STAFF SALARY STUDY

Salary increases resulting from Year One of the Staff Salary Study have been implemented. The study determined that overall average pay for staff was 90% of market median. After implementation of the increases, the University average increased to 92%. University leadership is committed to continuing to review and improve salary levels for all employees. Year Two increases have not yet been determined and will be contingent upon the availability of funds. HR hosted 5 Town Halls explaining the project and how increases were determined. If you were unable to attend a Town Hall, you can view the slide deck in the Updates section of the Staff Salary Study web site.

Pay rates below and above the market median are expected based on factors such as length of employment, performance, position responsibilities, and employee credentials. With this in mind, TAMU-CC will strive to pay the majority of the workforce + / - 15% of the market median and have a campus wide average market median of 100%. It is important to understand that this does not equate to compensating all employees at 100% of the market median since several factors are considered in determining a fair and equitable pay rate.

In addition to direct compensation, we remind employees to take full advantage of the many benefits available such as the Employee Betterment and free Wellness programs. For a detailed report of your total compensation, open the Pay worklet in Workday and click on the Total Rewards link.
CONGRATULATIONS!!

The HR Office is proud to give kudos to Benefits Manager Mary Canales! Mary won the Volunteer of the Year Award from the Coastal Bend Society for HR Management (CBSHRM)! Mary serves on the CBSHRM Board of Directors as Vice President of Professional Development. In addition, Mary was recently selected unanimously to serve as President-Elect of the Texas Higher Education HR Association (THEHRA) after her successful service as Recorder for the group. And there is more! Mary also serves on the Board of Shriner Alumni. Congratulations to Mary on her well-deserved recognition as CBSHRM Volunteer of the Year!

IMMIGRATION MATTERS

U.S. State Department Travel Advisory (January 29, 2020)
People’s Republic of China

There is an ongoing outbreak of respiratory illness first identified in Wuhan, China, caused by a novel (new) coronavirus. On January 23, 2020, the Department of State ordered the departure of all non-emergency U.S. personnel and their family members from Wuhan. The U.S. government has limited ability to provide emergency services to U.S. citizens in Hubei province. In an effort to contain the novel coronavirus, the Chinese authorities have suspended air and rail travel in the area around Wuhan. The U.S. Centers for Disease Control and Prevention (CDC) has issued a Warning for all of China. For further updates visit: https://wwwnc.cdc.gov/travel/notices/watch/novel-coronavirus-china

RECRUITMENT CORNER

6 Tips for Hiring Managers:

“It’s important to be as concrete as you can be in expressing your needs to the recruitment team. Get the conversation started and meet with HR.” Here are six tips for hiring managers in working with HR.” To learn more visit here.

COMPLIANCE

RISK, FRAUD & MISCONDUCT HOTLINE

The Texas A & M System’s Risk, Fraud & Misconduct Hotline provides faculty, staff, students, vendors and member of the public with a mechanism for reporting concerns related to allegation of improprieties. The Hotline should be used to report factual information suggestive of fraudulent, wasteful or abusive activities. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination. Reports can be submitted 24 hours a day, 365 days of the year by clicking on the Risk, Fraud, & Misconduct link in the footer information of any A&M System member’s homepage, or call toll free 1-888-501-3850.

VACATION LEAVE

Plan your time off before 08/31/2020!

All hours of vacation leave that are not carried forward at the end of a fiscal year will be credited to the employee’s sick leave balance on the first day of the next fiscal year. Employees are encouraged to monitor their leave balances regularly and discuss vacation time off with their supervisor in advance where possible to avoid vacation hours to lapse to sick leave. Review projected vacation hours balance: Log into Workday, click the “Time Off” icon.
Working with Workday

Please join us for Workday Services February webinar! These events are open to all, but content will focus on the security role listed within the webinar description. Please forward this invitation to others who you believe would benefit from any of these sessions.

EMPLOYEE DEVELOPMENT ITEMS
Description: The Development Items feature in Workday allows Managers and Employee to work together to create items to track for the growth and development of an employee’s knowledge, skills and abilities. We will discuss the difference between Goals and Development Items. How to Create and Manage Development Items and review available reports. Target Audience: Talent Partner, *Managers
*This security role would benefit from the sharing of this information. Feel free to forward the invitation

Presenter: James Ross, Workday Services – Talent and Development
Date: February 12, 2019
Time: 10:30 a.m. to 11:00 a.m.
Link to Meeting: https://tamus.webex.com/tamus/j.php?MTID=m38a9a67e984bcb1ea942adbeb609ec75
Password: Workday

WORKDAY RELEASE PREVIEW
Description: During this session we will provide an overview of what to expect from the new Workday release in March 2020 Target Audience: All administrative and supporting partner and departmental roles who use Workday to conduct business.

Presenter: Workday Services
Note: This session will be repeated on the afternoon of March 3
Date: February 27, 2020
Time: 9:00 a.m. – *10:00 a.m.
*Duration is approximate and depends on number of release items anticipated
Link to Meeting: https://tamus.webex.com/tamus/j.php?MTID=me20818fd56bbb2b5f9c1251f7555e70
Password: Workday

GOOD TO KNOW...

1095-C

Paper copies will be mailed by mid-February for employees who requested a paper copy (all employees will have access to view their form immediately in Workday). If you have any questions about the 1095-C Form, refer to the information provided at: http://www.tamus.edu/business/benefits-administration/aca/. Click on this link, if you believe a correction is needed.

ONBOARDING

Just a friendly reminder!
Spring and Summer Camps are upon us. HR is available to set up a time and place for your department to help your camp workers complete their I-9 and onboarding tasks. Here are some helpful links for your convenience Welcome Packet, Background Check Authorization and the I-9 Acceptable Document. For more information, please contact Maria Pedigo to schedule your session with HR.
EMPLOYEE BENEFIT NEWS

WELLNESS UPCOMING EVENTS

HEB Nutrition Services: Heart Disease Prevention, February 14
12:00 p.m. – 1:00 p.m., O’Connor Room 135, 1 point, RSVP req.
AgriLife: Power to Prevent Diabetes, February 26
12:00 p.m. – 1:00 p.m., NRC Room 1003
RSVP required to: wellness@tamucc.edu

Pre-Retirement Counseling Workshop
Wednesday, February 12, 2020, 9:00 a.m. – 1:00 p.m., NRC 2004
Planning for retirement and choosing the right plan for you and your family can be overwhelming. All your options, as well as the laws and regulations governing the distribution of your benefits once you leave Texas A&M University, will be covered in this workshop. RSVP: benefits@tamucc.edu.
Make plans to attend one of our group workshops for pre-retirement counseling that will be held once a month. These workshops are not one-on-one sessions, but you will have the opportunity to ask questions.

NEWSLETTERS, PERKS AND DISCOUNTS

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. For more information contact benefits@tamucc.edu

NEW: “New Contact US Page”
Our “contact us” website has been updated so that email by subject matter goes directly to the person who has that job responsibility. The employee just clicks on Email Benefits, and a list of categories drops down. Anything that does not fit into one of the drop-down categories the employee can click on Other Questions and it goes to the benefits@tamucc.edu. Other Questions drop-down can be used to requests a phone appointment or an in-person appointment.

STAFF COUNCIL

Nominate a deserving staff member for the Staff Council KUDOS awards! This monthly award is presented to a staff member for going above and beyond in his/her job and chosen randomly at the monthly Staff Council Meeting. Nominations are accepted at Staff Council meetings or can be sent via e-mail to staff.council@tamucc.edu.


Catapult will be on site
March 24 & 25
6:00 a.m. – 4:00 p.m.
NRC 1003
Please schedule your appointment here. For more information please email benefits@tamucc.edu or call x2625.

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