COVID-19
The safety of our employees, students and families are our top priority. The HR Covid-19 website has helpful information and links for the following:
- HR FAQ
- Benefits
- Time Off
- Managers

SAVE THE DATE
FALL COMMENCEMENT
December 12 & 13
FMI click here

WINTER BREAK
Thursday, December 24 through Friday, January 1
Campus Closed

Coming in January
Julie Burch
Leadership Series and Professional Development #3
Friday, January 15

NEWSLETTERS
- Office of Finance & Administration
- Information Technology
- Staff Council

HR CALENDAR

2020 TAMALADADA SOCIAL
The President’s Office invites employees to celebrate the Tamalada Social!

Tamales and all the fixings can be delivered to your campus location between 11 a.m. and 1 p.m. on December 10.

In order to receive your delivery, you must register by Thursday, December 3 and choose your menu options.

Registration also automatically enters you to win one of the great prizes from each member of President’s Cabinet. In order to win, you must be on campus and available through your campus phone extension to receive the delivery.

CLICK HERE TO REGISTER

FMI PLEASE CLICK HERE

Ugly Sweater Mask Contest
The Ugly Sweater Contest is back this year with a 2020 twist. This year masks, not sweaters will be judged. If you want to enter and have a chance to win Ugly, Uglier, or Ugliest mask, submit your photo on or before Friday, December 4 at 5:00 p.m. Help select the winners by voting for your favorite ugly mask. Voting will begin on Monday, December 7 at 8:00 p.m. and end on December 10 at 12:00 p.m. FMI click here.
Benefit and Retirement Compliance Training

Benefit and Retirement Compliance training for Business Managers and HR contacts is available before the spring semester begins.

Overview of eligibility rules for insurance and retirement programs under state and federal laws. Guidance on Workday actions and how different actions effect benefit and retirement participation. Includes review of deadlines for spring semester actions, summer insurance benefits and semester terminations.

Each series session will be approximately 30 minutes with additional time for Q&A.

**Week 1 Option:** January 5, 6, & 7 (Tuesday, Wednesday, Thursday) @ 10:00 a.m.
**Or**
**Week 2 Option:** January 12, 13, & 14 (Tuesday, Wednesday, Thursday) @ 2:00 p.m.

Please RSVP by emailing Benefits@tamucc.edu with your choice of Week 1 or Week 2 option. You will receive a outlook appointment for your calendar.

Texas A&M has invited Catapult Health to provide Onsite Preventive Health Checkups. To schedule yours, simply follow these easy steps:

**MAKE A CHECKUP APPOINTMENT**

Don’t forget to complete another task from your PCL for the Two-Step wellness program!

Upcoming Catapult sessions are scheduled for:

**February 2 & 3, March 2 & 3, April 26 & 27 and May 4 & 5**
from 6:30 a.m. to 1:30 p.m.
at the Dugan Wellness Center
Employees & Spouses enrolled in the A&M Care health plan can participate (Group # 39993)

The Benefit Briefs newsletter highlights important Texas A&M University System benefit changes and information about your insurance and retirement plans. The Benefit Briefs archives are available if you need past information.
Workday Services Education: December Webinar

Job Overlap Period for Training Replacement Employee

Description: We’ll tell you why and how we are implementing Job Overlap Period functionality in Workday and providing best practice recommendations for its use. The solution promotes a system-wide standard approach and maximizes efficiency when an employee is terminating in the future and a replacement employee is brought on board early for training and knowledge sharing.

December 1  |  1:30 p.m. - 2:30 p.m.

Link to Meeting Here

Dial in Audio: 1-855-282-6330  |  Event Number: 145 153 2248

Repeat Session: Job Overlap Period for Training Replacement Employee

Description: We’ll tell you why and how we are implementing Job Overlap Period functionality in Workday and providing best practice recommendations for its use. The solution promotes a system-wide standard approach and maximizes efficiency when an employee is terminating in the future and a replacement employee is brought on board early for training and knowledge sharing.

December 3  |  10:30 a.m. - 11:30 a.m.

Link to Meeting Here

Dial in Audio: 1-855-282-6330  |  Event Number: 145 153 4580

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.
Workday Reporting

The Pre-Payroll Dashboard Impacting Events tab has a new worklet - Work Study Awards Approaching Limit. In this worklet, users can view current work study remaining award amounts on the work study file at any time (there is no need to tie to an in progress payroll).

Performance and Goals

Talent Partners are now able to advance and send back performance reviews for an employee when available. Attend the Performance Review webinar on December 9 for a detailed presentation of this new functionality.

Did You Know...

- HR Partner is now able to rescind or cancel the Change Photo business process.
- In Webex you can have co-host in a web ex. They can serve as moderator and assist host. Student workers can not be a co-host unless you call IT help desk first.

It’s important to practice being grateful and appreciative to counterbalance the mind’s tendency to focus on the negatives.

Happy Holidays and a Happy New Year!

TAMU-CC campus and offices will be closed

Thursday, December 24 through Friday, January 1

Regular business hours resume on Monday, January 4
SIX HIRING TRENDS YOU SHOULD PREPARE FOR AS WE HEAD INTO 2021

The pandemic has changed hiring as we know it, while some changes are less than ideal and will likely be temporary (i.e. hiring freezes), other practices have proven to be highly effective and will likely stick around even after the virus’s impact has eventually subsided. To read more post-pandemic trends click here.

IMMIGRATION MATTERS

When can I apply for U.S. Citizenship?

If Lawful Permanent Resident (LPR) status was obtained through an employment-based petition, you may apply for US Citizenship five (5) years after you were admitted as LPR. If you immigrated through marriage, you may apply three (3) years after you received your LPR status.

The Citizenship Resource Center at https://www.uscis.gov/citizenship is a treasure trove of information. There you will find forms and instructions for this process and you will also find the New Study Material for the NEW 2020 Civics Test.
UPCOMING EVENTS

What You Do Matters! Leading in a New World of Work

I Am Soooo Stressed Out! Professional Development Series

Delegate, Motivate, Change Them! Key Skills for Leaders

Work Life Balance is a Myth! Professional Development Series

Hosted by Human Resources
Sponsored by the Wellness Committee