

ANNOUNCEMENTS:



SPRING WELL-BEING EVENTS

We hope to see you at some of the following fun events planned for this spring:

- **Intro to Grounding** | May 17
- **Unmasking Anxiety** | May 18
- **Yoga In the Park** | May 24

Keep your eye on the [WellCats Events Calendar](#) and the [Well-Being website](#) to stay up to date with upcoming well-being events.



PERFORMANCE REVIEWS REMINDER

April 1 marked the beginning of the annual performance review process. All steps of the performance review must be completed by May 31. Visit the [performance management website](#) for more information.



SHIPPING PROCEDURES REMINDERS

As a reminder, TXST employees must be trained to handle chemicals, biological materials, and any other dangerous goods. Please contact the Environmental Health, Safety, Risk, and Emergency Management office at 5.3616 if you have questions.



TALENT ACQUISITION UPDATES

HR is in the process of updating the volunteer program policies to include recommendations such as assigning required trainings within SF Learning and registering volunteers through PeopleAdmin. Be on the lookout for more information.



REFERRAL BONUS STEPS

As a reminder, the employee bonus process is initiated by department heads by logging in to SAP and choosing the “Employee in Org Unit” tile under “Manage PCRs”. Questions? Please contact the [HRIS team](#).



i2VERIFY UPDATE

i2Verify was recently acquired by [The Work Number](#), a simple and user-friendly employment verification platform. Stay tuned for more information including instructions on how to register an account.



BUDGET DEVELOPMENT CHANGES

Administrative overhead rates have increased from 1.94% to 4% of revenue. The budget office will move all permanently budgeted accounts to a new cost center structure in May. Please visit the [budget office website](#) for more information including key dates for FY24 budget development deadlines.



OD & COMMUNICATIONS NAME CHANGE

Human Resources' [Organizational Development & Communications team](#) will be changing to Talent Development & Communications effective May 12, 2023.



EMPLOYEE TUITION SUPPORT PROGRAMS

As a reminder, TXST employees have several educational support programs available including the Academic Release & Tuition Support, Staff Educational Development Leave, and Dependent Tuition program (launching Fall 2023). Visit HR's [Educational Support website](#) for more information. Please contact [OD & Communications](#) if you have any questions.



DISCOUNTED MEAL PLAN REMINDER

All benefits-eligible employees can sign-up for discounted meal plans for use at Commons or Harris dining halls during Fall and Spring semesters. Payroll deduction is also now available! Visit the [employee meal plan website](#) to learn more.



LEADERSHIP ESSENTIALS NOMINATIONS

Nominations for 2023-2024 Leadership Essentials program close on April 30. Visit the [Leadership Essentials website](#) to submit a nomination today.

NEXT HR CONNECTIONS EVENT:

July 18, 2023 | 10:30 a.m. - Noon

