



# Human Resources

OUR SERVICES – YOUR FUTURE

HR NEWSLETTER

## News from HUMAN RESOURCES

### STAFF SALARY STUDY LAUNCHED

Over 200 employees attended one of seven sessions led by compensation professionals from Sibson Consulting on January 22<sup>nd</sup>. Katie Manning, Project Manager and Senior Compensation Consultant, provided an overview of the project. The slide deck is available on the [HR Staff Salary Study web site](#). The meetings were part of the project's discovery phase to solicit input from campus stakeholders.

Thank you to all who attended and engaged in the process. Common themes will be summarized and shared with employees. President's Cabinet will serve as the project Advisory Committee. A 13-member Steering Committee with representatives from all divisions and occupational categories has also been formed to provide input and assist with communication. Work will soon begin on the development of a communication strategy to ensure stakeholders are informed as work progresses.

At this time, we are asking all managers and employees to review position restrictions (Workday lingo for job duties) for accuracy. Our goal is to have current position descriptions for all employees by February 28<sup>th</sup>.

Updates on the project will be posted to the [HR web site](#) and provided in our monthly newsletter. Questions and suggestions may be sent to [human.resources@tamucc.edu](mailto:human.resources@tamucc.edu).

### UPCOMING EVENTS

#### Homecoming Week "Shakas Up"

For more information on Homecoming 2019 events, visit [IslanderHoco.com](http://IslanderHoco.com) For any information on the festivities or ways to get involved, email [Russell.wagner@tamucc.edu](mailto:Russell.wagner@tamucc.edu)  
Sunday, February 3 –  
Saturday, February 9

#### Black History Month

There are more than a dozen events on the docket, including guest speakers, a poetry slam, campus conversations, performances, and of course, the MLK Awards Luncheon. Check the Black History Month [website](#) for a full calendar of events.

#### Islander Awards Ceremony

Save the Date  
Friday, April 26

# Working With Workday

## DIRECT DEPOSIT

Attention HR Contacts: The direct deposit declaration must be triggered by you during the hiring process. It's a To Do that is being submitted by HR Contacts without following the instructions and actually triggering the question. This is causing problems for the new employee when they complete their onboarding direct deposit setup, they receive a direct deposit declaration error.

## WORKDAY POSITION ID

On February 14 the Workday Position ID number for NEW positions will change to a **six-digit format** to avoid conflicting with the numbering system used for legacy PINs.

In Workday, the Position ID is P-XXXXX (5 digits) which converts in impacted applications to:

- IXXXXX (letter and 5 digits) for budgeted positions, or
- IXXXXXXXXX (letter and 9 digits) for wage positions

Formats for the Workday Position ID and PINs for positions **created prior to February 14** will not change:

Workday Position ID	Position	Application PIN	
P-60050	Budgeted	I60050	Current
P-60075	Wage	I1000060075	Current
P-100015	Budgeted	I100015	On February 14
P-100020	Wage	I100020	On February 14

If you utilize Data Warehouse, please check how you are using the Position ID / PIN in local reports and local systems. If you have any questions or concerns, please contact the application administrator.

## PROPER NAME STRUCTURE

Using proper name structure is required for names in Workday; otherwise, Workday does not recognize the employee record and will not pull the employee's records in a report. If there is an action in Workday where the name is not capitalized, please contact HR so that we can make the correction.

## PERFORMANCE REVIEWS

Performance Reviews will launch **April 1!** The performance review period is April 1 – May 31. Supervisors are encouraged to review and update position restrictions (job duties) by February 28<sup>th</sup>. Please email [human.resources@tamucc.edu](mailto:human.resources@tamucc.edu) for assistance with updating job duties in Workday.

♥ *Happy Valentines Day* ♥

# Wellness News

## **\*New Two-Step Process\* - Wellness Premium Incentive**

Completing an annual wellness exam **AND** the MyEvide Health Assessment will ensure that you have the lowest rate for your health insurance premiums.

Highlights of the Wellness Incentive:

- Have a wellness exam and complete the Health Assessment in MyEvide between September 1 & June 30.
- Applies to employees AND covered spouses enrolled in the A&M Care Plan.
- A premium differential of \$30 per month will be added to the premium for each individual (you and your spouse) who does not complete the wellness exam incentive and health assessment by the June 30 deadline.
- Retirees will automatically receive the lower premium.
- You can verify your completion status for the wellness exam incentive by logging into or registering for your MyEvide account at [tamus.myevive.com](http://tamus.myevive.com).

Wellness Exam Tips - <http://assets.system.tamus.edu/files/benefits/pdf/wellness/WellnessExamTips.pdf>

## **Financial Series**

**Financial Series #2: Take Control of Your Future: Take advantage of investment opportunities to suit your personal goals.**

Determine if you need a financial plan and how to invest and be tax efficient. Also learn about goals-based funding: Retirement Planning, Emergency Fund, College Planning.

**Mark Militello, A Pentegra Rep**, will be here **on February 7<sup>th</sup>, from 2:00 p.m. – 3:30 p.m. in the O'Connor Room 135**. Snacks will be served at this event.

RSVP to Ithza Ojeda at [Ithza.Ojeda@tamucc.edu](mailto:Ithza.Ojeda@tamucc.edu).

or

JOIN WEBEX MEETING

[Here](#)

Meeting number (access code): 800 392 503

Host key: 893992

Meeting password: yN5GSTph  
(96547874 from phones)

JOIN BY PHONE

1-877-668-4493 Call-in toll free number (US/Canada)

## **TRS**

**Update Addresses Directly with TRS** - TRS is no longer accepting requests to update member addresses from employers. Employee/retirees will need to update their address with employers and with TRS. A member's address of record is the address TRS uses to mail confidential information regarding their account. If a member does not choose direct deposit, TRS also uses this address to mail benefit payments. For Security reasons, a member is required to notify TRS of change of address in one of three ways: written notice, Change of Address Notification form or online as a registered user of [MyTRS](#).

## **FEBRUARY IS HEART MONTH**

### **Walk it Out**

Walking at least 20 minutes a day can reduce the risk of heart attack and stroke. So choose the stairs, not the elevator. Park farther away from the store. Find little ways to step up your steps game.

## BENEFIT BRIEFS

### TDA/DCP CONTRIBUTION

The maximum contribution limit for participants under the Tax-Deferred Account (TDA) and the TexaSaver 457 Deferred Compensation Plan (DCP) will increase to \$19,000 in 2019 for each plan. The catch-up contribution limit for participants who are 50 and older will remain at \$6,000.

A chart listing the calendar year contribution limits through 2019 is available on the [Retirement Programs website](#).

**AMERICA SAVES WEEK: February 25 – March 2** - It is a nationally recognized campaign that encourages you to take a closer look at how you are saving in order to set yourself up for success in the year to come. In addition to TRS, the A&M System offers two voluntary, supplemental, pre-tax savings programs. The 403(b) Tax Deferred Account (TDA) and the 457(b) TexaSaver Deferred Compensation Plan (DCP). Take the opportunity to learn about the savings options provided by TAMUCC on the [Retirement Programs website](#)

## EMPLOYEE BENEFIT NEWS

### February 2019 Health Kit

In this month's [Health Kit](#) learn simple ways you can show your heart some love! Print and display the Heart Health poster, start loving your heart today with these tips. Swap out chips for this delicious sweet potato nacho [recipe](#)! Play the [Brain Game](#), watch the [Coaching Moment](#) for a quick challenge from Coach Miranda. Find out how having a pet can benefit your heart health in this [90-second video](#), or download the [Podcast: Love your Own Heart](#) to hear simple ways you can love your own heart. For additional information on heart health click [here](#).

## EAP EMPLOYEE NEWSLETTERS

This newsletter has helpful resources from your Employee Assistance Program. Deer Oaks Services are available at no cost to the benefit-eligible employees, their dependents and household members.

The February Newsletter features:

Online Seminar Reminders: Mental Health First Aid

American Heart Month: Stress and Your Body

Effective Communication: Basic Skills

Prepare for 2019 with this Post-Christmas Financial Checklist

**Learn more about these helpful topics and more from EAP.**

Download the [EAP February 2019 Employee Newsletter](#) and [EAP February 2019 Supervisor Newsletter](#).



## Contact Us

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