



HR Horizons

Work life on the Island

Workday Update

The Texas A&M University System is replacing its legacy main-frame payroll and human resource systems with Workday. Workday provides unified finance, human resources and student, faculty and staff lifecycle management cloud applications designed for the way people work in today's organizations. We believe a new experience is coming to the A&M System—one that is modern, focused on users and streamlined, with common business processes across the A&M System. The following shows the programs being replaced by Workday and those programs that will stay in place.

For more information and to sign up for updates, visit workday.tamucc.edu

Replaced by Workday	Staying in Place
BPP	Business Objects
EPAs	Buy A&M
Guardian I-9	eTravel/Concur
HRConnect	Glacier
Leave Traq/Time Traq	SSO
Islander Jobs	Time & Effort

Performance Evaluations

Performance Evaluation season is upon us. Documenting performance in Islander Jobs is required for all regular non-faculty employees at Texas A&M University-Corpus Christi.

For more information, access to Islander Jobs, and to retrieve the self-assessment form please visit the Performance Management site, at hr.tamucc.edu/Compensation/Performance.html

IMPORTANT INFO

- The deadline for staff evaluations is **May 31st**
- Annual Enrollment begins **July 1st**



Human Resources Office

O 361.825.2630

F 361.825.5871

Human.Rsources@tamucc.edu

Office Hours –M-F, 8 a.m. to 5 p.m.



Health and Wellness on the Island

Be Well to Excel

Punch Pass Program

A punch pass gives benefits eligible faculty and staff access to Recreational Facilities which has a value of \$20. Activities include weight training, cardiovascular equipment, track, basketball, volleyball & badminton as well as group fitness classes. Punch pass must be obtained each month and is good for five visits.

Islanders Walk for Wellness

Use the Island Hall track to walk or jog for free. No membership required, but you must be a benefits eligible employee of the university. To participate in the program, pick up your free t-shirt in Recreational Sports and hit the track!

Islander Rewards Program

Benefits eligible faculty and staff are eligible to receive half of their membership fee back as a reward. You must have documented (via SandDollar\$ swipes) work-outs on campus at the Dugan Wellness Center. You must work out an average of three times per week. Minimum number of workouts and reimbursement amount is set by semester.

Well on Target

Employees enrolled in the A&M Care Plan through Blue Cross Blue Shield of Texas, also have access to the “Well on Target” program. Well on Target gives you access to self-directed online courses that let you reach your health goals at your own pace. The program provides health and wellness information as well as interactive tools and trackers to help you stay on course. Well on Target has a mobile app available. For more information visit www.wellontarget.com

It's Summer

There are many ways to workout this summer and beat the heat!

- Do stretches at your desk. You can find several suggestions by doing an internet search.
- Join the indoor walking program at Recreational Sports!

Don't mind the heat, check out visit-corpuschristitx.org for outdoor activities in our area.

For more information on these Be Well To Excel Programs contact:

Recreational Sports Office

O 361.825.2454

<https://recsports.tamucc.edu/>

[IslandersBeWelltoExcel/](https://recsports.tamucc.edu/IslandersBeWelltoExcel/)

[index.html](https://recsports.tamucc.edu/IslandersBeWelltoExcel/index.html)



Wellness Release Time

All TAMUCC Full-time, benefits eligible faculty and staff are able to request 30 minutes, 3 times per week, to utilize for wellness as part of 'Islanders Be Well to Excel' Wellness Release Time. Employees must send over a supervisor approved request form each academic year to participate, but can apply at any time during the academic year. For more information, see the website at <https://recsports.tamucc.edu/IslandersBeWelltoExcel/wellnessreleasetime.html>

Time Off on the Island

Did You Know...

Maximum Carry Over for Vacation hours each fiscal year is determined by years of service. More information is available at: hr.tamucc.edu/Time_Leave/Vacation.html

Maximum Carryover Chart based on full-time employment. Leave accrual and the maximum number of hours that a part-time employee may carry forward from one fiscal year to the next is determined on a proportionate basis.

Total Service (Years)	Vacation Hours Earned Per Month	Maximum Vacation Hour Carry Over
0-2	8	180
2-4	9	244
5-9	10	268
10-14	11	292
15-19	13	340
20-24	15	388
25-29	17	436
30-34	19	484
35+	21	532



Leave Programs

As benefits eligible employee you could be eligible for a variety of leave types. It's important that you know about your leave benefits:

- Vacation Leave
- Sick Leave
- Family and Medical Leave
- Parental Leave
- Leave With Pay
- Leave With Out Pay
- FLSA Compensatory Time
- State Compensatory Time

Supervisor Check List

Before approving timesheets in TimeTraq:

- Make sure that all leave has been entered and approved in LeaveTraq
- Make sure all hours are submitted so the employee gets credit for any FLSA or State Compensatory time worked.

Before approving LeaveTraq Documents:

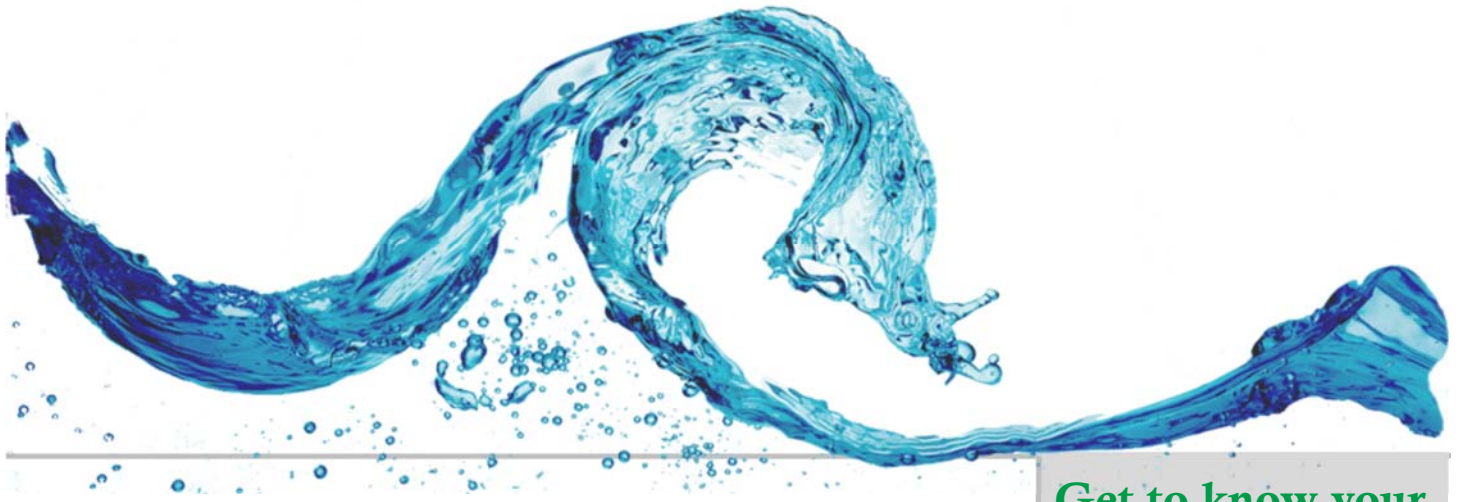
- Make sure that if appropriate that FMLA or Parental Leave is marked on the online leave form before approving LeaveTraq document.
- Make sure that all available eligible leave is used before an employee goes into a leave without pay status.

Training

Unfamiliar with leave policy? Request Employee and/or Supervisor training by contacting your dedicated HR Specialist.

http://hr.tamucc.edu/Time_Leave/HR_Contact.html

361.825.2630



Our Service Awards Ceremony was a great success! Photos can be accessed at: hr.tamucc.edu/Recognition/2017.html

In photo from left to right: Cassondra Casanova, Debra Cortinas, Toni Nerren, Maria Pedigo, Jennifer Escamilla, Mary Canales, and Sarah Green.



Get to know your HR Staff!

Sarah Green and Kara Borland are both new to the HR team.



Sarah moved here from the Chicago, IL area in October. She attended Illinois State University and received a Bachelors of Business Administration degree. Sarah can assist you with Employment Records/Documentation and Previous State Service.



Kara moved here from Plano, TX in late December. She attended the University of Oklahoma and received a Bachelors of Arts in Communication with a minor in Sociology. Kara can assist you with all things I-9 and New Employee Processing!

More information about all of our HR Staff can be found at: hr.tamucc.edu/Contact_Us