



HR Horizons

Work life on the Island

Workday—New Human Resources and Payroll System

In the near future, when you modify your benefits, hire an employee, complete timesheets, change your address or complete a performance appraisal, you will use the new Human Resources and Payroll system called Workday.

To help you get ready for Workday “Go Live” on Sunday, Dec. 17, the Texas A&M University System implementation team has developed TrainTraq courses that provide a basic idea of how the new Workday tools will work. Managers and HR departmental processors should be on the lookout for Workday TrainTraq assignments this month. Training will continue through the fall.

Managers and HR departmental processors have been assigned three Workday TrainTraq assignments and those should be completed no later than **October 13th**. If you want to learn more about Workday and future trainings, visit Workday Help on the Single Sign-On (SSO) menu, ask a member of your human resources team, or visit the Texas A&M University—Corpus Christi Workday [web page](#).

Stay tuned—and get ready for a brighter Workday!

FMLA Re-Evaluation

Human Resources will soon be notifying employees whose FMLA-related absences (continuous or intermittent) will carry into the next fiscal year. Employees must requalify for FMLA benefits and have their family and medical leave recertified.

The [Recertification Form](#) will assist HR in communicating employee’s FMLA status in the new fiscal year and will inform the employee if he/she is required to provide an updated certification form. HR will also notify employees whether or not he/she qualifies for FMLA leave for Fiscal Year 2018.

IMPORTANT INFO

- Texas Rebuilds—Hurricane Harvey FEMA relief through the Texas General Land Office www.glo.texas.gov/texasrebuilds
- Monthly Supervisor Training for Managers is held on the first Friday of each month. For more information on these sessions, visit the [HR News](#) page
- Thanksgiving break is November 23-24, 2017.



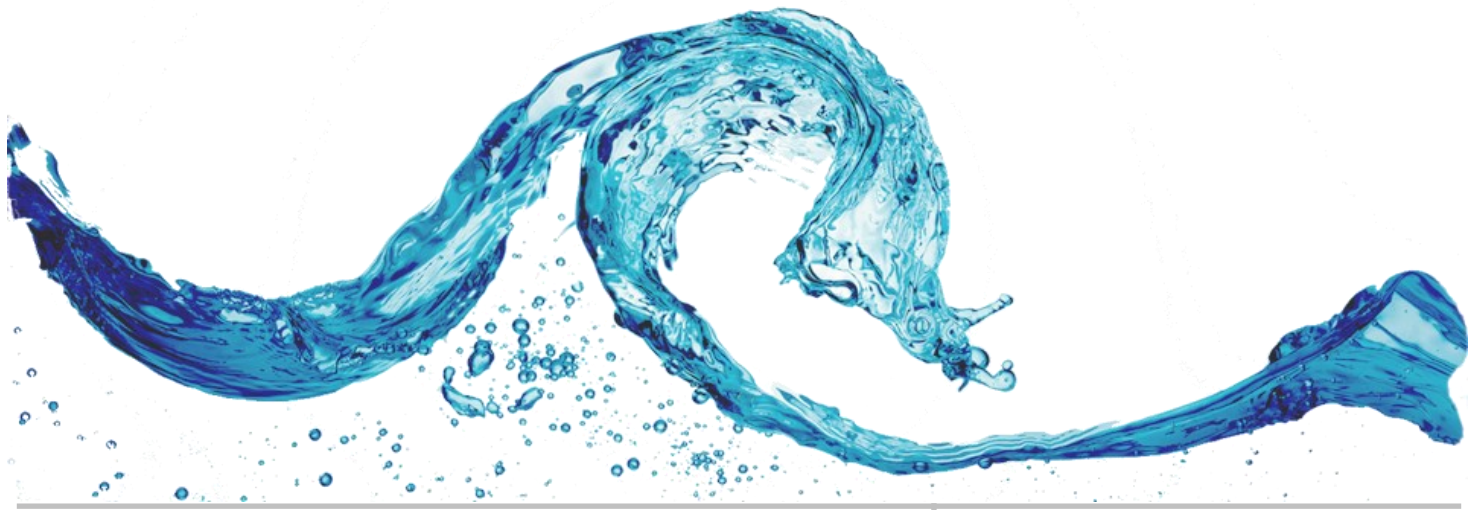
Human Resources Office

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Office Hours –M-F, 8 a.m. to 5 p.m.



Employee Assistance Program

Our Employee Assistance Program (EAP) offers services for credit monitoring. Information on this service is listed below.

Request a Free Annual Credit Report

AnnualCreditReport.com is a centralized service for consumers to request their free annual credit reports. It was created by the three nationwide consumer credit reporting companies, Equifax, Experian, and TransUnion.

<https://www.annualcreditreport.com/index.action>

Credit Monitoring: Free credit reports and credit monitoring available via the legal/financial center.

ID Recovery: Free 30-minute telephonic consultation with an Identity Recovery Professional; customized action plan and consultation; ongoing ID recovery guidance available as needed; free ID monitoring service.

Online Tools and Resources: Log on to www.deeroaks.com to access an extensive topical library containing health and wellness articles, child and elder care resources, work/life balance resources and webinars.

EAP helpline: (888)993-7650

Employee Betterment Update

All TAMUCC employees that have been in a budgeted regular status for three months prior to the start of their course of study are eligible to Employee Betterment Program benefits. The purpose of the Employee Betterment Program (EBP) is to provide budgeted, regular employees with funds to cover TAMUCC tuition costs. The program aims to encourage faculty and staff to further their education.

The EBP will cover 50% of the Distance Education Fee but employees are responsible for other applicable course fees (e.g. Lab Fees, Field Trip Fees, etc.).

An employee can take up to **18** credit hours per year, up from 15 credit hours/year, under the Employee Betterment Program (six hours per semester). Employees requesting more than four hours in a semester will be required to provide a copy of the class schedule.

More information is available at: <https://hr.tamucc.edu/Benefits/Tuition/Betterment.html>

Birthday Leave



Effective September 1, 2017, TAMUCC provides Birthday Leave. An outline of the guidelines are listed below:

- TAMUCC provides regular, budgeted, leave-eligible employees paid time off for their birthday in recognition of their birthday.
- Birthday leave is a TAMUCC employee benefit and the university reserves the right to continue, change or discontinue Birthday Leave at any time.
- Birthday Leave should be taken 30 days before or 30 days after the birthday.
- If the employee is not physically at work during the month of their birthday, it must be taken within 30 days of their return. If the employee does not return to work then the day is forfeited.
- Approval by the employee's supervisor must be obtained prior to taking the leave, and in accordance with departmental leave procedures.
- Full-time employees are allowed 8 hours of leave while part-time employees are granted leave on a proportional basis.
- Birthday leave cannot be used in increments of less than one day.
- Eligible employees request Birthday Leave as they do other paid leave.
- Birthday leave not taken in accordance with the guidelines cannot be saved and is forfeited. Under no circumstance will any pay be issued for this day.

FMI visit hr.tamucc.edu