The HR Covid-19 website has helpful information and links for the following:

- **Benefit Briefs**
- **HR Calendar**
- **Payroll Services**
  - Payroll Schedules
  - Payroll Forms
- **Extraordinary Leave Pool**
- **Family Leave Pool**
- **Finance & Administration**
- **Staff Council**

**COVID-19**

**SAVE THE DATE**

**JULIE BURCH SERIES**

- **Time Management Tune Up**
  - April 26 | 1:00 p.m. - 2:00 p.m.
  - [Click here to register](#)

- **Exceptional Relationship Service**
  - April 27 | 1:00 p.m. - 2:00 p.m.
  - [Click here to register](#)

See all sessions [here](#).

**ISLANDER AWARDS**

- **Friday, May 6**
  - 1:00 p.m. - 3:00 p.m.

**PAYROLL SERVICES**

- [Payroll Schedules](#)
- [Payroll Forms](#)

**NEWSLETTER**

- Benefit Briefs
- Finance & Administration
- Staff Council

**CALENDARS**

- HR Calendar
- WORKDAY Series Calendar

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**Islander Awards Ceremony**

Congratulate your co-workers at the Islander Awards Ceremony! The celebration will recognize faculty and staff who have earned service milestones. The list of service pin recipients is located [here](#). If you believe your name should be on the list this year, please email [Toni Nerren](mailto:toni.nerren@ttu.edu).

Along with service pin recipients, winners of both Faculty Excellence Awards and Staff Excellence Awards will be recognized, as well as recent graduates.

If you earned a degree between May 2021 and May 2022 and would like to be recognized, email [Irma San Miguel](mailto:irma.sanmiguel@ttu.edu) with your name, degree and graduation date.

For more information, visit Islander Awards [website](#).

**Family Leave Pool**

New state law established a Family Leave Pool to give eligible employees more flexibility to bond with and care for their children during the first year following birth, adoption or foster placement, and to care for a seriously ill family member or themselves, including for pandemic-related illnesses or complications caused by a pandemic. Employees may transfer sick or vacation leave to the pool. Employees will be eligible to apply for leave from the pool after exhausting other leave options.

[Family Leave Pool](#)
ANNOUNCEMENTS

Staff Performance Reviews

Staff performance reviews launch April 1st in Workday. Outlook invitations for training via Zoom have been sent to managers and is scheduled for April 6 @ 9 a.m. & April 22 @ 1 p.m. Managers should provide a due date for employees to submit the self-evaluation; the due date in Workday can be ignored. Managers and employees should ensure that all required training is completed by the TrainTraq deadlines. Employees who did not complete assigned, required training by the deadline (during the review period May – April) will not be eligible for merit pay.

Reviews must be completed by May 31st. Visit the HR Performance Management website and review the FAQ’s for additional guidance.

Islander Retiree Volunteers

Have a campus event and need some extra help? The Human Resources office is happy to announce a new initiative: Islander Retiree Volunteers!

This new program will provide opportunities for our retirees to stay connected by volunteering at campus events. Their experiences and knowledge of our campus make them the ideal volunteer.

HR will be recruiting volunteers over the next couple of months and if you are in touch with any of our retirees – please encourage them to sign up!

The website has information for event organizers who would like to connect with Islander Retiree Volunteers. Visit the Islander Retiree Volunteers website to learn more.

LinkedIn Learning

Use your Islander ID credentials to log into LinkedIn Learning and then click on the links below to get started.

Customer Service: Problem Solving and Troubleshooting: In this 32-minute course, learn critical problem-solving and troubleshooting processes for common sense customer service in a wide variety of applications. Discover how to effectively deal with issues, while maintaining a positive relationship with your customers (and your own sanity). Plus, learn how to identify and resolve larger systemic issues within your company.
WORKING WITH WORKDAY

Workday Release Notes

Absence Management

Employees can now cancel their pending time off requests within the Workday Mobile application. To use the new functionality, employees must be using one of the Workday applications for:

- Android version 2022.01.190.521274 and later
- iOS version 2022.01.0.521237 and later

For these and other Workday Release Notes visit Workday Help.

PAYROLL SERVICES

One-half Month Academic Pay Periods

Six Academic Pay Periods (annual work period and disbursement plan period) were added to Workday to accommodate short periods in the summer when faculty do additional work past their appointment. These additional one-half month periods will be used on additional jobs and calculate exactly one-half of the monthly compensation as expected; if an employee is hired or terminated during that one-half month, pay prorates based on number of days within that period.

* Rules prohibit use on primary jobs and on additional jobs of non-faculty.

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Time Off Training

Human Resources holds Time Off training twice a month via Zoom. Come and join us! You will learn about vacation leave, what a maximum carry over means, when and for whom you can use sick leave and how to enter your leave in Workday. Check out the HR Calendar for dates and times of these monthly sessions. Here is the Zoom link. FMI contact Benefits.

2nd.MD Webinar House Calls Series
How 2nd.MD Cares For You

During this webinar, 2nd.MD Senior Care Team nurse, Connie Dias, and Dr. Gross, a 2nd.MD specialist, will share stories of how they support members physically and mentally throughout the consultation process, so members receive the peace of mind that they’re making the right choice for themselves or their loved one.

April 14 | 12:00 p.m. - 1:00 p.m.
Register Here

To learn more about our 2nd.MD Webinars, please click here or call 866.841.2575

CLIMB 2022

The 3rd Annual Continuous Learning, Islanders Made Better (CLIMB) is April 26 - April 28.
The theme for this year is Navigating the New Normal: Managing Stress & Burnout.
Dr. Osbert Blow, President and Chief Medical Officer for CHRISTUS Spohn Health System, will deliver the keynote address on Tuesday, April 26, at 11:00 a.m. in the UC Anchor Ballroom.

CLIMB 2022 website

10 Tips for Increasing Energy

Log into our EAP (Guidance Resources) website and then open the link to read 10 Tips for Increasing Energy. Our webID is TAMUS.

If you have any questions about insurance, please email Benefits.
The Texas Department of Public Safety (DPS) will want to verify your immigration status. To do so, they will use the S.A.V.E. (Systematic Alien Verification for Entitlements) program, to retrieve information about your immigration status. It may take DPS just a few minutes to verify your status, or if S.A.V.E. cannot verify on the first attempt, it will go through two additional stages of verification, and it may take up to 30 days for your records to be updated.

Click [here](#) to check on the progress. Click on the CHECK YOUR CASE button. Enter your date of birth along with the verification case number DPS provided you with, or the case number on the document you presented to establish lawful presence. Once the status check is completed, you may return to the DPS Office to complete the process and for the issuance of a driver’s license. For the type of documents you may present when applying for a driver’s license, visit the [Texas Department of Public Safety (DPS) website](#).
Recruiters Respond to the Great Resignation in 2022

The Great Resignation is expected to end later in the year; however, turnover is expected to continue to grow. The post-pandemic hiring recovery will continue to be tumultuous in 2022, exemplified by intense hiring demand, fierce competition for talent and an overhaul of the employee experience to meet candidate expectations. Click here to read more.

Source: Roy Maurer, Online Manager/Editor, Talent Acquisition

Workday Assistant Joke of the Day

Q: Why did the computer show up at work late?
A: It had a hard drive.
SAVE THE DATE

2022 Islander Awards
Friday, May 6
1:00 p.m. - 3:00 p.m.
UC Anchor Ballroom

Human.Resouces@tamucc.edu | ext. 2630
STAFF COUNCIL & FACULTY SENATE PRESENTS...

"Islanders Wear Blue on Tuesdays"
Show your Islander spirit with your very own Bluesday Tuesday T-shirt for only $15!

T-Shirts are available on Marketplace.

All proceeds benefit the Dorothy Yeater Memorial Scholarship Fund. FMI about Staff Council and the Dorothy Yeater Scholarship, please visit Staff Council's website.