

# September 2023



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## *HUMAN RESOURCES NEWSLETTER*

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## HR News

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### IMMIGRATION SERVICES: Effective September 1

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Immigration Services at TAMU-CC has been moved to Texas A&M Immigration Affairs Shared Services. Effective September 1, all immigration employment matters (new and pending) should be submitted to [immigration@tamu.edu](mailto:immigration@tamu.edu). You can contact Immigration Shared Services at 979-862-1719. Human Resources is available to help through this transition.



Please help us *CONGRATULATE* the following HR team members who received their degrees in August.

**Cassandra Casanova** has been named the Associate Director for HR. Cassi has been with TAMU-CC since December of 2012 and most recently was serving as Interim Associate E

**Betsy Hucker** has been named the Talent Acquisition Manager. Betsy has since September 2018, she previously served as the HR Employment Specialist.

**Jennifer Escamilla** is the Leave and Payroll Manager. Jennifer has been with TAMUCC since 2013. She was entrusted with the Payroll department functions when it transitioned to College Station.

**Victoria Perez** will have the role of the Classification and Compensation Analyst at TAMUCC since January 2022. She was an HR Employment Specialist II with the HR Team.

As always the Human Resources staff is continuously striving to provide the services that help Texas A&M University-Corpus Christi stand above many other universities.

## Benefits



**Be sure to check if you have received credit for your Wellness Two-Step program.**

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### NEW: WebMD ONE Wellness Portal effective September 1

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The Texas A&M University System consistently strives to improve and provide useful tools that help you achieve your personal health goals. WebMD ONE\* will replace MyEvide beginning September 1, 2023 and will serve as our new wellness portal to connect you with your TAMUS benefits and support your unique health-related interests.

**With WebMD ONE:**

- **Get a snapshot of your health** – The Health Assessment is a quick questionnaire that gives you a personalized health report and recommendations.
- **See daily progress** – With the Daily Habits tool, you can choose a health goal, see your day-to-day progress and stay on track with helpful reminders.
- **Get rewarded** – Complete your Two-Step Wellness Program to earn your premium reduction while working toward healthy, balanced living.
- **Explore the media toolbox** – Enjoy a library of exercise videos, mental health podcasts and more.
- **Automatically track activity** – Visit the Device and App Connection Center to track and upload your activity with a fitness device or app.
- **Enjoy convenience** – View all your personal health information securely on the portal, all in one place.

\*BCBSTX Well onTarget and Blue Points will still be available to members who are eligible.

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## WebMD ONE TAMUS Registration

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**Beginning September 1, you can register at [WebMD ONE TAMUS](#) and take advantage of all the free health resources WebMD ONE has to offer.**

Download the Wellness at Your Side App:

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

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## Wellness Release Time Applications are due!

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The TAMUCC Work Release program provides full-time, benefits-eligible employees 30 minutes of release time during normal work hours up to three (3) times a week for participation in physical exercise and fitness activities. Employees must submit a Wellness Release Time Request to their manager each academic year of participation for review and approval. Completed [Wellness Release Time Applications](#) should be emailed to [wellness@tamucc.edu](mailto:wellness@tamucc.edu).

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## TRS Legislative Update

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**Reminder the Employee Contribution to the TRS Pension Fund will increase due to SB12 that was passed in 2019.**

In 2019, SB12 passed that gradually increased active employees' contribution to the pension fund. The first phase of the employee increases took effect on September 1, 2022. It will now increase from the current 8.00% of salary to 8.25% on September 1, 2023, and will remain at 8.25% on September 1, 2024. FMI: [Visit the TRS Website](#)

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## TAMUS Benefit Briefs

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### Emotional Wellbeing Resources

The physical and emotional wellbeing of our employees is a top priority now more than ever. Maintaining your wellbeing isn't easy, but you don't have to do it alone. If you're facing physical or emotional health conditions, we have experts who can help you learn about your condition and treatment options. Employees, retirees and their covered dependents have several resources available to get the help they need.

All employees or retirees resource• [Work/Life Solutions by Guidance Resources](#)

Employee and Retiree resources can be found in your WebOneMD account. Your WebOneMD account can be

found in [Single Sign On](#).

- [MDLIVE](#)
- [Work/Life Solutions by Guidance Resources](#)
- [Headway](#)
- [Learn to Live](#)
- [WellonTarget](#)

#### **Graduate Student Employees Resources**

- [Academic LiveCare](#)
- [Academic Student Assistance Program](#)
- [Work/Life Solutions by Guidance Resources](#)
- [Learn to Live](#)
- [Headway](#)

Visit the [Benefits Briefs webpage](#) for other topics:

- [Dental Tips for Your Teen](#)
- [Children's Eye Health and Safety](#)
- [WIN Fertility Benefits](#)

# Employment

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## 3 Experience Based Situational Interview Questions to Ask

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Truth be told, an experience from the past is most likely to determine what the like (maybe a tiny glimpse of it). Situational interview questions are no different achieving this. These questions give an insight into what an employee's past experience like and could directly impact what the future could look like. An employer looking for the best of the best should get a glimpse into the past experiences of candidate decision. To read the full article click [here](#).

*Jane Harper | The HR Digest*

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## ZOOM Workday Wednesday

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**Topic, date & time to be determined**

[Join Zoom Meeting](#)

Meeting ID: 978 3477 7667

Passcode: 064922

FMI: Please email [Casi Casanova](#).

# Payroll Services

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## New Resource for Managers & Employees

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[FY24 Year at a Glance Calendar \(Holiday/Pay Schedule\)](#) is available for use. This is a resource geared for your managers and employees to help them remember to submit timesheets and keep up with biweekly pay periods. For you as Payroll Professionals, our monthly processing calendars remain your best source to keep up with all tasks and deadlines associated with every payroll.

### Review Time Report

Managers can generate the [Review Time Report](#) and approve hours and time off submitted on-the-fly directly from the report. When approving from the report, the corresponding Workday Inbox item will automatically be removed from the manager's inbox.

### Run Finance Reports (Budget Contact Partners)

These reports can be reviewed to look for missing or inactive Worker and/or Position Restriction Costing Allocations that will be part of upcoming pay results. A Workday Business Process may need to be initiated to correct costing allocations within Workday. These business processes should be fully completed before payroll deadlines to avoid future Payroll Cost Transfers (PCTs). Workday Help has a full listing of available finance reports; some that Payroll are aware of include:

- Assign Costing Allocation Sent Back
- Costing Allocations for Position Restrictions
- Costing Allocations for Worker Position
- Positions Missing Costing Allocations

- Positions with Inactive Costing Allocations

To View a list of Reports for HR Contacts and Budget Contacts/Budget Partners – [Click Here](#).

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

Sign 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:

1. Log into **Single Sign On** using your UIN and password.
2. Click the Workday option.
3. Click the "Pay" Worklet.
4. In the "View box", click on My Tax Documents.
5. In the section where the company name is listed, click the "Edit" button.
6. Select the delivery method *Receive electronic copy of my Year End Tax Documents*.
7. 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.

**External Employment**

If you are full-time faculty or staff and have an additional job outside of the University, approval must be obtained each year. External employment must not interfere with the ability to do a job and employees must not conduct personal business during official work hours. External employment requests must be submitted using the [External Employment Application Form](#) and yearly training completed in [TrainTraq](#).

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## Pay Schedules

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**Biweekly Pay Schedule**

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

**Monthly Pay Schedule**

- [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!**

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**August 2023 New Hires**

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# Workday News

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## Workday 2023 Release 2 is scheduled for Saturday, September 9!

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Watch this [short video](#) on Workday Release items for this fall. This information and video are also available from Workday Help from the News and Updates menu under [Biannual Releases](#).

These are some of the changes are scheduled to go into production.

- My Tasks Inbox
- Staffing
- Talent and Performance

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## Making Workday Work for You

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[Workday Services](#) supports the Workday application and those who use it to manage human resources, payroll and benefits across the TAMU System. [Job Aids in Workday Services](#) includes the learning hubs like Time Tracking, Absence, and more.

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## Job Aid of the Month

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### Change Your Photo

This job aid outlines the process for an Employee or Contingent Worker to change their photo in Workday.

- Important Information: The photo needs to be work appropriate and approved by the employee's Primary Manager.
- Log in to SSO
- Getting Started

## 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](mailto:Linda.CruzFlores@tamucc.edu).

### Teamwork Essentials: Stand Out as a Valuable Team Member

When you think of all the skills you could work on to advance your career, how about being a valuable team member? Almost never? In reality, working well is more than just a frame of mind, it takes a specific set of skills. In this course, [Stand Out as a Valuable Team Member](#), leadership strategist Shadé Zahrai teaches you how to strategize to not only be a great teammate, but also how to develop skills that will strengthen your reputation within an organization. She first shows you her own style of engaging with others, then how to use that information to cultivate a culture within a team that by elevating the work of teammates and nurturing trust. She shows how to build culture on the teams by fostering collaboration, navigating conflict, and creating an environment of psychological safety. Finally, learn techniques to develop strategies that will serve teams and help solve problems.

## Save the Date

Workday Wednesday | Time and Date to Follow

September | Hispanic Heritage Month | [Campus Events](#)

## Newsletters & Calendars



[HR Announcements](#)

[Benefits Briefs](#)

[Finance & Administration](#)

[TRS Newsletter](#)

[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](#)