

November 2023



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HUMAN RESOURCES NEWSLETTER

HR News

welcome

We are thrilled to introduce our two new Talent Acquisition Analysts, Alex Zavala and Alexis Rodriguez, who are joining our team at Texas A&M University-Corpus Christi.

Alex Zavala brings a wealth of knowledge with previous experience in Academic Affairs. With a passion for identifying top talent and fostering growth, Alex will play a crucial role in the future of our university.

Alexis Rodriguez, with a background in administration in the medical field, brings a unique perspective to our team. Her knowledge in evaluating talent will be a valuable asset to our recruitment efforts.

We are confident that Alex and Alexis will contribute significantly to our mission of talent acquisition and look forward to the positive impact they will make at TAMU-CC.

Join us in extending a warm welcome to Alex and Alexis as they embark on their new journey with us!



TAMU-CC campus and offices will be closed in observance of Thanksgiving.



Thanksgiving Day on Thursday, November 23 & Friday, November 24. Regular business hours will resume on November 27.

Did you know?

Thanksgiving Day is a season for reuniting, sharing a meal, and giving thanks.

Do you know the true history of Thanksgiving Day? Who moved the date once, and why? Why did the Pilgrims disappear? What did George Washington intend for the Thanksgiving holiday to be about? [Here's some trivia and table talk!](#)

Benefits

Navia Benefits



The end of the claim filing period is upon us! Have you submitted all of your claims? We've highlighted some important dates and information that you need to be aware of.

Health Care FSA

Claims for expenses incurred by 08/31/2022 must be received by Navia no later than 09/30/2022.

This plan has a grace period, which allows extra time to incur expenses after the end of the plan year. To make sure all of your funds are used, expenses incurred during the grace period will automatically be applied to the previous plan year.

Participant Portal

Do you have questions about your benefit? Accessing the participant portal at www.naviabenefits.com is the easiest way to locate information regarding your benefit. The portal includes:

- Benefit balances
- Reimbursement dates
- Eligible expenses
- Statements
- Filing a claim

To register visit our website www.naviabenefits.com and access your benefit card as a *Participant*, and then *Register*.

If you have any questions about accessing your benefit please feel free to contact us at 669-3539 Monday through Friday between the hours of 5:00 am and 5:00 pm or email at customerservice@naviabenefits.com.

GuidanceResources

Mental Health First Aid: Helping Someone Who is Suffering

Whenever people face mental health issues resulting from the loss of a loved one, trauma, or any other reason, they need to talk about it in order to heal. To talk, they need willing listeners. Unfortunately, many of us try to avoid listening to people in pain. We may feel like we have enough troubles of our own or be afraid of making matters worse by saying the wrong thing.

- What Typically Happens
- Mental Health First Aid
- What to Do
- What Not to Do
- The 5 A's Model of Intervention
- Afterward

For 24/7 support, resources and information, contact Us.....Anytime, Anywhere, no cost, confidential solutions to life's changes. Your Work/Life Solutions Programme by GuidanceResources offers someone to talk to and resources to consult whenever and wherever you need them.

Online at: [.guidanceresources.com](https://guidanceresources.com) | App: GuidanceNow | Web ID: TAMUS

Prefer to access ComPsych® GuidanceResources® on our mobile app? Scan the QR code with your device to begin. Access secure and convenient tools anytime, anywhere across any of your devices.

QR code for GuidanceNOW

WEBMD ONE

The Texas A&M University System consistently strives to improve and provide valuable tools to help you achieve your health goals. WebMD ONE replaced MyEvide on September 1, and serves as the new wellness portal to connect you with your TAMUS benefits and support your unique health-related interests. Welcome you to WebMD ONE, where every snapshot is part of the big picture of your health. From staying active to sleeping in, better well-being happens by finding the right balance for you.

With WebMD ONE, you can:

- Complete a Health Assessment to receive a report on where your current health stands
- Use [Daily Habits](#) to set and track well-being goals and use other resources to help you discover health and happiness.
- You can receive the lowest rate on your medical plan premium if eligible by completing two wellness activities by June 30, 2024.

Register at [WebMD ONE TAMUS](#) and take advantage of all the free health resources WebMD ONE offers.

Download the Wellness at Your Side App:

- Visit the [Apple App Store](#) or the [Google Play Store](#) and search “Wellness At Your Side.”
- Download the app and enter your connection code: TAMUS.
- Register a new account and personalize your experience by answering a few questions.

Note: Retirees and graduate students enrolled in the Grad Plan will automatically receive the lower premium.

Employment

4 Ways to Help Different Generations Share Wisdom at Work

Right now, commencement speeches are being given, quoted, lauded, and judged. After graduation, people still seek this kind of wisdom and inspiration. Millions of Americans watch inspirational talks online, go to conferences, and hire coaches – but they often don't look in their own workplaces. Yet, wisdom is not in short supply here. There are now five generations working alongside each other – an unprecedented opportunity to learn from such a diverse range of experiences. But there's not always an obvious path for people to share with and learn from each other. Companies need to create more avenues for inter-generational wisdom sharing. Four ideas are: daily team huddles to discuss learning, recognizing the role models in your organization, developing mutual mentoring programs, and creating Employee Resource Groups focused on sharing wisdom. Read more of this article [here](#).

Chip Conley | May 18, 2018 | Harvard Business Review

Hands stack in circle

Payroll Services

Prepare for Holiday Time & Due Dates!

Monthly Payroll BP's are due **Friday, Nov 17th!**

Bi-Weekly Timesheets will be due on **Monday, Nov 27th**, following the holiday

Please be sure employees and supervisors approve timesheets and/or time off
[FY 2024 Holiday/Pay Schedule here!](#)

Review and Update your Contact Information!

Now is an ideal time to verify all contact information is accurately reflected in your Workday account. Please take some time to ensure your address and phone number is correct, as this will prevent delay in receiving important tax information. Please verify that your social security number/ITIN is entered correctly in Workday. If you have not turned in this information to Human Resources, please make arrangements to do this BEFORE **December 8, 2023**.

The Payroll department will be reaching out to individuals who are missing this information for year-end reporting. Year-end reporting is a very busy time of year for our department. We would like to extend our sincere appreciation for your patience as we work to close out the current year.

Electronic W-2s are faster and environmentally friendly! Sign up today for Electronic instead of paper!

Signing up to receive your W-2 form electronically is easy! It is also safer by using your TAMUCC SSO Duo! You will receive an email once it is available in Workday for your 2023 W-2 in January!

Employees can elect in Workday to receive their W-2 electronically as follows:

- Log into Single Sign On using your UIN and password.
- Click the Workday option.
- Click the "Pay" Worklet.
- In the "View box", click on My Tax Documents.
- In the section where the company name is listed, click the "Edit" button.
- Select the delivery method *Receive an electronic copy of my Year End Tax Documents*.
- Click OK.

If you are not signed up to receive your W-2 Electronically, you will receive a paper W-2 in the mail. All paper forms will be mailed by January 31st each year.

Will you have any Vacation Maximum Carry-Forward? Start planning early ahead of 8/31/2024!

All hours of vacation leave that may not be carried forward at the end of a fiscal year will be credited to the employee's sick leave balance on the first day of the next fiscal year. Employees are encouraged to monitor their leave balances regularly and discuss vacation time off with their supervisor in advance where possible to avoid vacation hour lapse to sick leave. To review the projected vacation hours balance, log in to [Workday](#) and click the **Time Off** icon, then navigate to **View** and select **Time off Balance**. Run a projected date of **09/01/2024** to view amounts projected under the Carryover Forfeited in Period.

Pay Schedules

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.

Welcome Islanders!

October 2023 New Hires

Sindi Alvarado | Administrative Associate IV

Olga Gil Barrientos | Project Coordinator I

Stewart Behie | Visiting Professor

Skally Benitez | Training Support Technician III

Robert Bretzing-Tungate | Research Specialist

Jared Cummings | Business Coordinator III

Zeinab Halloi | Postdoctoral Research Associate

Jacksson Havis | Maintenance Worker III

Ugochukwu Ikwanusi | Software Applications Developer II

Paul Mossbauer | Accounting Assistant III

Kristin Meza | Administrative Associate III

Alexis Rodriguez | Talent Acquisition Analyst

Noe Ruiz | Assistant Baseball Coach

Kevin Wong | Academic Success Coach

Workday News

Making Workday Work for You: Learn to use Workday

[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.

Job Aid of the Month

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

Approve Time

This job aid outlines the activities for a Manager to approve hours submitted on a timesheet by an Employee they supervise.

- Employees can submit time daily or after a certain time period determined by the Manager. Be sure to communicate with your employees regarding how often you would like them to submit time worked.
- Managers receive email notifications *each time* the Employee submits time on the timesheet. You can adjust these settings by going to your account in Workday and changing your preferences.
- Individuals who supervise large groups of hourly Employees should use the Review Time report to approve time.

You can approve from your Workday Inbox or from your Email Notification, [click here](#).

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.

Time Management Tips: Teamwork

Most professionals need to work with others to get their projects to the finish line. Merely refining one's own time management skills isn't enough to guarantee productivity and productivity. The ability to collaborate with others—and grapple with difficult and managing time—is a critical ingredient to any project's success. In this *Management Tips* series, [Time Management Tips: Teamwork](#), productive leader speaker Dave Crenshaw shares bite-sized tips for enhancing team collaboration more effectively. Discover how to make meetings more meaningful, reduce interruptions, and help your teammates boost their own productivity.

Save the Date

- **11/2 | Retiree Luncheon | 11:30 AM - 1:00 PM | UC Anchor Ballroom**
- **11/6 | Healthy Holiday Eating, BCBS of Texas | Noon | Dugan, Tarpie Room, 2nd Floor**

We will learn about:

Tips for wisely choosing healthier holiday and party foods

Preparing mindful meals with suggested serving sizes

Healthier variations for popular holiday meals and beverages

Tips on how to stretch your holiday food budget

- **11/24 & 25 | Thanksgiving Day Break | Campus Closed**
- **11/28 | Giving Tuesday | Volunteer deadline - 11/5 | For more information please email seas@tamucc.edu**

2024

- **2/25-3/2 | Islander Homecoming | Click [here](#) for all the details**

COMPLIANCE & ETHICS WEEK

Nov. 6-10, 2023 | 11:00 AM to 1:00 PM

Monday 11/6

- Step UP! Bystander Intervention Training | 11:00 AM to 1:00 PM | UC Legacy 145

Tuesday 11/7

- What You Need to Know: Benefit, Wellness, and Retirement Programs | 11:00-11:45 AM | UC Legacy 145
- Texas Senate Bill 17 / DEI | Noon to 1:00 PM | UC Legacy 145

Wednesday 11/8

- The ADA: Protections and Best Practices for the Workplace | 11:00-11:45 AM | UC Lone Star 142A
- Reduce Speed, Intersection Ahead: Avoiding Collisions between Financial, Professional, and Personal Conflicts | 11:00-11:45 AM | UC Bayview 320
- Free Speech: With Freedom Comes Responsibility | Noon to 1:00 PM | UC Lone Star 142A
- Panel Discussion with University Police Department (UPD): Define the Elements of a Crime | Noon to 1:00 PM | UC Bayview 320

Thursday 11/9

- It's a Wonderful Committee | 11:00-11:45 AM | UC Lone Star 142A
- Sexual Harassment in the Workplace | 11:00-11:45 AM | UC Legacy 145
- What You Need to Know about Family Medical Leave Act (FMLA) | Noon to 1:00 PM | UC Lone Star 142A
- Expedition Mastery: Navigating the IRB from Draft to Approval | Noon to 1:00 PM | Zoom <https://tamucc.zoom.us/j/6449901241>

Friday 11/10 | Zoom Only

- What You Should Know about the Pregnant Workers Fairness Act (PWFA) | 11:00-11:45 AM | Zoom <https://tamucc.zoom.us/j/8486978998>

- Form I-9 Compliance | 11:00-11:45 AM | Zoom <https://tamucc.zoom.us/j/97471950527?pwd=dG16S3gvS0N4UE9ScUE1RWNI50gzZz09>
- Leveling the Playing Field: The Importance of Accommodations for Students with Disabilities | Noon to 1:00 PM | Zoom <https://tamucc.zoom.us/j/98855021195?pwd=MmtmMVNYeUxCRXpjQ1NBRERMRnh1dz09>

For More Information visit the Compliance & Ethics [webpage](#).

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