UPCOMING EVENTS

27th Annual Employee Luncheon
Tuesday, March 10
11:30 a.m. – 1:00 p.m.
Island Hall Gym

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

AIG Retirement Service Rep
Wednesday, March 25
9:00 a.m. – 1:00 p.m.
UC, Marlin Room 317
For appt, contact janet.moseley@aig.com or call 361-244-1426

SAVE THE DATE

Annual Islander Awards
Friday, April 17
1:00 p.m.
UC Anchor Ballroom

Coronavirus Disease 2019 (COVID-19)

The Texas Department of State Health Services (DSHS) is working closely with CDC in monitoring the developing outbreak. See the CDC website for the latest developments on COVID-19, including current case counts.

For the latest campus information and updates, view the TAMU-CC webpage Coronavirus information resource page.

Coronavirus (COVID-19) Update
Message for international students and scholars
Coronavirus Frequently Asked Questions

Daylight Saving Time Sunday March 8
4 Tips to Help Your Body Adjust
Start preparing a few days early. About a week before “springing forward,” Dr. Walia recommends that you start going to bed 15 to 30 minutes earlier than your usual bedtime. ...

Stick to your schedule. ...
Don’t take long naps. ...
Avoid coffee and alcohol.
COMPLIANCE

Notice of Privacy Practices for Medical Information, Workman’s Compensation Statement

- **HIPAA**: This notice describes how medical information about you may be used and disclosed and how you can get access to this information.
- **Workers’ Compensation Insurance**: Notice is hereby given to all persons employed in the service of and on the payroll of the institutions and agencies under the direction and governance of the Board of Regents of The Texas A&M University System that Workers' Compensation Insurance coverage is provided in accordance with Chapter 502 of the Texas Labor

IMMIGRATION MATTERS

USCIS Forms Updated

There are several types of immigration cases that the HR Department doesn’t handle internally. These include those that do not require employer sponsorship and those petitions and applications filed for an employee’s dependents. As a courtesy, we advise you that several forms including the I-485 Application for Adjustment of Status (Green Card) and Form I-539 used by H4 dependents have been updated. To ensure you used the most current forms make sure to use only the forms published on [https://www.uscis.gov/](https://www.uscis.gov/)

HR5971 The Case Backlog Transparency and Accountability Act of 2020

Please take a moment to review the HR5971 The Case Backlog Transparency and Accountability Act of 2020, recently introduced by representatives Tony Cárdenas (D-CA) and Steve Stivers (R-OH) and which was posted by the American Immigration Lawyers Association (AILA). This is of great interest to many of us and we hope these efforts prevail. Visit: [https://www.aila.org/advo-media/whats-happening-in-congress/pending-legislation/hr-5971-the-case-backlog-transparency](https://www.aila.org/advo-media/whats-happening-in-congress/pending-legislation/hr-5971-the-case-backlog-transparency)

SUSTAINABILITY

Three simple ways to help!

- Print only what is needed.
- Take the stairs instead of the elevator if you can!
- If you are not going to be in your office, remember to cut off your light before you leave.

WELCOME

A BIG SHAKAS Welcome our February New Hires

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Hernando Bacosa</td>
<td>Postdoctoral Research Associate</td>
</tr>
<tr>
<td>Jacob Berryhill</td>
<td>Research Engineering Associate II</td>
</tr>
<tr>
<td>Ellis Chapman</td>
<td>Technician III</td>
</tr>
<tr>
<td>Ricardo Hinojosa</td>
<td>Assistant Director, Educational Services</td>
</tr>
<tr>
<td>Yvette Ortiz-Carranza</td>
<td>Student Development Specialist II</td>
</tr>
<tr>
<td>Judy Pope</td>
<td>Research Engineering Associate I</td>
</tr>
<tr>
<td>Victor Soto</td>
<td>Accounting Assistant III</td>
</tr>
<tr>
<td>Christopher Wilson</td>
<td>Academic Success Coach I</td>
</tr>
<tr>
<td>Zachary Baltazar</td>
<td>Financial Aid Advisor II</td>
</tr>
<tr>
<td>Jason Casey</td>
<td>Project Manager II</td>
</tr>
<tr>
<td>Rebecca Crouse</td>
<td>Facilities Coordinator I</td>
</tr>
<tr>
<td>Marvin Kerr</td>
<td>Maintenance Worker III</td>
</tr>
<tr>
<td>John Pineda</td>
<td>Police Officer in Training</td>
</tr>
<tr>
<td>Henry Reeves</td>
<td>Programmer II</td>
</tr>
<tr>
<td>Kirby Tello</td>
<td>Marketing Coordinator</td>
</tr>
<tr>
<td>Sophia Zaner</td>
<td>Program Coordinator I</td>
</tr>
</tbody>
</table>
WORKDAY KEY ENHANCEMENTS

Create Time Entry Validation – Missing SSN
Added warning to time entry so employee, manager and other security groups are aware that the social security number is missing for employees working in the United States. This is only a warning, the employee can still submit their time sheet, it can be approved and paid.

WORKDAY SERVICES UPDATES/EMAILS

Get Workday Services updates delivered to your email inbox. You can now subscribe to Workday weekly Release Notes, monthly User Meeting Agendas and Alerts.

COMING IN APRIL

Performance Reviews launch April 1st!

Staff Performance reviews will be launched in Workday on April 1st. Feedback from last year was that the on-line form is too long. Since we are unable to modify the TAMUS-wide form, HR recommends that managers update position descriptions to consolidate job responsibilities into 3-5 functional areas on the Qualifications tab of the Position Restrictions. This will reduce the number of items to rate on the form. Managers and HR Contacts can download the template http://hr.tamucc.edu/compensation/pd-template.docx. Email employment@tamucc.edu and HR will be glad to assist.
**WELLNESS UPCOMING EVENTS**

- **Benefit/Wellness Orientation** – March 3 & March 17  
  8:00 a.m. – 9:30 a.m., Dugan Wellness Center Conference Room
- **Retiree Benefits Workshop for March 2020 Retirees** – March 5  
  3:00 p.m. – 4:00 p.m., NRC 2004
- **Plan Ahead-Know Your Retirement Benefits (Benefits available as a TAMU-CC Retiree)** – March 17  
  4:00 p.m. – 5:00 p.m., NRC 2004
- **TPWD: Environmental Wellness (last day to earn points)** – March 20  
  12:00 p.m. – 1:00 p.m., O’Connor Room 135, 1 point, RSVP to: wellness@tamucc.edu
- **Staff Council – New Employee Introductions** – March 24  
  3:30 p.m. – 5:00 p.m., UC 123
- **Catapult Wellness Assessment - March 24 & 25**  
  6:00 a.m. – 4:00 p.m., NRC Room 1009, RSVP here.

**Pre-Retirement Counseling Workshop**

**Wednesday, March 10, 2020, 2:00 p.m. – 3:00 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.

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**Contact Us**

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P: 361-825-2630  
E: human.resources@tamucc.edu