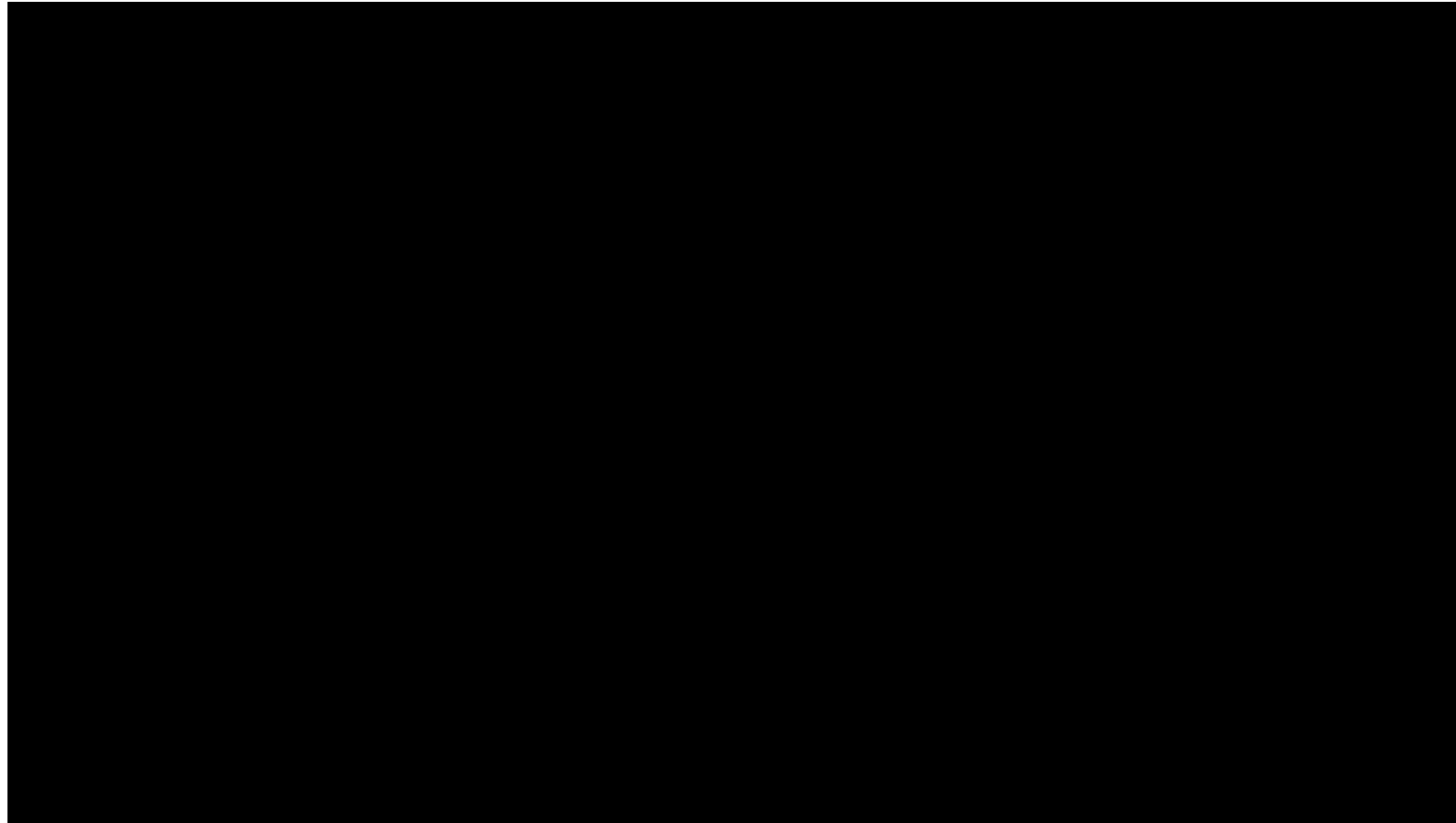
TXST WELCOMES THE NEXT
GENERATION OF BOBCATS!

Staff Development Day

- Join us for the 2nd annual Staff Development Day this May 16 and 17
- We will have engaging keynote speakers, in-person and virtual presentations, networking opportunities, and more.
- Check out our website for more day-of specifics, including event registration:



Staff Development Day



CONTACT US

Organizational Development & Communications



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<https://www.hr.txst.edu/odc.html>





QUESTIONS?

Please use the Q&A feature to submit your question.



CONNECTIONS



THANK YOU!

We hope to see you at
our next HR Connections event
on July 18!

CONTACT US:



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