COVID-19
The HR Covid-19 website has helpful information and links for the following:

- HR FAQ
- Benefits
- Time Off
- Managers

SAVE THE DATE
Benefits
Open Enrollment
July 1 - July 31
FMI: Click Here

Workday Webinars
10:30 a.m. - 11:30 a.m.
Managing Merit (Repeat) July 7
Hiring & Onboarding GAs July 14
Job Application Process July 21

NEWSLETTERS
- Benefit Briefs
- Finance & Administration
- Staff Council

CALENDARS
- HR Calendar
- WORKDAY Series Calendar

OPEN ENROLLMENT
JULY 1 - JULY 31

Benefit enrollment changes for the New Fiscal Year 2022 can be made by submitting the Open Enrollment Task in Workday beginning on July 1. Access Workday via Single Sign-On (SSO).

All Open Enrollment changes must be in a completed status by July 31. If you are adding dependents to your coverage in fiscal year 2022, you must also have all dependent documentation submitted to the Benefits Office before July 31. For more information Click Here.

OFFICES and CAMPUS will be OPEN on MONDAY, JULY 5
BENEFITS

Open Enrollment Webinar Series

IMPORTANT: All Open Enrollment meetings will be virtual this year!

System Benefits Administration will conduct virtual open enrollment meetings by Webex throughout the month of July. A calendar is posted on the Open Enrollment website, with information on how to attend your virtual Open Enrollment meeting.

A full webinar series on all of your optional benefit programs will begin June 15 and run through September 15, join a webinar almost every week. Don’t forget to register! All programs are subject to eligibility requirements such as plan participation and status.

Airrosti – July 13 | 11:00 AM
ComPsych Guidance Resources – July 27 | 11:00 AM
Ovia Health – August 3 | 11:00 AM
WonDr Health – August 10 | 11:00 AM
Hinge Health – August 17 | 11:00 AM
Livongo – August 24 | 11:00 AM
Well onTarget – September 7 | 11:00 AM

A calendar is posted on the Open Enrollment website with information on how to attend your virtual Open Enrollment meeting.

To view plan updates for September 1, 2021, click here.

2021 TAMUS Mental Health & Wellness

Emerging STRONGer: Celebrating Resilience, Renewal, and Return

Thank you for attending the 2021 Mental Health and Wellness Virtual Convening on June 10. The session recordings and presentation slides are now available. To access them please click on the specific session on the event web page.

9 Tips to Help You Unwind After Work

It can be difficult to get into this mindset. When you enter your car or home and shut the door, imagine that you are figuratively “closing the door” on work for the day. FMI click here.

Log into our EAP website and swipe through these quick tips on dealing with stress. If you never logged into this useful site, you will need to register. Our webID is TAMUS. More information on employee resources can be found at here.
Workday Services Education: July Webinars

Managing Merit (Repeat Session)

**Description:** Discusses various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing Employee participation, and using merit reports.

July 7 | 10:30 a.m. - 11:30 a.m.
Link to Meeting Here
Dial in Audio: 1-855-282-6330 | Event Number: 145 777 1269

Hiring & Onboarding Graduate Assistants

**Description:** Describes the Hire and Onboarding business processes for Graduate Assistants. Topics will include understanding how to appropriately complete the Hire process, the Onboarding actions by Employer and Employee, and taking an active approach in monitoring new hire activities.

July 14 | 10:30 a.m. - 11:30 a.m.
Link to Meeting Here
Dial in Audio: 1-855-282-6330 | Event Number: 145 919 5946

Job Application Process

**Description:** Review of the job application process from start to finish. Highlighting this year’s changes and updates to the process.

July 21 | 10:30 a.m. - 11:30 a.m.
Link to Meeting Here
Dial in Audio: 1-855-282-6330 | Event Number: 145 176 7157

Time Tracking

The Enter Time business process approval has been updated so if a Manager submits time on behalf of an Employee with multiple positions, only the time related to the managed position is auto-approved. All other time is submitted to the appropriate Manager for approval.
Islander Wellness Champions!

As part of our on-going wellness initiatives around campus, TAMUCC along with the Wellness Committee has developed a new group, Islander Wellness Champions!

Not only are they volunteering their time and dedication, these champions network for our Islander Community who are passionate about wellness and work together to improve the health and culture of our Islander community.

HR and the Wellness Committee would like to recognize these champions and thank them for choosing to be leaders and helping our fellow faculty and staff live healthier, and more purposeful lives.

Welcome Islander Champions!
Jessica Aleman | Center for Academic Achievement
Belinda Damerow | Harte Research Institute
Heather Degrande | College of Nursing and Health Sciences
Sharon Herrera | Career Services
Rosemary Muffoletto | Payroll Services
Daniel Passonno | Strategic Engagement & Initiatives

Wellness Co-Champions representing Wellness Committee
Ashlea Rosenbaum | Recreational Sports
Jennifer Escamilla | Human Resources

Congratulations!
To The Dorothy Yeater Scholarship Summer II 2021 Recipients

Cristy Gonzalez, Accounting Services
JoAnne Salinas, College of Education and Human Development - ROTC
Elizabeth "Lizzy" Valdez, Marketing

HURRICANE SEASON IS HERE

Tuesday, June 1, marked the official start of hurricane season. To ensure you receive messages from the University’s Incident Command Team in the event of an emergency, please sign up for Code Blue or update your contact information as needed. For technical assistance signing up for Code Blue, contact the IT Service Desk at ext. 2692 or by email.

Employees should also ensure that their emergency contact information is up to date in Workday. It is recommended that at least one emergency contact be outside of the coastal area should communications be hampered by a hurricane.

ANNOUNCEMENTS

If interested in becoming an Islander Wellness Champion, please email wellness@tamucc.edu or Ashlea Rosenbaum or Jennifer Escamilla.
EMPLOYMENT

SHAKAS Welcome to June Hires!

Hassan Aziz | Dean, College of Nursing & Health Sciences
Katherine Dion | Program Specialist I
Patrick De Los Santos | End User Support Specialist III
Mark Flores | Admissions Specialist II
Christopher Hasson | Accounting Assistant III
Jenny Lehman | Director of Planned Giving
Miguel Cid Montoya | Research Assistant Professor Amy Rivera | Financial Analyst I
Jenilee Rollefstad | Library Specialist II
Niki Saenz | Administrative Associate IV
Derry Xu | Laboratory Coordinator I
Darrell Sanchez | Admissions Specialist III
Hang Yin | Postdoctoral Research Associate

IMMIGRATION

EAD Validity for Adjustment of Status Applicant Increases from 1 to 2 Years.

As part of the Green Card process, non-immigrant visa holders who file Form I-485 for Adjustment of Status (AOS) may also apply for I-765 form for Employment Authorization Document (EAD) and I-131 Advance Parole (AP) Travel Permit. Until now, the EADs/AP combo cards were valid for one year. Because of the length of time it is taking to process the green card applications, the USCIS will begin to issue the cards with a 2-year validity. This change, which takes effect on July 9, 2021 for both new cards and extensions and applies ONLY to EAD’s filed under the AOS process.

HUMAN RESOURCES OFFICE

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