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**

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

**MEMORIAL DAY**
Closed in Observance
Monday, May 30

Staff Performance Reviews
Deadline
Tuesday, May 31

**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**

Congratulations 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.

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

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

May 6 | 1:00 p.m. | UC Anchor Ballroom

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**Open Enrollment is July 1-31**

**Important changes for FY22 Enrollment:**

- There is no grace period to enroll or make changes after Open Enrollment closes July 31
- [Dependent Documentation](#) must also be submitted within 31 days to add a dependent
- Changes cannot be made after the first payroll deduction of the fiscal year, as it has been allowed in previous years
- Mailed documents must be postmarked by July 31 (online enrollment preferred)
- TAMUS Benefits Administration will not allow any exceptions to the July 31st deadline.

Visit [Get Ready for Open Enrollment 2022](#) or email benefits@tamucc.edu for more information.
Workday Release Notes

Staffing

- The Eligible for Rehire field now defaults to Yes for voluntary terminations but can be manually edited at the users discretion
- Exempt is now a valid value for I-9 Other ID
- Onscreen help text was added to the Edit Position business process
- The To Do: Complete Form I-9 Section 3 for Rehire and To Do: Complete Form I-9 in Guardian steps in the Hire business process now route with other administrative tasks to improve workflow

For these and other Workday Release Notes visit Workday Help.

Workday Services Education Webinar
Delegations and Reassignments in Workday

Join us in the overview of delegations and requesting reassignments for business processes along with insight on managing inbox items in Workday. Reviewing existing delegations to make sure to create new delegations as needed. Moving business process requests forward with reassignments to get approvals on time.

May 25 | 9:30 a.m. - 10:30 a.m.
Link to meeting click here

Password: Workday
Event Number: 2599 867 6572 | Toll Free 1-855-282-6330

Workday Assistant Joke of the Day

Q: Whoever stole my copy of Microsoft Office, I will find you!
A: You have my Word.
Open Enrollment will be here before you know it! Now is the time to start reviewing your benefits.
Visit the [Get Ready for Open Enrollment 2022](#) or email [benefits@tamucc.edu](mailto:benefits@tamucc.edu) for more information.

**Important changes for FY22 Enrollment:**
- There will be no grace period to enroll or make changes after Open Enrollment closes July 31
- No corrections can be made in the month of August before the effective date of September 1
- Changes cannot be made after the first payroll deduction of the fiscal year, as has been allowed in previous years
- Mailed documents must be postmarked by July 31 (online enrollment preferred)
- No exceptions

**Benefit Changes**
You will have 30 days from your benefit life event to submit a benefit change, if you have a life event:
- Birth of a Child
- Gain of Employment
- Loss of Employment
- Open Enrollment Changes
- Benefit changes require documentation. Such as a letter from your spouse’s employer noting the date of separation.
- [Dependent Documentation](#) must be submitted by July 31 to add a new dependent.

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**Public Service Loan Forgiveness**

The criteria for Public Service Loan Forgiveness (PSLF) were relaxed until October 2022, which means that previously ineligible payments and loans are currently eligible. More borrowers could be closer than they were before the waiver, so it is important to develop a strategy while the CARES Forbearance is in effect.

FMI about Public Service Loan Forgiveness click [here](#).
Free preventative care is covered at 100% for Employees and Spouses enrolled in the A&M Care Plan. Know your health status related to diabetes, heart disease, and stroke. Lab results available in minutes with review by board certified Nurse Practitioner.

Time and location will be updated on the HR Calendar and the HR Newsletter once determined.

The Wellness Exam is part of the Two-Step Wellness Program designed to lower employee premiums. Have you completed the items on your Two-Step Check List? Go to MyEvive.com to find out.

BlueCross BlueShield of Texas

24/7 Nurseline

Available to all employees, retirees, and their covered dependents enrolled in the A&M Care, 65 Plus and J Plans. You can call the Nurseline at any time with health questions. You can also access an audio library of more than 1000 health topics-from allergies to surgeries-with more than 500 topics available in Spanish. Registered nurses guide you to the appropriate level of care. Examples of what a registered nurse can help you with: Asthma, Dizziness, Severe Headaches, Cuts, Burns, Fever, Sore Throat, Diabetes, Baby’s nonstop crying and much more.

To access this benefit, call 1-800-581-0368.

If you have any questions about insurance, please email Benefits.
PAYROLL SERVICES

Assign Costing Allocations vs Payroll Cost Transfers (PCTs)

Assign Costing Allocations:
- A business process in Workday
- Tells Workday which funding source or Cost Center account(s) the employee will be paid from and the percentage for distributing those funds
- ONLY pertains to current and future payroll events in Workday
- Does NOT pertain to when or how much an employee is or will get paid

Payroll Cost Transfer (PCTs):
- Done through Canopy not Workday
- Referred to as “prior period corrections” in our legacy system.
- Used to move POSTED / Past payroll encumbrances for salary / hours from one account to another.
- Does NOT affect future payroll.

To learn more about how to create a Payroll Cost Transfer click here.

IMMIGRATION

U.S. Passport Application Now Offers a X Gender Marker

The U.S. is now one of 16 countries that includes a X Gender Marker on its passport application. Effective April 11, 2022, the U.S. State Department has added the X gender marker to Form DS-11 specifically for “unspecified or another gender identity.”

U.S. Citizens applying for a passport can select (M) male, (F) female or (X) for unspecified or another gender identity, even if the ID or birth certificate indicates otherwise.

The caveat: One must be aware of potential risks when traveling to a country that is hostile towards non-binary persons, or when a port of entry officer sees one gender for example, with a passport that indicates otherwise.

Click here to read more.
SHAKAS Welcome to April Hires!

Alexis De Leon | Marketing Coordinator
Brandon Matlack | Network Engineer II
Brenda Martinez | Accounting Assistant III
Candus Garcia | Academic Success Coach I
Cheyloh Laven | Student Development Specialist II
Damien Tellez | Police Officer II
Jerry Aberdeen | UAS Pilot I
Joe Rodriguez | UAS Pilot II
Jonathan Alayon Morales | UAS Pilot II
Julian Martinez | Business Associate III
Karen Redden | Police Communications Officer II
Melissa Ortiz | Police Officer I
Pu Huang | Geospatial Analyst II
Stacy Gugliuzzi | Accounting Assistant III

How Typical Recruiting Mistakes Undermine Diversity Goals

The recruiting and hiring process is key to achieving a diverse workforce. It’s also an area where common mistakes can undercut an employer’s commitments to diversity, equity and inclusion (DE&I) goals. Read more here.

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

FACULTY & STAFF APPRECIATION DAY

ISLANDERS

NICHOLLS STATE UNIVERSITY

SAT., MAY 7 | 2:00 PM | CHAPMAN FIELD

FREE ADMISSION WITH SANDDOLLARS ID
STUDENTS | FACULTY | STAFF

FOR TICKETS: (361) 825-BALL