AGENDA

<table>
<thead>
<tr>
<th>Topic:</th>
<th>Presenter(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Caleb Martin</td>
</tr>
<tr>
<td>R2R1 &amp; Upcoming Well-Being Events</td>
<td>Jess Youngs</td>
</tr>
<tr>
<td>Performance Reviews</td>
<td>Cindy Keilers</td>
</tr>
<tr>
<td>Updated process for shipping chemicals, biological materials, and dangerous goods</td>
<td>Wendy McCoy</td>
</tr>
<tr>
<td>Preview: Volunteer Program Changes</td>
<td>Alicia Barthel</td>
</tr>
<tr>
<td>Background Check Updates</td>
<td></td>
</tr>
<tr>
<td>Employee Referral Bonus Procedure</td>
<td></td>
</tr>
<tr>
<td>How to Process a Referral Bonus PCR</td>
<td>Teresa Duggins</td>
</tr>
<tr>
<td>Annual Budget Development</td>
<td>Cristine Black</td>
</tr>
<tr>
<td>TDC &amp; Employee Tuition Benefits</td>
<td>Dani Dalrymple</td>
</tr>
<tr>
<td>Employee Meal Plan Updates</td>
<td>Madeline Davila Adams</td>
</tr>
<tr>
<td>Leadership Essentials &amp; Spring 2023 Employee Events</td>
<td>Tami Johnson</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>Caleb Martin</td>
</tr>
</tbody>
</table>
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

wellbeing@txstate.edu

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 Acknowledges

Due May 31

Step 5: Manager Acknowledges

Due May 31
CONTACT US

Employee Relations

512-245-2557

performancemgmt@txstate.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

512.245.3616

ehs@txstate.edu

fss.txst.edu/ehsrm/
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

512.245.2557

talent@txstate.edu

hr.txst.edu/talent-acquisition
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 PCRs

- Employee in Org Unit (FPM)
- Employees Outside of Org (FPM)
- View My PCR’s (FPM)
- Hire (FPM)
- ReHire PCR (FPM)
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)
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.
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

512.245.2557

hr_mdc@txstate.edu

hr.txst.edu/mdc.html
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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans, Directors and Department Heads Level Review Budget Changes</td>
<td>April 3 – May 1</td>
</tr>
<tr>
<td>Vice President Level Review Budget Changes</td>
<td>April 3 – May 8</td>
</tr>
<tr>
<td>President’s Cabinet Review Changes</td>
<td>May 15 – June 2</td>
</tr>
<tr>
<td>Office of Budgeting &amp; Financial Analysis Budget Preparation</td>
<td>May 1 – June 23</td>
</tr>
<tr>
<td>Finalize Budget Reports in Final Form</td>
<td>June 26 – July 3</td>
</tr>
<tr>
<td>President Budget Review and Submission to Board of Regents</td>
<td>July 5 – July 7</td>
</tr>
</tbody>
</table>
CONTACT US

Budgeting & Financial Analysis

512.245.2376

budget@txstate.edu

fss.txst.edu/budget/
TDC & Employee Tuition Benefits

Dani Dalrymple
Manager, Talent Development & Communications
Human Resources
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

Step 1
Qualified dependent child is admitted

Step 2
Student submits FAFSA and enrolls

Step 3
Employee completes Dependent Child Tuition Benefit Application and Tax Attestation form with supporting documents to HR

Step 4
(If approved), SBS applies benefit to student’s account

Step 5
SBS reports benefit amount to Payroll; Payroll will determine if benefit is taxable

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: 2\textsuperscript{nd} week of March
• Spring: 2\textsuperscript{nd} week of October
• Summer: 2\textsuperscript{nd} 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 & Communications

512-245-2557

hr_odc@txstate.edu

hr.txst.edu/odc.html
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

512-245-2543

payroll@txstate.edu
taxspecialist@txstate.edu

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.

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

512.245.7899

hr_odc@txstate.edu

https://www.hr.txst.edu/odc.html
QUESTIONS?

Please use the Q&A feature to submit your question.
THANK YOU!
We hope to see you at our next HR Connections event on July 18!