Employee Betterment Program

Texas A&M University-Corpus Christi offers the Employee Betterment Program (EBP) which will cover 100% of current resident tuition costs up to 18 hours per fiscal year for classes taken at TAMUCC.

This program is available to employees who have been in a budgeted regular status for three months prior to the start date of classes.

- [http://hr.tamucc.edu/Benefits/Tuition/Betterment.html](http://hr.tamucc.edu/Benefits/Tuition/Betterment.html)

Vacation Maximum Carry-Over

Post Vacation Leave by August 31

Employees who accrue vacation leave may carry it forward from one fiscal year to the next based on years of service. All hours of unused vacation leave that exceed the maximum number of hours allowed on the schedule, will be credited to the employee's sick leave balance on the first day of the next fiscal year.

NOTE: This will be proportionate for part-time employees.

<table>
<thead>
<tr>
<th>Total Service (Years)</th>
<th>Vacation Hours Earned Per Month</th>
<th>Maximum Vacation Hour Carry Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>8</td>
<td>180</td>
</tr>
<tr>
<td>2-4</td>
<td>9</td>
<td>244</td>
</tr>
<tr>
<td>5-9</td>
<td>10</td>
<td>268</td>
</tr>
<tr>
<td>10-14</td>
<td>11</td>
<td>292</td>
</tr>
<tr>
<td>15-19</td>
<td>13</td>
<td>340</td>
</tr>
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<td>20-24</td>
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<tr>
<td>25-29</td>
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<td>436</td>
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<tr>
<td>30-34</td>
<td>19</td>
<td>484</td>
</tr>
<tr>
<td>35+</td>
<td>21</td>
<td>532</td>
</tr>
</tbody>
</table>

COVID-19 Reporting

The University has established a centralized process to track COVID-19 reports and conduct contact tracing. As soon as an employee or manager becomes aware of a reportable incident, they should complete a [COVID-19 Report form](#).
**BENEFITS**

**Two-Step Wellness Instructions**

Completing any two steps on your MyEvive Personalized checklist will ensure that you have the lowest rate for your health insurance premiums.

**Highlights of the Wellness Incentive:**

- Complete two wellness activities between September 1 and August 31*.
  
  * **Deadline extended due to COVID-19.**

- Applies to employees AND covered spouses enrolled in the A&M Care Plan.

- A premium reduction of $30 per month will be applied for each individual (you and your spouse) who completes the wellness exam and second task by August 31.

- Retirees and graduate students enrolled in the Grad Plan will automatically receive the lower premium.

- You can verify your completion status for the wellness premium incentive by logging into or registering for your MyEvive account at tamus.myevive.com.

- New employees have a grace period of the current plan year, plus the next plan year.

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**Did you receive your Wellness Credit? Did you Spouse Receive his/her Wellness Credit?**

- The Two-Step Wellness Program will be applied to your premium if you complete both activities before August 31.

- **Don’t see your credit?** Contact MyEvive customer service at 1.888.208.9470 or Questions@evivehealth.com.

- Personal Check List Guide is available to review options in the Two Step Wellness Program.

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**Look for this icon in MyEvive!**

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**FMLA Recertification for New Fiscal Year**

Texas A&M University-Corpus Christi administers the Family and Medical Leave Act on a fiscal year basis. Employees who have an FMLA-related absence (continuous or intermittent) that carry into the next fiscal year will be re-evaluated to determine eligibility for FMLA.
Workday Services Education: August Webinars

Hiring New Employees - A Detailed Look at the Process

Description: This webinar will detail the Hire business process from beginning to end. Topics will include understanding how to appropriately complete details of the Hire such as Annual Work Period and Disbursement Period; Job Classifications and Costing Allocations. Correcting Hire Dates and Frequently Asked Questions will also be explained with best practices discussed to avoid common pitfalls. You will also learn which reports will help you monitor relevant Hire processes in order to manage the process efficiently.

August 12, 2020  |  1:30pm to 2:30pm

[Link to Meeting Here]


Onboarding - Supporting the New Employee

Description: Walk through the New Employee’s onboarding experience. We will train you on how to support employees as they navigate their onboarding dashboard and make benefits elections. You will learn onboarding pitfalls to avoid and which issues impact benefits and retirement enrollment. We will also look at reporting to monitor new employee progress as they complete their onboarding tasks.

August 19, 2020  |  1:30pm to 2:30pm

[Link to Meeting Here]


Note: These webinars will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.

Download Outlook Calendar Event Notice

Simply navigate to the Workday Education Calendar, select the webinar you would like to add, and click on the ical export icon.
SHAKAS Welcome to July New Hires!

Annalisa Hernandez - Admissions Specialist II
Jessica Holt - Assistant Director, South Texas Institute of Art
Kacheryl Powell - Accounting Assistant III
Keith Sheard - Admissions Counselor II
Nicole Edgar - Financial Aid Assistant I
Tiffany Plazz - Business Associate II

Having trouble finding the right candidate?

Ten tips to hire the right candidate

“As the world of work is changing constantly reorganizing, fragmenting, and requiring market reconceptualization – you’ve got to ask the right interview questions as well as internal questions to see if the candidate has the attributes you need to grow your business and adapt to constant change.”

Interested in becoming a U.S. Citizen?

An immigrant who obtained Lawful Permanent Resident (LPR) status through marriage to a U.S. citizen may apply for US. Citizenship three years after becoming a LPR. Those who immigrated through an employment-based petition may apply five years after becoming LPRs. For information about the naturalization process, eligibility requirements, and study materials to prepare for the naturalization interview and test, visit https://www.uscis.gov/citizenship.