

June 2023



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Corpus C
361-825-26

HUMAN RESOURCES NEWSLETTER

Coming Soon: Open Enrollment

Attention Employees/Retirees

**2023 OPEN ENROLLMENT
TIMELINE CHANGE**

July 10 - July 31, 2023



Be Prepared - Hurricane Season is June 1 - November 30

Don't be caught without your money!

The hurricane season runs from June 1 through November 30. Be prepared and make sure you are able to access your money when you need it. Payroll checks could be delayed, especially if you

evacuate the area. Sign up for direct deposit via Workday.

- Payment Election Enrollment Event (Onboarding)
 - The process for an Employee to manage payment elections during the onboarding process https://it.tamus.edu/workdayservices/job_aid/Payment-Election-Enrollment-Event-Onboarding
- Managing Your Bank Accounts
 - This job aid outlines the activities for an Employee to add an additional bank account for use when electing direct deposit for payment and how to edit existing bank accounts in Workday. https://it.tamus.edu/workdayservices/job_aid/Managing-Your-Bank-Accounts
- Edit Payment Elections
 - This job aid outlines the process for an Employee to edit their own payment elections outside of the onboarding process. https://it.tamus.edu/workdayservices/job_aid/Edit-Payment-Elections

For Direct Deposit questions, please email **Payroll**.

Code Blue

Texas A&M University -Corpus Christi uses many methods and outlets for communicating to students, faculty, staff and the greater community the current situation of a hurricane/tropical storm and what plans are going into effect. Please update your contact information by visiting the [Code Blue Emergency Notification System website](#).

See also: [Quick Reference Guide to Campus Emergencies](#)



New HR Hours

It is always our goal to serve all of the TAMU-CC community, please make note of the *NEW* Human Resources office hours Monday through Friday. The office is closed for lunch.

8:00 AM - NOON

and

1:00 PM - 5:00 PM.

Please visit our website for [staff contact information](#) to schedule an appointment.

Save the Date

- June 19 | Campus Closed in Observance of Juneteenth

Coming Soon!

- July 10-31 | Open Enrollment

Benefits

Open Enrollment Reminders

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

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

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 resources, payroll and benefits across The Texas A&M University System

• Job Aids in Workday Services

which include learning hubs like Time Trac more.

• Job Aid of the Month

- [Access the Workday Mobile App for Android](#) - This job aid details the Employee to install Workday's mobile app on an Android mobile device navigation overview. The Employee has a mobile device that uses Android phone or tablet.
- **Getting started**
 - Installing the Workday Mobile App
 - Navigating in Mobile
 - Accessing Your Profile and Actions

Employment

The Right Mix of the Most Effective Interview Questions

Regardless of the job market, it can be a challenge just to make your open role seekers. And even when you manage to evaluate candidates, their qualification in your organization, sometimes you still can't separate the great candidates from the bad.

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

HR Morning | Michele McGovern | March 2023

Welcome Islanders!

May 2023 New Hires

Jacqueline Alvarez | Graduate Applications Analyst

Jenifer Bowen | Bursar Service Representative

Eric Castillo | Police Communications Officer in Training

Nicholas Figueroa | Admissions Specialist II

Jonathan Finister-Bell | Men's Basketball Video Coordinator

Sebastian Garcia | Virtual CSI Coordinator I

Selma Hernandez | Records Specialist I

Valerie Jimenez | Administrative Associate IV

Seth Moran | Airspace Manager, EM

Sarah Pons | Writing Center Coordinator

Maria Robles | Student Conduct Officer

Clarisa Salinas | Professional Counselor I

Samuel Sugarek | Research Specialist III

Nick Ullrich | Lead Research Data Analyst

Immigration

State Department Increases Nonimmigrant Visas Fees

Foreign national employees planning to visit a U.S. Consulate to apply for a visa can expect to pay slightly higher fees. Fees for U.S. nonimmigrant visas will increase worldwide on May 30, 2023. The fee for F1 and J1 visas increased from \$160 to \$185. The fees for H and O visa classifications increased from \$190 to \$205. Visa Applicants who paid the visa fee before May 30, 2023 and scheduled an interview within 365 days of the day payment is made are not affected by this change. There is no requirement for the interview to occur during that 365-day period; applicants must just take the step of scheduling an appointment within 365 days. FMI: Ext 2198

Payroll Services

Our department has received several inquiries concerning changes to their federal withholding, and how it's impacting their tax filing. Please be advised that the payroll department is unable to offer any tax advice and strongly encourages employees to consult with a certified tax preparer or Certified Public Accountant if you have any such questions.

NEW

However, our department would like to take this opportunity to remind all staff and faculty that some tax credits have now returned to 2019 levels. This change occurred at the end of the 2022 tax year. The earned-income tax credit (EITC) was reduced from \$1,500.00 to \$500.00. The Child Tax Credit (CTC) was reduced from \$3,600.00 to \$2,000.00, per dependent. The Child and Dependent Care Credit returned to \$2,100.00 down from \$8,000.00, as it was in 2021. This information may be found posted on the IRS website, and by following the link [Get Ready for taxes: What's new and what to consider when filing in 2023 | Internal Revenue Service \(irs.gov\)](#).

You may need to re-visit your tax elections on Workday to accommodate these changes. There is a job aid available to you on [Workday Help](#) on the Single Sign On (SSO) menu. **Search for "Tax Elections" and click on the link titled, "Edit your W-4."** This will help you navigate making these changes in Workday. Please be advised that if it's been several years since you updated this

information, the W-4 form has also been updated. This updated W-4 took effect in the 2020 tax year. Questions? Email payroll@tamucc.edu

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.

Speaking Confidently and Effectively

The ability to present yourself and communicate well is crucial in any work environment. In this course, adapted from the podcast *How to Be Awesome at Your Job*, learn how to use presentation skills to gain a competitive advantage in a career. Professional speaker, Linda Cruz Flores, shares tips and tricks for leveling up presentations and boosting executive presence. You'll learn how to craft presentations around what's important to the audience to ensure that it's clear and impactful information. Discover how to shift the focus away from the speaker to the audience. Plus, get strategies for ensuring that body, tone, and words are giving the intended message; planning for worst-case scenarios and establishing recovery strategies for unexpected questions; and more. Access [Speaking Confidently and Effectively](#) to learn

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