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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)
Meet New HR Staff Members

Caleb Martin
Organizational Development & Communications Specialist
Human Resources
New HR Staff

Caleb Martin, M.M.
Organizational Development & Communications Specialist
Organizational Development & Communications

Adrian Leal
Talent Acquisition Recruiter
Talent Acquisition

Jess Youngs
Well-Being Representative
Well-Being
CONTACT US

Human Resources

5.2557

hr@txstate.edu

hr.txst.edu
Spring 2023 Employee Events

Sam Williams
(she/her)

HR Project Coordinator
Human Resources
Faculty & Staff Trivia Night

- Get ready to put on your thinking caps, Bobcats! We invite you to join us for a Trivia Night on Thursday, February 23, 2023.
- **Location:** Roughhouse Brewery
- **Time:** 5:30 - 7:30 p.m.
- Make sure to sign up if you plan on joining us:

![QR Code](https://via.placeholder.com/150)
“Let’s Taco ‘Bout How Great You Are!”

- The Office of Human Resources would like to celebrate and show our appreciation for the faculty and staff in our Bobcat community!
- **Date:** Friday, March 3
- **Time:** 8:30 - 10:00 a.m.
- **Location:** San Marcos and Round Rock Campuses
“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.
  - **Date:** Thursday, April 27
  - **Time:** 8:15 a.m. - 4:30 p.m.
  - **Location:** San Marcos and Round Rock Campuses
Employee Recognition Awards

Sam Williams
(she/her)

HR Project Coordinator
Human Resources
Recognize Outstanding Bobcat Employees

- Do you know of an outstanding employee and/or team in our Bobcat community? If so, we encourage you to nominate your peers in one of the following award categories:
  - Employee of the Month
  - TXST Team Award

- More information can be found on our HR website at [Employee Awards & Recognition Programs](#).
CONTACT US

Organizational Development & Communications

512.245.7899

hr_odc@txstate.edu

https://www.hr.txst.edu/odc.html
Training Needs Assessment

Tami Johnson
Training Specialist
Human Resources
2023 Needs Assessment

2023 Needs Assessment Survey

• We want to hear the needs you may have for your professional development journey.
• Opportunity to provide feedback on:
  • Topics
  • Potential SMEs
  • Location
  • Time
  • Etc.
• Open to all Faculty, Staff, and Student Staff!
• Deadline is April 1st
CONTACT US

Human Resources

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Tami.J@txstate.edu

hr.txst.edu
Get Fit Texas! Challenge & BCBS Well OnTarget

Jess Youngs
Well-Being Representative
Human Resources
Get Fit Texas! Challenge

What is the Get Fit Texas! Challenge?

- Sponsored by the Texas Department of State Health Services, this 10-week competition is a chance for state agencies to see who can complete the most minutes of physical activity.
- Participants complete the challenge by achieving 150 minutes of physical activity for at least six out of the 10-weeks.

How are we doing?

- Week 5 of 10
- 260 Participants (up from 151 in 2022)
- Over 185,000 minutes and 550 Stars

What we’re looking forward to:

- Achieve more than 50% completion rate
- Finish in the Top Ten state agencies
JOURNEY TO WELLNESS
Free wellness resources available to you and your dependents
Presentation Overview

• Well OnTarget® participant portal:
  – Health Assessment
  – Self-management programs
  – Personalized coaching
  – Trackers and apps
  – Blue Points℠

• Fitness Program

• Weight management programs
Zoom Poll

How familiar are you with Well onTarget?
• I already have an account.
• I've heard of it but don’t have an account.
• What's Well onTarget?
How to Access Well onTarget via Blue Access for Members℠

1. www.healthselectoftexas.com

2. Log in to Blue Access for Members

Call a Blue Cross and Blue Shield of Texas (BCBSTX) Personal Health Assistant toll-free at (800) 252-8039 (TTY:711)
How to Access Well onTarget via Blue Access for Members

3. Click Wellness

4. Click Visit Well onTarget

Call a Blue Cross and Blue Shield of Texas (BCBSTX) Personal Health Assistant toll-free at (800) 252-8039 (TTY:711)
Zoom Poll

Have you taken your Health Assessment?
• Yes
• No
Health Assessment

15-minute lifestyle-habits questionnaire

Welcome, Nicole

Your personal health assessment is the starting point for your wellness program, and the key to helping us provide a more personalized experience for you.

Don’t worry if you can’t answer all the questions right now. Just complete what you can. You can always fill in more details here at a later time, or visit our AlwaysOnWellness mobile app when you’re on the go. Your answers will generate your Personal Wellness Report—a snapshot of your current condition—plus valuable information and specific action steps to help you work toward your goals.

Get Started Now!
Go to Dashboard I don’t want to do this now. Please remind me later.
Health Assessment

• Gives you:
  – Personal wellness report
  – Personalized recommendations and guidance
  – Fulfills agency health assessments requirements
  – 2,500 Blue Points to redeem for prizes
Blue Points – Built-In Incentive

- Health Assessment
- Self-management programs
- Synced fitness device or app
- Fitness Program
- Online trackers
Self-Management Programs

- Structured
- Active
- Interactive
- Educational
Personalized Coaching

• Physical fitness
• Nutrition
• Blood pressure
• Cholesterol
• Healthy weight
• Stress
• Quit/stay tobacco free
Wellness Goals and Trackers

- Blood pressure
- Cholesterol
- Nutrition
- Oral health
- Physical activity
- Sleep
- Stress
- Tobacco
- Water intake
- Weight
Fitness and Nutrition Device Integration

Apple Health Partners
Samsung Health
Fitbit
Garmin Connect
iHealth
Jawbone UP
Life Fitness
MapMyFitness
Microsoft
Fitness Program

Nationwide network of fitness centers

- No contract required
- Earn Blue Points
- Use promo code: GETFIT2023 to waive your enrollment fee!

**Digital Only**
$10 Monthly fee  
Digital Access Only

**Base**
$19 Monthly fee  
Network Size: 3,000

**Core**
$29 Monthly fee  
Network Size: 7,500

**Power**
$39 Monthly fee  
Network Size: 12,000

**Elite**
$99 Monthly fee  
Network Size: 12,400
Fitness Program

Find a gym by you:

2. Click on “Wellness” tab at the top of the screen and then click “Learn More” under the Fitness Program.
3. Search by zip code under each tier to see what gyms are nearby.
Weight Management Programs

- Pre-recorded lessons any time
- Chat with coaches and online community
- Lose weight and improve health eating the food you enjoy
- Self-monitor eating and activity

wondrhealth.com/healthselect

- Weekly online meeting with coach
- Chat with online community of coaches and participants
- Adjust eating habits to exclude unhealthy foods
- Track foods and exercise

healthselect.realappeal.com
Fitness at your fingertips

BCBSTX App
- Claims
- Coverage
- Deductible
- Medical ID card
Fitness at your fingertips

AlwaysOn Wellness App

- Well onTarget to-go
- Health Assessment
- Goal setting
- Progress tracking
Fitness at your fingertips

Well onTarget® Fitness Program App

• Find nearby gym locations
• Access Live virtual fitness classes
• Check in and log your workouts
• Access physical activity history
Thank You
Disclosures

The Fitness Program and its discounts on alternative medicine and services are provided through BCBSTX to HealthSelect of Texas® participants. The program and its discounts are not covered health services under the HealthSelect of Texas plan. Please refer to your Master Benefits Plan Document or call a BCBSTX Personal Health Assistant toll-free at (800) 252-8039 for specific information about your plan’s covered benefits. Use of the Fitness Program does not affect your health insurance premium, nor do costs of Fitness Program services or products count toward your calendar year or lifetime maximums and/or plan deductibles. Members are responsible for all fees, dues, taxes and other charges related to the Fitness Program. Refer to the program terms and conditions for further details. BCBSTX does not guarantee or make any claims or recommendations regarding the services or products offered under the Fitness Program. You may want to consult with your physician prior to use of these services and products. BCBSTX reserves the right to discontinue or change this discount program at any time without notice. The Fitness Program is provided by Tivity Health®, an independent contractor that administers the Prime Network of fitness locations. The Prime Network is made up of independently owned and operated fitness locations.

Participants may choose either weight management program, but can only participate in one program at any given time.

Wondr and Real Appeal are independent companies that have contracted directly with ERS to provide a weight loss and metabolic syndrome reduction program that is covered under some of the health benefit plans. These companies are solely responsible for the products or services offered by them. Your acceptance is not guaranteed.

Blue Cross and Blue Shield of Texas is the third-party administrator for HealthSelect of Texas® and Consumer Directed HealthSelect™.

Blue Cross and Blue Shield of Texas, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

Blue Cross®, Blue Shield® and the Cross and Shield Symbols are registered service marks of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.
Disclosures

Blue365® is a discount program only for BCBSTX members. This is NOT insurance. The services offered through this program are not covered services under your health plan. Please refer to your Master Benefits Plan Document or call a BCBSTX Personal Health Assistant toll-free at (800) 252-8039 for specific information about your plan’s covered benefits. Use of Blue365 does not change monthly payments, nor do costs of the services or products count toward any maximums and/or plan deductibles. Discounts are only given through vendors that take part in this program. BCBSTX does not guarantee or make any claims or recommendations about the program’s services or products. Members should consult their doctor before using these services and products. BCBSTX reserves the right to stop or change this program at any time without notice.

The relationship between these vendors and BCBSTX is that of independent contractors. BCBSTX makes no endorsement, representations or warranties regarding any products or services offered by the above-mentioned vendors.

Blue Points Program Rules are subject to change without prior notice. See the Program Rules on the Well onTarget® Member Wellness Portal at wellontarget.com for further information.

Onmyway and the AlwaysOn App are owned and operated by Onlife Health. Onlife is an independent company that provides health assessments for BCBSTX.
CONTACT US

Well-Being

5.2557

wellbeing@txstate.edu

hr.txst.edu/worklife
Organizational Changes

Carole Clerie | Tracy Ryan

AVP HR | Director, Budget Office
Organizational Changes

- January 5th email from Dr. Damphousse / Hopes & Aspirations High
- Data entry required in multiple systems (SAP, Banner, PeopleAdmin, SuccessFactors, etc.)
- Administrative process
  - New divisions require creation of:
    - Cost centers
    - Organization units
    - Reporting structure
  - Inter-division changes require transfer/update of:
    - Organization units
    - Reporting structure
    - People & positions (filled and vacant)
    - Security roles (across all systems)
    - Shared drives/IT network access
    - Workflow items
    - Budget (transition to new cost centers, reallocation of budgets, updated workflow for budget dev, p-card transactions, etc.)
    - Reports
Staff Ombuds Services

Dr. Stella Silva
Assistant Vice President, Talent Strategy & Engagement, Staff Ombudsperson, Human Resources
Staff Ombuds Services

The Staff Ombudsperson is available to Texas State employees to listen, promote dialogue, and provide additional opportunities for staff to engage in an informal dispute resolution process.

This program is designed to assist in the resolution of conflicts or concerns employees may experience in the workplace.
Role of the Ombudsperson

The Ombuds is a neutral person with whom employees can voice concerns, evaluate situations, organize thoughts, and identify options.

An Ombudsperson:
- is an independent entity and serves to assist staff members with their concerns.
- considers communications with those seeking assistance confidential, unless disclosure is required by law and/or policy (i.e., Title IX).
- is an informal resource that does not participate in any formal adjudicative or administrative procedure.
To schedule an appointment, please contact:

staffombuds@txstate.edu

For more information visit the website:

https://www.txst.edu/ombuds/

Staff Ombudsperson
Dr. Stella Silva
staffombuds@txstate.edu

Faculty Ombudspersons:
Dr. Todd Jewell, Dr. Colleen Myles
facultyombuds@txstate.edu

Student Ombudsperson:
Laramie McWilliams
dos.txstate.edu
Happy Tax Season!

Madeline Davila Adams

Director
Payroll and Tax Compliance
2023 Tax Season

March 15 - 1042-S

- Employees and/or students with a Sprintax Calculus account can elect to receive Form 1042-S in electronic format.
- Employees, students, and/or vendors that are foreign nationals will receive Form 1042-S.
- In some cases, international employees may receive both a W-2 Form AND a Form 1042-S for the same tax year.

Tuesday, April 18 is Tax Day!

- IRS Tax Deadline
Your W-2

W-2: Payroll and Tax Compliance Office: Texas State University (txst.edu)
It’s Time to Update Your W-4

Time for a Paycheck Checkup: Payroll and Tax Compliance Office: Texas State University (txst.edu)

Tax Withholding Estimator - About You | Internal Revenue Service (irs.gov)
International Employees
Staff, Faculty and Students

International Employees (Staff/Faculty/Student): Payroll and Tax Compliance Office: Texas State University (txst.edu)

Tax Compliance - Hiring Nonresident Aliens (PPTX, 32 MB)
Instructions on how to use Sprintax for international employees and/or students.
Nonresident Alien – Tax Compliance

International Employee’s Hiring and Payroll Process

Anna Hale
Payroll Services Assistant
Payroll and Tax Compliance

Topics to be Covered

• Hiring Process of an International Employee
• W-4 information
• Purpose of Payroll and Tax Compliance
• Documents needed
• SSN requirement
• Sprintax Calculus Process
• Contact information
Tax Compliance

Resources & Forms: Payroll and Tax Compliance Office: Texas State University (txst.edu)
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)
Talent Acquisition Updates

° Digital Offer Letter
  • Final testing stages

° Digital matrix
  • Pilot program in progress

° Form I-9 – Employment Eligibility Verification
  • Friendly reminder to always ensure the status reaches ‘Employment Authorized’

° Talent Acquisition Recruiters: Deana Townsend and Adrian Leal

° New contact information
  • Talentair@txstate.edu and equitablehiring@txstate.edu have been combined into talent@txstate.edu
FAR Updates!!

NEW!!

- Resources On FAR Website
  - Checklists!
  - User Guides!

- Background Check Process Sneak Preview!
Welcome to the Office of Faculty and Academic Resources

The Faculty and Academic Resource Office is committed to providing support to faculty, chairs, directors, deans, and staff in all aspects of faculty employment. Support includes, but is not limited to the following processes: recruitment, hiring, contracts, reappointments, leaves, tenure and promotion, salary review, evaluations, and PCR processing. Our team also provides budget support for funding faculty positions, new faculty start-up packages, and other financial commitments in support of the Academic Affairs strategic plan.
Background Check Process
Sneak Preview
CONTACT US
Faculty and Academic Resources

Phone extension
FAR: (512) 245-2786

Email
facultyresources@txstate.edu

Website URL
https://facultyresources.provost.txst.edu/
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 April 18!

CONTACT US:

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hr.txst.edu