



April 2023



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HUMAN RESOURCES NEWSLETTER

Staff Performance Reviews

Islanders! It is that time of year. Staff performance reviews have launched as of April 3rd in Workday. Managers should have received Outlook invitations for training via Zoom for Thursday, April 6 at 9 a.m. & Thursday, April 20 at 1 p.m. Managers should provide a due date for employees to submit the self-evaluation; please advise that the automatic due date in Workday can be bypassed. Managers and employees should ensure that all required training is completed by the TrainTraq deadlines. Employees who do not complete the required training during the review period May – April will not be eligible for potential merit pay.

Reviews must be completed by Wednesday, May 31. Visit the HR Performance Management website and review the [FAQ's](#) for additional guidance.

Islander Awards

April 28th | 1:30 p.m. | UC Anchor Ballroom

Please help us in congratulating your fellow islanders at the Islander Awards Ceremony! The celebration will recognize faculty and staff who have earned service milestones. The list of service pin recipients is located [here](#). If you believe your name should be on the list this year, please email [Cassandra Casanova](#). Along with service pin recipients, winners of both Faculty Excellence Awards and Staff Excellence Awards will be recognized, as well as recent graduates. If you earned a degree between May 2022 and May 2023 and would like to be recognized, email [Maria Pedigo](#) with your name, degree and graduation date. For more information, visit the Islander Awards [website](#).

Save the Date

- April 14 | **Wellness Series: Relaxation & Winding Down Techniques** | 10AM - 11AM | Webinar
- April 25-27 | **CLIMB 2023**
- April 28 | **The 27th Annual Islander Awards** | UC Anchor Ballroom | 1:00PM - 3:00PM
- April 29 | TAMU-CC **Izz-Fest Concert and Food Truck Festival** | 5:00PM
- May 12 | **Tools to Handle Stress**, Initiating Difficult Conversations, and Managing Staff through Situations

Benefits

Benefits, Retirement, & Wellness Fair

April 27 | 11:00 a.m. to 1:00 p.m. | Dugan Wellness Center

The Human Resources Office Benefits Team, in conjunction with the Wellness Committee, Benefits Representatives, and Retirement vendors will be available to answer your questions during fair hours. This is a great opportunity to learn about the benefits that are available to you.

Airrosti	Blue Cross Blue Shield of Texas*	MD Live
2nd MD	Guidance Resources (EAP)*	Delta Dental
Express Scripts	Ovia Health (Women's Health)	Hinge Health*
Superior Vision	Lincoln Financial	Omada*
Livongo	Voya Financial	TIAA
VALIC/AIG	Wondr Health*	Wellness Committee
Pentegra	Wells Fargo*	Recreational Sports

- The Relaxation Station will be available from 8 a.m. to 5 p.m. on April 26 and 27 outside the Dugan Wellness Center. Come relax with a 15-minute massage. We will also be serving snow cones in the same area.
- In honor of Administration Professionals Day, our relaxation station will be open specifically for admins from 8:00 am-10:00 am on April 27 Available to all staff, faculty, and students from 10:00 am-5:00 pm.
- Join us at the Dugan Wellness Center gym at Noon where our Wellness Cup teams will participate in a relay race to gain extra points on April 27.
- The Teacher Retirement System of Texas (TRS) will be providing a virtual session April 27, from 12:00 p.m. to 2:00 p.m.

ComPsych

Programs usually offer in-person and telephonic counseling services, training, and have resources to help employees deal with all kinds of stressful issues from parenting to death of a loved one to conflicts at work. Contact ComPsych GuidanceResources with the information below.

Contact ComPsych GuidanceResources with the information below:

Website: <http://www.guidanceresources.com> WEBID: TAMUS

Phone Numbers: Active Employees – 1-866-301-9623 | Retirees – 1-833-306-0105 | Qatar – 00800.100.071

Workday Services

2114109 – Working in Workday for Employees

The Working in Workday for Employees course is designed to introduce the Workday application to Employees within the Texas A&M University System. Topics covered include:

- Workday Basics
- Navigating Workday
- Employee Self-Service
- Workday Support

This is not a required course but highly recommended for new Employees who will use Workday to manage their human resources, payroll and benefits needs.

Making Workday Work for You

Workday Services supports the Workday application and those who use it to manage their human resources, payroll and benefits across The Texas A&M University System.

- Job Aids in Workday Services which include learning hubs like Time Tracker and more.

Job Aid of the Month

- Change your profile photo - The photo needs to be work appropriate and approved by the employee's Primary Manager.

Employment

Harvard Business Review | By Mike Robbins

Why Employees Need Both Recognition and Appreciation

We often use the words “recognition” and “appreciation” interchangeably, but there is a difference between them. The former is about giving positive feedback based on performance. The latter, on the other hand, is about acknowledging a person’s distinction matters because recognition and appreciation are given for different reasons. When people succeed, inevitably there will be failures and challenges along the way. If you focus solely on outcomes, on *recognition*, you miss out on lots of opportunities to connect with team members — to *appreciate* them. Managers should make sure they’re doing

To read more, [click here](#).

Welcome Islanders!

March 2023 New Hires

Angela Allsteadt | Administrative Coordinator I

Ellis Chapman | Project Manager III

Alix Clarke | Academic Advisor III

Cynthia Farias | Instructional Designer II

Audrey Garza | Research Technician I

Brenda Harms | Special Assistant to the Provos

Delylah Henry | Student Success Coordinator

Wendy Jagat | Grant Administrator

Kirk Jorgensen | Student Development Specialist II

Mariah Martinez | Grants Specialist

Briana Matthews | Research Technician I

Keith Muhlestein | Director, National Spill Control School

Lorena Newsome | Financial Aid Advisor II

Anna Whetstone | Student Development Specialist II

Carlos Vasquez | Senior IT Professional II

Immigration

Premium Processing For F-1 OPT and STEM OPT

Employment Authorization Cards

Effective April 3, 2023, the USCIS will accept applications for employment authorization (I-765) with a Request for Premium Processing (Form I-907), from F-1 students applying for OPT or an OPT STEM extension. Premium Processing is available to F-1 students who are applying for pre-completion OPT, initial post-completion OPT and 2-year.

STEM OPT. The Premium Processing fee is \$1,500 in addition to the EAD fee of \$410 and USCIS is to review the application within 30 calendar days. For information on how to file on-line visit <https://www.uscis.gov/file-online/forms-available-to-file-online>.

Payroll Services

Why is the 2023 tax deadline April 18 instead of April 15?

Because April 15, the standard deadline, falls on a Saturday in 2023. When the deadline falls on a weekend, the IRS moves the deadline to the next business day. However, that Monday, April 17, is Emancipation Day, a holiday recognized in Washington, D.C., where the IRS is headquartered.

Payroll Website click [here](#), if you have questions about payroll matters, please email payroll@tamucc.edu.

Wellness , Training & Development

Campus Wellness Committee Training Series for FY23

We recognize the importance of fostering employee wellness. The Campus Wellness Committee works to facilitate and promote opportunities to enhance total well-being across campus. If you have any ideas to enhance our campus wellness, please feel free to email us at wellness@tamucc.edu. Webinars are presented by Guidance Resources, Hosted by Human Resources, (visit the [HR Announcement](#) page for updated links and information).

Wellness Series | 10:00AM - 11:00AM

- **04/14 | Relaxation “Micro-Moments” and Winding Down Techniques | [Register Here](#)**

The problem with most attempts to adopt stress-management or self-care routines is that they require time, effort, and planning. The reality for many people who have stressful jobs is that they are too physically exhausted and mentally depleted by the end of the day to initiate activities commonly recommended to reduce stress in their lives. The trick is to intervene via multiple “micro-moments” of relaxation or mindful practices which only take 15 to 60 seconds. These moments of relaxation help bring stress levels down during the workday and interrupt the steady escalation of stress that creates physical and mental exhaustion. Also addressed: simple winding-down routines that can end the day in a calming, mindful way. For more information, please contact benefits@tamucc.edu.

Webinar links will be provided closer to the event date.

- **05/12 | Tools to Handle Stress**

Supervisor Series | 10:00AM - 11:00AM

- **05/05 | Initiating Difficult Conversations**
- **07/07 | Managing Staff through Situations**

Webinar links will be provided closer to the event date.

Join our email contact list so you can be the first to know about upcoming wellness events
wellness@tamucc.edu.

LinkedIn

Each month we will highlight a training available in LinkedIn Learning. TAMU-CC offers LinkedIn Learning to all employees and students. If you took a course, you believe others might find helpful, please send that recommendation to Linda.CruzFlores@tamucc.edu.

How Leaders Can Motivate Others by Creating Meaning

Up to 70 percent of today's workforce is disengaged. Perks, promotions, or pay can engage employees, but meaning will keep employees engaged on a consistent basis. Research has proven to unlock the deepest level of engagement, as well as the peak performance. The 35-minute course, [How Leaders Can Motivate Others by Creating Meaning](#), teaches leaders how to motivate their teams by creating meaning. Best-selling author and speaker Patrick Lencioni describes the six markers of meaning—the conditions leaders can foster to create work—and practical ways to implement them. Learn how to define a shared purpose, create opportunities for growth, create a learning environment, grant autonomy, and specific techniques are key to making work matter and enhancing the personal growth of your staff.

Newsletters & Calendars

[HR Announcements](#)

[Benefits Briefs](#)

[Finance & Administration](#)

[TRS Newsletter](#)

[Staff Council](#)

[HR Event Calendar](#)

[WORKDAY Series Calendar](#)

[FY 2022-2023 Holiday Calendar](#)

[FY 23 Biweekly Pay Schedule](#)

[FY 23 Monthly Pay Schedule](#)

Keep up with us!

- [HR Website](#)
- [Facebook Page](#)
- [Instagram/HR](#)
- [LinkedIn/HR](#)

HR Staff Directory and Functional Contact List

- Benefits Email: benefits@tamucc.edu
- Employment Email: employment@tamucc.edu
- Payroll Email: payroll@tamucc.edu
- HR Email: human.resources@tamucc.edu