

# February 2024



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## HUMAN RESOURCES NEWSLETTER

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### Islander Awards 2024

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The Annual Islander Awards Celebration will be held on Wednesday, April 24 at 1:00 p.m. in the Anchor Ballroom. Come show your support for the Islander faculty and staff members as they are recognized for various milestones, including years of service, staff excellence, and excellence in teaching.



# Benefits

Texas A&M University-Corpus Christi offers its employees a wide variety of benefits programs and resources. From our health plan options and wellness programs to our continuing education opportunities and competitive retirement plans. The University is committed to providing benefits that matter to you at each stage of your career. Visit the Benefits and Wellness web pages [here](#).

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**Make a new years resolution that's easier than cutting sweets!  
Resolve to improve your finances. Meet with a TIAA financial  
consultant today! To schedule an appointment: Call 800-732-8353  
visit [TIAA.org/ScheduleNow](https://www.tiaa.org/ScheduleNow)**

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Register for TIAA's live webinars. Learn how you can take action for a more secure future. Reserve your spot now or visit [TIAA.org/webinars](https://www.tiaa.org/webinars) at any time to register. These webinars are part of your retirement plan benefits.

- 2/6 | Noon to 1 p.m. (ET) 11 a.m. to noon (CT) 10 a.m. to 11 a.m. (MT) 9 a.m. to 10 a.m. (PT)

Inside money managing money and debt Everyone talks about a budget, but how many of us actually use one? Most people have some debt, but how many of us understand its effects on our lives and futures? Let us show you the real impact of budgeting and debt—and how to help make your money work for you.

- 2/15 | 2 p.m. to 3 p.m. (ET) 1 p.m. to 2 p.m. (CT) Noon. to 1 p.m. (MT) 11 p.m. to noon (PT)

She's got it a woman's guide to saving and investing Women face unique challenges when saving for retirement, such as making less, working fewer years and living longer. Let us show you how smart saving and investing techniques can help you overcome these obstacles to a secure and successful retirement.

- 2/15 | 1 p.m. to 2 p.m. (ET) Noon to 1 p.m. (CT) 11 a.m. to noon (MT) 10 a.m. to 11 a.m. (PT)

Gaining insight navigating debt consolidation and understanding the mortgage process Join our upcoming webinar to learn how to manage debt more effectively and how debt consolidation works. We'll breakdown the process of obtaining a mortgage with an overview of each step, starting with how to find the right loan from a credible lender.

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## Virta Health

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Get your life back—and leave diabetes behind. Virta is a virtual clinic that helps members create plans for better health with support from healthcare clinicians, coaches, and digital health tools. With Virta, you can reverse type 2 diabetes, lose weight, reduce medications, and save money.

What Virta members receive:

**Make a new year resolution that's easier than cutting sweets!**

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Call **800-732-8353**  
visit [TIAA.org/ScheduleNow](https://www.tiaa.org/ScheduleNow)  
or scan QR Code



- A nutrition therapy plan backed by clinical research
- Tips to make meals tasty and healthier
- Personalized clinician care and coaching
- Daily support via mobile/desktop app
- Meter, scale, and testing supplies

Am I eligible?

The A&M System fully covers the cost of Virta (valued at over \$3,000) and is available to A&M System employees, spouses, retirees, or dependents with type 2 diabetes between the ages of 18 and 79 who are enrolled in the A&M Care or J Plan. Graduate student employees enrolled in the Grad Plan and retirees enrolled in the 65 Plus Medicare Advantage Plan are not eligible. Some medical conditions would exclude patients from the Virta treatment. To check for eligibility and learn more, visit [virtahealth.com/join/tamus](http://virtahealth.com/join/tamus).

## Staff and Faculty Wellness Programs

The Wellness Committee understands the importance of maintaining a healthy lifestyle. As a part of your benefits package, we offer many different health and wellness programs that cater to all types of goals. We encourage you to look over our attached flyer for our many offerings.

For questions about any of our Wellness Committee programs, please contact us at [wellness@tamucc.edu](mailto:wellness@tamucc.edu).

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### 2ndMD

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#### Heart Disease Symptoms, Causes and Treatment Options

Heart disease often can be “silent” until a serious event occurs, such as a heart attack or failure. It’s important to understand your current risk level, be aware of common symptoms and be proactive about your heart health. Join us to discuss factors that increase risk for heart disease and discuss lifestyle changes to reduce your risk and maintain heart health.

2/15 | Noon - 1PM | Webinar | [Register Here](#)

#### 2nd.MD House Calls

Our webinar series gives you the ability to hear from our expert specialists on a variety of health topics. When you register, you will have the opportunity to submit questions for that month's specialist to answer during the live event. For more information on on demand webinars, [click here](#).

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### Airrosti Presents:

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#### Common Lower Body Injuries & How to Prevent Them

Join Airrosti for an interactive presentation about common lower body injuries, including low back, sciatica, hip pain, knee pain, plantar fasciitis, and more. Receive targeted exercises that can help prevent and relieve lower body pain.

2/23 | 12PM - 1PM | Dugan Wellness Center | [Register Here](#)

#### **Chat with a Provider at No Cost**

Schedule a 15-minute complimentary pain & injury assessment for after the lunch & learn. Connect with an [Airrosti](#) provider, at no cost, to better understand what could be causing your pain and learn about your treatment options. During this relaxed one-on-one chat, you'll get the information you need to make informed decisions about your care and take recovery into your own hands. There is zero obligation to schedule an appointment with Airrosti.

2/23 | 1PM - 3PM | Dugan Wellness Center | [Register Here](#)

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## **ComPsych**

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#### **Gratitude: A Skill for Happier Living**

Gratitude is a skill anyone can learn as an alternative to regret and fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships and be grateful for others. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day.

2/28/2024 | 10AM - 11AM | Webinar, please email [wellness@tamucc.edu](mailto:wellness@tamucc.edu) for registration and link

# **Employment**

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## **Training, recruitment, and retention - the benefits of hybrid working**

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Hybrid working continues to bring benefits for employers and employees, according to finance leaders and professionals in Sri Lanka and Central and Eastern Europe.

Companies have embraced hybrid working models to lower the risk of manager burnout, sustain corporate cultures, and retain finance professionals who enjoyed remote working during the COVID-19 pandemic. They include businesses in South Asia and Central and Eastern Europe.

"We found that we were able to maintain the quality of work pre-pandemic by offering a hybrid system," said Jehan Perinpanayagam, FCMA, CGMA, CEO of Infomate Pvt Limited, a Sri Lankan business process management (BPM) company with clients in Australia, the UK, northern Europe, and the US. "It is a positive experience for both parties, especially as employees save time and money and [are] better able to maintain work-life balance, whilst the company too benefits from increased productivity, [employee] availability and improved retention."

by: Hugo Johnson-Driscoll | Financial Management | July 5, 2023

# Payroll Services

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## Payroll Deadlines (Retro vs. Current)

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Understanding the difference between Retro and Current deadlines is imperative to an employee's paycheck. Communicating both deadlines to employees, managers, and business process approvals is critical. Missed deadlines are the most common reason expected pay results do not occur which can create financial hardship for the employee and generate negative company perception. Retro & Current deadlines are set by Workday Services to ensure timely processing of each payroll and adherence to Federal and State Payday Laws.

- **Retro Deadlines** – any business process, time off request or timesheet correction with an effective date prior to the beginning of the current biweekly or monthly pay period. These events must be fully completed and approved by the listed retro deadline in order to be paid to the employee on their next on-cycle payday. The retro process within Workday is very robust, but it is a static event.
- **Current Deadlines**- any business process, time off request or timesheet correction with an effective date within the current biweekly or monthly pay period. These events must be fully completed and approved by the listed current deadline to be paid to the employee on their next on-cycle payday. Current is real-time; pay results are continuously updated as business processes become fully completed and time sheets are submitted and approved by manager or timekeeper. Current pay results are “refreshed” by Payroll as noted on calendars. Updated results are available to view after each refresh.

Any questions regarding payroll deadlines should be directed to [payroll@tamucc.edu](mailto:payroll@tamucc.edu).

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## Questions & Answers from your Payroll Team

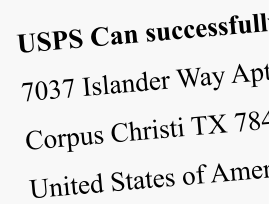
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### **I do not have a US Bank account. How will I be paid?**

Employees who have not set-up Payment Elections in Workday default to paper payroll and expense checks.

Paper payroll checks are mailed by Payroll via United States Postal Service (USPS) to the employee's home address in Workday. Checks are mailed one business day prior to payday; in the event payday falls on a Monday, checks are mailed that day.

It is critical that employees enter a valid address in Workday. A valid and complete home mailing address includes the Apartment # or Unit # if applicable AND Zip Code; **do not** include the name of the Apartment Complex. This will ensure employees receive their pay checks timely. **Here are some examples:**



USPS Can successfully  
7037 Islander Way Apt  
Corpus Christi TX 78401  
United States of America

**What is the deadline for payment election changes or updates to be included with the current pay period?**

Updates to active employee's payment elections of any nature (i.e., adding a new account, updating existing account and/or routing number, percentage reallocation among accounts, etc.) are an employee self-service function in Workday. Please be aware of the following deadlines.

Pay schedules are available on our website, so you can be certain of your upcoming payday deadline.

- **Biweekly Paid Employees:** Payment election changes or updates must be completed on the day time sheets are due. This date is found in the 4th column of the current Fiscal Year Biweekly Pay schedule. *For example, if the biweekly PAYDATE is Feb 23, you should have your updates completed in Workday by 5:00 pm on Feb 19.*
- **Monthly Paid Employees:** Payment election changes or updates must be completed on the day listed as BP's Due. This date is found in the next to last column of the current Fiscal Year Monthly Pay schedule. *For example, if the monthly PAYDATE is 4/01/2024, you should have your updates completed in Workday by 5:00 pm on 3/22/2024.*

**IMPORTANT:** If you are unable to complete your changes or updates by the deadline, your existing elections will be applied to the current pay result; any changes or updates made after deadline will be effective for future pay results.

If you have questions regarding timing, please contact [payroll@tamucc.edu](mailto:payroll@tamucc.edu).

# Welcome Islanders!

## January 2024 New Hires

Carlos Adamez | Communications Specialist III

Margarita Aguero | Financial Aid Assistant I

Joshua Anderson | Clinical Assistant Professor of Nursing

Alicia Barnes | Coordinator, Residence Life I

Harsh Bhakta | Environmental Health & Safety Coordinator II

Abigail Cannon | Postdoctoral Research Associate

Isabella Cevallos | Laboratory Technician

Kody Crane | Client Technologies Analyst I

Edward Goodroe | Director, Veterans Affairs

Douglas Haskin | Bursar Service Representative

Catherine Henke | Communications Specialist I

Nasrin Hooshmand | Assistant Professor of Chemistry

Steve Kalas | Custodian

Kevin Kropp | Assistant Vice President, Advancement Operations

Marilyn Martinez | Administrative Associate IV

Maddie Ortiz | Admissions Specialist II

Olivia Queen | Academic Success Coordinator

Brian Reeves | UAS Pilot II

Landrue Richards | Operations Coordinator

Denise Robeldo | Director, Distance Learning & Instructional Technology

Briana Rodriguez | Student Development Specialist I

Cristina Rubio | Business Coordinator III

Mariclare Sepulveda | Museum Registrar

Thato Simoyi | Coordinator, Residence Life I

Robert Trujillo | Student Activity Coordinator II

Lily Tubbs | Laboratory Technician

Sarah Tuley | Marketing Coordinator

Zach Turner | Multimedia Production Specialist I

Angela Vela | Coordinator, Disability Services

Elizabeth Weaver | Assistant Athletic Trainer

Becky Welborn | Administrative Coordinator I

Liwen Zeng | Assistant Professor, Health Sciences

## Workday News

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### Making Workday Work for You: Learn to use Workday

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[Workday Help](#) supports the Workday application by providing our users just-in-time information for learning to use Workday. The learning hubs provide targeted training resources for specific Workday functionality. They filter the curriculum for release notes, FAQs, job aids and webinars into one easy to use location for security roles.

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### Job Aid of the Month

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[Job Aids in Workday Services](#) include learning hubs like Time Tracking, Absence, and more.

### Change My Contact Information

If you are a newly hired Employee, you should **not** update your contact information prior to completing your onboarding process through your Workday inbox tasks. Making changes prior to

completing onboarding can create delays in processing your information in Workday.

This job aid outlines the process for an Employee to [change their contact information](#) in Workday.

- Home Contact Information: primary address, primary phone and primary email (\*required)
- Work Contact Information

When you change your Primary Address, you will receive the [To Do: Update Address with TRS](#). The To Do directs you to update your home address information in the Teacher Retirement System (TRS).

- Update Address with TRS, after updating your address in TRS, you will need to return to the To Do and select Submit to move the business process forward.

Note: To ensure that you receive all communication provided by the university during and after your employment, it is important for you to update your contact information.

## Save the Date

- 2/25-3/2 | Islander Homecoming | Click [here](#) for all the details
- 3/21 | Reducing Pain From Joint, Bone and Muscle Conditions | 2nd.MD Webinar | [Register here](#)
- 4/24 | Service Awards | 1 PM - 3 PM | Anchor Ballroom

## Newsletters & Calendars

[HR Announcements](#)

[Benefits Briefs](#)

[Staff Council](#)

[HR Event Calendar](#)

[2023-2024 Holiday Calendar](#)

[WORKDAY Series Calendar](#)

[FY 23 Monthly Pay Schedule](#)

[FY 23 Biweekly Pay Schedule](#)

## *Keep up with us!*

[HR Staff Directory and Functional Contact List](#)

- Benefits Email: [benefits@tamucc.edu](mailto:benefits@tamucc.edu)
- Employment Email: [employment@tamucc.edu](mailto:employment@tamucc.edu)
- Payroll Email: [payroll@tamucc.edu](mailto:payroll@tamucc.edu)



- HR Email: [human.resources@tamucc.edu](mailto:human.resources@tamucc.edu)
- [HR Website](#)
- [Facebook Page](#)
- [Instagram/HR](#)
- [LinkedIn/HR](#)

Made with Microsoft Sway

Create and share interactive reports, presentations,  
personal stories, and more.