

December 2023



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HUMAN RESOURCES NEWSLETTER



Benefits

Participants in the A&M Care plan have a variety of added available through t called Express Scripts. Below are only a few different offerings.



90-Day Maintenance Benefit

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. You have access to 90-day maintenance medications through various locations and home delivery service. For more information call 1-866-544-6970 at <http://www.express-scripts.com/3month>.

Home Delivery

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. Allows you to order several months of medication in advance to address logistical and financial concerns. You can enroll in the Extended Pay Plan. You also have the option to sign up for automatic refills. To enroll in either program go to <http://www.express-scripts.com> or call 1-866-544-6970.

Diabetic Patient Assurance Program

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. When you fill your prescription for a preferred program diabetic medication, you receive insulin. For more information or to register online go to <https://www.express-scripts.com> or call 1-866-544-6970.

Pet Prescriptions

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. Available for any "pet Parent" employee as a value-added program. To learn more, visit <https://insiderx.com/pets>. This site lists participating pharmacies, medication, and other information. For questions, email questions@insiderx.com or call 1-800-711-1111.

Migraine Care Value Program

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. For members who are experiencing four or more migraine headache days per month, the program provides access to a network of clinicians who specialize in migraine management provide clinical support for diagnosis and education. For more information, call 1-866-544-6970 or register online at <http://www.express-scripts.com>.

Advanced Opioid Management Program

Available to all employees and their covered dependents in the A&M Care and 65 Plus plan. At first fill, an educational video and safety tips was provided. The program offers eco-friendly disposal bag for unused opioid medication. No action is required for program participation. For more information, call 1-866-544-6970.

Pulmonary Care Value Program

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. Identified high-risk asthma/COPD patients are invited to receive a remote monitoring device for inhalation use. The results are monitored and trigger pharmacist outreach for support. This remote monitoring device helps optimize medication use and improve retiree health. For FMI, call 1-866-544-6970 or register online at <http://www.express-scripts.com>.

Supplemental Discount Program

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. Our plan will process at a discount when it does not cover a medication. The amount you pay will not apply towards deductible or out-of-pocket costs. However, through the same health & safety checks as any other medication filled under the plan, that some exceptions apply and are subject to change. For FMI, call 1-866-544-6970 or register online at <http://www.express-script.com>.

Therapeutic Resource Centers (TRC)

Available to all employees, retirees, and their covered dependents enrolled in 1 Plus, and J plans. Clinical specialization in drug interactions, side effects, disease management, and more. For more information, call 1-866-544-6970.

therapy challenges, risks, and benefits of medication, and help in taking your 1 prescribed. TRC Specialists are available to all members call 1-866-544-6970

Holiday Resource Guide

The holiday season can be stressful on emotions and the wallet. Use this guide budgeting, coping and celebrating during the holidays.

- [Financial](#)
- [Health](#)
- [Relationships](#)
- [Stress Relief](#)
- [Safety](#)
- [Work](#)
- [Additional Resources](#)

Download the Wellness at Your Side App:

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

Note: Retirees and graduate students enrolled in the Grad Plan will automatic premium.

Are you missing out on savings? Take full advantage of your FSA.

Key benefits you may not be aware of

You probably know your FSA can be used for common healthcare expenses such as prescriptions, over-the-counter medications, medical and diagnostic procedure you may be surprised to learn there are a lot of other not so common products by your FSA, for instance:

- Menstrual care products
- Acupuncture treatments
- Chiropractic care
- Travel expenses related to medical care
- Mental health services
- Shoe insoles and inserts
- Vaporizers and inhalers
- And more...

Don't forget your FSA is funded with pre-tax dollars, which means you save on the funds you've contributed to your account. Put your FSA to work for you to eligible expenses. Maximize your savings by knowing what is eligible for purchase of eligible items [here](#). **Shop FSA at [FSAStore.com](#)** marketplace curates a wide eligible products and services you can purchase using your FSA funds. Purchases to your door.

Employment

How to Improve Your Hiring and Recruitment Process

Hiring new talent is an inevitable part of being a business leader, and it's more than simply reviewing resumes and conducting interviews. Recruiting mistakes, like poor job description or lack of communication about applications, can deter a qualified candidate from seeking employment with you. However, with the right hiring and onboarding process, you will soon be able to recruit and hire the best candidates. To read the article click [here](#).

Skey Schooley | Staff Writer at Business News Daily | October 2023

Payroll Services

Prepare ahead for W-2's!

Now is a great time to review your address in Workday and review your W-2 Elections.

Please review your mailing address in Workday. This is the address your W-2 will be mailed to if you have not selected to receive it electronically. **A W-2 cannot be provided for an incorrect address.**

Employee review of items affecting year-end processing is very important. It allows for the correct reporting of year-end forms, it prevents the employee from needing and waiting on a W-2C, it prevents possible fines from the IRS for missing information and it prevents incorrect state taxation due to a wrong address. Employees should periodically review the below information in Workday and make changes any time before the last payroll in December:

W-2 Delivery Format:

Please consider electing to receive your W-2 in the electronic format. By electing to receive an electronic W-2, you gain several advantages:

Why Choose the Electronic W-2!

Did you know an Electronic W-2 is an IRS approved document? We strongly encourage selecting the electronic format to get all the advantages:

1. Quicker Access! Electronic W-2s are available as early as mid-January.
2. **GO GREEN:** Go Green! Natural resources are saved by not printing & mailing W-2 forms.
3. Security: Increased Security! Mail delivery allows access to your personal sensitive information.
4. Savings: There is a cost savings for each form not printed and mailed.

HERE'S HOW YOU SIGN UP:

- Click on the Pay worklet on your Workday Home page
- Click on the My Tax Documents link
- Click the Edit button in the Printing Election column
- Select the radio button for "Receive electronic copy of my Year End Tax Documents."
- Click OK

That's all there is to it. You will begin receiving your W-2 electronically instead of a paper form once available in the new year.

Updates: One-Time Payments (OTPs):

We have completed much of the 1st rounds of electronic OTPs! Helpful reminders for Business Managers/HR Contacts to keep in mind.

- Please process timely – we encourage you to process as soon as the work is completed. The effective date is when the work is completed! Try to avoid late retro processes.
- Specify details in the description, especially outlining dates of when services were performed. This can cause delays or returns if details are not provided when OTP routes.

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!

November 2023 New Hires

Richard Askev | Events Specialist

Richard Askey | Events Specialist

Timor Barrett | Assistant Cross County, Track & Field Coach

Mindy Bergeron | Accounting Assistant III

Aimsley Blank | Administrative Associate IV

Lorenzo Fiori | Postdoctoral Research Associate

Margo Fritz | Administrative Associate IV

Sandra Garcia | Administrative Associate IV

Michael Kohl | Police Officer

Michael Osier | Project Coordinator III

Neva Schubert | Sign Language Interpreter

Carlos Trujillo | Assistant Golf Coach

Laurel Weeks | Laboratory Technician

Benjamin Zaragosa | Multimedia Production Specialist I

Workday News

2024 Changes in Workday for 2024:

The 65+ Plan has been renamed to 65 Plus Medicare Advantage PPO effective January 1, 2024.

The IRS Annual Contribution Limit (TDA+ORP) increased from \$66,000 to \$69,000 for Fiscal Year 2024.

The IRS Annual Contribution Limit for Medical Spending Accounts has increased to \$3,200 for 2024.

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.

Add, Edit and Remove Awards and Activities

This job aid outlines the process for an Employee to add achievements to their Worker profile.

Multiple achievements/awards/activities/publications can be maintained in the Achievements tab in the Career section of the Worker Profile.

- [Adding an Achievement](#)
- [Editing an Achievement](#)
- [Removing an Achievement](#)

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.

Essentials of Team Collaboration

The best teams do not wait for someone to tell them what to do. Instead, they set themselves up for success. In the [Essentials of Team Collaboration](#) (32m) course, you can collaborate more effectively. Discover how to ask key questions, clarify expectations, and ensure everyone is kept in sync. Find out how a team can refine its purpose, use one of several communication modes, and solicit and incorporate feedback, helping members contribute proactively—with or without managerial oversight. Join corporate trainer and author as she shares clear and proven collaboration strategies, specific activities, and tips to use to minimize miscommunications and avoid common collaboration mishaps.

Save the Date

- 12/7 | TAMUCC Tamalada Social | 11 AM - 1 PM | UC Anchor Ballrooms
- 12/8 | Foundations of Fitness Lunch and Learn, Airrosti | Noon - 1PM | Dugan Wellness Center, Izzy Room
 - [RSVP here to attend](#), food will be provided.
- 12/15 | Sailing on: A Guide for Transitioning into Retirement (Webinar) | 9AM - 10AM
 - Virtual presentation presented by ComPsych. [You must RSVP here to attend.](#)
- 12/16 | Fall Commencement - 2 ceremonies | 10 AM & 2 PM | American Bank Center
- 12/20 | Well On Target & Blue Points (Webinar) | Noon - 1PM
 - Virtual presentation by Cindy Quinn from BlueCross BlueShield. [You must RSVP here to attend.](#)
- 12/22 | Dorothy Yeater Spring 2024 Scholarship Application Deadline | Click [here](#) for details.
- 12/25 - 1/1 | Winter Break | Offices and Campus Closed

• 12/23 - 1/1 | Winter Break | Offices and Campus Closed

2024

- 1/1 | New Year's Day | Campus Closed
- 1/2 | Regular Business and Office Hours | 8 AM
- 1/10 | Spring 2024 President's Faculty and Staff Meeting | 1 PM | Performing Arts Center
- 2/25-3/2 | Islander Homecoming | Click [here](#) for all the details

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](#)