

# January 2024



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Natural Resor  
Corpus C  
361-825-26

## HUMAN RESOURCES NEWSLETTER



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### Campus Closed

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TAMUCC will be closed on Monday, January 15 in Observance of Martin Luther King Jr. Day. The campus and offices will resume regular business hours on Tuesday, January 16.

## 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](#).



WebMD ONE—a well-being experience brought to you by The Texas A&M U started today to find all the tools, resources, and information you need to achieve health goals.

To get started, visit [here](#) and enter your username and password.

#### **LOGIN NOW**

You can verify your Two-Step Program completion status for the wellness program by logging into WebMD ONE.

#### **The power of WebMD ONE**

It's easy to work on your well-being, access your benefits, and discover all the offers in one streamlined place.

With WebMD ONE:

- **Get a snapshot of your health** – The Health Assessment is a quick questionnaire that provides a personalized health report and recommendations.
- **See daily progress** – With the Daily Habits tool, you can choose a health goal, track your daily progress, and stay on track with helpful reminders.
- **Get rewarded** – Complete your Two-Step Wellness Program to earn your points while working toward healthy, balanced living.
- **Explore the media toolbox** – Enjoy a library of exercise videos, mental health resources, and more.
- **Automatically track activity** – Visit the Device and App Connection Center to sync your activity with a fitness device or app.
- **Enjoy convenience** – View all your personal health information securely on the go.
- **Check out the personalized recommendations** made for you and begin your journey to better well-being.

#### **GET STARTED**

**Please save this email for future reference.** If you ever forget your username or password, click the “Forgot Username or Password?” feature on the login page.

#### **Note:**

Employee and Retiree resources can be found in your WebOneMD account. Your Retiree account can be found in [Single Sign On](#).

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## Benefit Briefs Newsletter

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The Benefit Briefs newsletter highlights important Texas A&M University System benefit changes and information about your insurance and retirement plans. The Benefit Briefs archives are available if you need past information. For other Benefit Briefs topics and newsletters click [here](#).

#### Staff Recruitment Services

Requests for Human Resources to meet with a candidate for employment can now be submitted electronically. The purpose of the meeting is to provide the candidate with information about benefits, time off, retirement, and wellness programs. Please go to our [Staff Recruitment Services](#)

webpage to submit your request.

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## Staff and Faculty Wellness Programs

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### Welcome back, Islanders!

With a new year, comes new beginnings and we in the Wellness Committee understand 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.

A program we would like to highlight is our Islander Health Initiative program. This all-inclusive, semester-long opportunity teaches you new healthy habits about topics like nutrition, mental health, fitness, and more! You'll also get a **FREE** Rec. Sports membership, **FREE** personal training, and **FREE** fitness assessments. The application is now open for the Spring 2024 semester! To apply, please go to <https://forms.office.com/r/35XZHcjeHM>.

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

# Employment

### Active listening helped this company increase its retention rate by 22%

Are you listening to your employees? An active listening strategy could be ex retention strategy needs.

Just ask Kerry Norman, the EVP of operations at CHG Healthcare, a Utah-bas company with 4,038 employees. CHG's retention rate has increased from 66% as a result, she said, of the company's active listening strategy. "We really take from our people," she said. "We have this strong track record of listening, and [employee] feedback and I think because we focus on that so much, retention engagement". To read more click [here](#).

Amanda Schiavo | HR Brew | December 14, 2023

# Payroll Services

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GO GREEN - Prepare ahead for W-2s!

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Now is a great time to review your address in Workday and review your W-2 Elections.

Please review your mailing address in Workday. This is the address your W-2 will be mailed to if you have not selected to receive it electronically. A W-2 cannot be provided for an incorrect address.

Employee review of items affecting year-end processing is very important. It allows for the correct reporting of year-end forms, it prevents the employee from needing and waiting on a W-2C, it prevents possible fines from the IRS for missing information and it prevents incorrect state taxation due to a wrong address. Employees should periodically review the below information in Workday and make changes any time before the last payroll in December:

#### **W-2 Delivery Format:**

By electing to receive an electronic W-2, you gain several advantages:

#### **Why Choose the Electronic W-2?**

Did you know an Electronic W-2 is an IRS-approved document? We **STRONGLY** encourage selecting the electronic format to get all the advantages.

1. Quicker Access! Electronic W-2s are available as early as mid-January.
2. **GO GREEN:** Go Green! Natural resources are saved by not printing & mailing W-2 forms.
3. Security: Increased Security! Mail delivery allows access to your personal sensitive information.
4. Savings: There is a cost savings for each form not printed and mailed.

#### **HERE'S HOW YOU SIGN UP FOR ELECTRONIC COPY:**

On the home page of Workday, navigate to the top right corner and press the "View Profile"

- Click on the **Pay** worklet
- Click on the **My Tax Documents** in the View column, under "Tax Forms P
- Click the **Edit** button in the "Printing Election column"
- Select the radio button for "Receive an electronic copy of my Year End Tax
- Click OK

That's all there is to it. You will begin receiving your W-2 electronically instead available in the new year.

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## **W-2 for Electronic Access Print or View**

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Employees, both current and former, will be able to access their W-2s online in Workday as follows:

Access via the **Pay Worklet** in Workday

1. Log into **Single Sign-On** at [sso.tamus.edu](https://sso.tamus.edu) using your UIN and password. NOTE: **Retirees and former employees, be sure to select the TAMUS UIN logo (see photo) to sign in with your assigned UIN.**
2. Click the **Worklet** button

2. Click the **workday** option
3. Click the “**Pay**” Worklet on the employee dashboard.
4. In the “**View**” column click on “**My Tax Documents**”.
5. Your W-2 will be listed on the next page for you to view and print as needed.

Access via the **Employee Profile in Workday:**

1. Select the “**Pay**” category” in the blue sidebar of the employee profile
2. Select the “**Tax Documents**” tab to view/print the W-2 for tax year 2023.

**For 2017 and past years W-2:**

1. Log into **Single Sign-On** at [sso.tamus.edu](https://sso.tamus.edu) using your UIN and password.
2. Click the “**HR Connect Legacy**” tab.
3. Click on “**W-2 Forms**”.
4. This page will display a list of your W-2s by year. View and print as needed.

*The W2 reports data on a calendar year basis; therefore, if you do not have a payment with a pay date in 2023, you will not have a 2023 W2.*

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## SSO Log On Issues

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If you have trouble logging into SSO, contact Human Resources Office at 361-825-2630 to request a password reset. Be ready to provide your name, your UIN, your date of birth and your current email address for verification. An email can be sent to you with a temporary password, or one can be provided over the phone. At that time, you can log in to update your password then retrieve your W-2 using the instructions above.

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## Updates: One-Time Payments (OTPs)

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We have completed much of the 1st rounds of electronic OTPs! Helpful reminders for Business Managers/HR Contacts to keep in mind.

- Please process timely – we encourage you to process as soon as the work is completed. The effective date is when the work is completed! Try to avoid late retro processes.
- Specify details in the description, especially outlining dates of when services were performed. This can cause delays or returns if details are not provided when OTP routes.

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## Understanding your Wage and Tax Statement ( W-2)

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A Wage and Tax Statement or W-2 is a report that displays your annual wages and the amount of taxes withheld from your paycheck. Employers are required to send employees the W-2 by January 31st each year so that employees can file their income tax return by the April 15th deadline. The purpose of this reference guide is to provide a basic overview of the W-2 and the various calculations used to provide the data Employees see in each box. For the reference guide click [here](#).

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## Pay Schedules

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### Biweekly

- [FY2023-2024 Biweekly Pay Periods](#) and Time Sheet Deadlines

### Monthly Pay

- [FY 2023-2024 Monthly Pay Period Schedule](#)

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

# Welcome Islanders!

### December 2023 New Hires

Luis Aguilar | Building Attendant

Linnea Balderson | Budget Specialist I

Ashleigh Campbell | Academic Advisor I

Kathryn Chambers | Student Development Specialist II

Javier Escamilla | Business Coordinator I

Eric Garcia | Postdoctoral Research Associate

Deborah Johnson | Medical Receptionist I

Jennifer Mahan | Academic Advisor I

Penni Nolan | Accounting Assistant III

Vincent Ochoa | Project Manager I

Madelyn Placencio | Academic Advisor I

Yinteresie Reuben | UC Operations Coordinator

Juan Salinas | Assistant Cross Country, Track & Field Coach

Aleczaider Saucedo | Custodian

Sierra Scott | Activity Coordinator - Fraternity & Sorority Life

Stuart Scott | Aviation Safety Officer - Emergency Management

Douglas Smith | Academic Advisor I

Aaron Thomas | Director of Ticket Sales and Operations

Ryan Villarreal | Police Officer I

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# 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.

### Edit your W-4

This job aid outlines the steps for an Employee to edit their Federal Tax Election Form W-4 in Workday.

- The IRS W-4 Form and instructions can be found on the [irs.gov](https://www.irs.gov) home page under Forms and Instructions.
- If you are a Nonresident Alien (a person who is not a United States Citizen), refer to Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens before completing your W-4 in Workday. You can search for Notice 1392 on [irs.gov](https://www.irs.gov).
- All active employees should have a W-4 in Workday.

To edit Your W-4 Job Aid click [here](#).

# Save the Date

- 1/15 | Campus Closed for Martin Luther King Jr. Day
- 1/17 | Gut Health (GI Thrive) Sponsored by BCBS | Noon - 1 PM | Dugan WC | RSVP [here](#)
- 1/18 How Second Opinions Can Improve Your Treatment Plan and Quality of Life | Register [here](#)
- 2/2 | Gaining Insight by TIAA Noon - 1 PM | Dugan WC | Registration coming soon
- 2/25-3/2 | Islander Homecoming | Click [here](#) for all the details

# Newsletters & Calendars

[HR Announcements](#)

[Benefits Briefs](#)

[Finance & Administration](#)

[Staff Council](#)

[HR Event Calendar](#)

[WORKDAY Series Calendar](#)

[2023-2024 Holiday Calendar](#)

[FY 23 Biweekly Pay Schedule](#)

[FY 23 Monthly 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](#)