4. Employee is caring for individual subject to or advised to quarantine or self-isolate.

5. Employee is caring for their child due to closed school or unavailable childcare provider due to COVID-19.

6. Other condition specified by government officials.

Emergency Family and Medical Leave Expansion Act (EFMLA)

The EFMLA amends and expands the FMLA on a temporary basis to provide qualifying employees 12 weeks of job protection and pay if the employee is unable to work, including telework, due to the need to care for the employee’s child (under 18 years of age) if the child’s school or place of care is closed or the child care provider is unavailable due to a public health emergency.

Weeks 1-2 of EFMLA are unpaid. However, an employee may elect to use EPSL or other earned leave during the initial 2-week period. Employees are eligible to take leave under the EFMLA Act if they have been employed at least 30 calendar days. Regular FMLA leave taken on or after September 1, 2019 will be applied toward the 12-week cap.

Additional information about the new FFRCA Paid Leave programs can be found in the Time Off section of the HR Coronavirus web site.

COVID-19

All employees have been re-assigned and must complete a TrainTraq course and agree to follow COVID-19 protocols in the workplace before returning for the Spring semester. The HR Covid-19 website has helpful information and links for the following:

- HR FAQ
- Benefits
- Time Off
- Managers

SAVE THE DATE

Leadership & Professional Development Webinars*
February 5

Workday Services Webinars
February 17 & 24

Catapult*
April 26 & 27
May 4 & 5
*See fliers below
Make Your Appointment

NEWSLETTERS

- Benefit Briefs
- Office of Finance & Administration
- Staff Council

CALENDARS

- HR CALENDAR
- WORKDAY SERVICES CALENDAR

Announcement from UPD

NEW Check out the Visitor Hosted Parking Guide to see how your department can best accommodate guests.

Happy Valentine’s Day
Federal COVID Leave Benefits Extended

The U.S. Department of Labor published guidance stipulating that employers may extend special leave entitlements beyond December 31, 2020. For more information, review DOL News Release.

Our campus leadership understands this pandemic continues to impact our employees and their families and is among one of the TAMUS members that has chosen to extend FFCRA leave to employees until March 31, 2021.

The reporting and leave request process for these special leave programs remains the same until March 31, 2021. Details and forms are available on the HR COVID Time Off web site. This extension does not provide additional time, but allows employees, including part-time, temporary and student employees, to access any paid time off that have not already been utilized. For any questions or guidance, please contact the HR Office at x2630 or email benefits@tamucc.edu.

Do You See Your State Comp Time in Workday?

Because the University will remain open during Spring Break 2021, the two Spring Break holidays have been replaced with 16 hours of state compensatory paid leave that can be used between January 4, 2021 and January 3, 2022. Leave eligible employees should follow department procedures for requesting manager approval for time off and must submit a Time Off request in Workday. For any questions or guidance, please contact the HR Office at x2630 or email benefits@tamucc.edu.

Time Off Due to Death of Family Member

As a result of the COVID-19 pandemic, funeral and celebration of life events may be delayed. Consequently, TAMUS Chancellor Sharp has waived the 30-day requirement prescribed in Section 2.1 of A&M System Regulation 31-03-03 through August 31, 2021. Managers are authorized to approve emergency leave requests that are beyond 30 days of the date of death. FMI visit HR Paid Time Off web site or email benefits@tamucc.edu.

Embrace a Healthy Heart: Prevent Heart Attacks & Strokes

Why is American Heart Month observed every February? Well, every year more than 600,000 Americans die from heart disease. The number one cause of deaths for most groups, heart disease affects all ages, genders, and ethnicities. Risk factors include high cholesterol, high blood pressure, smoking, diabetes, and excessive alcohol use.
BENEFITS

Navia has a few benefit updates for 2021:

**FSA 2021 limits stay the same**

In 2020, the COVID-19 Cares Act raised the health FSA contribution limit from $2700 to $2750 ($50 increase) and the health FSA carryover maximum from $500 to $550 ($50 increase). Recently the IRS confirmed these new limits will remain the same for 2021, so no changes! Navia has created a benefits contribution limits cheat sheet to help you quickly find all the 2020/2021 limits for health and day care FSA, HSA, and Commuter benefits.

Please click here to check it out! Navia will keep this document updated as changes occur.

**FSA carryover funds will be visible and accessible earlier**

Navia is making it easier for participants to access their FSA carryover funds! Within 30 days of the new plan year, carryover funds will be added to the participant’s 2021 balance, allowing them to apply their carryover funds to 2021 expenses earlier than previous years.

Participants will still be able to submit expenses for 2020 throughout the run-out period and have it deducted from any remaining carryover FSA funds. It’s a win-win for the participant and will make using carryover funds easier!

Remember, you can access participant materials on Navia’s new education resource site: https://www.naviabenefits.com/benefit-education-resources/, Everything from webinars and videos to comprehensive benefit guides and other useful tools. Check it out!

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Texas A&M has invited Catapult Health to provide On-site Preventive Health Checkups. To schedule yours, simply follow these easy steps. See flier at the end of the newsletter.

MAKE CHECKUP APPOINTMENT TODAY
Workday Services Education: February Webinar

Ending Employment in Workday

Description: We’ll use this webinar to review the Termination and End Additional Job business processes and best practices for selecting reasons, closing the position, and designating eligible for rehire or not, and reports for insight into terminations and vacant positions. We will also look at actions that touch payroll such as paying out vacation balances and death benefits.

February 17 | 10:30 a.m. - 11:30 a.m.

Link to Meeting Here
Dial in Audio: 1-855-282-6330 | Event Number: 145 922 6301

Correct Worker Start Date

Description: The Correct Worker Start Date business process allows authorized security roles to more easily respond to blocking events when correcting the hire date for a worker. This process allows the user to automatically process date changes and some actions for related events, ensuring that the user can respond flexibly to changing circumstances with minimal manual effort.

February 24 | 10:30 a.m. - 11:30 a.m.

Link to Meeting Here
Dial in Audio: 1-855-282-6330 | Event Number: 145 168 7803

How to Use Workday Help

User Guides
Log in to Single Sign On and select Workday Help. Click the Education tab and select User Guides. Job aids are a walk-through/how to do something. Reference guides provide. For example, the change job aid will walk you through, but then a reference guide helps know which reasons to use when doing a change job.

Where in Workday?
Icons (worklets) in Workday are used to complete basic tasks. Click the Support tab and select Where in Workday. A list of basic Workday worklets and the activity associated with the worklet is available.
Is your Green Card Expiring?

The USCIS is replacing the sticker currently used to extend the validity of Green Cards. As has always been the case, to extend your Green Card, you must file Form I-90, Application to Replace Permanent Resident Card when your card expires or is about to expire. But starting January 2021, the USCIS will replace the sticker currently used to extend the validity of your Green Card with a revised Form I-797, Notice of Action for Form I-90, Application to Replace Permanent Resident Card. The revised I-797 receipt notice, together with your Green Card, will serve as temporary evidence of your lawful permanent resident status for 12 months from the expiration date on the card. Together, these two documents may be used to establish identity, continued employment authorization/I-9 purposes, and authorization to return to the United States following temporary foreign travel. If you filed, the I-90 prior to January 2021 and have already been scheduled for a biometrics appointment this new process may not apply.

EMPLOYMENT

SHAKAS Welcome January Hires!

Amanda Barker, Postdoctoral Research Associate
Larry Bazan, Client Technologies Analyst I
Audrey Douglas, Postdoctoral Research Associate
Sarina Garcia, Administrative Associate IV
Dale Gawlik, Harte Research Institute Chair & Professor
Jen Gilmore, Laboratory Technician
Dakota Haldeman UAS Pilot I
Kim Hanley, UAS Pilot I
Sandeep Jilla, Research Specialist I
Morganne Lander, Program Coordinator I P5
Levia Marino, Registrar Services Specialist I
Dhavalkumar Patel, Administrative Associate IV
Marisa Scanlon, Program Coordinator I P9
Darlene Trujillo, Financial Accountant II
Ryan Turner, Research Specialist I
Ronald Walter, Senior Research Development Officer
Wenlu Wang, Assistant Professor
Amie West, Postdoctoral Research Associate
Andrew Zeger, Assistant Softball Coach

HUMAN RESOURCES OFFICE

Natural Resources Center, Suite 2425
6300 Ocean Drive, Corpus Christi, TX 78412-5730
P | (361) 825-2630    E | human.resources@tamucc.edu
PROFESSIONAL DEVELOPMENT
WITH JULIE BURCH

5 FEB
LEADERSHIP ISN’T EASY: WHAT HAPPENS WHEN IT GETS DICEY?
1:00pm
CLICK HERE TO REGISTER

5 FEB
STAY COOL EVEN WHEN THINGS GET DICEY
3:00pm
CLICK HERE TO REGISTER

5 MAR
CELEBRATE, EDUCATE, COMMUNICATE! WORKING IN A MULTIGENERATIONAL WORKFORCE
1:00pm
CLICK HERE TO REGISTER

19 MAR
WORKING WITH HIGH MAINTENANCE PEOPLE
1:00pm
CLICK HERE TO REGISTER

8 APRIL
5 SURE FIRE WAYS TO DELIVER EXCEPTIONAL SERVICE
1:00pm
CLICK HERE TO REGISTER
FREE ON-SITE HEALTH CHECKUPS

Sign Up Today:
www.timeconfirm.com/tamu/corpuschristi

Please schedule an appointment in advance using the above web address.

Why Participate?
Know your health status related to diabetes, heart disease and stroke. Lab-accurate results are produced in minutes. Review your results via secure video link with a board certified Nurse Practitioner and develop a personal action plan.

It’s Free
Your preventive care is covered at 100%. No out-of-pocket copays or coinsurance. Please bring your insurance card to your appointment.

It’s Private
Your personal results are not shared with your employer. However, with your permission your results are sent securely to your Primary Care Provider.

It’s Easy
Choose a time that works for you. The checkup requires approximately 45 minutes and is available at or near where you work.

Included in Each Checkup

- Total Cholesterol
- HDL
- LDL
- Triglycerides
- Glucose
- A1c (for known diabetics)
- ALT and AST (Liver Tests)
- Abdominal Circumference
- BMI (height/weight)
- One-on-One Video Consult with Nurse Practitioner
- Access to a Secure Patient Portal to view:
  - Comprehensive Personal Health Report
  - Personal Action Plan
  - History of Past Results

DATE: April 26 & 27, May 4 & 5
TIME: 6:30 AM to 1:30 PM
LOCATION: Dugan Wellness Center
WHO: Employees & Spouses Enrolled in the A&M Care health plan (Group # 39993)