News from HUMAN RESOURCES

STAFF SALARY STUDY

The Staff Salary Study is progressing, and the expected completion date is October 31. In phase 2 of the study, over 800 positions were reviewed. This resulted in some positions being flagged for additional study/review. Phase 3 of the study included the identification of appropriate salary survey sources for nearly 350 unique job titles. The survey data and the TAMUCC salary data is being analyzed by the consultants. We expect delivery of a comprehensive pay analysis report from the consulting team by mid-September. The final phase of the project will begin in September and will include development of compensation program guidelines, an implementation strategy and timeline. Our goal is to begin implementation no later than November 1.

For Staff Salary Study updates please visit the Salary Study website.

Open Enrollment Changes

Bi-weekly paid employees please review your September 13th paycheck to ensure that your open enrollment changes and wellness incentive credit has been applied correctly. Open Enrollment Correction period ends for bi-weekly employees on 9/28/2019.

Monthly paid employees please review your October 1st paycheck to ensure that your open enrollment changes and wellness incentive have been applied correctly. Open Enrollment Correction period ends for monthly employees on 10/15/2019. Please email benefits@tamucc.edu to request an Open Enrollment Correction.

UPCOMING EVENTS

Flu Shots

Walgreens pharmacists will administer Flu Shots on the following Wednesdays:
- 9/25
- 10/9
- 10/23
10:00 a.m. to 1:00 p.m.
Dugan Wellness Center
$35.99 w/o Insurance
Cash & Check accepted, please bring your Driver’s License/ID & Ins. Card

SAVE THE DATE

Supervisor Training: Immigration Matters

Friday, October 4
10:00 a.m. – 11:00 a.m.
O’Connor Room 135
**NEW EAP - Work/Life Solutions By Guidance Resources**

Effective 9/1/2019, Work/Life Solutions by Guidance Resources helps with confidential counseling, work life assistance, legal resources and financial resources for benefits eligible staff and faculty. Consults are available 24/7 by phone or online. You can also use online chat. The Wellness Committee will be hosting various wellness events for stress, parenting, managing emotions and work-life balance. [Guidanceresources.com](https://guidanceresources.com), FMI-1.800.851.1714 or info@compsych.com.

**HR Events Calendar**

For Human Resources Calendar of Events

**DRIVERS – PATIENCE, PLEASE**

*Please know the law for crosswalks:*
- You MUST stop when a pedestrian is ➢ approaching a crosswalk!
  ➢ anywhere within a crosswalk!
- You MUST wait until a pedestrian crosses the road completely!
- You may not pass a stopped vehicle in the other lane!

Keep campus safe and follow the law!

**Working With Workday**

**Workday 33 Released - September 7**
- The job profile prompt is being redesigned in select business processes.
  - Improves usability and performance of the prompt.
  - Provides a more efficient user experience in staffing transactions.
  - Helps users select the correct job profile more quickly and efficiently.
- New prompt categories
  - Recent means last 10 unique job profiles within last 2 years.
  - Suggested means filled position job profiles in proposed organization and subordinates within 2 levels.

**Blue Primary Buttons**
- Workday will be more accessible, displaying blue primary buttons rather than orange, improving contrast.

**Run Pay Calculation Enhancement**
- Workday will be able to calculate and/or recalculate payroll results for specific workers in a pay period and pay group.

**Workday Wednesdays**
Workday Wednesdays are coming to a WebEx near you! Once a month, HR will be hosting a Workday training session to go over different processes and allow you the opportunity to ask questions and see the process in action. Next session will be held on Wednesday, October 16 from 3:00 p.m. - 4:00 p.m. The WebEx session link can be found [here](#).

**Recruitment Corner**

**Onboarding: The First Day Matters Most!**

After the job offer is made the First Day matters most to new hires! TAMU-CC relies on great employees and onboarding is essential! Here’s why: Click [here](#).
The "Be Well" University Cup is a university-wide wellness challenge, which aims to name the TAMUCC Division Team most committed to living well. Teams will be made of up to 8 employees within the same division. Points are accrued from September 5 - April 17 for each person that participates in various Wellness Committee sponsored events. The Division Team with the most participation will be awarded with the title of "Be Well" University Cup Champions at the annual Islander Awards Celebration.

Teams can register by sending an e-mail to wellness@tamucc.edu by September 4th. Make sure to check out https://wellness.tamucc.edu/eventsschedule.html!

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.

If the consular officer is satisfied that the applicants will comply with the terms of the visa, your parents will be issued a visa and may proceed travel to the U.S. Your parents will find everything they need to know about applying for a visitor’s visa at: https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html.

New – CAMPUS MAP

Staff in Marketing and Communications are excited to unveil a new campus map. The map is interactive and offers important features that the previous map did not offer. Most importantly, it is accessible and complies with ADA best practices. In addition, it allows users to apply filters to find specific information such as elevators, academic buildings, food venues, and more. Click here.

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