STAFF SALARY STUDY
The Sibson consultants have completed their review of all position descriptions. HR has provided feedback to clarify job structure and other position aspects that came under question. Sibson is continuing to update all market survey benchmark matches. HR anticipates an on-campus visit in September with the consultants.

If you missed the Compensation 101 workshop at Development Day, click here to view the slide deck. For Staff Salary Study updates please visit the Salary Study website.

Vacation Maximum Carry-Over
Post Vacation Leave by August 31, 2019
Employees accrue vacation leave and may carry it forward from one fiscal year to the next based on years of service and % effort. All hours of unused vacation leave that exceed the maximum number of hours allowed by the schedule below (proportionate for part-time employees) will be credited to the employee’s sick leave balance on the first day of the next fiscal year.

<table>
<thead>
<tr>
<th>Total Service (Years)</th>
<th>Vacation Hours Earned Per Month</th>
<th>Maximum Vacation Hour Carry Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>8</td>
<td>180</td>
</tr>
<tr>
<td>2-4</td>
<td>9</td>
<td>244</td>
</tr>
<tr>
<td>5-9</td>
<td>10</td>
<td>268</td>
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</tr>
<tr>
<td>20-24</td>
<td>15</td>
<td>388</td>
</tr>
<tr>
<td>25-29</td>
<td>17</td>
<td>436</td>
</tr>
<tr>
<td>30-34</td>
<td>19</td>
<td>484</td>
</tr>
<tr>
<td>35+</td>
<td>21</td>
<td>532</td>
</tr>
</tbody>
</table>

Vacation Maximum Carry-Over
Post Vacation Leave by August 31, 2019

Have a new position? Looking to reclassify a position? Use the Position Review Form (PRF)! This new form will assist you in providing the necessary information to initiate a review of a position and employee, as applicable. Click the link below to view the form.
**TUITION BENEFITS**

Texas A&M University-Corpus Christi offers the Employee Betterment Program (EBP) which will cover 100% of current resident tuition costs up to 18 hours per fiscal year for classes taken at TAMUCC. This program is available to employees who have been in a budgeted regular status for three months prior to the start date of classes. FMI on EBP [http://hr.tamucc.edu/Benefits/Tuition/Betterment.html](http://hr.tamucc.edu/Benefits/Tuition/Betterment.html)

If you are employed by the University, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness (PSLF) Program.

To qualify for PSLF, you must
- Work for a government agency or for certain type of nonprofit organizations;
- Work full-time
- Have Direct Loans (or consolidate other federal loans to qualify);
- Repay your loans on an income-driven repayment plan; and
- Make 120 qualifying payments.

To learn more about this program: [https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service) This is a program that is offered through the U.S. Department of Education, and they determine eligibility for this program. Please direct all questions to the U.S. Department of Education Fed Loan Servicing at 1.855.265.4038.

**RECRUITMENT CORNER**

The Hiring Sweet Spot: Employee Evangelism and the Candidate Experience

Enhance the recruiting experience. The happiness and engagement of current employees can play an important role in attracting new talent. Current employees can act as evangelists and help turn candidates into hires. Read more [here](#).

**Working With Workday**

**Overtime Requests**

Workday now provides employees the option to request and receive manager approval for overtime. Managers can also use the Overtime Request business process to request additional hours for an employee.

System Regulation states “All overtime for a nonexempt employee requires advance authorization. “With this functionality, the authorization is visible on the employee’s timesheet and through reports. For more information on this new functionality, please refer to the Request Overtime or Request Overtime for Your Employee job aids.

**Contact Change or Personal Information Change**

The HR Partner will now be able to cancel an in-progress Contact Change or Personal Information Change business process event that triggers during Onboarding to eliminate conflicts when a new employee initiates those events prior to or outside of the Onboarding process.

Some of you may be aware that if an employee initiates and completes the Contact Change business process before it is done as a subprocess of Onboarding, that an effective-date error occurs, and no further action can be taken. In those cases, the pending Contact Change that is part of Onboarding can be canceled; please assure the employee has already entered their contact phone and address information; otherwise, missing phone and address information will cause defects in downstream systems.

We believe this will add to the overall efficiency of the Onboarding process and make for a better user experience.
FINANCIAL NEWS – Flexible Spending Accounts

The end of the plan year is upon us! Have you submitted all your expenses? If not, we’ve highlighted some important dates and information that you need to be aware of below.

Health Care FSA

Expenses can be incurred through November 15, 2019, for September 1, 2018-August 31, 2019 balance. Claims must be received by Navia no later than December 31, 2019.

This plan has a grace period, which allows an extra 2 ½ months to incur expenses after the end of the plan year. To make sure all your funds are used, expenses incurred during the grace period will automatically be applied to the previous plan year.

Participant Portal

Do you have questions about your benefit? Accessing the participant portal at www.naviabenefits.com is the easiest way to locate information regarding your benefits. This includes:

- Benefit balances
- Reimbursement dates
- Eligible expenses
- Statements
- Filing a claim

Register at (www.naviabenefits.com) and access your benefit click on I’m a Participant, and then Register.

If you have any questions about accessing your benefit please feel free to contact Navia at (800) 669-3539 Monday through Friday between the hours of 5:00 am and 5:00 pm (PST) or any time via email at customerservice@naviabenefits.com.

EMPLOYEE ASSISTANCE PROGRAM - EAP

EAP: The Path to Inner Peace

At some point in our lives we may lose track of ourselves and find ourselves stressed to the max about all of our responsibilities. We spend so much time running from task to task that we forget to stop and take a breath. Getting off the fast track and getting in touch with what is important in your life is one pathway to inner peace. This session will be on Friday, August 16, 2019 from 12:00 p.m. – 1:00 p.m. in O’Connor Room 135.

HOW YOU WILL BENEFIT

In this session we will explore how the speed at which our lives carry on can be detrimental to ourselves. We will talk about what inner peace really is and the five principles we need to develop our personal inner peace.

During this session we will also

- Discuss common dilemmas that we find ourselves struggling with daily and ways to become more aware of ourselves as well as others
- Discuss principles for developing inner peace
**IMMIGRATION MATTERS**

**Delays in H4 Processing**

In the past, the USCIS adjudicated Application to Extend/Change Nonimmigrant Status for H4 spouses, within 15 days, when filed together with a H1B petition requesting Premium Processing. Today, the USCIS requires every H4 applicant to pay a biometrics fee and attend a Biometrics Appointment with an Application Support Center before adjudicating the H4 application. As a result, applications submitted for H4 status or extensions will take longer to process and may arrive well after the principal H1B petition is approved and received. **Be Patient.**

**EMPLOYEE BENEFIT NEWS**

**Family Medical and Leave Act**

Did you know the protections of the Family Medical Leave Act do not just apply to absences for family members? The Family Medical Leave Act includes protections for you, the employee when federal eligibility requirement art met. FMI on FMLA [http://hr.tamucc.edu/Time_Leave/FMLA.html](http://hr.tamucc.edu/Time_Leave/FMLA.html).

**FMLA Recertification for New Fiscal Year**

Texas A&M University-Corpus Christi administers the Family and Medical Leave Act on a fiscal year basis. Employees who have an FMLA-related absence (continuous or intermittent) that carry into the next fiscal year will be re-evaluated to determine eligibility for FMLA.

To qualify for re-certification, an employee must have worked the requisite 1,250 hours in the 12 months preceding the first FMLA leave in the new fiscal year.

Upon completion of the eligibility test, an employee will receive notification of whether or not he/she qualifies for FMLA leave, and if a new medical certification form will be required. For questions on FMLA re-certifications, please contact Jennifer.Escamilla@tamucc.edu.

**Newsletters**

Several benefit related newsletters and other important information can be found on the HR website: the Employee Assistance Program provides health and wellness tips, and the monthly newsletter for employees and supervisors, 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 and the TicketsatWork newsletter gives you information on employee discounts.

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**Contact Us**

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