

July 2023



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HUMAN RESOURCES NEWSLETTER

Coming Soon: Open Enrollment

Attention Employees/Retirees

**2023 OPEN ENROLLMENT
TIMELINE CHANGE**

July 10 - July 31, 2023

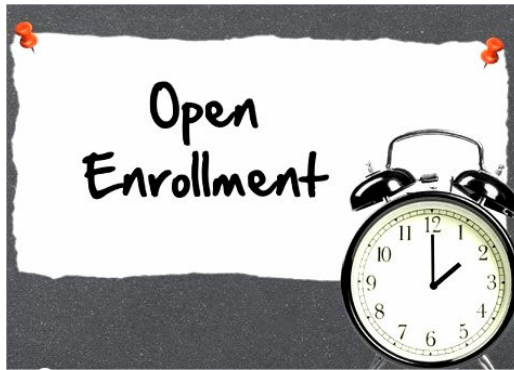


Save the Date

• July 7 | Managing Staff through Situations | Register [here](#)

Benefits

Open Enrollment Reminders



- You can review your current benefits anytime in Workday prior to making your new plan year.
- Check [MyEvide](#) to make sure you are on your way to completing your Two Program and your incentive status is up to date.
- Remember, you must re-enroll in your Flexible Spending Account each year.
- Open Enrollment is also a good time to review your beneficiaries.

For questions regarding this year's Open Enrollment, contact [Benefits](#).

New Partner: Headway

BCBSTX has partnered with Headway, a virtual and in-person mental health care provider group, to offer talk therapy and medication management with a digital booking system on headway.co.

Headway delivers seamless access to high quality, personalized mental health care using software to improve member experience and outcomes. TAMUS members can access Headway directly through their benefits with BCBSTX.

How TAMUS members access care on Headway

1. **BCBSTX Provider Finder:** <https://my.providerfinderonline.com/> AND www.headway.co
2. **Custom TAMUS Landing Page:**

For a demonstration and to get more information visit: <http://headway.co/m/tamus>

Workday News

Where can I see how many hours of my vacation time will be used at the end of the fiscal year? To see how much of your vacation time will convert to sick time, follow these steps: **[Read More.](#)**

Making Workday Work for You

- **[Workday Services](#)** supports the Workday application and those who use it to manage human resources, payroll and benefits across The Texas A&M University System.
- **[Job Aids in Workday Services](#)** which include learning hubs like Time Tracking, Absence, and more.

Job Aid of the Month

- **[Access the Workday Mobile App for iPhone](#)** - This job aid outlines the process for an Employee to install Workday's mobile app on an iOS mobile device and provides a brief navigation overview. The Employee has a mobile device that uses an iOS such as an iPhone or iPad.

Employment

Be on the look out for Zoom Meetings

Workday Wednesdays: Topic, date & time will be determined

[Join Zoom Meeting](#)

Meeting ID: 978 3477 7667

Passcode: 064922

Interview Tips

1. Read through the job description to fully understand what the job will entail.

Understanding the position in which you are applying for is very important not only for you but so that it leaves a good impression with the hiring manager/search committee. Also, research the department if you are unfamiliar with it. Use the department's website or social media pages to get a better understanding of what they offer and do. Knowing this information ahead of time will also assist with having confidence during your interview. Another good tip to prepare before the interview is to think of how your past/current work aligns with the position, its duties, and requirements.

2. Practice your interview answers.

Prepare yourself with knowing how you want to answer common interview questions. Being able to communicate who you are and what you can bring to the table not only quickly, but effectively leaves a good impression. Common interview questions that hiring managers may ask you about yourself:

- Tell me about yourself. - What are your strengths/weaknesses?
- Why do you want this job? OR What made you want to apply for this position?
- Why should we hire you?
- What is your communication style?
- Where do you want to be in your career ___ years from now?

3. Show up early to your interview.

Showing up to an interview in a timely manner gives the manager insight into how you would show up for your shifts. If you are unable to make the interview or think there may be a schedule conflict, don't try to rush to the interview or rush out of it. Take into consideration of the hiring manager's and/or search committee's time and provide enough notice for the manager to reschedule. Revised June 2023.

4. When asked to provide an example or a past situation on how you handled something, don't get off track.

It's easy to get off track and begin rambling when asked to provide an example on how you handled a certain situation but try not to as it can hinder the hiring manager's impression of you and your interview. An easy way to stay on track is to explain the situation, explain what you were then tasked with due to the situation, what action needed to be taken and how the results played out.

5. Focus on the positives, not the negatives.

When asked about previous employers or positions that you have worked in, try not to make it all about the negatives. Instead, think about what you gained and how it bettered you into the employee you are or can be.

6. Think of additional questions to ask ahead of time. If needed, write them down and bring them with you!

Coming prepared with your questions for the hiring manager shows that you put some thought into this position/interview and wanting to work there. Don't be embarrassed to write them down and read them off when given the chance during the interview. It's better to be prepared than not, that way your questions can get answered before the interview is over.

- What is the salary? - What does a normal day in this position look like?
- What do you expect of your team/employees?
- What is your communication style with your employees?
- Is there room for growth within this position and/or department?
- What is the next step in the process?

Welcome Islanders!

June 2023 New Hires

Nasra Abade | Academic Advisor I

Heidi Ballew | Postdoctoral Research Associate

David Baron | Maintenance Worker

Angelica Caro | Financial Practitioner II

Sam Caudillo | Library Specialist

Iranda Chavez | Bursar Service Representative

Kathleen Clark | Development Officer II

Kristin Ellis | Business Associate III

Brittani Fletcher | Admissions Specialist II

Olivia Fouty | Program Coordinator I P5 Women's Basketball

Walker Holland | Police Communications Officer in Training

Cynthia Perez | Assistant Bursar

Blake Purcell | Multimedia Production Specialist I

Cassi Rozanski | Assistant Athletic Director for Compliance

Michaela Rust | Research Technician II

James Sanchez | Research Specialist I

Andrew Solis | Network Engineer III

Immigration

Biometrics Fees for H4 Dependents Suspended Through Sept. 30, 2023

USCIS has extended the temporary suspension of the biometrics submission fee for applicants filing Form I-539, Application to Extend/Change Nonimmigrant Status, for extension of stay in or change of status to H-4 through Sept. 30, 2023.

If you or your spouse are a Form I-539 applicant for H4 status, you do not need to pay the biometric services fee for during the suspension period. The USCIS will reject applications if you included the \$85 biometrics service fee with the base fee at the time you file Form I-539 without the biometric services fee.

FMI: Call extension 2198.

Payroll Services

9-Month Employees: Now is the time to review your *Save for Summer* Plan before the new fiscal year!

The *Save for Summer* program for employees working in a less than twelve-month annual work period. This program allows you to specify a certain amount to be withheld from net pay each monthly payday or 1 and 2 biweekly paydays within a month you work, which allows you to receive a

paycheck during the summer month(s) you are not working. The amount withheld from net pay is after all deductions, which includes but are not limited to TRS/ORP, FICA, FIT, parking, user fees, garnishments and withholding orders.

An employee may enroll after September 1 each year but will begin their participation with the next available pay period. There are no catch-up provisions for any expired portion of the fiscal year.

To learn how to enroll in Save for Summer? How to update or cancel your enrollment?

An employee can complete and sign the **Save for Summer form** for all actions and send it to the appropriate email address at the bottom of the form. The Save for Summer withholding amount is determined by the employee and can be updated during the period of participation. Changes will be effective on the next available pay period.

Save for Summer Enrollment Elections

- Save for Summer 9: receive a payout on July, August, and September pay dates

Insurance Premiums

- Save for Summer does not hold back a portion of insurance premiums, and there will be no extra deductions taken in May for summer insurance premiums.
- Those enrolled in the 12 over 9 benefits program will have insurance premiums withheld at a slightly higher rate during the year (September–May) to pay for the summer insurance premiums.
- Those who are not yet eligible to participate in the 12 over 9 benefits program will have extra deductions taken in May for summer premiums.

Net Pay

- You select the amount of net pay to be held in Save for Summer.
- No changes are automatically made to net pay held back.
- Complete the Active Participant Update section of the **Save for Summer form** to initiate changes to your held back amount

Enrollment and Cancellation

You may enroll, update or cancel participation in the Save for Summer program at any time during the fiscal year by completion of the **Save for Summer form**.

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).

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

- **07/07 | Managing Staff through Situations | Register [here](#)**

When facing heightened stress, employees react in diverse ways. For some, stress leads to a drop off in performance, lowered morale or emotional outbursts. For others, high-pressure, stressful situations actually become an opportunity to shine. As a manager, it's difficult to anticipate the multitude of reactions you're likely to observe during times of stress, and even harder to be equipped with the tools to handle them all. This workshop helps you plan for the expected and the unexpected and provides

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.

Learn to prioritize tasks efficiently and consistently. **Prioritize Your Tasks** is productivity expert Dave Crenshaw that shows how to schedule time in relation to important and what will have the most significant impact on work. Dave begins with an overview of his time value prioritization (TVP) philosophy. Next, he lays out the process of determining how urgent a task is, how great an effect it will have, and whether it should be done by a colleague or automated through technology. Dave concludes the course with examples, showing the TVP method in action. Using this innovative method, you can get more done more efficiently, while increasing the value of time and the things we love.

Newsletters & Calendars

[HR Announcements](#)

[Benefits Briefs](#)

[Finance & Administration](#)

[TRS Newsletter](#)

[Staff Council](#)

[HR Event Calendar](#)

[WORKDAY Series Calendar](#)

[2023-2024 Holiday Calendar Coming Soon](#)

[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