STAFF SALARY STUDY

During the first half of December, the HR team met with President’s Cabinet and the Associate Vice Presidents to brief them on the results of the Staff Salary Study. Additional meetings were held with Deans and several department heads. HR provided detailed reports with recommended increases based on time in position/job profile and pay rate compared to the market median. Approximately 40% of staff are receiving an increase as a result of the salary in Year 1 of the 3-year project. Increases will be effective January 1, 2020. Each staff member will receive a personalized communication in mid-January stating whether or not they are receiving an increase. HR has scheduled meetings for Directors/Managers and employees and encourages all to attend. The meetings will be held in the UC, Bayview Room 320 as follows:

Directors:
Tuesday, January 14, 2:00 p.m. – 3:00 p.m.
Wednesday, January 15, 10:00 a.m. – 11:00 a.m.

Staff:
Thursday, January 23, 10:00 a.m. – 11:00 a.m.
Thursday, January 23, 2:00 p.m. – 3:00 p.m.
Wednesday, January 29, 10:00 a.m.– 11:00 a.m.

For additional information about the Staff Salary Study and general information about compensation procedures, please browse the HR Compensation website and the Staff Salary Study website.
IMMIGRATION MATTERS

**Change of Address Requirements for Non-US Citizens & Affidavit of Support Sponsors**

Do you know that all foreign nationals, including lawful permanent residents (green card holders) who are not U.S. citizens are required by Section 265 of the Immigration and Nationality Act to notify the USCIS of address changes while in the United States?

Filing Form AR-11 online with the US Citizenship and Immigration Service is easy and can be done online at [https://www.uscis.gov/ar-11](https://www.uscis.gov/ar-11). This will update your address on all pending applications, petitions, or requests that you include on the form. If you submitted an affidavit of support for another person, you must submit [Form I-865, Sponsor’s Notice of Change of Address](https://www.uscis.gov/i-865), within 30 days of your move. Visit [https://www.uscis.gov/i-865](https://www.uscis.gov/i-865).

Please note that changing your address with the U.S. Postal Service (USPS) alone will not change your address with USCIS. Generally, undeliverable mail from U.S.CIS is typically returned to that agency. Please update your address with both USCIS and USPS as soon as possible.

RECRUITMENT CORNER

**Ultimate Candidate Experience:**

“Today’s candidates require a more proactive, engaging, multi-touch approach in order to truly convert them into applicants and great hires.” Here are eight tips to change the way you think about candidate experience: To learn more visit [Here](https://www.uscis.gov/i-865).

HIV/AIDS Notice

**HIV/AIDS in the Workplace Brochure** This brochure is offered by The Texas Department of Health (TDH). The Human Immunodeficiency Virus Service Act, Chapter 85, Texas Health and Safety Code, specifies that workplace guidelines be established to ensure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected (System Regulation 34.04.03: HIV/AIDS in the Workplace and Learning Environment). Visit the TDH website for additional information.

COMPLIANCE
Working with Workday

Please join us for our first Workday Services webinar of 2020! These events are open to all, but content will focus on the security role listed within the webinar description. Please forward this invitation to others at your member who you believe would benefit from any of these sessions.

Workday Wednesday—Assign and Create Work Schedules

Description: During this webinar we will discuss assigning and creating work schedules for an employee in Workday. The Assign Work Schedule business process was recently updated in December. Now, when none of the existing work schedules available in Workday meets the needs of the employee, Managers and Timekeepers can create a custom work schedule for the employee. We will walk through this new functionality and the options available for work schedule creation.

Target Audience: Timekeepers and those who support Managers* with this business process

*If you have Managers who use this business process frequently, you may want to provide them with the link to the event recording to view at a later date. Presenter: Amy Suter, Workday Services – Time Tracking

Date: January 22, 2020
Time: 10:30am to 11:30am
Link to Meeting: https://tamus.webex.com/tamus/onstage/g.php?MTID=e6dbd2c155474da19813f7212136a21cc
Password: Workday
Dial in Audio: 1-415-655-0003
Access Code: 922 570 721

GOOD TO KNOW...

Follow us on Facebook for updates on events and wellness tips: https://www.facebook.com/BeWellToExcel/

November 2019 Service Credit Brochure

TRS Active Members,

TRS service credit is an important part of determining eligibility for TRS annuity. Service credit affects the amount of a service or disability retirement benefit you may receive when you retire. View the November 2019 Service Credit Brochure through the following link to learn about the different types of service credit, how to purchase, methods of payment, restrictions that may apply, and more:

November 2019 Service Credit Brochure
EMPLOYEE BENEFIT NEWS

WELLNESS UPCOMING EVENTS

- **Savings for Retirement/Managing Debt** - January 10
  12:00 p.m. – 1:00 p.m., 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
- **Camp Gladiator: Creating a Fitness** – January 29
  12:00 p.m. – 1:00 p.m., O’Connor 135 RSVP req.

RSVP required to: wellness@tamucc.edu

Pre-Retirement Counseling Workshop, January 15, 2020, 1:30 p.m. – 3:00 p.m., NRC 2004
Planning for retirement and choosing the right plan for you and your family can be overwhelming. All of your options, as well as the laws and regulations governing the distribution of your benefits once you leave Texas A&M University, will be covered in this workshop. RSVP: benefits@tamucc.edu.

Make plans to attend one of our group workshops for pre-retirement counseling that will be held once a month. These workshops are not one-on-one sessions, but you will have the opportunity to ask questions.

Employee Wellness Program Applications are due January 31, 2020.
Attached you will find an application of the Spring Employee Wellness program. All information about the program can be found here. Ten participants will be selected from the pool of applicants. You can e-mail completed application to wellness@tamucc.edu. This is open to ALL benefit eligible faculty and staff. (50 points per person who successfully completes the program)

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

Contact Us
Human Resources Department
Natural Resources Center, Suite 2425
Corpus Christi, TX 78412-5730
P: 361-825-2630
E: human.resources@tamucc.edu