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

- HR FAQ
- Benefits
- Time Off
- Managers

SAVE THE DATE

Memorial Day
Closed in Observance
  Monday, May 31

Staff Performance Reviews
Deadline
  Monday, May 31

NEWSLETTERS
- Benefit Briefs
- Office of F&A
- Staff Council

CALENDARS
- HR Calendar
- WORKDAY Series Calendar

25th Annual Islander Awards
The Islander Awards Celebration was held on April 29. There were 145 recipients of service pins! The 35-Year Service pin went to Dr. Philip Johnson, Professor in the College of Liberal Arts.

Two members of the HR team were recognized for 20 years of service! We are proud to have Mary Canales and Maria Pedigo on our team!

Faculty and Staff Excellence Winners and the ‘Be Well’ University Cup Champions were announced.

The Interdivisional Collaboration Award was presented to the team that included individuals from the College of Science & Engineering and College of Education & Human Development for their work on “Noyce STEM Inspires.”

The Parade of Achievers recognized 24 employees who recently received degrees from TAMUCC.

Congratulations to all of our award recipients! Please go to the Islander Awards webpage to view the event program and the list of service pin recipients. Service pins will soon be delivered to Dean and Directors for distribution to employees.

Staff Performance Reviews
Staff reviews must be completed by May 31, 2021. There is a new look for performance reviews and slight changes to the process. Managers should provide a due date for employees to submit the self-evaluation; the April 8 due date in Workday can be ignored.

Visit Performance Management website & FAQ’s website for additional guidance.
**BENEFITS**

**PPE Can Now Be Purchased with FSA**

Personal Protective Equipment (PPE) can now be purchased with your Navia FSA. The change is retroactive to January 1, 2020. The IRS announced that PPE expenses are now eligible under FSAs, HSAs, HRAs, and other plans that permit Section 213(d) expenses. PPE includes things like hand sanitizer and face masks. You can get reimbursed for claims of PPE purchases after January 1, 2020. You just need a receipt of purchase. FMI: Click here.

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**Go Mobile with the BCBSTX App**

Your coverage information in the palm of your hand.

- View and email your member ID card (Members with Apple devices can save ID card to Apple Wallet)
- Get coverage information such as medical and prescription copays, deductible and out-of-pocket amounts
- Find in-network doctors and hospitals
- Review claims details such as amounts you may owe
- Access spending accounts (HCA, FSA, HRA and HSA)
- Connect directly to Well onTarget®, the member wellness portal
- Display in Spanish (if your phone settings are set to Spanish).

All these questions and many others can be answered on the go with the BCBSTX App. To download the app, text BCBSTXAPP to 33633 or search for BCBSTX in the Apple App Store or Google Play Store.

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**Wellness Champion Network**

The Campus Wellness Committee is seeking advocates for Wellness. If you are interested in assisting the Wellness Committee in notifying our employees of the great opportunities we have available you may be the right person to join this team. FMI: email Wellness@tamucc.edu.

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**Address Changes**

Have you moved? Remember to update your address and your dependents addresses in Workday. Please keep in mind you must complete an address change on each dependent as well as for your own record. Benefit programs are notified of your address change. However, you do need to notify TRS of any changes.
Workday Services Education: May Webinars

Processing One-Time Payments and Work Period Changes
Description: How to make sure to process one-time payment requests on time for payroll and what are the best practices. The options available to process one-time payments. Selecting an annual work period from list of options available and different scenarios for annual work period updates for both new hires and existing employees with extensions.

May 12 | 10:30 a.m. - 11:30 a.m.  
Link to Meeting Here  
Dial in Audio: 1-855-282-6330 | Event Number: 145 078 4984

Workday Assistant
Description: Workday Assistant is a digital assistant chatbot designed to help you conversationally complete tasks and retrieve information within Workday. In this webinar, we will introduce Workday Assistant and provide an overview of its capabilities and demonstrate how you can easily navigate in Workday using Workday Assistant.

May 26 | 10:30 a.m. - 11:30 a.m.  
Link to Meeting Here  
Dial in Audio: 1-855-282-6330 | Event Number: 145 181 2957

New In Workday
- A rule has been added to the Change Job business process to prohibit simultaneously creating a new position during the process.
- The Employee Letters for Summer Deductions report has been updated to exclude employees with the "Ready to Retire" custom ID that was issued on or before the report effective date.
- The Passport and Visa step in the Onboarding business process is now an Action step instead of a To Do step.
- The Request Worker Start Date Correction business process is used to edit a Worker’s Hire date. The process allows you to automatically process Hire date changes and actions for related events from a single consolidated inbox task.

Name Changes
Name changes require an updated social security card with the new name. Please complete the Name Change task in Workday to prompt the request. FMI email human.resources@tamucc.edu.
A Remote Work Future at Duke

Based on the overwhelming preference for remote work options, Duke University is taking steps to allow flexible and remote options to employees, noting that there's not a "one size fits all" solution. Read more.

Recording Changes in Immigration Status

When your status changes from one nonimmigrant status to another or you become a Lawful Permanent Resident (green card holder) you are required to provide the HR Department, with a copy of your new documents. I-9 personnel will update your I-9 Form to reflect the new status and will update employment eligibility records in Workday. You should also update your tax status in Glacier to ensure that your earnings are not under or over-taxed. Additionally, when you become a Lawful Permanent Resident, you must go into Workday, to PERSONAL tab and update your Citizenship Status to Lawful Permanent Resident. This doesn’t happen automatically.

Once you become a U.S. citizen, you do not have to update your I-9 or Glacier, however you must update your Citizenship Status in Workday as well, changing it from Lawful Permanent Resident to U.S. Citizen. Again, this does not happen automatically.
Faculty and staff enjoy added benefits and access with your linked SandDollar$ Card

Your choice of Wells Fargo checking accounts
Enjoy a wide range of services and benefits, including direct deposit of your paycheck and the Wells Fargo Mobile® app to help you stay on top of your money.

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• No Wells Fargo fees for up to four cash withdrawals per monthly fee period from non-Wells Fargo ATMs in the U.S.
• All Overdraft Protection transfer fees from an eligible linked savings account waived for accounts enrolled in Overdraft Protection.
• Receive a courtesy refund on one overdraft/non-sufficient funds fee incurred during each calendar month.
• Receive a courtesy refund on one incoming domestic or international wire fee during each calendar month.

Plus, one-card convenient access for:
• Campus privileges with your official employee ID
• ATM access across the U.S., including no-fee access to Wells Fargo ATMs
• Making purchases using your PIN

To learn more about the SandDollar$ Card and benefits, talk with a banker.

See reverse side for important disclosures