



# TEXAS WOMAN'S UNIVERSITY™

## Office of Human Resources Newsletter

December, 2022-February, 2023



*The Office of Human Resources would like to wish you the Happiest of Holidays and a Prosperous New Year*

### **3 Ways Professional Development Can Improve Your Team**

Event today, there are a few misconceptions about the role and importance of professional development in the workplace. Some believe that it takes valuable time away from the work environment or even encourages employees to leave their current positions. However, the impact of professional development on employees is often quite different. Research has shown that employees who are regularly encouraged and able to participate in learning opportunities tend to be more confident in their abilities to perform their jobs and willing to seek out new skills or projects. Professional development not only benefits the employee, but can also create a more productive and engaged team.



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### **3 Ways Professional Development Can Improve Your Team**

Even today, there are a few misconceptions about the role and importance of professional development in the workplace. Some believe that it takes valuable time away from the work environment or even encourages employees to leave their current positions. However, the impact of professional development on employees is often quite different. Research has shown that employees who are regularly encouraged and able to participate in learning opportunities tend to be more confident in their abilities to perform their jobs and willing to seek out new skills or projects. Professional development not only benefits the employee, but can also create a more productive and engaged team.

#### **Improve efficiency**

Not only does professional development create opportunities for team members to learn new skills, but it can also lead to improvement in current skills. Upskilling inevitably improves efficiency in completing job responsibilities, which often translates to increased productivity and the time to innovate ideas to overcome challenges that the team may be facing.

#### **Build confidence and credibility**

Expanding current skillsets and gaining new skills improve employees' confidence in their current work and willingness to explore new projects. Confident employees are more likely to be empowered employees, who are comfortable managing complex tasks and trying out new things to better serve students and achieve team goals.

#### **Increase retention**

High turnover is an issue that many businesses and organizations have experienced – in even greater numbers over the last couple of years. Employees who are offered, and most importantly encouraged, to participate in professional development opportunities

are more likely to stay engaged in their workplaces than those who are not.

Supervisors often play a significant role in the willingness and ability for employees to participate in professional development. In the long run, it's a great way to improve the efficiency of your department, reduce employee turnover, and help grow a confident and highly-skilled team.

The TWU Office of Human Resources offers workshops and trainings throughout the year. In addition, all TWU employees have access to LinkedIn Learning. For more information on how you or your team can participate, please visit the [HR website](#).

### **Recommended LinkedIn Learning**

[Communicating to Drive People to Take Action](#)  
[Leading and Motivating People with Different Personalities](#)  
[Banish Your Inner Critic to Unleash Creativity](#)

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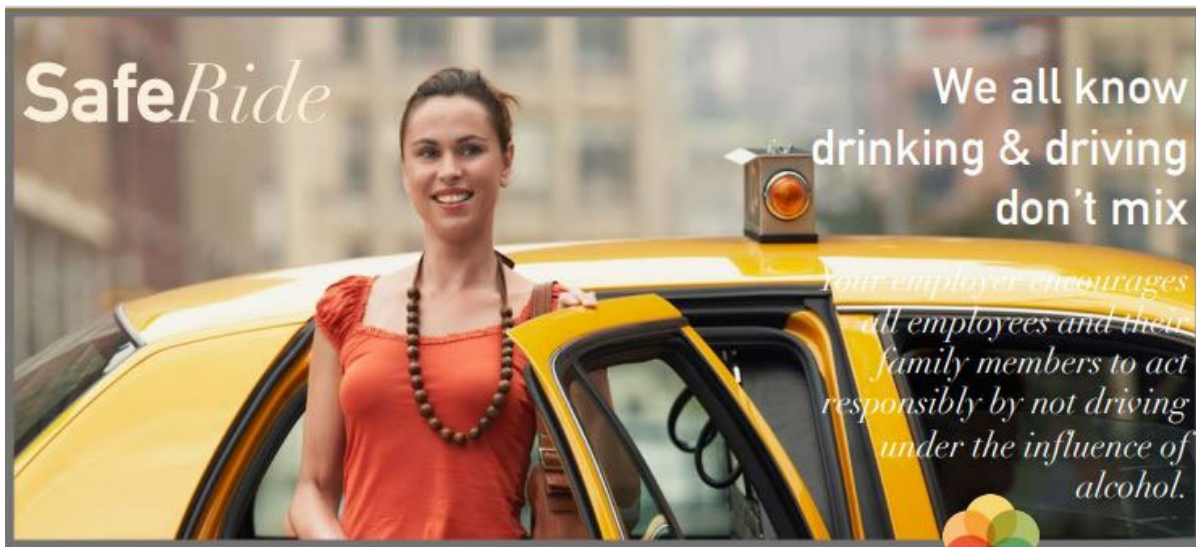
### **New to the Recruitment Team**

Lisa Taylor will be joining the Recruitment Team. Lisa began her career at TWU Human Resources in November 2012 as the Assistant to the Associate VP. Since then, she has had several roles within Human Resources including Sr. HR Generalist in Recruitment, Sr. HR Generalist in Benefits, Title IX Investigator, and most recent role Sr. HR Generalist coordinating the Leave and ADA accommodations for the University.

Lisa is excited to begin her 11<sup>th</sup> year at TWU by returning to the Recruitment team, and being a part of the force that brings the talent to Texas Woman's University!

In her personal time, Lisa enjoys traveling with her husband Robert, quality time with friends and family, and outside fun with her Labrador Retriever "Polly"





### **SafeRide**

Texas Woman's University encourages all employees and their family members to act responsibly by not driving under the influence of alcohol. To ensure your safety, Alliance Work Partners (AWP) offers SafeRide. SafeRide is intended for those occasions when calling a cab is the right thing to do. The program is provided to you at NO COST and is 100% CONFIDENTIAL.

If you find yourself in a situation where you or someone you are riding with is incapacitated, call your local cab company or rideshare service for a safe ride home.

### **Key Points to Remember:**

- Up to 50 miles one way
- AWP reimburses the cab / rideshare fare (no tips, fees or surcharges), up to \$50.00
- Up to 3 times in a 3 year period
- Second claim within a 12 month period requires telephonic assessment
- Third claim within a 36 month period requires face to face assessment

### **When to take a Safe Ride:**

- Drunk / "one too many" alcoholic beverages
- Drowsiness due to medication
- Emotional distress (i.e., receives bad news on the job, learns of a death in the family, finalizing a divorce, etc.)

For more information, contact us at 800-343-3822 or [AM@alliancewp.com](mailto:AM@alliancewp.com).

[English](#) | [Spanish](#)

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# The coverage updates for the HealthSelect<sup>SM</sup> Prescription Drug Program (PDP) took effect Sept. 1

- The PDP now covers the following diabetic strips and supplies:
  - Contour<sup>®</sup> and OneTouch<sup>®</sup> glucometers are available under the Free Glucose Meter Program. These items must be ordered [by presenting a voucher](#) at the in-network pharmacy. Call OptumRx customer service toll-free at (855) 828-9834; TTY: 711 for more information about ordering the glucometers.
  - Contour and OneTouch test strips, lancets and lancing devices have a \$0 copay at in-network pharmacies for HealthSelect of Texas<sup>®</sup> participants. Consumer Directed HealthSelect<sup>SM</sup> participants must meet their deductible before the \$0 copay takes effect.
- Other diabetic supplies covered under the HealthSelect PDP preferred drug list are included in the tier 2 or tier 3 copays.
  - Consumer Directed HealthSelect now covers insulin before the participant meets the annual deductible. To get coverage before meeting the deductible, the participant must fill the prescription at an in-network pharmacy. The participant will be responsible for the copay/coinsurance.

## Questions?

Want more information or have questions about the coverage updates? Call OptumRx customer service toll-free at (855) 828-9834 (TTY: 711).

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**Upcoming Pay Dates:**

January 3, 2023  
February 1, 2023

**Reminder:** The December payroll pay date will be **Tuesday, January 3, 2023.**

**Distribution of 2022 W-2s** The Payroll Department is currently preparing for the 2022 W-2 Wage and Tax Statements. The Form W-2 is an annual form that reports your Federal and State wages and other tax information required by Federal and State agencies. It is also used by the Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare benefits.

**Sign up to receive your W-2 electronically!** Have you signed up to receive your W-2 electronically? If you have already consented to receive your W-2 electronically, no action is required. To sign up for electronic W-2 for 2022, log-in to

After you have received a new social security card, please notify the Human Resources Department. Using a new name without updating the Social Security Administration's records may prevent the posting of your Social Security and Medicare earnings. Instructions for obtaining a replacement Social Security card or changing information on your Social Security number record are located on [Form SS-5 Application for a Social Security Card](#).

**Address Changes** Please verify that your address as listed on your payslip is accurate. If you have recently moved or need to make a change, update your address via TWU Employee Self-Service through Oracle. TWU Employee Self-Service may be accessed at any TWU on-campus computer or through VPN by logging into Oracle. Choose Personal Information and update your address accordingly. If you will not be on campus, you may download the [Address Change Form](#), located under the Payroll heading.

**Form W-4, Employee's Withholding Certificate** Now is the time to check your Federal tax withholding. Did you marry or divorce, gain or lose a dependent, or had major changes in your family income? If you answered "yes", you may need to file a new Form W-4. You may update