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

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<th>HR FAQ</th>
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SAVE THE DATE

Retirement Reception for Debra Cortinas
August 3
10 a.m. - 11:30 a.m.
UC Lone Star Ballroom A

Summer Commencement
August 6
10:00 a.m. (one ceremony)
American Bank Center

PAYROLL SERVICES
- Payroll Schedules
- Payroll Forms

NEWSLETTERS
- Benefit Briefs
- Finance &Administration
- Staff Council

CALENDARS
- HR Calendar
- WORKDAY Series Calendar

Forever an Islander
This will be my last submission to the HR monthly newsletter. I am grateful for the many opportunities I have had over the years to grow, share and work with great people. This is a not a good-bye as I will forever be an Islander. Though there is much I will miss, I am excited about what comes next. I am a native of Corpus Christi and look forward to having more time with friends and family and lots of home projects. My retirement reception will be held on Wednesday, August 3 between 10 AM - 11:30 AM, UC Lone Star A.

I would like to introduce Kathy Symank, Interim Chief Human Resources Officer. Kathy is a TAMUS retiree and served as Associate VP of HR on main campus. She has agreed to assist TAMUCC while a national search is conducted in the fall. Also during the transition, Mary Canales and Cassondra Casanova have been appointed as Interim Assistant HR Directors. They, along with the rest of the HR and Payroll teams, will continue to provide service excellence to the campus community. During this interim period, Kathy and the HR Department will report to John LaRue. After a search is conducted for my replacement, HR will move back under the F&A organization.

HAPPY retirement
FROM YOUR HR STAFF
As part of the 75th anniversary, there is a time capsule being put together that you can donate items to through February 2023. Some examples of appropriate items include photographs, correspondence, promotional information on an upcoming event, apparel, etc. Items collected must be during the 75th anniversary year (April 1, 2022 forward), no photos/items from past years. Visit 75th Anniversary Webpage for more information and a calendar of events.

75 Years on the Island

Staff Equity – Year 3: Human Resources presented information via Zoom to employees and managers in July. The PPT is available on the HR web site. Staff who were employed before May 1, 2022, were reviewed for an increase. Employees who did not score Meets Expectations in the annual review and anyone who received promotion on or after May 1 are not eligible for an equity increase. A total of 767 positions were reviewed and 56% were recommended for an equity increase. The average annual increase in Year 3 is $1618. Funds were provided for University supported accounts, other units were encouraged to fund the recommended increases. Increases will be effective on September 1, 2022, and viewable in Workday on that date.

Do you work for another State of Texas university or agency?

TAMUS Regulation 33.99.06 Administration of Multiple Employment outlines several processes and requirements that must be followed when a current employee is working for another State of Texas employer. These provisions apply to all employees including student workers, GAs, adjuncts, and regular faculty and staff. Section 2 of the regulation defines and discusses Dual Employment. When state employees seek such additional employment, they have the responsibility of informing both their employers of their intent to accept any additional employment with the state. Workday does provide notices to managers and HR when the dual employment exists with TAMUS. Your assistance in ensuring compliance when the dual employment is outside of TAMUS is needed. Please inform employees about these requirements and ensure that HR is informed of any dual employment. Full-time employees are also required to submit an External Employment Application form.
Leave Due To Death

The Chancellor has extended the waiver of the 30 day requirement for emergency leave due to the death of a family member prescribed in Section 2.1 of A&M System Regulation 31.03.03. This requirement is waived through May 31, 2023 and allows eligible employees to request emergency leave beyond 30 days of the death. FMI: Benefits@tamucc.edu.

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Vacation Accrual & Maximum Carry-Forward

Accrued vacation leave may be carried forward from one fiscal year to the next in accordance with the following schedule Vacation MCO. Part-time employees may carry eligible vacation hours over at a proportional amount. For example, an employee in a 50%-effort position with less than two years of state employment will accrue four hours of vacation leave per month and may carry forward a maximum of 90 hours into the next fiscal year.

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 on Time Off icon/worklet then select under View ...

- Select ‘Time Off Balance’
- Change the ‘As of Date’ to: 09/01 (1st day of next fiscal year)
- Select ‘OK’
- Review the ‘Carryover Forfeited in Period’ column to find out if any vacation leave is expected to roll over to sick leave.

See section 2.1 of System Regulation 31.03.01: Vacation for details.
Medical Exams for Adjustment of Status (Green Card) Applications

Medical Exam Form I-693 is now valid for two (2) years. It is now safer to file the medical along with the Adjustment of Status application. However, if you filed an I-485 packet without a Medical Exam thinking that the medical would expire before your case was adjudicated, the USCIS is now identifying employment-based AOS cases that were filed without a valid Form I-693 and sending out a Request for Evidence (RFE). Please take immediate action.

Visit [https://my.uscis.gov/findadoctor](https://my.uscis.gov/findadoctor) for a list of doctors near you who are authorized by the USCIS to administer the medical exam. Schedule the earliest available appointment. Please note the exam may cost upwards of $300 and your health insurance (BCBS) does not cover this expense. You are advised to take your immunization records to avoid the sting of having to take required immunizations again if you already taken them. The doctor will conduct a comprehensive exam and test for communicable diseases. Once complete, the exam will be handed to you in a sealed envelope. You may ask for a copy of the exam, but DO NOT OPEN the sealed exam. DO NOT send the medical exam to the USCIS until it is requested. The RFE will provided the exact address and instructions. Make a copy and get keep your receipt for tracking purposes.

FMI: Ext 2198 or norma.lozano@tamucc.edu.
Starting a New Job: 5 Important Tips I Wish I Knew

Starting a new job is always daunting. But understanding and using these five important tips will help you be successful.

1. Form a relationship with your administrative support staff
2. Understand your benefits and utilize them
3. Determine the teams culture and personalities
4. Create workplace allies
5. Learn and understand the important HR policies

Click here to read the full article.

Source: Sally Lin, MPH | Director of Policy at BC Public Service | Equity-driven Career Coach