

TEXAS  STATE
HUMAN RESOURCES

 **HR**
CONNECTIONS

February 21, 2023

AGENDA

Topic:

Presenter(s):

Welcome

Dani Dalrymple

Meet New HR Staff Members!

Caleb Martin

Spring 2023 Employee Events

Samantha Williams

Training Needs Assessment

Tami Johnson

Get Fit Texas! Challenge & BCBS Well OnTarget

Jess Youngs & Valerie Johnson

Organizational Changes Process Overview

Carole Clerie

Staff Ombuds Services

Dr. Stella Silva

Happy Tax Season!

Madeline Davila Adams

Talent Acquisition & Faculty Academic Resources
Updates

Alicia Barthel & Eric Ketteyman

Q&A

Dani Dalrymple



HOUSEKEEPING RULES:



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:



“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>





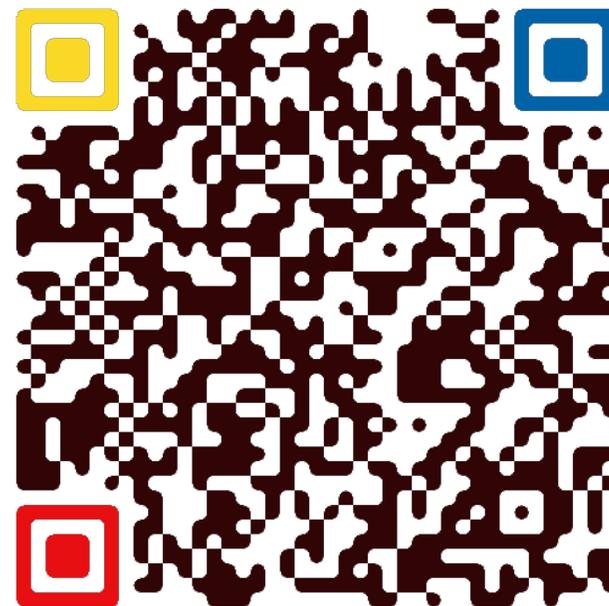
Training Needs Assessment

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



5.5287

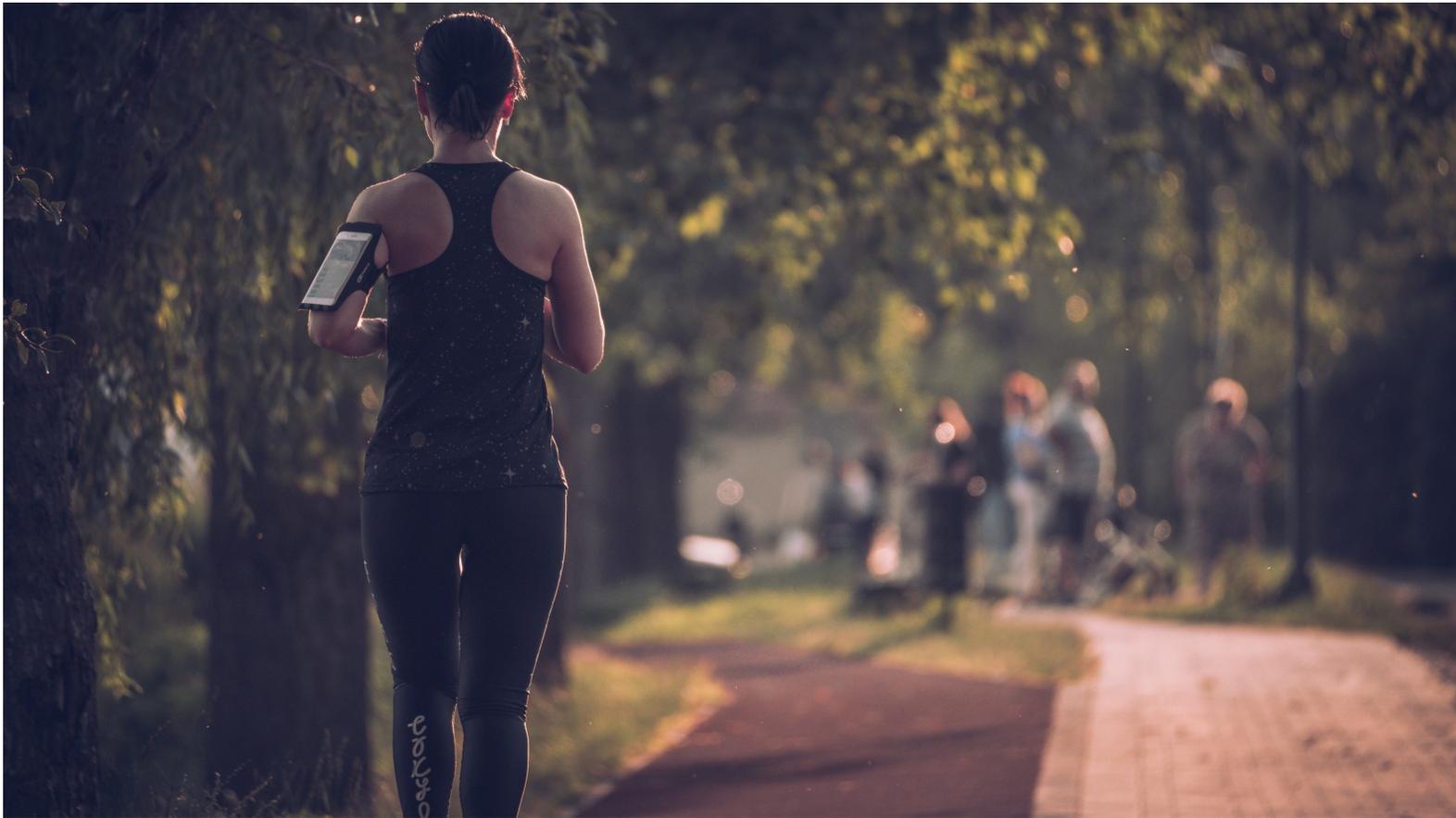


Tami.J@txstate.edu



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



HealthSelect[®]
of Texas

CONSUMER DIRECTED
HealthSelect[™]



BlueCross BlueShield
of Texas

Presentation Overview

- Well OnTarget® participant portal:
 - Health Assessment
 - Self-management programs
 - Personalized coaching
 - Trackers and apps
 - Blue PointsSM
- 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 MembersSM

The image shows a two-step process for accessing the Blue Access for Members portal. Step 1 is the main website, and Step 2 is the login page.

Step 1: www.healthselectoftexas.com

The screenshot shows the HealthSelect website with the following elements:

- BlueCross BlueShield of Texas logo and navigation links: Feedback, Language Assistance, En español, Search.
- Virtual assistant: Ask IvySM our virtual assistant.
- Navigation: ERS Website, Contact Us, Log In.
- Left sidebar menu:
 - COVID-19 AND YOUR HEALTH PLAN
 - Find a Doctor/Hospital
 - Medical Plans and Benefits
 - Prescription Drug Benefits
 - Wellness Resources
 - Publications, Forms and Presentations
- Main content area:
 - HealthSelect logo and CONSUMER DIRECTED HealthSelect.
 - Image of a woman at a computer with a doctor on the screen.
 - Section: **Don't Skip Preventive Care**
 - Text: "Just because care is not urgent doesn't mean it's not necessary. Don't skip your annual check-up this year. Preventive check-ups and screenings are important for maintaining wellness and long-term health, especially now."
 - Link: [Learn about the importance of preventive care.](#)
 - Form: Tell us what you'd like to do

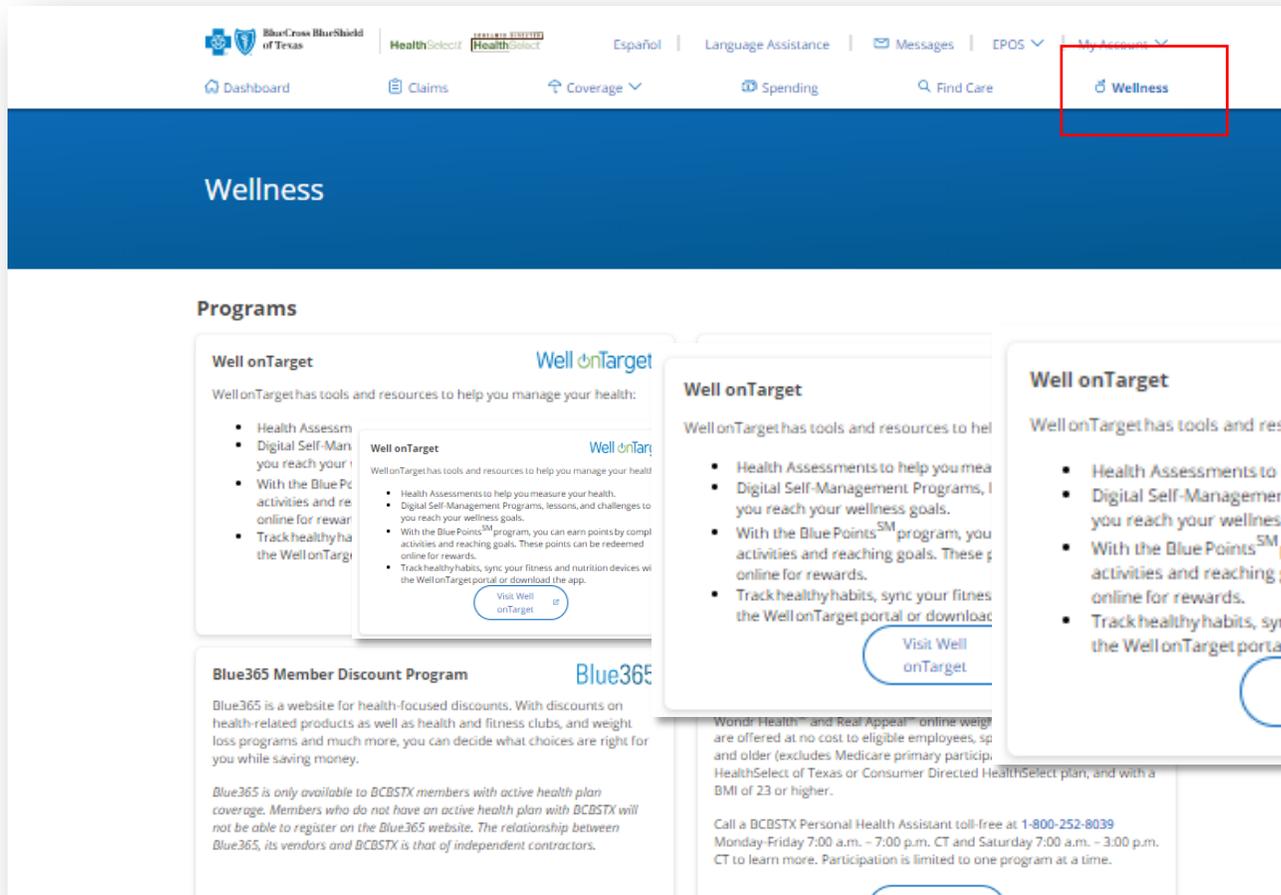
Step 2: Log in to Blue Access for Members

The screenshot shows the Blue Access for Members login page with the following elements:

- Navigation: Contact Us, Log In.
- Logo: blueaccess for MembersSM
- Text: "Blue Access for MembersSM is a secure portal. You can find out about your health plan benefits, review your claims, and much more. You will need your ID card to sign up."
- Form fields:
 - User Name:
 - Password:
- Buttons: Log In, New user? Register now., Forgot user name or password?, Take a tour.

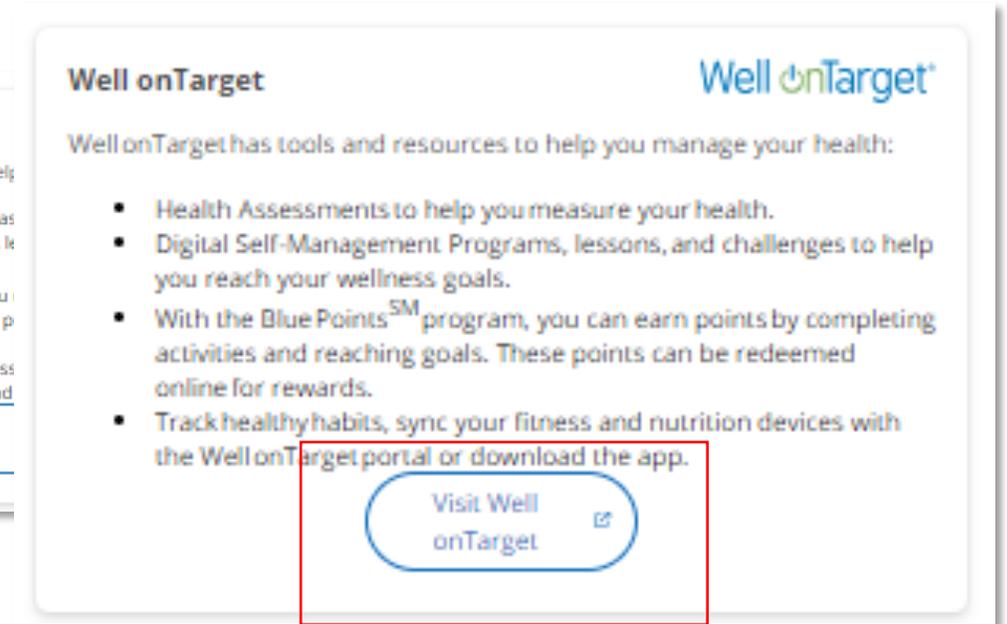
Call a Blue Cross and Blue Shield of Texas (BCBSTX) Personal Health Assistant toll-free at (800) 252-8039 (TTY:711)

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

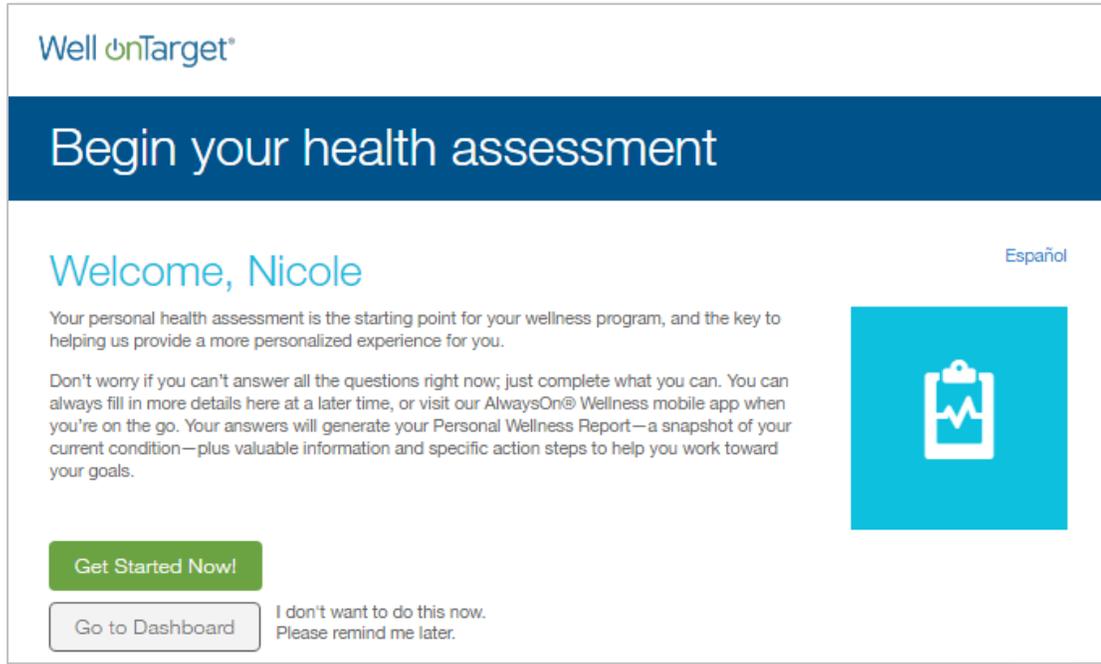
Have you taken your Health Assessment?

- Yes
- No



Health Assessment

15-minute lifestyle-habits questionnaire

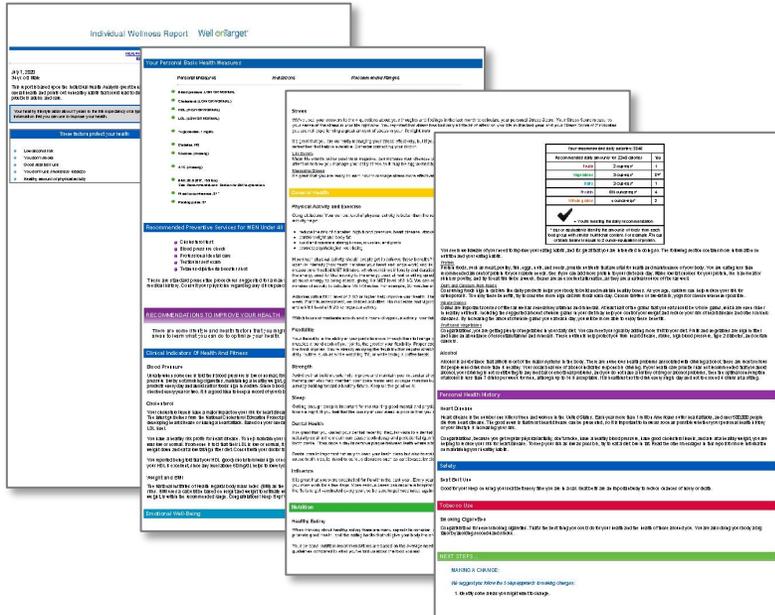


The screenshot shows the 'Well onTarget' health assessment landing page. At the top left is the 'Well onTarget' logo. Below it is a dark blue banner with the text 'Begin your health assessment'. The main content area features a personalized greeting 'Welcome, Nicole' and a language selector for 'Español'. A paragraph explains that the assessment is the starting point for a wellness program. A second paragraph encourages users to complete what they can now and return later. A blue icon of a clipboard with a heart rate line is positioned to the right of the text. At the bottom, there are two buttons: a green 'Get Started Now!' button and a white 'Go to Dashboard' button with a link to '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



Rewards

Blue Points
Incentives

Program Completion

1000 PTS
1 PER QTR

Learn at your own pace. Complete all of the lessons in any one of the self-management programs and you will receive points quarterly up to your maximum limit.

Go To Program

Fitness Program Enrollment

2500 PTS
1 PER YEAR

When you enroll into the Fitness Program, you'll earn points! For more information about program cost, fitness centers in your area and a list of frequently asked questions click on the Fitness Program link.

Special Notice: Fitness Program enrollment points are awarded 2-3 days after enrollment.

Health Assessment

2500 PTS
1 PER SEMI-ANNUALLY

How to Earn Blue Points SM

Earn points for doing the right things! When you take actions that have been proven to have a positive impact on health, you'll earn points. You can use your points to redeem through the shopping mall.

All Activities

Tools & Trackers

<p style="font-weight: bold; font-size: 14px;">Fitness Center Use - Visit 1</p>	<div style="text-align: center; font-weight: bold; font-size: 24px;">100</div> <div style="text-align: center; font-weight: bold; font-size: 14px;">POINTS</div> <hr style="width: 20%; margin: 5px auto;"/> <div style="text-align: center; font-weight: bold; font-size: 12px;">1 PER WEEK</div> <p style="font-size: x-small;">You will earn points for your first visit each week at a Fitness Program network fitness center.</p> <p style="font-size: x-small;">Special Notice: Fitness Program points are awarded an average of 60 days after a qualifying visit.</p>
<p style="font-weight: bold; font-size: 14px;">Fitness Center Use - Visit 3</p>	<div style="text-align: center; font-weight: bold; font-size: 24px;">200</div> <div style="text-align: center; font-weight: bold; font-size: 14px;">POINTS</div> <hr style="width: 20%; margin: 5px auto;"/> <div style="text-align: center; font-weight: bold; font-size: 12px;">1 PER WEEK</div> <p style="font-size: x-small;">You will earn points for your third visit each week at a Fitness Program network fitness center.</p> <p style="font-size: x-small;">Special Notice: Fitness Program points are awarded an average of 60 days after a qualifying visit.</p>
	<div style="text-align: center; font-weight: bold; font-size: 24px;">2500</div> <div style="text-align: center; font-weight: bold; font-size: 14px;">POINTS</div> <hr style="width: 20%; margin: 5px auto;"/> <div style="text-align: center; font-weight: bold; font-size: 12px;">1 PER YEAR</div> <p style="font-size: x-small;">When you enroll into the Fitness Program, you'll earn points! For more information about program cost, fitness centers in your area and a list of frequently asked questions click on the Fitness Program link.</p>

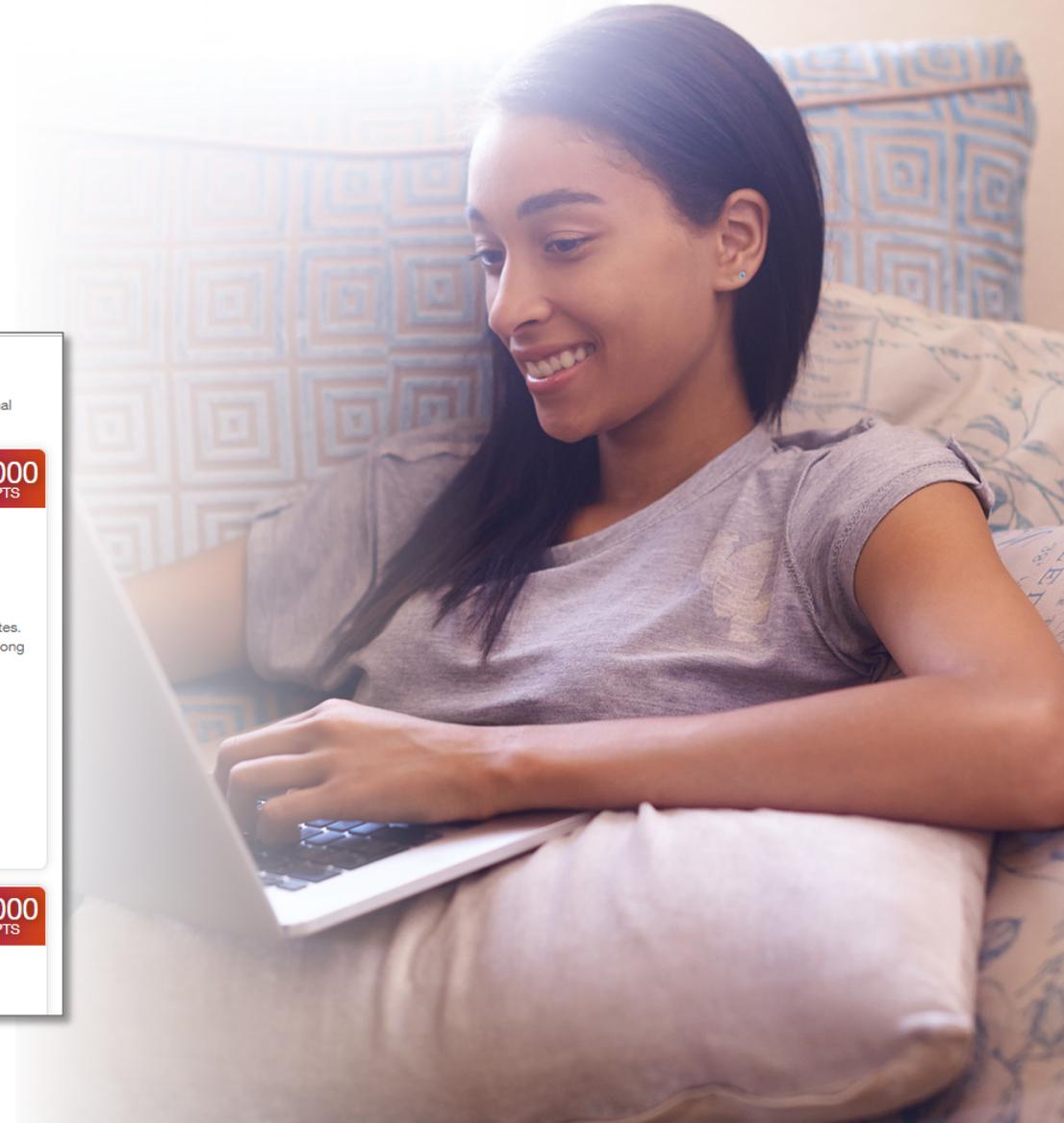
Self-Management Programs

- Structured
- Interactive
- Active
- Educational

Interactive Programs

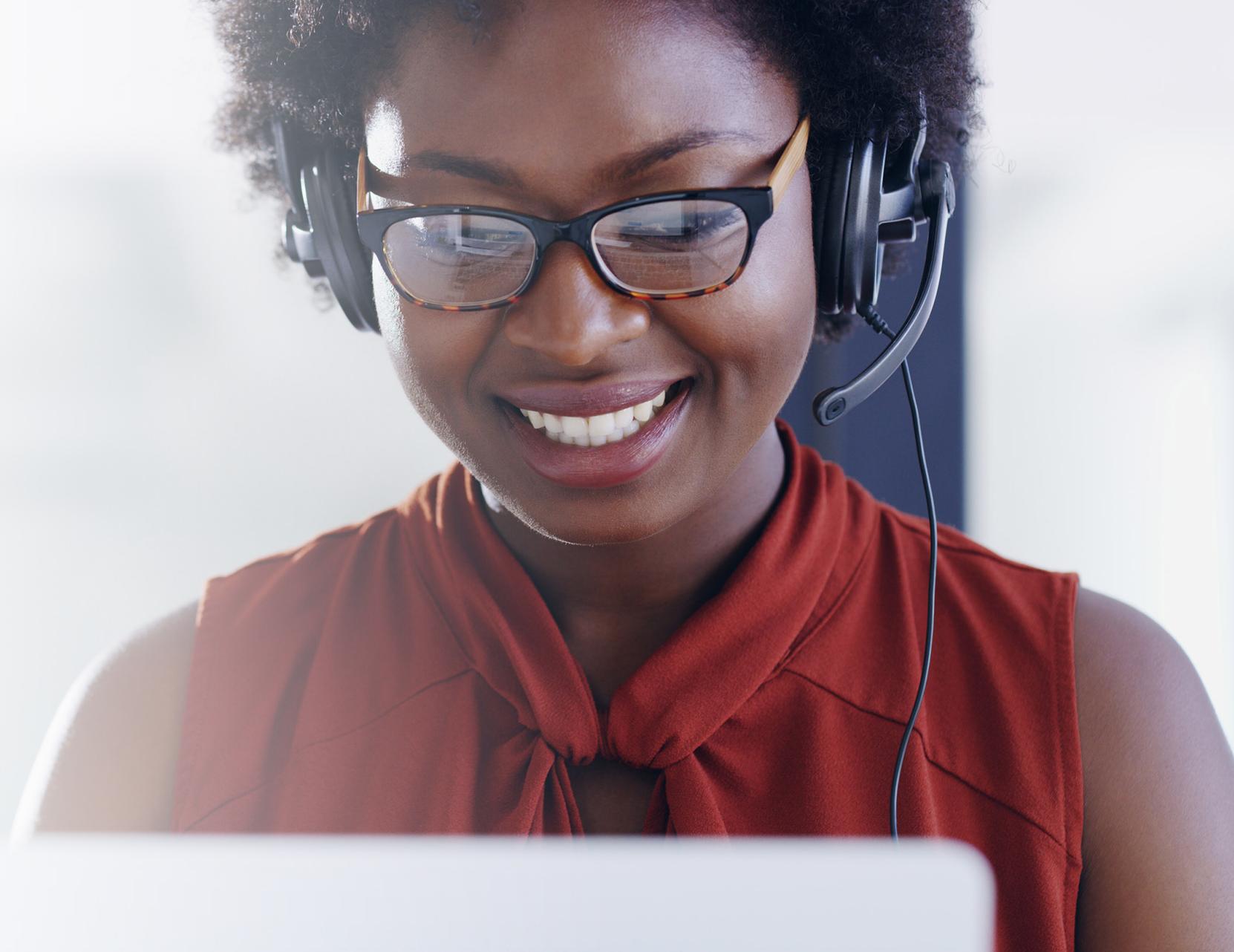
Interactive programs take six weeks to complete. You will set a goal and create “healthy habits” that will help you establish behaviors to achieve your goal. Progress will be measured with an optional assessment halfway through the program, as well as a required final assessment to complete the program.

 1000 PTS Maintaining Your Healthy Weight <p>Maintaining a healthy weight is important for your overall health. This program provides helpful information to keep you and your weight on track.</p> <p>Get Started!</p> <p>See Detailed Overview</p> <p>★ Recommended</p>	 1000 PTS Improving Your Blood Pressure <p>In this program, you'll learn ways to lower and manage your blood pressure. It starts with exercising more, eating healthier, and self-monitoring.</p> <p>Get Started!</p> <p>See Detailed Overview</p>	 1000 PTS Living With Diabetes <p>In this program, you'll learn about the basics of diabetes. You'll also learn ways to control your diabetes for the long term.</p> <p>Get Started!</p> <p>See Detailed Overview</p>
 1000 PTS Managing Your Stress	 1000 PTS Improving Your Sleep	 1000 PTS Achieving Your Healthy Weight



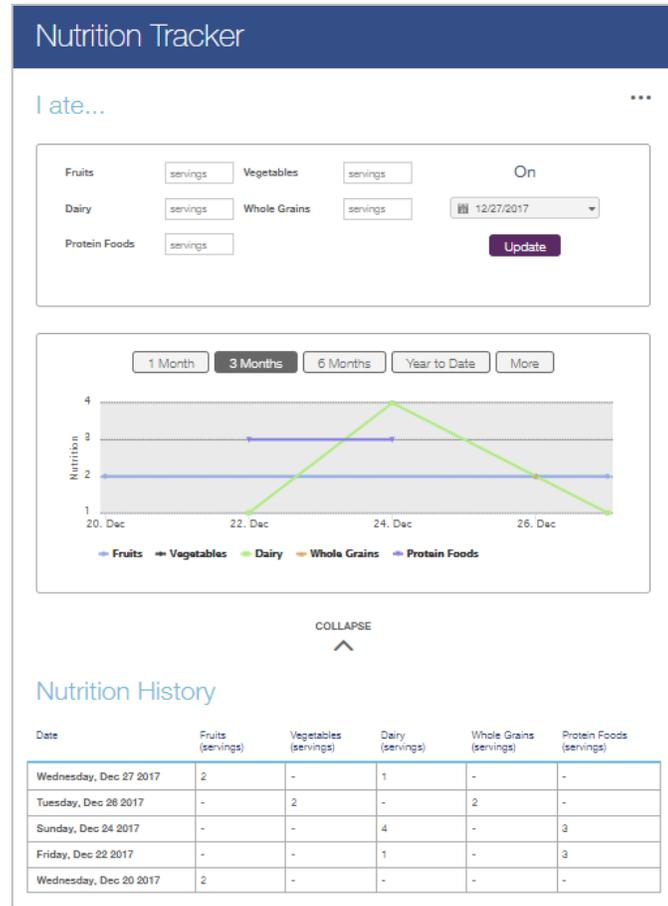
Personalized Coaching

- 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:

1. Log into Blue Access for Members on www.healthselectoftexas.com.
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.

The screenshot displays the Well onTarget website interface. At the top, there are navigation links: "My Account", "Learn More", "Locations", "FAQs", and "Enroll Now". A search bar is present with the placeholder text "Search by address, city, or zip code". Below the search bar, there are filter options: "Filter by", "Within 20 Miles", "Amenities", "Gender Specific", and "Clear Filter". The main content area shows "25 Gym Locations Nearby" for the zip code 12371. The results are categorized into "GYMS" and "STUDIOS". Under "GYMS", there are four listings:

Gym Name	Address	Distance
Life Time - Austin Downtown	907 W 5th St 201 Austin, TX 78703	3.43 Miles
Life Time - Austin - North	13725 Ranch Road 620 N Austin, TX 78717	10.43 Miles
Anytime Fitness - Austin, TX 111	2525 W. Anderson Lane Austin, TX 78757	1.47 Miles
Planet Fitness - Austin (W. Anderson Ln.)	1100 W. Anderson Ln. Austin, TX 78757	1.48 Miles

A map of Austin, Texas, is shown with several gym locations marked with blue pins. A pop-up window for zip code 12371 is visible, showing "ELITE GYMS NATIONWIDE" and a "Select Package" button.



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

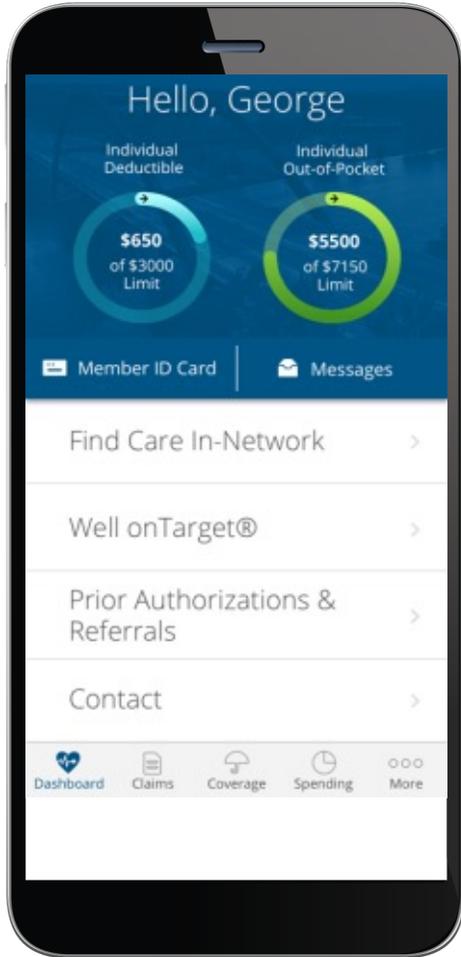
wondrhealth.com/healthselect



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

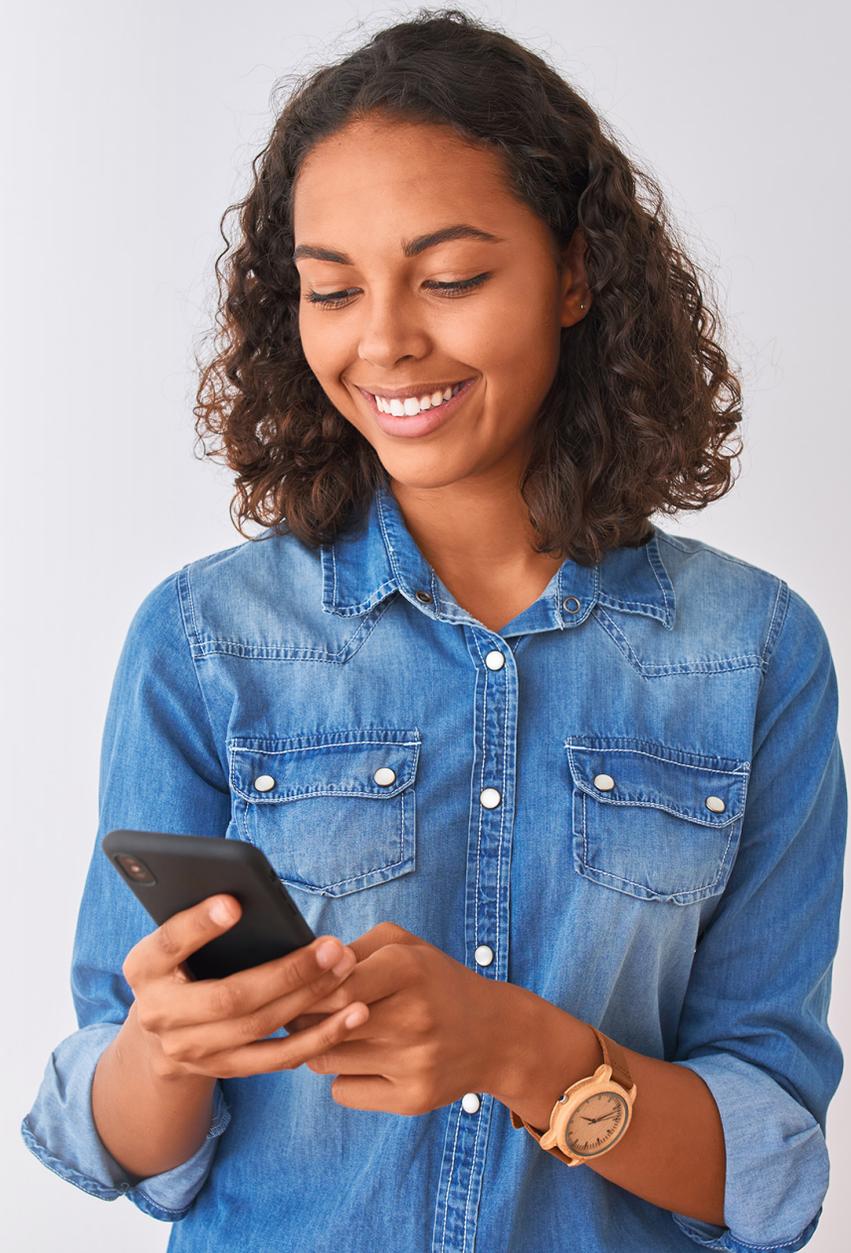
healthselect.realappeal.com

Fitness at your fingertips

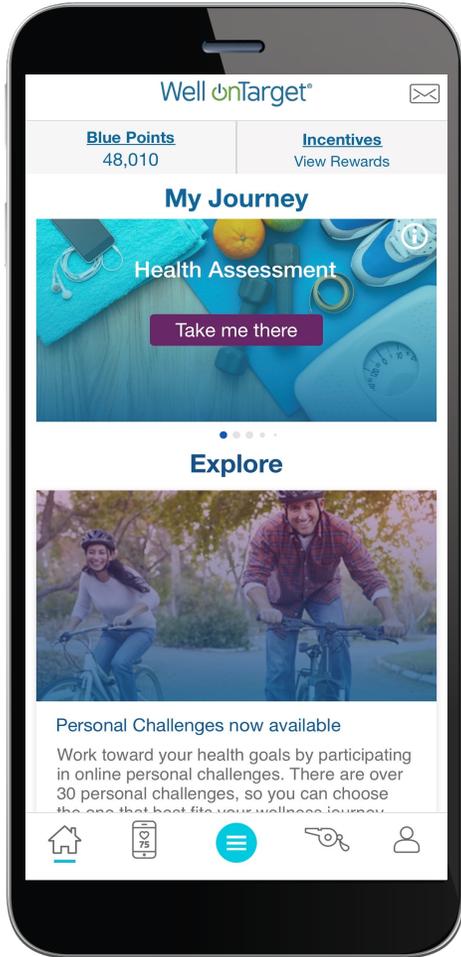


BCBSTX App

- Claims
- Coverage
- Deductible
- Medical ID card

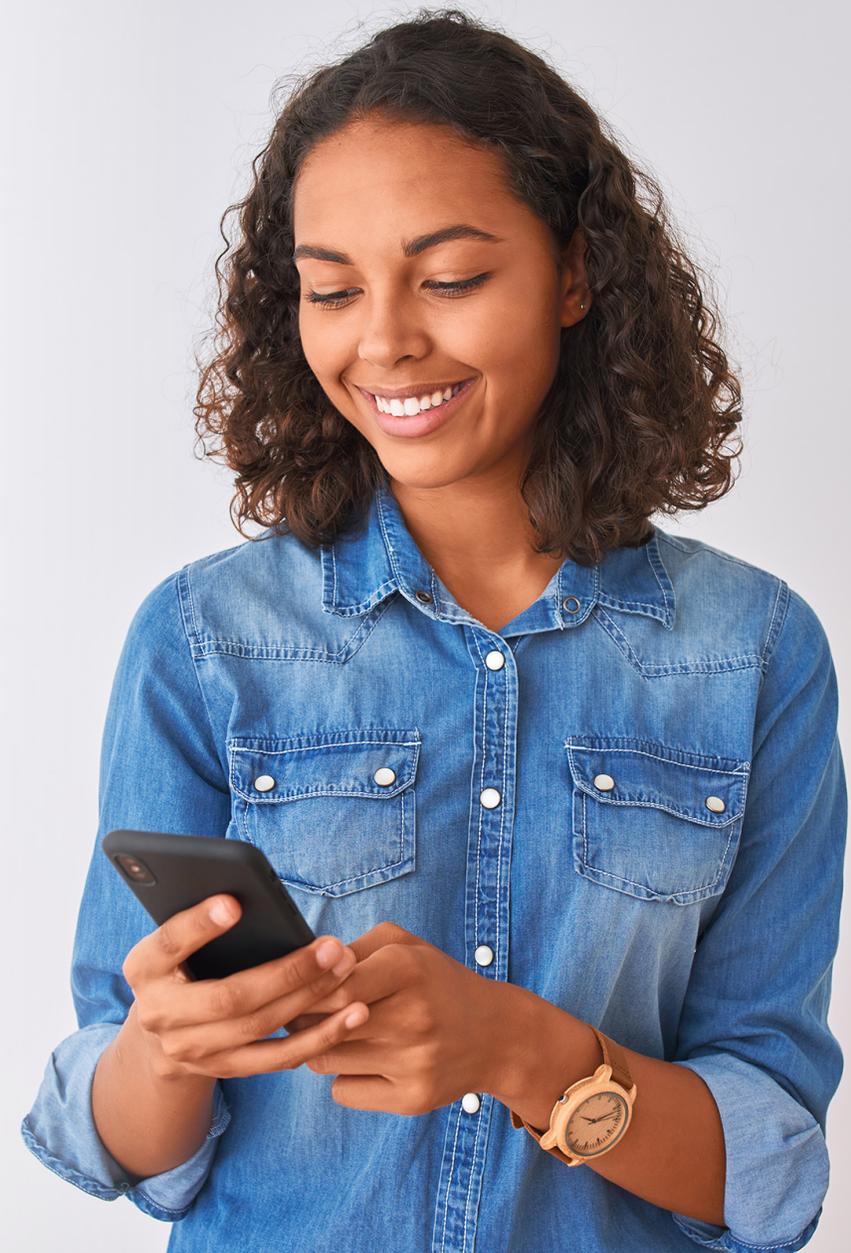


Fitness at your fingertips

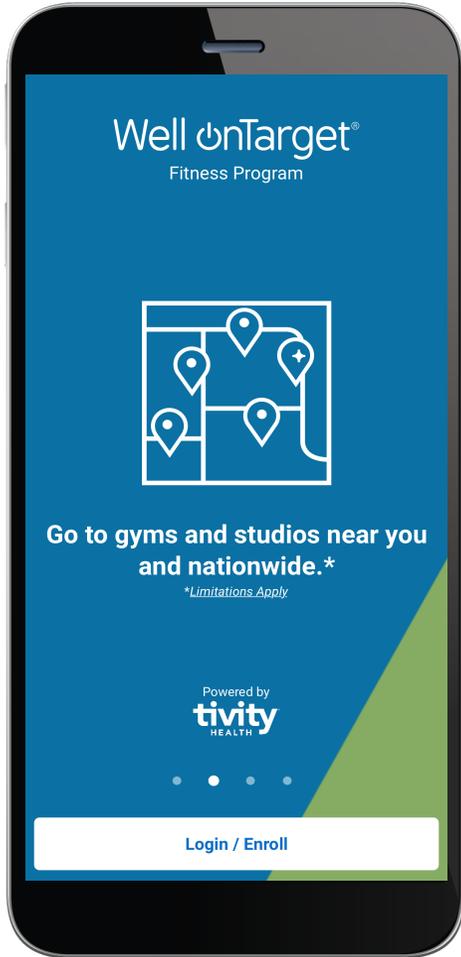


AlwaysOn Wellness App

- Well onTarget to-go
- Health Assessment
- Goal setting
- Progress tracking

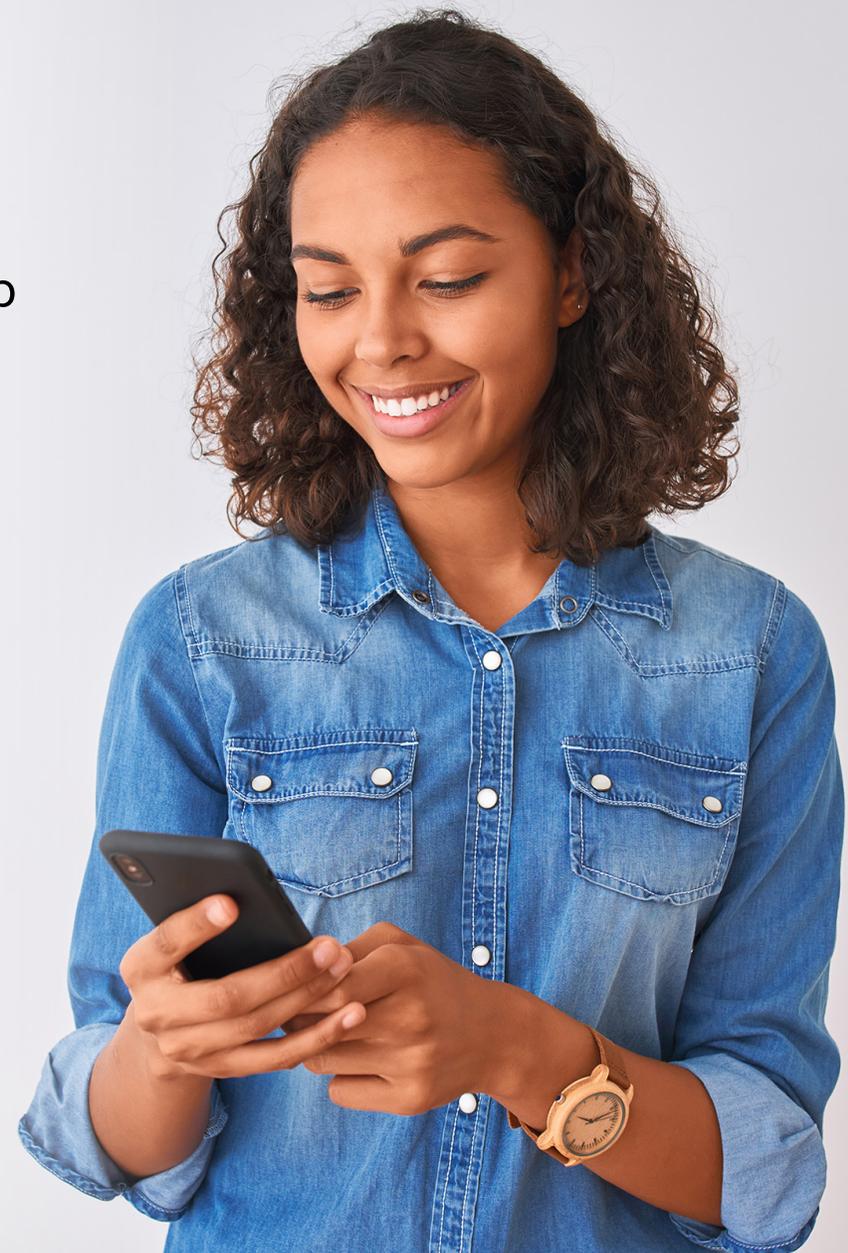


Fitness at your fingertips



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



HealthSelect[®]
of Texas

CONSUMER DIRECTED
HealthSelect[™]



BlueCross BlueShield
of Texas

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 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

CONTACT US

Human Resources | Budget Office



5.2737 | 5.2454



usz4@txstate.edu | tr15@txstate.edu



hr.txstate.edu | fss.txst.edu/budget





Staff Ombuds Services

Dr. Stella Silva

Assistant Vice President,
Talent Strategy &
Engagement,
Staff Ombudsperson
Human Resources

Staff Ombuds Services

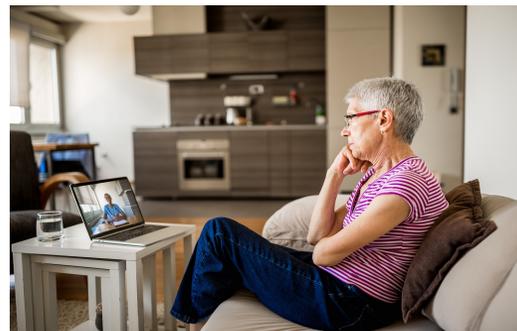
The Staff Ombudsperson is available to Texas State employees to listen, promote dialogue, and provide additional opportunities for staff to engage in an informal dispute resolution process.

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.



Staff Ombudsperson

Dr. Stella Silva

staffombuds@txstate.edu

To schedule an appointment, please contact:

staffombuds@txstate.edu

For more information visit the website:

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

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

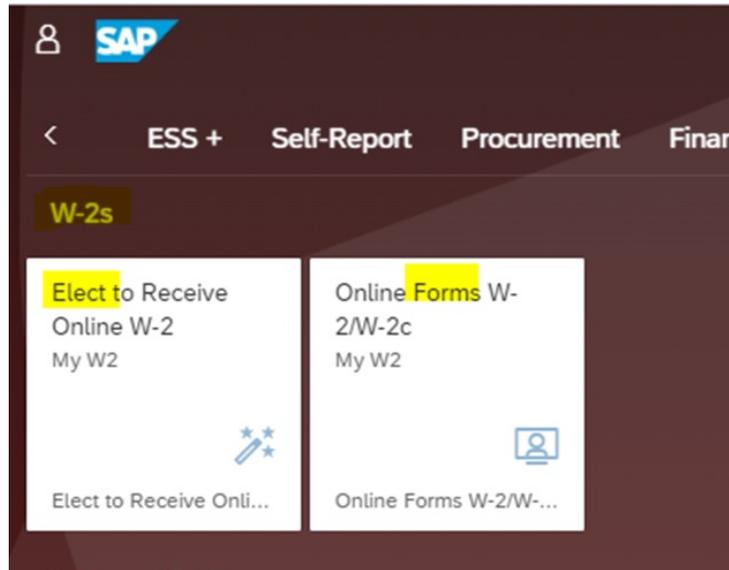
- Employees and/or students with a Sprintax Calculus account can elect to receive Form 1042-S in electronic format.
- Employees, students, and/or vendors that are foreign nationals will receive Form 1042-S.
- In some cases, international employees may receive both a W-2 Form AND a Form 1042-S for the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

Finance and Support Services

Payroll and Tax Compliance Office

About Us | Are you a... | Payroll Calendars | W-2 | **Resources & Forms** | Tax Compliance | FAQ's

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

- Direct Deposit
- Payroll Overpayments
- SAP Portal ESS
- Payroll Forms
- Time for a Paycheck Checkup**
- About Form W-4, Employee's Withholding Certificate



Help | News | English | Charities & Nonprofits

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Individuals / Tax Withholding Estimator / About You

Tax Withholding Estimator

Use your best estimates for the year ahead to determine how to complete Form W-4 so you don't have too much or too little federal income withheld.

[Tax Withholding Estimator - About You | Internal Revenue Service \(irs.gov\)](#)



International Employees

Staff, Faculty and Students

About Us	Are you a...	Payroll Calendars	W-2	Resources & Forms	Tax Compliance	FAQ's
	Student					
	Faculty & Staff					
Are	<u>International Employees (Staff/Faculty/Student)</u>					

[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

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



International
Employee's
Hiring and
Payroll Process

Anna Hale

Payroll Services Assistant

Payroll and Tax Compliance

TEXAS  STATE
UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Tax Compliance

The image shows a screenshot of the TXST Tax Compliance website. At the top, there is a navigation bar with the following tabs: About Us, Are you a..., Payroll Calendars, W-2, Resources & Forms, Tax Compliance (highlighted), and FAQ's. Below the navigation bar, the main content area is divided into two columns. The left column is titled "TXST Tax Compliance Forms" and contains a list of links: Tax and Financial Aid Considerations for REU Participants, Sales Tax & Hotel Tax Exemption Certifications (highlighted), Foreign Source Income Exclusion Statement, and Foreign National Information Form FS05. The right column is titled "Tax Compliance" and contains a list of links: Texas Sales & Use Tax, Resources & Forms (highlighted), Out of State Employment, Unrelated Business Income Taxes, and Request Texas State University W-9. The highlighted link "Sales Tax & Hotel Tax Exemption Certifications" is expanded to show the following text: "Any authorized agent or employee of Texas State University who is purchasing an item necessary to Texas State's exempt functions should complete all blank sections of the Exemption Certificate, sign it, and provide it to the Texas vendor to ensure the purchase is tax free. Please be specific as possible when completing the 'Description' area of the certificate. A copy of the completed Exemption Certificate should be maintained in your records. Upon any questioning during a State audit, responsibility for explaining the purchases will fall upon the individual whose signature is presented at the bottom of the certificate." Below this text are three links: TXST Sales Exemption Certification, TXST Sales Exemption Business Card, and TXST Hotel Occupancy Tax Exemption Certificate.

TXST Tax Compliance Forms

- ▶ Tax and Financial Aid Considerations for REU Participants
- ▼ Sales Tax & Hotel Tax Exemption Certifications

Any authorized agent or employee of Texas State University who is purchasing an item necessary to Texas State's exempt functions should complete all blank sections of the Exemption Certificate, sign it, and provide it to the Texas vendor to ensure the purchase is tax free. Please be specific as possible when completing the "Description" area of the certificate. A copy of the completed Exemption Certificate should be maintained in your records.

Upon any questioning during a State audit, responsibility for explaining the purchases will fall upon the individual whose signature is presented at the bottom of the certificate.

[TXST Sales Exemption Certification](#)

[TXST Sales Exemption Business Card](#)

[TXST Hotel Occupancy Tax Exemption Certificate](#)

- ▼ Foreign Source Income Exclusion Statement
- Foreign-Source-Income-Exclusion-Statement-2-03-15.docx
- ▶ Foreign National Information Form FS05

Texas Sales & Use Tax

Resources & Forms

Out of State Employment

Unrelated Business Income Taxes

Request Texas State University W-9

[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 & Faculty Academic Resources Updates

Alicia Barthel

Talent Acquisition
Director
Human Resources

Eric Kettelman

Faculty Employment
Manager
Faculty Academic
Resources

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!

Faculty and Academic Resources

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[New Faculty](#)

[Faculty Recruitment](#)

[Faculty Forms](#)

[Faculty Hiring and Retention](#)

[Resources](#)

[PCR Resources](#)

[Texas State](#) > [Office of the Provost](#) > [Faculty and Academic Resources](#)

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.

[LEARN MORE ABOUT HIRING PROCEDURES FOR FACULTY AND STAFF POSITIONS](#)

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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:



5.2557



hr@txstate.edu



hr.txst.edu