STAFF SALARY STUDY

After months of work, we are finally at implementation stage of the Staff Salary study. Overall, the study determined that on average our employees are at about 90% of market median. Approximately 20% of our workforce are paid at or above market. On the opposite end of the spectrum, we have about 40% of our workforce earning less than 85% of market. Our goal is to pay a fair and competitive rate. We think +/-15% of the market median is a reasonable goal.

The salary increase model for Year 1 provides increases to about 40% of our staff, approximately 330 employees. The salary increase model that has been approved takes into consideration the distance from the market median and time in job. HR is briefing VPs and providing detailed reports to distribute for review and feedback. HR will be posting additional details, to include the Salary Increase Matrix for Year 1 on the Salary Study Web site.

Based on where we are now regarding finalizing decisions, we anticipate increases to be effective January 1, 2020. Employees will receive a communication explaining the process and informing them of any increase once all decisions are finalized and approved.

For Staff Salary Study updates please visit the Salary Study website.
The U.S. Internal Revenue Service (IRS) requires employers to collect information from all International employees holding NONIMMIGRANT STATUS (F1, H1, J1, O1, TN, DACA, etc.), to determine the appropriate rate of tax withholding and report any payments it makes to such individuals. For your convenience, the A&M System offers GLACIER, an Online Tax Compliance System. In the coming weeks, an International Employee will receive an email or a To Do in Workday asking him/her to complete Glacier via the internet and to provide supporting documents. Glacier ensures that your earnings are neither overtaxed nor undertaxed.

If you are a NONIMMIGRANT, you must complete Glacier every year. You must also go into Workday to complete the related task to update your Visa/Passport Changes as these occur. Once you hold LPR/Green Card status, you are no longer required to complete Glacier.

USCIS Proposal to Hiking Filing Fees and Processing Times

We may see a dramatic increase for USCIS filing fees in early 2020. The exact figures may vary but here is what the USCIS has put on the table.

- I-129 H-1B petitions from $460 to $560. That is a 22% increase.
- I-129 O petitions fees will increase 55% from $460 to $715.
- Although TAMUCC does not pay for the I-485 Adjustment of Status (Green Card) applications, employees seeking to adjustement of status to permanent residence will see 79% increases as the fees climb from $1225 to $2195.

There is no mention of an increase for premium processing fees however, processing times will increase from 15 calendar to 15 business days.
Working with Workday

SUMMER APPOINTMENTS
Webinar to review best practices for extending appointments of Faculty and Graduate Assistants into the summer semester. Guidance will be given on the recommended staffing events and any compensation, benefits or payroll implications. Update on the impact to FAMIS encumbrance and how you can best manage budgets will be provided.

Wednesday, December 11
10:30 a.m. – 11:30 a.m.
   Link to meeting: https://tamus.webex.com/tamus/j.php?MTID=m3183eeb8ea4cf0fbb484af57bcf91440
   Password: Workday

ELECTRONIC W-2 & 1095-C
Employees are encouraged to take advantage of getting their W-2 electronically in Workday.

CORE HR

Veteran Status
Several questions and answers about updating employee veteran status have been added to the Workday Services help site: https://ut.tanys.edu/workdayservices/support/faqs-by-topic/.

EDIT WORKER ADDITIONAL DATA EVENT
To Do step in the Onboarding business process was removed! HR Contact no longer required to trigger the Edit Worker Additional Data Event questions. The questions will automatically route after a To Do step in the Hire process to newly hired employee to start the onboarding business process. Reordered steps in the Hire and Onboarding process and rewrote notifications related to the new workflow.

COMPENSATION

A warning message has been added to the Compensation business processes alerting the user when the proposed salary for exempt employees is less than FLSA threshold.

Added eligibility rules based on pay rate type so users only enter the compensation amount. This eliminates the need to restore Salary and Hourly plans during job and compensation changes.

Flexible Spending Account Deadline

If you are enrolled in the Health Care Spending Account or the Dependent Day Care account, remember to turn in your expenses for reimbursement by December 31, 2019. Expenses incurred from 9/1/2018 through 11/15/2019 can be included in the prior plan year request. You can submit claim reimbursements by going to the Navia website https://www.naviabenefits.com/. Call Navia at 1.800.669.3539 or email customerservice@naviabenefits.com for additional questions.
**New Wellness Incentive....**

The deadline to receive the lowest health premium for FY 2021 is **June 30, 2020.** Employees and covered spouses of the A&M System Care Plan can participate in the Two-Step Wellness program. Through this program, health and wellness activities are personalized on your MyEvive checklist. Your personalized checklist is unique to you based on your health and interests.

What are some of the activities someone could see on their MyEvive checklist this year?
- Breast Cancer Screening
- Cervical Cancer Screening
- Well on Target Self-Management Program
- HealthQuests
- MDLive Registration
- Where to go for Care Scavenger Hunt

You must complete items on your checklist by logging in your MyEvive account. Have questions about the TAMUS Two-Step process? Contact memberservices@goevive.com or 1.888.208.9470 from 9 a.m.- to 5 p.m. CST

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**EMPLOYEE BENEFIT NEWS**

### WELLNESS UPCOMING EVENTS

- **Holiday Safety** – December 13, 12:00 p.m. – 1:00 p.m., O’Connor 135, 1 point, RSVP req.
- **Break Before Break: Coloring & Puzzles** – December 13, 12:00 p.m. – 1:00 p.m., O’Connor 135, 1 point, RSVP req.
- **Benefit and Wellness Orientation** – December 17, 8:30 a.m. – 10:00 a.m., Dugan Wellness Center Room 115
- **Benefit and Wellness Orientation** – January 7, 8:30 a.m. – 10:00 a.m., Dugan Wellness Center Room 115
- **Savings for Retirement/Managing Debt** - January 10, O’Connor Room 135, 1 point, RSVP req.
- **Benefit and Wellness Orientation** – January 21, 8:30 a.m. – 10:00 a.m., Dugan Wellness Center Room 115

RSVP required to: wellness@tamucc.edu

### NEWSLETTERS, PERKS AND DISCOUNTS

Several benefit related newsletters and other important information can be found on the HR website: the Well onTarget Health Kit provides beneficial health information on a monthly basis, the Texas A&M University System Benefits Administration provides a quarterly Benefit Briefs newsletter, the Employee Wellbeing Calendar provides wellness tips, and the TicketsatWork newsletter gives you information on employee discounts. For more information contact benefits@tamucc.edu

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**Happy Holidays**

**and a Happy New Year**

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**Contact Us**

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