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# Office of Human Resources



**TEXAS WOMAN'S**  
UNIVERSITY

## 2021 Service Awards & Retirement Recognition

Congratulations to all that have reached an important milestone with Texas Woman's University. TWU celebrates your loyalty, professionalism and commitment to the success of this University. Thank you for your hard work and much dedication.

We wanted to celebrate and honor all service recipients and retirees, but we are still contending with a global pandemic. So, as we continue a commitment to ensuring the safety of the TWU community, Marketing and Communications and HR put together a [virtual celebration](#).

Service pins and retirement bowls were also distributed last week at the Oakland Complex. If you did not get a chance to pick up your service pin or retirement bowl, please contact Melissa Dillon at [mozuna@twu.edu](mailto:mozuna@twu.edu). Pins will be sent via campus mail.





We are pleased to announce the launch of [Bridge](#); TWU's new employee learning system! Bridge was originally developed by the company behind Canvas, TWU's online coursework system, but is specifically designed to meet the needs of employees. Bridge serves as both the repository for online courses, as well as the tracking system for both online and in-person courses.

Bridge allows TWU employees to know exactly what training they are required to complete, and when each training is due. This learning system also allows supervisors to easily see what training their employees need to complete. Both employees and supervisors will receive automatic emails from Bridge about any upcoming or overdue courses. In addition, supervisors will have access to various reporting and analysis tools to help them manage employee learning.

Initially, Risk Management training and the Office of General Counsel Ethics training will be available in Bridge, with required training from Human Resources and other departments to be added in the near future. The goal is for Bridge to house all online employee training currently in Canvas and other systems and to utilize Bridge to record all employee training and professional development courses.

All TWU Employees are encouraged to access Bridge now and review the training courses that have been assigned to them by Risk Management and the Office of General Counsel.

The Office of General Counsel, in collaboration with Human Resources, has migrated the Ethics Training that is required annually for all employees to Bridge. Employees will begin re-

ceiving reminders to complete this training on or around the anniversary of their date of hire. Employees will receive reminders to complete Risk Management training depending on when the training was last completed and the required retraining frequency.

In addition to required compliance training, employees can self-enroll in various training and professional development courses from the Bridge "learning library", including all of the courses available from LinkedIn Learning! Supervisors can easily enroll their employees in additional courses, either from the learning library or by creating their own training material in Bridge. To get started, we recommend completing the brief course "[Learning in Bridge: Overview](#)". Your TWU email address and login password are all you need to access [Bridge](#). If you notice any errors in your training records, or for additional information on how to easily create a course in Bridge, contact [Matt Moustakas in Risk Management](#).

We hope this new system will make compliance with training requirements easier, but we also hope that it will help employees and supervisors work toward professional development goals.

Thank you,  
**Jason Tomlinson**  
Vice President for Finance and Administration



## [Recognition and Prevention of Sexual Harassment with Equal Employment Opportunity \(EEO\) Overview training](#)

Required for all new TWU employees within 30 days of employment and supplemental training for all TWU Employees. (**Every 2 years**). This training will eventually be located in Bridge but for now we will continue to use the TWC training.

- You will have to sign in with our acronym, state number, First name and last name with spaces in between:  
Example: TWU 756002618 Melissa Dillon
- The training takes 30-40 minutes. There are 15 questions at the end and you have to answer 11 of the 15 correctly to get your certificate.

After the training is complete, please send a copy of your certificate to [mozuna@twu.edu](mailto:mozuna@twu.edu)  
You can log into the training by going to the following website: <https://www.softchalkcloud.com/lesson/serve/VWYNFTIShH8dgj/html>

**Melissa Ozuna Dillon,**  
**Manager of Employee Development & Communications**  
[mozuna@twu.edu](mailto:mozuna@twu.edu)  
940-898-3558



# Recruitment

## FIVE TIPS FOR CONDUCTING VIDEO INTERVIEWS



1. Test Your Tech- Practice with a friend prior to meetings. Contact IT Solutions if you are having technical difficulties. If home, stay close to your hotspot or router.
2. Set The Scene – Quiet place and neutral background. Refrain from digital backgrounds. Frame yourself appropriately- show head, shoulders and upper torso. Do not be too far or too close to the screen.
3. Have An Agenda – It is the employer's responsibility to make sure interviews are structured and engaging. Keep in mind compassion goes a long way to relax people.
4. Be Mindful - Be sure to verbally acknowledge prior to start of interviews if notes will be taken or all interviews are being recorded to avoid any misreading of your actions. Try to avoid distractions – instant messaging, side conversations, checking emails and looking at your other technology devices.
5. Highlight the University – Use TWU YouTube video links of the University to email prospective employees to give them a feel for the department and University prior to conducting interviews.  
Link: <https://www.youtube.com/user/TexasWomansUniv/featured> or department videos approved by Marketing and Communication.

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Our Recruitment team supports the University's recruiting efforts with processes, tools and policies designed to effectively promote career opportunities and ensure an efficient application process for each person who responds. For addition information on hiring tips and TWU hiring procedures, please contact the Recruitment Team.

<p><a href="#">Myrna Flores</a>, Manager of Recruitment 940-898-3557</p>	<p><a href="#">Rhonda Redfearn</a>, Sr. HR Generalist 940-898-3554</p>
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# Benefits

## 2021 Benefits Annual Enrollment

All University employees will have the opportunity to enroll in new benefit programs or change current coverage for themselves and their eligible dependents during open enrollment from June 21, 2021 to July 23, 2021. Any changes made will go into effect September 1, 2021. ERS (Employees Retirement System) will communicate any plan or rate changes to each employee by mail and email in early June. Stay tuned for new voluntary benefits providers and programs. These announcements will begin June 2021 with new programs made available throughout Summer 2021.

## Sick Leave Pool Donation Update

The sick pool donation policy was recently approved. This policy allows employees to voluntarily donate sick leave to another employee who has exhausted all available paid leave, including any time the employee may be eligible to withdraw from the sick pool. The recipient is required to provide an application and appropriate medical documentation. Donated sick time will be used in accordance with state sick leave regulations. With appropriate medical documentation donated sick time can be used to cover leave time for new parents. To review the full policy go to: <https://servicecenter.twu.edu/TDClient/1956/Portal/KB/ArticleDet?ID=132608>

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## Where's My ID Card?

Delta Dental is the administrator for the State of Texas Dental Choice<sup>SM</sup> plan, a preferred provider organization (PPO). DeltaCare<sup>®</sup> USA is the dental health maintenance organization (DHMO) carrier. Delta Dental dentists should not require an ID card. You and your enrolled dependents will not receive an ID card in the mail, however, you should have received a welcome letter with information on what to provide to your dentist office for verification of coverage and claims.

Simply tell your dental office that you receive benefits through **Delta Dental Insurance Company** from **Employees Retirement System of Texas (ERS)** and provide your **name** and **birthdate** or **Delta Dental member ID number**. Be sure to keep this number for reference.

Got dependents on your plan? Tell them to provide your personal information or your Delta Dental member ID number, or their name and birthdate or their member ID number.

Want an ID card anyway?

Print one from your computer:

- Go to [www.ERSdentalplans.com](http://www.ERSdentalplans.com)
- Create a Delta Dental online account.
- Log in and click on **Print ID Card**.

Use the app:

- Download the **Delta Dental Mobile** app (by the Delta Dental Plans Association) from the App Store or Google Play.
- Create a Delta Dental account.

## Questions?

Visit [www.ERSdentalplans.com](http://www.ERSdentalplans.com) or call us toll-free at (888) 818-7925 (TTY: 711) Monday through Friday, 8 am – 7 pm CT.

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## **Employee Relations, HR Compliance & Equity**

### **AFFINITY GROUPS**

Texas Woman's University recognizes that Affinity Groups have the potential to connect faculty and staff with each other and the university. For this reason, TWU allows for the formation of Affinity Groups, designed to provide an opportunity for faculty and staff to actively engage in communication and/or gather around a central unifying purpose, mission background, or activity.

The university will remain neutral on the mission and purpose of all approved Affinity Groups, however for the Affinity Group to be recognized by the university it must request and gain approval. Recognition by the university will allow official name recognition, fundraising and official usage of facilities. Affinity Group approval will require the formation of bylaws that includes language stating the group does not represent the university.

Groups must refrain from discrimination and be open to all persons who support the Affinity Group's mission. Faculty and staff members may participate in Affinity groups during non-scheduled work hours. Fundraising must be related to the core mission of the group and not conflict with the University's fundraising policies, procedures and goals. If you are interested in forming an Affinity Group please review the steps below.

#### **Establishing and Chartering an Affinity Group**

- ◆ Compose a list of names and addresses of at least ten members of the TWU community who have an interest in joining the Affinity Group.
- ◆ Provide information for a lead or contact person for the affinity group that includes the name, address, phone number and email address.
- ◆ Establish and document a general purpose and mission for the Affinity Group.
- ◆ Establish and document goals, objectives and targeted activities.
- ◆ Appoint and document the selection of officers and the adoption of bylaws.
- ◆ Submit all the above to the University's Affinity Group Liaison, Tony Yardley in the Office of Human Resources for approval.

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## HR Accounting & Reporting



With summer fast approaching, many department heads and administrators are just now beginning to look closely at their current year budget balances. If you haven't begun that process, you may be surprised to see large budget reductions in all categories, not just M&O. Please closely monitor your current year Payroll and Fringe Benefit accounts.

Overruns occur for a number of reasons:

- Since earned or un-earned leave time is reported after monthly paychecks have been issued, it is common to overpay employees that have exhausted their accrued paid sick or vacation time. Docking of a subsequent check for "Leave With-Out Pay" can only happen if the employee is still working. If termination occurs before the LWOP overpayment is recovered, it is very difficult to collect after the fact, and the department forfeits those pay and fringes benefit funds.
- Overpayments caused by delayed termination PTFs can also take a bite out of your budget. Until the PTF is processed and paychecks cease, your department will continue to absorb tax, retirement and insurance costs for the ex-employee. Your budget will not receive reimbursement for these charges until the university has been repaid.
- The ERS grace period for processing terminations is 30 days. If you process a termination after that time, TWU cannot recover these costs. Depending on the type of insurance coverage, this can run as much as \$1800 per month per employee.
- Many hourly paid employees get into the habit of recording their time prior to actually working the hours, or reporting their time on an incorrect assignment. Please discourage this practice at all times. It is also important for time card approvers to pay close attention to the hours they're approving. Be sure you're looking at the correct assignment before entering your approval.
- Run your Payroll Summary and Budget Manager Detail reports monthly, to track your balances, detect charges that do not belong to your department, and project your year end balances. Remember, if you wait until July to look for issues, it will probably be too late to make corrections prior to year-end.

If anything looks unusual please contact us as soon as possible, preferably by email. And include the department costing string in the subject line of your email.

**Sharon Cowan, FPC.**  
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**940-898-3594**

**Nature Miller**  
**Sr. HR Generalist**  
[nmiller11@twu.edu](mailto:nmiller11@twu.edu)  
**940-898-3586**

## VACATION CARRYOVER REMINDER:

The amount of earned vacation hours which can be carried forward to the next fiscal year is subject to certain maximums. At the end of the fiscal year, unused accumulated vacation leave in excess of the maximum will be converted to sick leave. Employees' vacation balances are located in TWU Employee Self-Service Timecard Update area and "show accrual balances" link.

Total State Employment Including Prior Service	Hours Accrued per Month	Days Accrued per Year	Maximum Hours to Carry Forward to Next Fiscal Year
Less than 2 years	8	12	180
2 but less than 5 years	9	13.5	244
5 but less than 10 years	10	15	268
10 but less than 15 years	11	16.5	292
15 but less than 20 years	13	19.5	340
20 but less than 25 years	15	22.5	388
25 but less than 30 years	17	25.5	436
30 but less than 35 years	19	28.5	484
35 or more years	21	31.5	532

## TWU MANAGER SELF-SERVICE:

### Helpful Hints:

Submit your PTF early to ensure it meets the monthly [Payroll Deadlines](#).

- Clear out old notifications in your Oracle worklist to ensure you are only viewing action items.
- To change a supervisor for an employee, a PTF is **NOT** required. You may change supervisors through TWU Manager Self-Service, Change Manager link. No approvals are required.

**Quick Select:** When choosing an item from a list within Manager Self-Service, you may choose the quick select icon to immediately choose your options.

### Personnel Transaction Form (PTF) Entry:

Need help learning how to enter PTFs? Visit our [Manager Self-Service PTF Guide](#) or contact:

Amber Geldersma: [ageldersma@twu.edu](mailto:ageldersma@twu.edu) (940) 898-3551

Jane Sewald: [jsewald@twu.edu](mailto:jsewald@twu.edu) (940) 898-3561

### PTF Approvers:

**Worklist Access:** Be sure to grant worklist access to a backup approver in the event you are unable to approve a PTF(s):

Log-in to Oracle

Choose worklist access within the worklist area (bottom left)

Click Grant Worklist Access button and choose a person to apply your update

**Vacation Rules:** Taking a vacation and need someone to approve in your absence? Set up vacation rules as follows:

Log-in to Oracle

Choose Vacation Rules within the worklist area (bottom left)

Click Create Rule button and choose start and end date of vacation and an approver, Choose apply

## TWU EMPLOYEE SELF-SERVICE

Did you know you can update your information directly through TWU Employee Self-Service/TWU Student Self-Service? The information listed below can be updated by the employee without contacting the Office of Human Resources:

Employees will also use these responsibilities to enter timecards (for staff employees only) and view W-2 information.

Personal Information

W-2 Distribution Method

Form W-4 Updates

Privacy Settings

Direct Deposit Information

## PERSONAL INFORMATION:

From Personal Information, you can add or update your address, marital status, email address, contact numbers and emergency contact(s).

## W-4 INFORMATION:

W-4 Information allows you to update your filing status, allowances, additional amount to withhold and FIT (Federal Income Tax) exemption. A W-4 PDF will appear for your records after you complete your update. You do not need to forward this to the Payroll Office. **NOTE: Updates should be completed by the 10<sup>th</sup> of each month.**

## PAYROLL DIRECT DEPOSITS:

Using Payroll Direct Deposits, you can add/update your current direct deposit information. You can choose to split your direct deposit by percentage or dollar amount. If dollar amount is chosen, please be sure "Priority 1" is a set dollar amount and your final priority is the "remainder". Once you have completed your update, be sure to click on the "APPLY" button to review your entry. Click continue and "SUBMIT" to apply your changes. **NOTE: Updates should be completed by the 10<sup>th</sup> of each month.**

## TIMECARD ENTRY/TIMECARD SEARCH: (For staff employees)

Using Timecard entry and search, you can enter your timecard or search for a timecard.

For questions on timecard entry, please contact the Payroll Office at (940) 898-3561.

## W-2 INFORMATION:

W-2 information allows you to view and print your W-2 form for prior years from on campus computers only.

## W-2 DISTRIBUTION METHOD:

If you have already consented to receive your W-2 electronically, no action is needed. You may update your W-2 distribution preference at any time by logging in to Oracle from a campus computer or VPN. Choose TWU Employee Self Service, and W-2 Distribution Method. If you elect to receive your W-2 electronically,

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