How Can We Help?
We hope you and your loved ones are keeping safe. Given the current situation with the COVID-19 pandemic, we wish to extend support to all employees.

Please share your feedback on what we can do to help you.

SHARE FEEDBACK

COVID-19
The safety of our employees, students and families are our top priority. Therefore we have created a website with helpful information and links for the following:

HR FAQ
Benefits
Time Off
Managers

Coronavirus Paid Leave

The Families First Coronavirus Response Act (FFCRA) provides paid leave to employees who are unable to work, or telework, for one of six COVID-19 qualifying reasons listed below.

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19. A self-imposed quarantine without medical advice does not qualify.
3. The employee is experiencing symptoms of COVID–19 and is seeking a medical diagnosis.
4. The employee is caring for an individual (not specifically limited to family members) subject to or advised to quarantine or self-isolate.
5. The employee is caring for the employee’s child whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of the State.

Paid Leave Request Forms and Workday entries will be required.
- Emergency Paid Sick Leave Request Form
- Expanded FMLA Request Form

Employees may visit Time Off website for more information.
The FFCRA slide deck for manager is also available for more information.
May Catapult Sessions have been rescheduled to **July 8th and 9th**. Individuals who registered for May Catapult Dates will receive direct communication from Catapult when July dates are available for selection. To schedule or reschedule a canceled appointment, please go to [www.timeconfirm.com/tamucc](http://www.timeconfirm.com/tamucc).

**RETIREMENT**

- **Plan Ahead Session: Thinking About Retirement, Want to Know the Process?**
  5/15/2020 at 2:00 p.m.

- **Retiree Benefits Enrollment Workshop**
  Those retiring May 31 can join this session to confirm benefit enrollment selections.
  5/20/2020 at 2:00 p.m.
  RSVP at Benefits@tamucc.edu

**FROM THE CHANCELLOR**

The System Office has received questions regarding the requirement whereby an employee must take bereavement leave within 30 days from the date of death. Given the impact on funeral and celebration of live events as a result of the COVID-19 pandemic, the Chancellor has approved the waiver of the 30 day requirement prescribed in [section 2.1 of A&M System Regulation 31.03.03](#) through December 31, 2020.

**DEPENDENT CARE SPENDING ACCOUNT**

Due to the closing of daycares and employers directing employees to work from home, enrolled employees are eligible to reduce their dependent day care flexible spending account contributions through a Life Event Benefit Change. They will be able to change their deductions again when they return to work, as it will still be considered a Life Event.

**Employee Betterment Program**

Thinking of taking a course at TAMU-CC? That's great! The Employee Betterment Program will cover 100% of current resident tuition costs for up to 18 credit hours. You will submit the [EBP request form](#) to HR only after you have enrolled in classes. Please visit the [Betterment Program website](#) for additional information.
Correct a Time Off Request

**IMPORTANT:** You can only initiate a Time Off Correction after it has been approved. Otherwise, you can ask your Manager to send it back and then you can make necessary changes without canceling the process.

**From the Workday Home page:**
- Click the Time Off Worklet
- Click Time Off Correction
- Select the date(s) that need correction. The change can be made for the Type, Quantity and Reason, (i.e. if approved to 8 hrs and canceling the action, change quantity to zero).
- Enter comments for your manager
- Click Submit

- Your Manager will receive an inbox item to approve these changes.
- HR will receive an inbox item to take action.
- Once the process is finalized, you will then see the hours returned to your balance.

**Workday Wednesdays**

Monthly Workday Wednesdays session is coming up on **May 13th!** HR will provide training on different processes and allow you the opportunity to ask questions.

**IMMIGRATION MATTERS**

**Summary of the Executive Order on Immigration**

The Executive Order (EO) bans the entry of any foreign national who is outside the US on April 23, 2020, and, who does not have a valid immigrant visa (i.e., a Green Card) or a valid official travel document (i.e. Advance Parole Document) that permits entry admission into the U.S.

Nonimmigrant visa holders (H1 B, TN, O-1, F1, J1) are not immediately impacted in the EO but the Dept of Labor and the Dept of State are ordered to review these nonimmigrant programs within 30 days of the EO and to recommend other appropriate measures to stimulate the U.S. economy and ensure “the prioritization, hiring and employment” of U.S. workers.

The EO should not adversely affect individuals who hold Green Cards or spouses and children younger than 21 of U.S. citizens. Individuals, and their spouses or children, seeking to enter the U.S. as healthcare professionals and medical researchers to combat the spread and/or aid in the recovery of COVID-19 will be admitted. Law enforcement and members of the U.S. Armed Forces and their spouses and children and individuals whose entry would be in the national interest, as well as those seeking admission as investors under the EB5 (million-dollar visa) will also be admitted.

HR, Immigration Coordinator will review the cases of each international faculty and staff and will contact the employee if action is required to safeguard their status in the U.S. If you have questions regarding your status, please contact norma.lozano@tamucc.edu. For more information, click here.
SHAKAS Welcome to April New Hires!

Ashley Garica - Employee Benefits Representative
David Barrientes - Network Engineer II
Germaine Hughes-Waters - Program Coordinator I
Harold Keck - Program Manager
Janice Hoffer - Accounting Assistant III
Jessica Magolan - Research Specialist I

Take Your Employee Communications to the Next Level

Regardless of your employee count, we can all benefit by taking a closer look at how well we communicate to our employees. To learn more, click here.

HOW COVID-19 IS CHANGING THE RECRUITING AND HIRING PROCESS

“In the midst of the pandemic, social distancing has changed our approach with interviewing and on-boarding. Here are new practices that organizations are using to support recruitment efforts.”
To learn more, click here.
HOSTED BY THE WELLNESS COMMITTEE

JULIE BURCH
You are invited to hear a fantastic motivational speaker who specializes in stress management, and communication skills

April 8
Champion of Change

April 15
Time Management: Being Productive When Working Remote

April 29
The Art of Communicating with Tact, Professionalism, Diplomacy

May 13
Developing Your Emotional Intelligence

All are one-hour sessions beginning at 1:00 p.m.!
RSVP at Wellness@tamucc.edu.
Please note in your e-mail which session(s) you would like to attend and login information will be provided.

Register Now
Wellness@tamucc.edu.