

May 2023



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HUMAN RESOURCES NEWSLETTER

Open Enrollment

Attention Employees/Retirees

**2023 OPEN ENROLLMENT
TIMELINE CHANGE**

July 10 - July 31, 2023



Reminders:

- You can review your current benefits anytime in Workday prior to making your elections for the new plan year.
- Check [MyEvive](#) 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**

Staff Performance Reviews

Managers must complete reviews by Wednesday, May 31. Visit the HR Performance Management website and review the [FAQ's](#) for additional guidance.

Islander Awards



The 27th Annual Awards Celebration was held on April 28. This year, 164 employees were recognized for their many years of service.

Faculty Excellence Awards were presented to the following winners

- Excellence in Teaching Award - *Dr. Susan De Ghize*
- Excellence in Teaching Innovation Award - *Catherine Harrel and Sandra ...*
- Excellence in Research & Scholarly Activity Award - *Dr. Wei Xu*
- Excellence in Service Award- *Dr. Bethanie Pletcher*
- *Excellence in Creative Activity Award - Dr. Diana Sipes*

Staff Excellence Awards were presented to the following winners

- Islander Leadership - *Keven Houlihan*
- Islander Inclusion - *Alberto Hernandez*
- Islander Impact - *Christopher Palfreyman*
- The Interdivisional Collaboration Award for Excellence - *Festival De Mari...*
 - This year's winning team consisted of a collaboration between a diverse group of administrators, staff, and faculty from the fields of Music, History, Writing, performing arts center, and marketing and communications. The team can create an event that would advance Texas A&M University-Corpus Christi cultural through the powerful mediums of music, creativity, scholarship/learning, engagement and become a signature welcome event for the islander community.

The Parade of Achievers recognized 17 employees who recently received degrees. For a complete list of recipients and winners, please visit the [Islander Awards](#) page.

CONGRATULATIONS!

To our own HR Staff members who celebrated anniversaries this year.

Betsy Hucker-5 years, Jennifer Escamilla and Cassondra Casanova both have

Hurricane Season starts June 1 - TAMU-CC CODE BLUE

Code Blue is a comprehensive alert system which connects with student, faculty, and staff during emergency situations. The notifications include emails, text, and pre-recorded messages, as appropriate. Emergencies can include severe weather warnings, threats, school closures, delays, evacuations, and other incidents which disrupt regular campus activities.

Learn more at <https://codeblue.tamucc.edu/>

Save the Date

- May 5 | **Initiating Difficult Conversations** | 10AM - 11AM
- May 10 & 11 | Catapult - All appointments are filled
- May 12 | **Tools to Handle Stress** | 10AM - 11AM
- May 20 | Spring Commencements | 10:00 AM & 2:00 PM | American Bank Center | FMI: Click [here](#)
- **May 29 | Memorial Day | Campus and Offices Closed**
 - **The birthplace of Memorial day, Early Observances and Traditions** - Originally known as Decoration Day, it originated in the years following the Civil War and became an official federal holiday in 1971. Many Americans observe Memorial Day by visiting cemeteries or memorials, holding family gatherings and participating in parades. Unofficially, it marks the beginning of the summer season. [Read more here.](#)

Coming Soon!

- July 10-31 | Open Enrollment

Benefits

Lunch and Learn with Arrosti

- **Learn How to Prevent and Relieve Headaches**
 - **5/3 | Noon-1PM | Dugan WC, Izzy Room | Register [here](#).**
 - Headache pain can be hard to live with — often affecting mood, sleep patterns, and productivity. Join us for a complimentary, interactive session to learn about common types of headaches, as well as triggers, signs, and symptoms. You will learn valuable tips, stretches, and tools for managing headaches. We'll go over a conservative care option to help stop pain at the source.
- **15-minute Assessment with a Provide at No Cost**
 - **5/3 | 1PM - 4PM | Dugan WC, Izzy Room | Register [here](#).**
 - Schedule a complimentary pain & injury assessment for after the lunch & learn presentation. Connect with an Arrosti 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 Arrosti.

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**

- Managing your Time Off - This job aid outlines the process for an Emp off, cancel a Time Off request and correct a Time Off request that was ap the Manager.

- **Quick Links**

- Request Time Off
- Cancel Time Off Request
- Correct a Time Off Request

Employment

The Power of Small Wins

What is the best way to drive innovative work inside organizations? Important stories of world-renowned creators. It turns out that ordinary scientists, marke other unsung knowledge workers, whose jobs require creative productivity ev common with famous innovators than most managers realize. The workday ev emotions, fuel their motivation, and trigger their perceptions are fundamentall

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

by : *Teresa M. Amabile and Steven J. Kramer*

Welcome Islanders!

April 2023 New Hires

Ryan Butler | Assistant Director of Operations

Alcario Cadena | Academic Success Coach

Jermaine Chong | Security Officer

Garth Clayton | Research Development Officer

Frank Fonseca | IT Manager I

Patricia Foster | Grant Administrator I

Alimursal Ibrahimov | Business Coordinator II

Martisha Leifer | Associate Director, Recreational Sports

Andrew Paski | Director of Development for the Harte Research Institute

Audrianna Rios | Curatorial Assistant

Brittany Salinas | Student Orientation Coordinator

Holly Schuh | Data Entry Specialist

Immigration

Summer Overseas Travel

If you hold a nonimmigrant status (E3, H1B, O1 or TN), and your planning to travel overseas during the summer break, please schedule your visa interviews with the U.S. Consulate early. Review the consulate's website for fees, document requirements and processing times. Email HR Immigration Services (norma.lozano@tamucc.edu) at least 10 days before your departure date and include:

- The country to which you will travel
- Type of Visa for which you apply.
- The city of the consulate you will visit
- Date of intended departure / intended return date
- If you need your salary stated in the letter, please include a one-liner requesting that information be included in the letter.

If you already have a valid visa stamp in your passport for re-entry into the U.S. after your travels and just need a travel letter to present at the port of entry, please provide your departure date and proposed re-entry date. FMI: Ext 2198.

Payroll Services

Memorial Day Holiday Early Payroll Deadlines

- **May 24:** Earlier Deadline due to Memorial Day Holiday
 - Retro Timesheet & BP Approvals due at 5pm
- **May 26:** Earlier Deadline due to Memorial Day Holiday
 - Timesheets, BP approvals, PPRs & Time Off Due @ 11am
 - Pay Calculation Results Report available @ Noon

Managing Debt

Many Americans have short and long term debt, such as credit card balances, student loans, or mortgages. Creating a budget, making a debt plan, and following debt guidelines can help manage debt. Learn more about [Managing Debt](#).

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).

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

- **05/12 | Tools to Handle Stress | Register [here](#)**

This Stress Management course focuses on specific, practical activities to reduce stress. Whatever happens, to be causing your stress, these techniques can help you cope.

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

- **05/05 | Initiating Difficult Conversations | Register [here](#)**

There are conversations in which the stakes are high: asking for a raise, ending a relationship, giving a critical performance review, confronting disrespectful behavior, apologizing or disagreeing within a group. This workshop is about developing the skills to initiate the conversations which most people find difficult, unpleasant and generally avoid. You will learn the practical skills involved

- **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.

Critical Thinking for More Effective Communication

To be a successful leader, clear communication is a key aspect to effectiveness: do people feel clear on a position, or confused? Are they confident that you work from multiple perspectives, or are they uncomfortable voicing disagreement with you? In this course, **Thinking for More Effective Communication**, Becki Saltzman shows how to improve your clarity of thought and conversation confidence and explains how to communicate using critical thinking. Becki gives advice on how to construct good arguments, how to recognize bad ones, how to maintain productive communication even when you disagree, how to recognize the difference between debating and negotiating. Whether you are new to a leadership role, by the end of this course you'll have new ways to communicate effectively through critical thinking.

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