



Human Resources

OUR SERVICES – YOUR FUTURE

HR NEWSLETTER

News from HUMAN RESOURCES

Congratulations are in order for **Cassandra Casanova, Employment Manager** and **Betsy Hucker, HR Specialist II** for obtaining their Professional in Human Resources (PHR) Certification. The PHR certification distinguishes them as experts in the HR field, with proven levels of skills and knowledge, and the competence necessary to mitigate risks and drive business results.

The Coastal Bend Society for Human Resources Management recognized the University as having the **Most Effective Recruitment Strategy!** This award reflects excellent performance, the efforts your HR team has contributed, and the goals achieved on behalf of our organization during the past year. Our ongoing dedication to the continuing development and growth of our organization is recognized.



UPCOMING EVENTS

Drug Free Workplace Compliance

Substance abuse can have a number of negative consequences on the employee(s) in the workplace. This seminar examines signs and symptoms, EAP services and supervisor responsibilities. All managers are encouraged to attend.

Friday, January 18
12:00 p.m. – 1:00 p.m.
OCNR 138

Holiday Schedule

In Observance of
Martin Luther King, Jr. Day
Monday, January 21

Annual Islander Awards Ceremony

Save the Date
Friday, April 26

Nonfaculty Salary Study

The University has selected Sibson Consulting to partner with HR to conduct a salary review of nonfaculty positions. Sibson Consulting has extensive higher education experience and we are excited to launch the project. The primary goal of the study is to develop and implement a compensation program that is internally equitable and competitive with relevant external labor markets. In preparation for the position review, we ask that all nonfaculty employees and managers review Position Restrictions in Workday to ensure that duties and responsibilities are accurate. Be on the lookout for project updates.

Employee Wellness

Applications for Spring 2019 Employee Wellness Program are now live! The deadline to apply for the Spring 2019 program is Friday, January 18. To access the application, visit the recsports.tamucc.edu. For more information contact marcelina.garza@tamucc.edu, or call 361.825.2976.

Working With Workday

Timesheet Review and Approvals

Beginning with the Dec. 3 biweekly payroll, if a timesheet has not been approved by the employee's supervisor by the noon payroll deadline, the employee or student worker will not be paid until the next biweekly payroll. If an employee or student worker has not submitted their timesheet, the supervisor can manually advance the timesheet. An employee who is assigned the Timekeeper Role in workday can approve timesheets and perform other timekeeping duties. Please contact human.resources@tamucc.edu for assistance and questions on Role Assignments. The biweekly payroll calendar can be found [here](#) with the noon due dates noted in red. If you have any questions, please contact the Payroll office at payroll@tamucc.edu

Workday Training

Workday training sessions for the month of January are available to assist you for the upcoming semester. Drop in learning labs have also been made available with a member of the HR / Payroll team to assist with specific questions. All sessions will be held in

Mary & Jeff Bell Library - Room 216A

Sessions will also be available via WebEx. WebEx info to follow. Please see the dates and times below:

Monday, January 7

- 9:00 AM – Payroll: Time Entries and Timekeeper Role
- 10:00 AM – Hiring: Students, GAs, and Temporary Workers
- 11:00 AM – Workday Tips & Tricks

Wednesday, January 9

- 9:00 AM – Recruiting Tips & Tricks
- 10:00 AM – Hiring: Adjunct Faculty
- 11:00 AM – Hiring: Students, GAs, and Temporary Workers
- 1:00 – 4:00 PM – Drop in Learning Lab

Friday, January 11

- 9:00 AM – Open Forum for Q&A
- 10:00 AM – Payroll: Time Entries and Timekeeper Role
- 11:00 AM – Supervisory Orgs, Move Workers, and Security Roles

Registration not required. Bring your Duo device.

We look forward to seeing you there!



MyNavia Mobile App

Starting September 1, 2018 our new flexible spending account carrier is Navia. Any expenses incurred for the new fiscal year (September 2018 – August 2019) should be sent to Navia. You can register for an on-line Navia account at <https://www.naviabenefits.com>. Download the free MyNavia app for your wireless device. You can sign in with your fingerprint, as well as facial recognition. The application will also allow you to check flexible spending balances, submit claims and submit documentation. FMI please contact benefits@tamucc.edu.



MyNavia App
Productivity

EAP EMPLOYEE NEWSLETTERS

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 January Newsletter feature:

- Online Seminar Reminders: Building Positive Relationships at Work
- Aim for a Healthy Weight
- New Year's Resolutions for Mental Health
- Low-Risk Ways to Start Investing Your Money



Learn more about these helpful topics and more from EAP. Download the [EAP January 2019 Employee Newsletter](#) and [EAP January 2019 Supervisor Newsletter](#).

EMPLOYEE BENEFIT NEWS

January 2019 Health Kit: In this month's [Health Kit](#), you'll learn about the benefits of plant-based diets and different ways to incorporate this style of eating into your everyday life. Need a quick breakfast? In this [Green Smoothie Recipe](#) just throw all these ingredients in a blender, and in less than a minute, you'll have a breakfast that sneaks in one serving of vegetables and two servings of fruit. Download this month's [podcast](#) and find out how to put your best "fork" forward. Also, watch this [quick video](#) to learn what it means to eat clean. For more information on plant-based diets, click [here](#).

To better serve you and answer Benefit questions in a more time sensitive manner, we ask that you submit questions to benefits@tamucc.edu. Each member of the benefits team has access to this account and can answer questions when one of the team members is out.



Contact Us

Human Resources Department
Natural Resources Center, Suite 2425
Corpus Christi, TX 78412-5730
P: 361-825-2630 | F: 361-825-5871
E: human.resources@tamucc.edu