

February Newsletter



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February 2023

HR NEWS

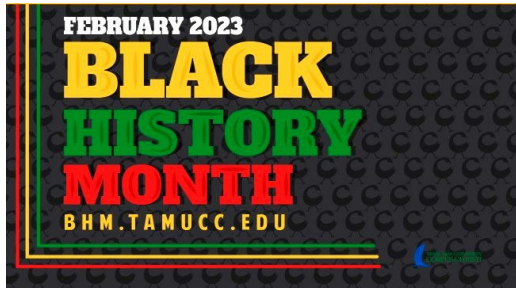
Benefits Highlight

Benefits Value Advisor (BVA)

Available to all employees, retirees, and their covered dependents enrolled in the A&M Care and J plans. One call provides help to maximize your benefits to get a better value, get cost estimates, schedule appointments, find a doctor or facility, set up preauthorization requests and the ability to review your explanation of benefits to make sure your claims are processed correctly. Available from 8 a.m. to 8 p.m. CT Monday-Friday. Call 1-866-295-1212.



SAVE THE DATE



Celebrate Black History Month with the Island University.

Join in the celebration as Texas A&M University-Corpus Christi commemorates **2023 Black History Month** with a calendar of events from Feb February 28. Most events are free and open to the public. Please visit bhm.tamucc.edu complete listing of events.

TAMU-CC Homecoming

February 19-25 - Visit the [Homecoming](#) webpage for calendar of events

2023 Staff Council Nominations Are Open

Nominations for Staff Council representatives are being accepted now through midnight on February 24, 2023. Click [here](#) for more information.

The 27th Annual Islander Awards

April 28, 2023 | UC Anchor Ballroom | 1:00PM - 3:00PM

TAMU-CC Holiday Schedule

To view the 2022-2023 Holiday Schedule click [here](#).

BENEFITS

Pregnancy and Parenting Support

Available to all employees, retirees, and their covered dependents enrolled in the A&M Care, 65 Plus, and J Plans. \$0 out-of-pocket cost. Provides fertility tracker, ovulation calculator, and cycle calendar. Helps monitor pregnancy and the baby's growth. Ovia Parenting helps chart a child's developmental milestones from birth to three years old. The mobile app is available from the Apple App Store or Google Play. During the sign up choose "I have Ovia Health as a benefit." Then select BCBSTX as your health plan and enter TAMUS as your employer's name. 1-866-295-1212 FMI

Can I exercise while pregnant? Usually, it is ok to participate in a moderate-intensity aerobic activity while pregnant, unless you have other medical reasons to avoid physical activity. Have questions about your pregnancy or coping with infertility? ComPsych has a wealth of information surrounding pregnancy, family planning, labor, and delivery as well as prenatal health tips. Visit guidanceresources.com for more information.

Creating a Budget

A budget can help you keep track of spending, separate needs from wants, and find extra money for

A budget can help you keep track of spending, separate needs from wants, and find extra money for financial priorities.

Why create a budget?

Setting realistic goals and sticking to a budget may help you improve your financial wellness and manage multiple priorities. Budgeting can be as simple as sending part of your paycheck to a savings account. If you don't see the money, you won't think to spend it. You can also use this five-step budgeting plan:

Step 1: Set your goals

Step 2: Add up your income

Step 3: Track your expenses

Step 4: Find money to save

Step 5: Put your plan into action

Make budgeting simple

This budgeting worksheet can help you separate needs from wants and build a budget that works for you.

Click here to [**Get started making your budget**](#)

Your 1095-C Tax Form is Now Available to view online

Form 1095-C is a tax form related to your health coverage. This tax form contains sensitive information.

To access your form:

1. Log into [SSO](#) and select "Workday."
2. Select the Benefits Worklet from the Workday dashboard.
3. Select "My ACA Forms" from the View Column.

If you have any questions about the 1095-C Form, refer to the information provided on the [ACA webpage](#).

If you have additional questions, please contact benefits@tamucc.edu. If you can not gain access to SSO, please email human.resources@tamucc.edu for a password reset.

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.

EMPLOYMENT

Modernizing Workplace Culture And The Employee Experience - Strategies For HR

Modernize Job Infrastructure and Processes

Successful employee attraction and retention begins with job architecture. Take a look at your institution's job listings and how they are perceived by job candidates. Are your job descriptions and qualifications modern, attractive and easy to understand? Are you requiring a bachelor's degree for jobs that don't really need them? Do you have an idea of alternative credentials? For instance, is your institution getting away from requiring bachelor's degrees for jobs that don't really need them? Does your career web site effectively promote your employment brand and promote your institution's strengths? Is it easy to navigate and apply for one of the positions yourself. Does it work equally well for all candidates?

Jacob Lathrop, CHRO at Michigan State University

WELCOME ISLANDERS!

January 2023 New Hires

Immigration

USCIS Increases Filing Fee

The U.S. Citizenship and Immigration Services (USCIS) starts the new year by publishing a Proposed Rule, in the Federal Register (Jan 3, 2023), that would increase the application fees required for many immigration benefits.

Employers will see the increase effecting employment-based petitions such as:

- H1B, Specialty Occupation Worker - from \$460 to \$780
- O-1A, Alien of Extraordinary Ability -from \$460 to \$1055
- I-140, Petition for Immigrant Worker – from \$700 to \$715

Employee's will also see an increase in their out-of-pocket filing fees for:

- I-485 Adjustment of Status (Green Card Application) - from \$1225 to \$2820
- *I-765 Employment Authorization Document (EAD) - from \$410 to \$650
- *I-539 to change or extend status (used by H4s and O-3s) from \$370 to \$620

No increase was proposed for Premium Processing (expedited service) which is currently \$2500, but the processing time will increase from 15 calendar days to 15 business days.

*Certain I-765s for EAD, I-812D for DACA, I-821 for Temporary Protected Status, the N-400 Citizenship Application, and the I-539 to Change or Extend status may be filed online at a reduced savings of \$10-\$100. FMI: Visit <https://www.uscis.gov/file-online/forms-available-to-file-online>.

The effective date of the fee increase is still unknown, but it is likely to be implemented by Summer 2023. FMI: Ext 2198.

PAYROLL SERVICES

Updating Personal Information in Workday

Campus Announcements went out in January about W2 information and how to access those tax documents. The payroll department has received several paper W2's that were routed back to us due to faulty addresses. The department would like to take this opportunity to encourage all employees to login into Workday and make any necessary updates to your address right now to avoid future delay in receiving other information that may be mailed to you. While you're updating your contact information, please make sure all other information reflected in Workday is correct. If you have not received your W2, please contact payroll@tamucc.edu.

Costing Allocations

HR has received several inquiries pertaining to costing allocation assignments. Each department is responsible for the costing allocations task in Workday.

However, if you need immediate assistance Workday Services has a wealth of resources for working

with costing allocations and how to assign them, along with other helpful guides as they relate to payroll.

[Workday Services – Workday Services Support \(tamus.edu\)](#)

Compensatory Time for Exempt Employees

and

Emergency Leave Requests

Exempt employees are not compensated for federal overtime but may receive state comp time only in limited circumstances (holiday closures, early release, etc.). The following link can be used when requesting state time which properly routes to your supervisor for approval. The **[Compensatory Time for Exempt Employees](#)** can be found here: **<https://app.smartsheet.com/b/form/bf7787a8aac474fb25e03965049628a>**

An employee is entitled to **[emergency leave](#)** because of the death of an immediate family member. Immediate family members are defined as an employee's spouse, or the employee's or spouse's child, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step-grandparent, great-grandparent, step-great-grandparent, grandchild, step-grandchild, great-grandchild or step great-grandchild. Employees should use the following link to obtain approval before submitting time off in Workday. **<https://app.smartsheet.com/b/form/825ce931e6234292b7466cd416c7b3bb>**

For more information on either one of these programs, please contact Jennifer Escamilla at **jennifer.escamilla@tamucc.edu** or at 361-825-2180.

Payroll Deadline Links and Website

[FY 23 Biweekly Pay Schedule.xls \(tamucc.edu\)](#)

[FY 23 Monthly Pay Schedule.xls \(tamucc.edu\)](#)

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

WELLNESS , TRAINING AND DEVELOPMENT

Wellness Training Series for FY23

Webinars are presented by Guidance Resources, Hosted by Human Resources, (visit the **[HR Announcement](#)** page for updated links and information).

Wellness Series:

- **02/10 | [Learning to Relax Webinar](#) | 10am-11am**

Stress is experienced in the body as tension. To manage stress, we have several choices: reduce or eliminate the stressor, think about the stressor differently so it no longer causes tension, or change the way our body reacts to stress. The course will address the third option by exploring a variety of relaxation techniques to calm the body and mind. The class will allow participants to learn and experience several simple relaxation tools such as progressive muscle relaxation, abdominal relaxation breathing, and visualization. For more information, please contact benefits@tamucc.edu.

Webinar links for these trainings will be provided closer to the event.

- 03/10 | Managing and Worry and Anxiety
- 04/14 | Relaxation “Micro-Moments” and Winding Down Techniques
- 05/12 | Tools to Handle Stress

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.

Compliance Series | 10:00 a.m. - 11:00 a.m.

Webinars are presented by Guidance Resources, Hosted by Human Resources, (visit the [HR Announcement](#) page for updated links and information).

Webinar links for these trainings will be provided closer to the event.

- **3/7 | Unconscious Bias | 10:00 a.m. - 11:00 a.m.**
 - We all hold biases we aren't aware of. Many of these biases are necessary to make quick decisions as we go about our day—which street to avoid when driving or walking, what to do when we see an animal on a hike, what financial institution to bank with. While these biases aid us in making these decisions, they can also leave out part of the story, leading to a society where everyone is operating from their own view point. This workshop will allow us to discover our biases and their impact.

Supervisor Series | 10:00 a.m. - 11:00 a.m.

Webinars are presented by Guidance Resources, Hosted by Human Resources, (visit the [HR Announcement](#) page for updated links and information).

- **03/03 | Giving Effective Feedback in personal or work situations**

Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback and give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance. For more information, please contact benefits@tamucc.edu.

Webinar links for these trainings will be provided closer to the event.

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

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.

There is always so much to do. Despite that, friends, family, and coworkers still request more. Although time is spent conquering list of things to do, many struggle to make time for the projects that matter the most. In this course, Sam Bennett—best-selling author, successful entrepreneur, and expert in creativity and productivity—shows how to make that time by learning the secrets of effective prioritization. Sam walks through how to figure out what’s really an emergency and what can wait. She emphasizes concrete ways to put oneself first, including how to say that terrible, essential word, “No.” By the end of this course, there will be a better understanding of how to protect the most important tasks and avoid getting overwhelmed. To learn more, access [Secrets of Effective Prioritization](#) (33m).

NEWSLETTERS

[Benefits Briefs](#)

[Staff Council](#)

[Finance & Administration](#)

[TRS Newsletter](#)

CALENDARS

- [HR Calendar](#)
- [WORKDAY Series Calendar](#)
- [FY 2022-2023 Holiday Calendar](#)

CONTACT US

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