Our Services – Your Future

HR Newsletter

Upcoming Events

Open Enrollment Lab
Tuesday, July 17
9:00 a.m. – 11:00 a.m.
Library 216A

Open Enrollment Fair
Tuesday, July 23
11:00 a.m. – 2:00 p.m.
Anchor Ballroom C & D

Teacher Retirement System
Tuesday, July 23
9:30 a.m. – 11:00 a.m.
Anchor Ballroom B
Open to the Public

Airrosti
Tuesday, July 23
8:00 a.m.–12:30 P.M.
UC Legacy Room
By Appt. Only

HEB Nutrition
Tuesday, July 23
8:00 a.m.–12:00 p.m.
1:00 p.m. – 5:00 p.m.
Anchor Ballroom A
By Appt. Only

Prepping for Fall Start Up

In anticipation of lots of student and adjunct hiring, Human Resources has developed checklists for both the hiring unit and the new worker. Use of these improved tools will ensure a smooth process for all. Hire actions should be submitted as soon as possible and at least 5 workdays prior to start date. Please follow the steps outlined on the Checklist for Hiring Employees. Step 1 in the process is to submit the hire action in Workday (WD). Download the Hire Employee Job Aid found in the newly designed Workday Help accessed through SSO. The new hire should not be sent to HR for I-9 processing yet and they are not yet authorized to begin work at this step.

Step 2 is the very important step of searching for the new hire in WD and creating a new pre-hire record if necessary. Creating duplicate pre-hire records is to be avoided at all costs. If you know the person is or has been employed at any A&M member since implementation of WD, they have a pre-hire record. If unable to locate the pre-hire record, it may be because they are already an active employee. In those cases, you cannot do a hire action to place them in a position. You will need to do as Add Job. For assistance call x2630 or email human.resources@tamucc.edu.

Step 3 requires that the hiring unit obtain a completed criminal background form from the new hire, complete the Employment Authorization Checklist and send both to hrhirepack@tamucc.edu. The completion and submission of the Employment Authorization Checklist will ensure that HR has all the information to launch the onboarding tasks. Upon submission of these two documents to HR, you can send the new hire to HR for I-9 processing. Continue with the remaining steps on the Checklist for Hiring Employees. Once the hiring unit receives notice that onboarding is complete, the new hire can begin work.
Open Enrollment begins on July 1, 2019

Human Resources will be hosting an Open Enrollment Fair on July 23, 2019 in Anchor Ballroom C & D from 11:00 a.m. to 1:00 p.m.

Open Enrollment began July 1, 2019. Benefits changes can be made from July 1, 2019 through July 31, 2019 for the new plan year starting September 1, 2019. Everyone should review the Workday inbox task for updates on premium costs, to ensure the Wellness Exam credit was received, and to make any desired changes to insurance plans. If no changes are needed, no action is necessary in Workday.

The Tax Saver Plan (Health Care and Dependent Day Care Spending Accounts) require re-enrollment every year. Simply sign in to https://sso.tamus.edu on or after July 1 and click on Workday.

For more information, contact Ithza Ojeda at ext. 2625 or benefits@tamucc.edu.

STAFF SALARY STUDY

The Human Resources team and the Sibson consultants are working diligently to stay on task. Work in progress includes review of position descriptions, identifying/clarifying the levels of some jobs, determining where title changes may be needed, and identifying market survey benchmark matches. In the last couple of weeks Human Resources has reviewed approximately 200 matches, provided feedback, and consulted with campus managers as needed. We anticipate the current phase will continue for the next 2-4 weeks. The next phase will be the comprehensive pay analysis that we hope to finish by the end of August. Implementation will be sometime after September and Fall start up.

Working With Workday

Supervisory Organizations. Ever wonder why WD organizational charts display the same worker more than once? The boxes on the WD organizational charts are both workers and supervisory organizations. If a worker supervises one or more employees, WD creates a supervisory organization for that supervisor. If the supervisor has more than one supervisory organization, they will appear on an org chart for each supervisory organization. Human Resources would like to combine supervisory organization so that all the employees reporting to a supervisor are in one, single supervisory organization. In addition, labels on supervisory organizations can be edited upon request. If you would like HR to help, send a current organizational chart to human.resources@tamucc.edu. HR Contacts can also move workers and assist in this effort.

Attention FUN Group and HR Contacts. HR is hosting an information session to provide updates and answer questions. Join us via web ex or in person in UC Oso (Room 221) on July 17th at 2 p.m. or July 19th at 10 a.m. More information will be sent via email to these groups.
Social Media Information Required on Visa Applications

Effective May 31, 2019, the U.S. Department of State is asking Visa Applicants to provide the social media platforms used in the last five years. The Electronic Visa Application Forms DS160 and DS260 used to apply for HB and other visas will include a question about the applicant’s use of social media. The forms will ask: “Do you have a social media presence?” The applicant is provided with a list of over 20 domestic and foreign social media platforms including Facebook, Google+, Instagram, Linkedin, Twitter, YouTube, and several others. If any are selected, a field is provided for the applicant to enter their social media username. Password is not required. The social media information will be used to validate the applicant’s identity, to determine if the applicant is associated with terrorist activities or poses a threat to U.S. security in any way. It is imperative that the applicant answers truthfully as misrepresentation is considered fraud and may result in a permanent bar from entering the U.S. FMI call ext. 2198.

MyEvive

One-Stop-Shop for Benefit Resources
MyEvive is a personalized benefit resource that alerts you about health and savings opportunities, so you don’t have to search for them yourself. Some of MyEvive’s features include:

- your current wellness premium incentive status
- easy access to contact information and links to your health benefits and wellness resources
- access to your out-of-pocket spend and deductible anytime, anywhere
- a convenient on-the-go app experience
- a place to upload a digital insurance card
- personalized reminders right when you are due for care

Register and log on to check your incentive status, receive timely reminders about preventive healthcare, and find useful benefit resources. If you have not already registered for MyEvive, go online to https://tamus.myevive.com. You may also download the MyEvive app on both Android and Apple devices and use the token code, myevivetamus. The MyEvive link is also available through SSO to employees and retirees enrolled in the A&M Care 65+ and J plans.

RECRUITMENT CORNER

How Humor Can Keep Employees Engaged

“Humor reduces turnover. The estimated cost to replace an employee ranges from 20 to 150 percent of that person’s annual salary and affects the entire department. Employees who work in a humorous organization report higher workplace satisfaction scores and say they are less likely to leave their roles.” Click HERE for more!
FINANCIAL NEWS

The Teacher Retirement System will be providing a presentation on July 23 in UC Anchor Ballroom B from 9:00 a.m. to 11:00 a.m.

EMPLOYEE BENEFIT NEWS

Airrosti will provide complimentary pain & injury assessments on July 23 from 8:00 a.m.–12:30 P.M. in the UC Legacy Room. For more information please contact Ithza Ojeda at ext. 2625, by email at benefits@tamucc.edu. Space is limited, so please make your appointments with Airrosti as soon as possible https://go.airrosti.com/scheduler/event/PIL4SQL8I6B

HEB Nutrition Services will be providing one on one consultations to discuss nutrition on site July 23 from 8:00 a.m.— 5:00 p.m. For more information, please contact Ithza Ojeda at ext. 2625 or by email at benefits@tamucc.edu. Space is limited, so please make your appointments as soon as possible https://heb.secure.force.com/RxScreenings/SSMAppointment?client_id=CorpusChr

Newsletters
Several benefit related newsletters and other important information can be found on the HR website: the Employee Assistance Program provides health and wellness tips, and the monthly newsletter for employees and supervisors, 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 and the TicketsatWork newsletter gives you information on employee discounts.