

Newsletter



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March 2023

SAVE THE DATE

- March 13-17 | Student Spring Break | No Classes
- March 17 | Staff Spring Break | Campus and Office Closed
- March 22 | Chat with the Chief | 9:30AM - 11:30AM | Located at Spine
- March 29 | Procurement 101 Training Class | 10:00AM. – 11:30AM | UC Marlin Room 317. FMI, please contact april.Bass@tamucc.edu or by phone ext. 2617
- April 5 | HUB Training Class | 10:00AM. - 11:30AM | UC Marlin Room 317. FMI, please contact April.Bass@tamucc.edu or by phone ext. 2617
- April 25-26 | **CLIMB 2023**
- **The 27th Annual Islander Awards** | April 28 | UC Anchor Ballroom | 1:00PM - 3:00PM

MARCH 12, 2023 AT 2:00AM





BENEFITS



Presented by: Airrosti and hosted by: Human Resources

Reduce The Strain of Repetitive Stress

- *Airrosti Free Lunch & Learn: Health at Your Desk* | [Register Now](#)

Wednesday, March 15 | 12:00pm-1:00pm | Dugan Wellness Center, Second Floor

A Wellness Sponsored Event: Is too much sitting contributing to your chronic pain? Spending hours at a desk can lead to pain throughout the upper body and lower back. Rest is essential, but it's only the first step to improve back and neck health. Join an interactive workshop where you'll learn simple, proven techniques to reduce pain, improve range of motion, and increase strength.

- *Chat with a Provider at No Cost?* | [Register Now](#)

Wednesday, March 15 | 1:00pm – 4:00pm | Dugan Wellness Center, 2nd Floor

Schedule a 15-minute injury assessment for after the presentation. Connect with a provider **at no cost**, to better understand what could be causing your pain and learn about treatment options. During this relaxed one-on-one chat, you'll get the information you need to make decisions about your care and take recovery into your own hands. There is zero cost to schedule an appointment with Airrosti.

WORKDAY SERVICES

- **Staffing Changes and Impacts to Benefits | March 22 | 10:30AM - 11:30AM**

Join us as we review the best practices when employees' appointments change for the summer or fall semester and how those can impact their insurance coverage. This webinar provides collaboration and guidance between HR Benefits and Payroll Offices on staffing and compensation actions in the multiple scenarios that cause possible insurance impacts

[Attend the live webinar](#) | Password: Workday | Event: 2599 665 9563 | Phone: +1-855-282-6330 +1-415-655-0003

- **From Employee to Retiree-Best Practices | March 29 | 10:30AM - 11:30AM**

All the things Benefits and Retiree Partners should consider when assisting an Employee with retirement. This session will cover Workday Services best practices and policy requirements

For more information, contact the HR Department at 2599 665 9563 or email hr@workday.com

regarding transitioning an Employee to a Retiree. The System Benefits Administration (SBA) will also be joining us as a co-host.

Attend the live webinar | Password: Workday | Event: 2592 021 3496 | Phone: +1-855-282-6330 +1-415-655-0003

• **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.

• **Job Aids in Workday Services**

Job aids provided by Workday Services are step-by-step instructions for initiating a business processes or task in Workday. These instructions do not describe a specific member's routing but are a general guide to a process. Additional information is also included for support personnel who complete tasks as a business process routes for completion. Job aids are updated weekly to reflect changes made to the Workday application. These and other job aids can be found in **Workday Help**.

EMPLOYMENT

Modernize Job Infrastructure and Processes

Successful employee attraction and retention begins with job architecture. Take a look at your institution's job listings and how they are perceived by job candidates. Are your job descriptions and qualifications modern, attractive and easy to understand? Are you offering an idea of alternative credentials? For instance, is your institution getting away from requiring bachelor's degrees for jobs that don't really need them? Does your career web site clearly display your employment brand and promote your institution's strengths? Is it easy to navigate and apply for one of the positions yourself. Does it work equally well for all candidates?

Jacob Lathrop, CHRO at Michigan State University

WELCOME ISLANDERS!

February 2023 New Hires

Julia Carter | Assistant Women's Volleyball Coach

Juan Vides Chang | Police Officer I

Eduardo DeLeon | Research Engineering Associate I

Casey Gallagher | Research Technician I

Angel Garcia | Admissions Counselor II

Daniel Hernandez | Client Technologies Analyst II

Florencio Hernandez | Dean, College of Science

Melodie Hill | Research Specialist I

Mark Kirby | Academic Success Coach II

Michael Limones | Admissions Counselor - San Antonio

Amanda Macias | Graduate Applications Analyst II

Narita Ramirez | Program Specialist I

Jacob Seamans | Accounting Manager

Chloe Stanley | Financial Aid Assistant I

Luis Villanueva | Laboratory Coordinator I

Immigration

Stateside Visa Processing

The U.S. State Department plans to launch a pilot program later this year that stateside visa process that was discontinued in 2004. Reviving the program provides a solution that would allow H1Bs and other nonimmigrants to renew their visas before traveling abroad. In addition to facilitating return travel, the program would reduce the workload of consular offices abroad. No mention has been made yet as to the program's impact on the workload of consular offices abroad, but stay tuned for updates from TAMUCC Immigration Services.

PAYROLL SERVICES

The payroll department has received several inquiries about accessing the electronic W2 portal for past employees this month. If your department has received the same, please know that prior employees may still access tax documents through the SSO menu. They will require access to DUO and their UIN. They may also need to reset their password.

1042-S tax documents have been issued to Non-Resident Aliens that have earned income. They will be able to access this document through their Glacier platform. If you have received inquiries from your employees regarding this tax document, please be aware this is where they access it.

At this time, the payroll department would like to take the opportunity to remind all departments to discuss direct deposit with employees and the benefits it brings. We strongly encourage all employees to opt for direct deposit, as this prevents delay in receiving pay. We kindly request you

confirm with employees if they've updated their address in Workday to reflect a current residence, as this will be the address used to mail any documents. This prevents delay as well.

For questions, please contact Payroll Services at payroll@tamucc.edu. As always, thank you for working with your employees with regards to payroll and know we are always here to help!

Payroll Deadline Links and Website

[FY 23 Biweekly Pay Schedule.xls \(tamucc.edu\)](#)

[FY 23 Monthly Pay Schedule.xls \(tamucc.edu\)](#)

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).

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

- **03/10 | Managing Worry and Anxiety | [Register here](#)**

Worries are thoughts we have about the future that generates fear. They arrive in the form of a “what if?” and generate dire warnings about terrible consequences that await us. Unfortunately, these warnings we give ourselves are generally overblown and focused on hypothetical problems that probably won’t happen. Chronic worry that begins to impact the quality of life becomes “anxiety” and well-intended suggestions to “stop worrying” or apply common stress management techniques are mostly ineffective. This training will address how worry habits develop and methods of intervening with worry and anxiety.

- **04/14 | Relaxation “Micro-Moments” and Winding Down Techniques**
- **05/12 | Tools to Handle Stress**

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

- **05/05 | Initiating Difficult Conversations**
- **07/07 | Managing Staff through Situations**

Join our email contact list so you can be the first to know about upcoming wellness events wellness@tamucc.edu.

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.

Professional Certifications and Continuing Education Units (CEUs): Begin an eye out for Professional Certifications and Continuing Education Units (CEUs) announced in the F & A monthly newsletter. This could be an opportunity to earn a certification.

As a leader, teams and organizations rely on good judgement and making the right decisions. Good decisions are the product of strong critical thinking skills and problem solving. And like all skills, it can be learned, practiced, and we can eventually master them. In this course, Dr. Eric Zackrisson helps others do just that. He shows how to find the source of information and how to determine the right approach to take. He shares strategies for approaching both simple and complex problems, and details taking an entire life cycle of a challenging decision. He also imparts an understanding of when to fall into when solving problems, both individually and as a team. After taking **and Problem Solving** (45m) course, teams or individuals will have the tools to think more critically and solve them more effectively.

Project Management Institute (PMI)® PDUs/Contact Hours: 0.75

National Association of State Boards of Accountancy (NASBA) Continuing Education Credit (CPE): 1.8

NEWSLETTERS and CALENDARS

[Benefits Briefs](#)

[Staff Council](#)

[Finance & Administration](#)

[TRS Newsletter](#)

[HR Calendar](#)

[WORKDAY Series Calendar](#)

[FY 2022-2023 Holiday Calendar](#)

CONTACT 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](#)**
- **[Announcement Page](#)**
- **[Facebook Page](#)**