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

<table>
<thead>
<tr>
<th>HR FAQ</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Off</td>
<td>Managers</td>
</tr>
</tbody>
</table>

SAVE THE DATE

TAMALADA SOCIAL
Thursday, December 2
11:00 a.m. - 1:00 p.m.
UC Anchor Ballrooms

Three New Series With Julie Burch
- Leadership Series | 3 sessions
- Deep Dive Series | 2 sessions
- Professional Development Series | 5 sessions
For more information and to register see the attached flyer.

Fall 2021 Commencement
December 11 | 10:00 a.m.
American Bank Center

Human Resources & Payroll Unite!

Effective December 1st, the Payroll Office will integrate with the Human Resources Department. HR and Payroll already communicate and collaborate on a daily basis to serve our campus community. Combining the two units will enhance operations and increase the level of support between the HR and Payroll teams. Daily operations and processes will not change. You will find links to Payroll pages within the HR website and our monthly newsletter will include Payroll information and announcements. Both HR and Payroll are excited about the change and welcome your feedback on how we can better serve all employees.

Happy Holidays & A Happy New Year

Texas A & M University-Corpus Christi campus and offices will be closed from December 24 - December 31 for Winter Break. Regular business hours will resume on Monday, January 3.
ANNOUNCEMENTS

Merit Increases Effective December 1, 2021

The FY 2022 Mid-Year Merit increases have been awarded and can be viewed in Workday. Employees can click on the Pay icon and then on Compensation Review Statement History. Pay changes are also viewable by clicking on the Compensation link on the employee profile.

Managers can view merit awards by running the Compensation Changes Report: Enter 12/01/2021 in both the From and Through fields, the appropriate supervisory organization (enter manager name and enter to search) and click on the Include Subordinate Organizations box. HR Contacts can also run this report.

IMMIGRATION

Foreign National Employees Traveling Abroad During the Holidays

Make sure that you pack your immigration and tax documents. Better to have them handy and not need them, than to need one and not have it with you when applying for a visa at the U.S. Consulate or for admission at the Port of Entry. Pack your:

- Passport with a valid visa stamp issued by the Consulate for your current status
  - If it is expired, you must obtain a new visa stamp before returning to the U.S.
  - If you entered as a F1 but now you are a H1B, you must obtain a new visa stamp before returning to the U.S.
- Form I-797A, H1B or O1 Approval Notices
- All documents issued by the USCIS/Consulate/Int’l Education Office.
- I-20’s, OPT/EAD cards, STEM OPT Cards
- If H1B or E3, Copy of the Labor Condition Application (LCA).
- Educational Documents (Degrees and Transcripts)
- W2 forms and paycheck slip
- Employment letter (given to you by HR Immigration Coordinator)
  - If you have a 2 or 3-year status, e.g., E-3, H1B, O1, do not use your appointment letter which is typically written for one academic year. The Consulate and Port of Entry will issue the visa or admission for only one year. It is best to use the employment letter provided by the HR Immigration Coordinator, which details the full period of employment under that visa status. These letters are provided only to individuals having an immigration case open with HR. FMI: Ext 2198.
Dependent SSN Reminders

As part of compliance with the Affordable Care Act (ACA), the A&M System Benefits Administration Office is required to request Social Security Numbers (SSNs) for covered dependents. This information will remain confidential. If you have dependents covered through your A&M System health plan for whom you have not provided an SSN or if you are unsure as to whether you have previously provided your dependent’s SSN(s), log in to SSO, click on Workday, click on the Benefits worklet. On the Benefits screen, select “Dependents” in the Change column. Click on the Dependent record you would like to view or edit.

Holidays Can Be Difficult

The holidays can be stressful to some in our community. While some people are celebrating the holidays, others struggle with just getting through the day. Guidance Resources and MDLive are two programs available to University employees. Guidance Resources offers in person and telephonic counseling services. Contact Guidance Resources with the following information:

Active Employees: 1-866-301-9623 | Retirees:  1-833-306-0105
WEBID: TAMUCC

MDLive Virtual visits can be scheduled visits with a therapist via telephone, online, or on the mobile app. MDLive is available 7 days a week, 24 hours per day, 365 days per year. Download the MDLive app or online at MDLive to activate your account. You just need your BCBSTX member ID card with you when you register. Copay for an MDLive therapist session is $10.

Flu Shot

Cases of COVID-19 are still common and getting your flu vaccination can help you avoid a scare. The viruses have similar symptoms and can be mistaken for each other. Getting the flu vaccine will help keep your immune system strong and protect you from illness this winter. Learn more here.

Can exercise help me maintain my health?

Log into our EAP (Guidance Resources) website and then open the link to read Can exercise help me maintain my health? Our webID is TAMUS.

If you have any questions about insurance, please email Benefits.
Workday Services Education Webinar

Performance Review Kick-Off

Review the new performance review templates, the changes to the performance review process, updated security changes for talent partners and new report features.

December 8 | 10:30 a.m. - 11:30 p.m.
Link to meeting click here
Password: Workday
Event Number: 2595 650 6817 | Toll Free 1-855-282-6330

Anticipated Agenda

- Timekeeper view
- Submit a timesheet
- Enter / modify hours
- Run payroll report
- Q&A’s

December 15 | 3:00 p.m.
Link to meeting click here

Workday Release Notes

Compensation

- A new validation has been added in the Assign Costing Allocation business process to prevent users from submitting the business process with an inactive account.

Staffing

- The To Do: Update Benefit Replacement Pay (BRP) ID step in the Termination business process will only trigger if the employee has an existing BRP ID.
- Onboarding steps are reordered to reduce wait time for the Change Benefits Election step triggering to the employee.

Talent

- Talent information on the Worker profile has been consolidated to the careers group. This includes the Professional Profile, Job History, Internal Projects, and Skills.

Workday Reporting

- New report - "Employees Forfeiting Vacation" will provide a list of workers who will forfeit vacation leave.
PAYROLL SERVICES

Update Your Personal Information In Workday for Year-End Processes

W-2 Printing Election

All employees will receive an electronic copy of their year end tax documents. However, the default election is to receive both electronic and paper copies.

We strongly encourage only receiving the electronic copy of your year end tax documents which provides the advantages of:

- Go green! Natural resources are saved by not printing and mailing W-2 forms.
- Increased security! Mail allows possible access to your personal sensitive information.
- Cost Savings! For each form not printed and mailed.

Instructions on how to select only the electronic copy can be found here.

Social Security Number

If your Social Security Number is not listed or is incorrect on the W-2, the Social Security Administration will not post your earnings to your social security account. It is very important to verify that it is entered correctly in Workday under your Personal Information.

Mailing Address

As employees move throughout the year, updating a mailing address can be easily overlooked. If not updated and W-2 paper election is selected, the employee’s W-2 will be mailed to the wrong address. Click Workday Job Aid instructions to update your mailing address.

Payroll Website

Please note that the url for the Payroll website has changed. You will need to update any saved links or bookmarks for Payroll Schedules or other Payroll documents.

New url for Payroll Services: www.tamucc.edu/payroll

- Payroll Schedules
- Payroll Forms
- Reference Materials
Gen Z Job Applicants Leave Campus Activities Off Their Résumé

Some members of Generation Z - which the Washington Post describes as “the most politically active generation in decades” - don't want future employers to know about their work on political causes such as voting rights and Black Lives Matter, and are leaving some campus activities off their résumés as they enter the employment application process. “With disclosure comes exposure,” observes Kacheyta McClellan, director of diversity, inclusion and belonging at the National Association of Colleges and Employers, who notes that today’s political climate means “You’ve got an entire swath of people choosing to believe one thing and another swath choosing to believe differently. It’s polarization.”

Political identity is typically not a protected class. “For the most part, an organization can make a decision on whether to hire you based on your social and political activities,” said Edgar Ndjatou, the executive director of the workers’ rights nonprofit Workplace Fairness.

To read the entire article, click here.
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.
Registration Links are on the Second Page

Leadership Series: 4 Sessions
Deep Dive Series: 2 Sessions
Professional Development: 5 Sessions

Faculty and staff are encouraged to join Human Resources and the Wellness Committee in welcoming back Julie Burch for 11 more sessions this year!
If you missed the first series, don’t sweat it! Julie is going to review and build on the topics shown on the second page.
Julie Burch sessions are virtual, dynamic, interactive, and motivational.
In addition, Julie is available to discuss your specific questions via email after attending sessions.

**Leadership Series**
- Tuesday, November 16, 2021
- Tuesday, December 14, 2021
- Friday, March 4, 2022
- Friday, April 1, 2022

**Deep Dive Series***
- Tuesday, December 7, 2021
- Wednesday, January 12, 2022

***Two-hour deep dives***

**Professional Development Series**
- Tuesday, February 15, 2022
- Tuesday, March 15, 2022
- Tuesday, April 26, 2022
- Wednesday, April 27, 2022
- Tuesday, May 10, 2022
Leadership Series
All Sessions Scheduled 1:00 PM - 2:00 PM

Top Ten Management Survival Skills
Tuesday, November 16, 2021 | Click Here to Register!

Stepping into Leadership
Tuesday, December 14, 2021 | Click Here to Register!

Advanced Leadership Skills: Accountability, Empowerment, and Values Based Decisions
Friday, March 4, 2022 | Click Here to Register!

Everyone is so Different! Leading the 4 Personality Styles
Friday, April 1, 2022 | Click Here to Register!

Deep Dive Series
All Sessions Scheduled 1:00 PM - 3:00 PM

Personality Styles: Deep Dive
Tuesday, December 7, 2021 | Click Here to Register!

Communicating Across Generations: Deep Dive
Wednesday, January 12, 2022 | Click Here to Register!

Professional Development Series
All Sessions Scheduled 1:00 PM - 2:00 PM

Top Ten Mistakes Even the Best Presenters Make...And How to Avoid Them
Tuesday, February 15, 2022 | Click Here to Register!

Becoming a Creative Problem Solver: And Learn to Laugh While You do it!
Tuesday, March 15, 2022 | Click Here to Register!

Time Management Tune Up
Tuesday, April 26, 2022 | Click Here to Register!

Exceptional Relationship Service: It’s in the Bag!
Wednesday, April 27, 2022 | Click Here to Register!

Life Lessons Rocky Style!
Tuesday, May 10, 2022 | Click Here to Register!
"Top Ten Management Survival Skills"
Sometimes it feels like that is all we do in management survive! But isn’t there more to it than that? In this webinar we will address 10 simple things leaders can do to not only survive but truly THRIVE in leadership! It can be done and in this webinar, you will learn 10 specific things you can do to be a better, more effective, and less stressed leader.

“Stepping into Leadership”
Whether you are new to the management game, or a seasoned professional leadership can be tricky to navigate. In this session we will look at some of the best practices for make the transition to leadership a success for you and your team.

“Advanced Leadership Skills: Accountability, Empowerment, and Values Based Decisions”
Moving from be a manager to truly embracing the role of leader requires more advanced leadership skills. In this session we will talk about ways to build a team that is empowered and accountable as well as, learn the importance of values-based decision making for you and your team.

“Everyone is so Different! Leading the 4 Personality Styles”
It is true, everyone is different, But not always as different as we might tend to think. There are four basic personality styles that have their own communication preferences and ways they respond best to leadership. In this session we will review what we have learned in previous sessions about the four personality styles and dig deeper into how best to lead them. When we understand people better, we can lead them better. And that always leads to better results for the whole team!

“Personality Styles: Deep Dive” (2 Hour Webinar)
(This was the one of the most requested topics from the first series!) In this two hour session we will dig deeper into understanding personality styles. We will complete a personal self assessment and learn more about our personal style and what makes us tick. We will uncover the secrets to understanding all four styles and how to work more effectively with each of them. This is a life skill that will help us both personally and professionally.

“Communicating Across Generations: Deep Dive” (2 Hour Webinar)
Let’s face it, there are generational differences out there. Sometimes this creates conflict and frustration among team members. In this session we will learn how to overcome the challenge and celebrate the best of all the generations! We will also learn a specific, solid way to handle any sticking point that arises between the generations going forward.
“The Top Ten Mistakes Even the Best Presenters Make…and How to Avoid Them”

The ability to stand up in front of a group and speak effectively is a required business skill today. It is also one of the top fears of adults in America! Whether you are leading a meeting, sharing a project update with a team, or giving a sales presentation everyone needs the basic skills to get their point across and to be more confident and comfortable when they do it. This session will have even the most novice speaker standing up and speaking successfully!

“Becoming a Creative Problem Solver: And Learn to Laugh While You Do it!”

If this last year has taught us anything, it is that we must learn to be more creative and innovative in how we problem solve and frankly, how we just plain do business. That’s the way it’s always been done just doesn’t cut it anymore. In this session we will learn the tricks and tips to tap into our own creativity as we train our brain to think outside the box and see the humor all around us!

“Time Management Tune Up!”

As the way we do business has evolved so must our time management skills! So, this is time management 2.0! We will look at ways to beat procrastination, prioritize effectively, control interruptions, and just be more productive!

“Exceptional Relationship Service: It’s In The Bag!”

This isn’t your Mama’s customer service! In today’s environment we see the evolution of service—we have moved from traditional customer service to relationship service. This is especially true when we don’t even call them customers—today in non-traditional service we call them students, guests, members, clients, and everything in between! The power of the relationship is the key to success! In this fun and interactive session, we will talk about how to make every person we interact with feel valued. Internal and external customers alike!

"Life Lessons Rocky Style!"

Who doesn’t love the Rocky movies? I have been a fan since I was a kid. And I firmly believe some of the most important lessons about life I learned from Rocky! In this session we will dig into personal growth and success—building your own personal brand—and how to live life Rocky Style!