



HR SPOTLIGHT

Let's Celebrate!



Willie M. Green, System Analyst for the Educational Opportunity Center in the College of Education was the Grand Prize

Winner of the 47-inch Vizio Television donated by Challenge Office Products, Inc.

TSU Parking Enforcement Department

The Department of Human Resources & Payroll Services would like to thank the following TSU Staff for volunteering their time and services during the 2012 Benefits Fair.



(left to right) Debra Mourning, James Edmond and Lashonda Allen

TSU Staff Council/College of Education



(left to right) HR Staff – Marie Henry and Patricia Dean; Staff Council – Derrick Wilson, Michelle Martin and Birtenna Bennett (not shown) and College of Education Staff -Amber Adams

FEATURE STORY

INSIDE THE 2012 BENEFITS FAIR

The Human Resources and Payroll Services Department held its annual Benefits Fair on June 28, 2012. The Benefits Fair provided a forum for employees to meet directly with our vendor partners to get answers to their benefits questions and receive additional information on new products and services available. This year's fair was a huge success with over 300 faculty and staff employees and nearly 30 vendor partners in attendance.

The success of the Benefits Fair required a team effort, and we appreciate all TSU departments that combined their efforts and expertise with ours to make the event a success. Special recognition goes to the following departments for their support and assistance: Special Events, Custodial Services, Labor Force, Sodexo Catering, Parking Enforcement, Campus Security, OIT, Marketing, and Staff Council. A special thank you also goes to our vendor partners who provided door prizes for drawings held the day of the event for Benefits Fair participants. We look forward to seeing you next year!



It's All About Team Work!

Striving for personal success is important, but sometimes it takes the combined skills, personalities, strengths, and talents of a dedicated group to achieve results. Working as a team helps you accomplish more, provides support when you need it, solves problems and brings fresh ideas to light. While teamwork doesn't always come naturally, it's a valuable skill you can learn. Want to know more?



Your TSU Work-Life Wellness Program Team is here for YOU!

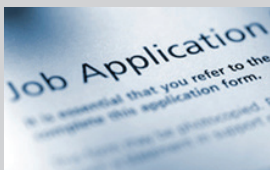
Please contact us in the Department of Human Resources and Payroll Services at x7520 (Stepheny Scott) or x7881 (Sanya Sinclair) for access to brochures and online information on various topics to help you maintain a healthy lifestyle.

PeopleAdmin
Better Talent. Better Future.

What's To Come

In Fall, 2012, the Department of Human Resources and Payroll Services will be updating our employment site with the new and improved PeopleAdmin Hiring System 7.0. Some of the new features will include: improved applicant process, improved functionality for navigating the system for hiring managers, more options for pre-screening applicants, new search committee evaluation options and much much more!

Additional information regarding trainings and roll-out date to come.



HR REMINDERS/TIPS

It's Staff Performance Evaluation Time!

It is that time of year again when staff employees and managers meet to discuss their performance over the past fiscal year and set new goals for the year ahead. **This year our goal is for 100% of eligible employees to be evaluated before the University deadline of September 30, 2012.**

For assistance, contact Sanya Sinclair, HR Generalist – SinclairSA@tsu.edu or Keisha David, Associate Director of Employee Relations and Compliance – David_KL@tsu.edu



Don't Forget to Verify Your Health Care Provider!

We strongly encourage you to check the UnitedHealthcare website before September 1, 2012 to see if your Primary Care Physician (PCP) is participating in the network. Many more PCPs have joined the UnitedHealthcare HealthSelect of Texas network in the last few months. If you received a letter from UnitedHealthcare stating that your current PCP was not in the network, you may want to check to see if that information is still correct, since your doctor may have joined the network after the letter was sent. It can take up to 60 days for a physician to complete the qualification and review process needed to join the network.

You can get the most current information on network providers by using the provider search tool at www.healthselectoftexas.com or calling the dedicated HealthSelect service center operated by UnitedHealthcare toll-free at (866) 336-9371.

Should you have any questions or concerns, please contact Van Le at ext. 7303 or LeV@tsu.edu or Carolina Velasco at ext.4254 or Velasco_CX@tsu.edu.

Personnel Action Form & Supplemental Salary Form Tips

As we prepare for the 2012-2013 Fiscal Year, please adhere to the following:

1. The HR PAF deadlines on My TSUweb
2. Properly completing a PAF:
 - a. FTE is number of hours worked per week divided by 40
 - b. Please indicate the hours worked and percent time on PAF
 - c. For employment date terminations, the 'To' is the last day you want to pay the employee
 - d. The correct PAF to use is: HR0100 Rev. 09/09
 - e. Please make sure HR has a letter on file indicating who is authorized to approve PAF's in your absence
 - f. Please indicate the Supervisor and extension on all PAF's
 - g. Please indicate the Web Supervisor on all hourly employees
- h. Please submit a justification with PAF, indicating a reason for salary increases or title changes
3. Properly completing the Supplemental Salary Form
 - a. Please submit a justification of how supplemental work performed varies from regular scope of work
 - b. Letter indicating type of work performed
 - c. Day and hours work was performed
 - d. Regular job schedule
4. Using correct TSU titles for students
 - a. Students (Undergraduate I, II or III) - Please indicate duties
 - b. Graduate Assistant (Hourly Range \$10.50 - \$18.00)
 - c. Graduate Teaching Assistant (Monthly)
 - d. Graduate Research Assistant (Monthly)

If you are unsure, please call Compensation at ext. 7716.