Human Resources Messenger

Concur Training Now in Bridge!

Register now for Concur training sessions! Click a link below to enroll in that training topic in the Bridge Learning Library. Once you register for a session, you will receive an email confirmation with the Zoom link to the training session. Be sure to register for as many sessions as you need. Recordings will also be made available.

[PCard Reconciliation](#)
[Creating a Travel Expense Report](#)
[Approving Requests and Expense Reports in Concur](#)
[Creating your Concur Profile and Booking Travel in Concur](#)
[Creating and Submitting Credit Card and Travel Requests in Concur](#)

As with all changes, there are always questions and concerns; so please feel free to reach out to concur@twu.edu. We look forward to making this transition a smooth and positive one.

TWU 2021-2022 Holiday Schedule		
Monday	September 06, 2021	Labor Day
Thursday	November 25, 2021	Thanksgiving Day
Friday	November 26, 2021	Holiday
Monday	December 27, 2021	Holiday
Tuesday	December 28, 2021	Holiday
Wednesday	December 29, 2021	Holiday
Thursday	December 30, 2021	Holiday
Friday	December 31, 2021	Holiday
Monday	January 17, 2022	Martin Luther King, Jr. Day
Monday	May 30, 2022	Memorial Day
Monday	June 20, 2022	Holiday
Monday	July 4, 2022	Independence Day

While TWU determines the actual holidays to be taken, the State of Texas determines the number of holidays an institution may take.
Please go to the Holiday Schedule website for additional information.

Employee Development & Communications

New Employee Orientation

In Person orientation will resume September 14, 2021, along with virtual accessibility. All NEO sessions are held on the second floor of the Oakland Complex, HR Training Room. Sessions begin at 8:30 a.m. and end approximately at 3:00 p.m. For additional information please visit the New Employee Orientation website.

New Employee Orientation for Denton, Dallas & Houston

September 14, 2021	January 11, 2022 January 25, 2022	May 10, 2022 May 24, 2022
October 19, 2021	February 08, 2022 February 22, 2022	June 07, 2022 June 21, 2022
November 16, 2021	March 08, 2022 March 22, 2022	July 05, 2022 July 19, 2022
December 14, 2021	April 05, 2022 April 19, 2022	August 09, 2022 August 23, 2022

Mandatory Trainings

Computer Security Training
Required for all new TWU employees and supplemental training for all TWU Employees (**Yearly**).
To access training, log in to your Portal and select My Tools, then Online Training or
https://servicecenter.twu.edu/TDClient/1956/Portal/Requests/ServiceDet?ID=12075

State Mandated Ethics Training
Required for all new TWU employees and supplemental training for all TWU Employees (**Yearly**). Ethics is now in Bridge. You will receive an automated email from Bridge that will provide instructions on how to complete this training. If you do not receive it within 7 days of your hire, please contact Alex Yarbro, Interim Director of Compliance, (940) 898-3250, ayarbro@twu.edu. Employees due for their annual training will receive an automated email from Bridge each year reminding them to complete the required training.

Preventing Sexual Harassment:
https://www.softchalkcloud.com/lesson/serve/VWyNFTlShH8dgj/html

- You will have to sign in with the our acronym, state number, First name and last name with spaces in between: Example: **TWU 756002618 Firstname Lastname**
- After the training is complete, please send a copy of your certificate to mozuna@twu.edu

Safety Training
Risk Management requires employees to complete various safety and compliance training based on your position at TWU. This training is now in Bridge, and you will receive weekly automated email reminders about these training requirements." and the link can be the same for additional info.

Melissa Ozuna Dillon **Manager of Employee Development & Communications** mozuna@twu.edu 940-898-3558	Yasmyn Chambers **Training & Development Specialist** ychambers@twu.edu 940-898-3898

Recruitment

Reference Guide for Review and Progressing Staff Applicants

We would like to emphasize the importance of searching for candidates using the reference guide for reviewing and progressing staff applicants in iRecruitment. This guide is sent to the hiring manager by email as a position vacancy is approved and posted. Also included in the email are the staff search checklist, link to HR forms, Employment preferences, and EEO guidelines.

Screening – The hiring manager/search committee reviews the applications and the former foster youth and veterans' preferences report.

Interview – The hiring manager/search committee agrees on which candidates they choose to interview by phone, virtual, or person and contacts applicants.

Assessment – The hiring manager/search committee provides the interview questions, and selection matrix criteria with value points equal to 100 to the HR recruitment team before interviews begin.

References – The professional references are listed on the online application. Keep in mind not to contact current employers unless the applicant has provided permission on the application. The hiring manager may designate a committee member to contact professional references.

Decision – The final candidate is decided based on the department's review and management approval.

Background Checks – All background check verifications are completed by the HR recruitment team.

Job offer – All offers are to be completed by the HR recruitment team. Hiring department managers or designees may extend an offer for positions at the Director level and above.

The link for forms:
https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=31062 (scroll to recruitment)

As we start a new year, the TWU Recruitment team wants to extend our appreciation to all the hiring managers, search committees, and department coordinators for their valued participation and cooperation in coordinating efforts in the recruitment process.

Contact the TWU Recruitment team regarding any questions on TWU hiring and employment practices and discuss the recruitment process.

Myrna Flores
mflores@twu.edu
Manager of Recruitment
940-898-3557

Rhonda Redfearn
rredfearn@twu.edu
Sr. HR Generalist
940-898-3554

Benefits & Wellbeing

Many of us have pets who enjoyed our companionship and time at home as we worked remotely this past year. As we return to campus, our pets will be missing our time together. To assist pet owners with the transition, we are sharing this article distributed by the ASPCA.   The article offers tips and resources for your pets and foster pets.   To see when you can bring your dog to campus, and to review the pets at work policy, view the Holiday schedule located on the TWU Benefits page.

Teacher Retirement System Contribution Rates Increasing for 2021-2022

As a result of the 86th legislative session, TRS employee contribution rate will increase to 8.0%, and the employer contribution rate will increase to 7.75%. The rate increase will apply to all compensation received on September 1, 2021.

WhichWay

TWU has partnered with WhichWay, a free app that contains engaging videos and interactive exercises to help with self-paced financial learning. TWU is using WhichWay in the Student Money Management Center and in several courses to empower students with money management skills so they can make more informed financial decisions. We are happy to announce that all staff and faculty are also being provided free access to WhichWay! Registration is quick and easy, and you and your family can explore 11 different modules covering topics such as Budgeting, Managing Debt, Credit Cards, Student Loans, and Achieving Goals.

Angela Cagle PHR
Manager of Benefits,
940-898-3552

Holly Harris SPHR
Sr. HR Generalist,
940-898-3542

Lisa Taylor, SPHR
Sr. HR Generalist
940-898-3759

Staff Self Appraisals & Performance Evaluations
The process continues for Staff Performance Evaluations. At this time, all employee self-appraisals should be complete. First-level supervisors should have performance evaluations entered in SharePoint by Friday, August 27, 2021. Second-level supervisors will review and approve evaluations beginning August 30, 2021 through September 10, 2021.

The Performance Evaluation Meeting
Performance Evaluation Meetings may begin as soon as the second -level supervisor has approved the evaluation **through September 30, 2021.** This meeting should be conducted either face-to-face or via video conference and is an opportunity for the supervisor and employee to review and discuss the employee's performance over the previous review period.

The supervisor assumes a dual role. As an evaluator, the supervisor will want to communicate to the employee their decisions concerning the ratings and the result of the performance evaluation. As a coach, the supervisor will want to review accomplishments, assist the employee in solving any work-related problems, and suggest ideas for improvement.

The employee should feel free to point out accomplishments, identify issues and obstacles to performance , and offer ideas and suggestions for improvement, if appropriate.

The employee should be given the opportunity ask questions and clarify expectations for the future.

Performance Evaluation Meeting Tips for Employees

Review the Job Description
Review the job description to refresh your understanding of the duties and responsibilities of the position. Be prepared to discuss changes to your job duties, if applicable.

Review Goals
Review your goals and be prepared to discuss the progress of your goals, changes to your goals, or reasons why the goals were not met.

Review Self Appraisal
Review your Self Appraisal to re-familiarize yourself with your achievements throughout the review period. Be prepared to answer questions your supervisor may have about your Self Appraisal responses.

Prepare to Receive Feedback
Your supervisor will be communicating their ratings decisions to you. Be prepared to review the ratings with an open mind and willingness to receive positive, negative, and neutral feedback.

Prepare Questions
Be prepared to ask questions about your job performance, duties and responsibilities, and future expectations.
Avoid asking questions regarding other employee's performance.

Tony Yardley
ayardley@twu.edu
940-898-3563

Paul Goertemiller
pgoertemiller@twu.edu
940-898-3518

Amelia Grimes
agrimes1@twu.edu
940-898-3553

Performance Evaluation Meeting Tips for Supervisors

Meet in a Private Place in Person or through Video Conference with Uninterrupted Time
Remember that your employee has a schedule too. Make an appointment with the employee in a private setting without visitor or phone interruptions.

Allow the Employee to Read through the Evaluation or Review each Performance Competency and Rating with the Employee
The employee may not be familiar with the evaluation questions. Allow them to review the evaluation or, better read through each competency and review the ratings one by one.

Review the Overall Performance Rating Score and Overall Rating
Call attention to the Goals Score, Overall Performance Rating Score, and the Overall Rating. Remind the employee that Goals scoring is weighted, as determined by the Division Vice President, into the overall score.

Be Specific in your Discussion about the Employee's Strong and Weak Points
As you review the performance competencies, be specific about the employee's performance strengths and weaknesses with regard to performance using examples and explanations based on fact.

Coach the Employee on How to Improve Performance
Open the discussion and ask the employee how performance can be improved, where applicable. Offer ideas, suggestions, training alternatives on how you believe the employee's performance can improve over the next review period.

Allow the Employee the Opportunity to Ask Questions
Employees are encouraged to ask questions concerning their own individual performance. Avoid answering questions with comparisons to other employees or questions regarding another individual's performance.

Make your Expectations of Future Performance Clear
After the performance evaluation meeting has reviewed past performance, it is appropriate to communicate to the employee your future expectations. The employee should walk away from the evaluation with an understanding of these expectations.

Remind the Employee about the Employee Acknowledgment
After the Performance Evaluation meeting, you will open the SharePoint system and click on, "I have met with my employee." Remind the employee that this will trigger an automatic email to the employee to open up the evaluation from their inbox, add comments and acknowledge receipt of the evaluation. Acknowledgment of the evaluation by the employee is not agreement with the content of the evaluation.

Tony Yardley
ayardley@twu.edu
940-898-3563

Paul Goertemiller
pgoertemiller@twu.edu
940-898-3518

Amelia Grimes
agrimes1@twu.edu
940-898-3553

Compensation

When you need to hire temporary staff:

If you need to hire a temporary staff employee, our Compensation Team can provide assistance with staff titles and hourly rates of pay. Please email us a list of job duties to be performed and we will provide a title and hourly rate of pay. Below is the link to the policy for Hiring Temporary, Non-Faculty, Non-Student, Employees:
https://twu.edu/library/policies/Hiring%20Temporary%20Employees.pdf
Please follow the guidelines established in the policy.
Please note the guidelines pertaining to allowable hours. The temporary employee can work 19 hours or less indefinitely OR the temporary employee may work 20 hours or more but no more than 90 work days (about 4 ½ months),

Return to Work Retiree in a Temporary Status
There must be a full calendar month break in service before TRS retirees can be re-employed. TRS retirees should also visit the TRS website for further restrictions regarding benefit and re-employment rules.
◊ The Compensation Team will instruct the department and return to work retiree to contact the Benefits Team for any ramifications of the retiree's benefits.
◊ The Compensation Team will assist the department with determination of position and pay.
◊ The Compensation Team will discuss the allowable working hours and provide a chart to the retiree and supervisor to follow very closely so retirement pension is not affected.

For the University Compensation Pay Plan FY 2021-2022 click on the below link.

Article - Compensation Policy and Pay... (twu.edu)

Please contact us if you need assistance regarding compensation related questions.

Teri Hasten	Heather Stubblefield
Manager of Compensation	Sr. HR Generalist
thasten@twu.edu	HStubblefield1@twu.edu
940-898-3564	940-898-3548

HR Accounting & Reporting

Welcome back Faculty, Staff and Returning to Work Retirees! HR Accounting & Reporting is here to support you in the new fiscal year.

Returning to Work Retirees

TRS implemented new Allowable Hours guidelines for returning to work retirees. Employees that retired between 9/01/2005 and 1/01/2021 are not at risk of losing their annuity if they exceed the limits, but the department in which they work will be subject to a 15.75% monthly surcharge on the employees' earnings. For RTW employees that retired after 1/01/2021, it is important to stay at or below 50% of the compensable hours in a month. Exceeding this limit can impact your annuity and trigger surcharges to the department. Below is a chart of allowed hours from the 1st day of the month to the last day of the month. The area shaded in gray is pending TRS approval, and subject to change.

Period	Allowable Hours	Pay Date
9/1 - 9/30	88	10/1/2021
10/1 - 10-31	84	11/1/2021
11/1 - 11/30	92	12/1/2021
12/1 - 12/31	92	1/3/2022
1/1 - 1/31	92	2/1/2022
2/1 - 2/29	92	3/1/2022
3/1 - 3/31	92	4/1/2022
4/1 - 4/30	92	5/2/2022
5/1 - 5/31	92	6/1/2022
6/1 - 6/30	92	7/1/2022
7/1 - 7/31	92	8/1/2022
8/1 - 8/31	92	9/1/2022

* Applicable to most employees retired after

- Note: although hourly paid employees are paid for mid-month to mid-month hours entered, all hours worked from the 1st day of the month through the last day of the month must be entered in the time punch portal <u>no later than the 2nd working day of the new month.</u>
- Department managers, be sure to find out if your RTW retiree is working at more than one state agency at the same time. Hours worked at all agencies are combined to determine if limits are exceeded and Surcharges apply. (NOTE: fund 10 accounts cannot be used to pay surcharges).

Budget Management tips for all departments -

- At the beginning of the semester, run a SQL Budget Manager Detail report to ensure your Payroll and Fringe Benefit accounts are funded.

- Utilize Manager Self Service to enter PTFs and Student Permits according to Payroll processing guidelines. Multiple levels of approval are required, so don't delay.

- Be mindful of grant expiration and new grant start dates.

- Avoid mid-month costing changes. These can be difficult to process and the end result may not be what you expected.

- Remind students to enter time as it is earned, and on the correct assignment.

- Approve timesheets prior to the monthly deadline. Check for duplicate entries on the same or other assignments.

- Check your available funds on a regular basis, preferably at the end of each month.

- Reconcile information on the Payroll Summary report to the Budget Manager Detail report.

Don't wait until it's too late. Contact us as soon as you identify an issue.

Sharon Cowan
Manager, HR Accounting & Reporting
scowan@twu.edu
940-898-3594

Nature Miller
Sr. Human Resources Generalist
nmiller11@twu.edu
940-898- 3586

Payroll

Welcome to the new fiscal year!
The first payroll of the new fiscal year will be payable on Friday, October 1, 2021. The payslips will be available for viewing by Wednesday, September 29th. You may view your payslip on or off campus by accessing your Pioneer Portal, My Info, and Payslip information. To print your payslip, choose the printer friendly link.
As this is the first payroll for new TWU employees and will reflect the new assignments and benefit changes for returning employees, we encourage you to review your payslip.

Adjunct Faculty Pay Schedule:
Adjunct Faculty pay is spread over 4.5 months for the fall and spring semesters. Below is an example of an adjunct faculty fall semester payment schedule.
(Example Only)

Total Semester Salary	Earnings Month	Pay Date	Gross Pay Amount
1836.00	September	10/1/2021	408.00
	October	11/1/2021	408.00
	November	12/1/2021	408.00
	December	1/3/2022	408.00
	January	2/1/2022	204.00
			1836.00

W-2 Distribution Method:

Did you know you can receive your W-2 electronically and not have to wait for a paper copy to be mailed to you? Sign up is easy! Simply log-in to Oracle from a campus computer or through VPN, go to TWU Employee Self-Service, and W-2 Distribution Method. Click Add – document type: W-2 and choose online = Yes. Receiving your W-2 electronically allows you to access and print your official W-2 quicker than waiting for a printed copy!

Timecard Reminders:

- Timely submission and approval of your monthly timecard is important for accurate PTO balances.
- Non-exempt employees should enter lunch hours taken.
- Non-exempt employees working overtime, please record total hours worked as "Regular Hours Worked" and your overtime hours will be calculated accordingly.
- Exempt employees submitting a blank time-card: If you do not have any time off to report, please select "Vacation Leave" and en-ter a 0 in the first day.
- Please check your TWU Employee Self-Service for outstanding timecards not sub-mitted, rejected or not yet approved and sub-mit as soon as possible.

Sign up for Direct Deposit!
The TWU Payroll Department encourages you to sign up for direct deposit. This is an easy and convenient way to receive your payments. Sign up is easy! Just log-in to Oracle through inter-net explorer from any on campus computer, and choose

Amanda Noday
Payroll Manager
(940) 898-3562
anoday@twu.edu

Jane Sewald
Sr. HR Generalist
(940) 898-3561
jsewald@twu.edu

Amber Geldersma
Sr. HR Generalist
(940) 898-3551
ageldersma@twu.edu

Payroll

TWU Employee Self-Service and Direct Deposit Information. Your submission is completed electronically with no printed forms required.

Direct Deposit Benefits:

Peace of Mind: No worries about mail delays and lost or stolen checks.

Prompt Payment: Deposits are credited on payday.

Convenience: No special trips to pick up and deposit checks.

Advantage: Ability to deposit pay to multiple accounts.

Freedom: Payments are automatically deposited to your account, even if you are out of town or ill.

Manager Self-Service

Manager Self-Service is an Oracle responsibility utilized when submitting personnel transaction forms (PTFs). If you require training assistance on submitting PTFs, please contact Amber Geldersma, ageldersma@twu.edu or (940) 898-3551 or Jane Sewald, jsewald@twu.edu or (940) 898-3561.

Did you know?

If you are an approver of PTF forms, you can set up a back-up approver when you are on vacation or grant someone worklist access in your absence? We highly encourage you to set up a back-up approver in case you are out of the office and unable to approve.

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

To grant worklist access:

click on the worklist access link, choose the "Grant Worklist Access" button, choose the employee to approve in your absence in the "Name" field, add a start date, leave the end date open and click apply.

To grant vacation access:

click on the worklist access link, choose the "Create Rule" button, choose the employee to approve in your absence in the "Name" field, add a start date, add an end date, type a message that will display on PTFs while you are out (i.e. I am currently out of the office) and click apply.

Amanda Noday
Payroll Manager
(940) 898-3562
anoday@twu.edu

Jane Sewald
Sr. HR Generalist
(940) 898-3561
jsewald@twu.edu

Amber Geldersma
Sr. HR Generalist
(940) 898-3551
ageldersma@twu.edu