



# Human Resources

OUR SERVICES – YOUR FUTURE

HR NEWSLETTER

## News from Immigration Services



### International Staff and Faculty Traveling Abroad

**Visas & Re-entry into the US:** Foreign national employees holding nonimmigrant visa status (F1, OPT, H1B, J1, TN, etc.), who plan to travel abroad over the holidays should contact the Human Resources Immigration Coordinator, at least ten (10) business days prior to departure. Based on your visa status, we will prepare the documents necessary to support visa applications at the U.S. Consulate and/or travel letters for your re-entry into the U.S. FMI: **Contact HR, Norma Lozano, Immigration Coordinator at Ext 2198.**

International Staff and Faculty should review the [Travel Abroad](#) page for important information prior to traveling.

*We wish you safe travels!*



**Holiday Break Schedule**  
Winter: December 24 - January 1

## UPCOMING EVENTS

### Airrosti Workshop

#### Health on the Move

Learn valuable tips that can be applied to relieve and/or prevent lower body pain.

**Friday, December 14**

12:00 p.m.

UC Jetty 123

RSVP to [wellness@tamucc.edu](mailto:wellness@tamucc.edu)

### Fidelity Investments

Meet Denethia Yebernetsky from Fidelity Investments. Faculty and staff are encouraged to stop by for any questions or advice.

**Wednesday, December 5**

9:00 a.m. – 2:00 p.m.

UC Cayo 210

### PayFlex Flexible Spending Account Deadline

Expenses to be incurred against last year's remaining amount must be incurred by **November 15, 2018** and filed by **December 31, 2018**

### Tamalada Social

**Thursday, December 6**

11:00 a.m. – 1:00 p.m.

Anchor Ballroom

## SAFETY

Planning for major safety concerns is a priority and of great importance. What would you do in the event of an emergency? Please read the [Quick Reference Guide to Campus Emergencies](#). Inside this guide are not only important phone numbers, but guidance on accident reporting, active threats on campus, and evacuations. Group discussions on how your department will respond to a threat are beneficial. Classroom plans for faculty are also highly recommended. The following TrainTraq course in [Single Sign On](#) is encouraged: **2111670: Individual Emergency Preparedness.**

## IDENTITY THEFT PROTECTION UPDATES

**ProtectMyID Alert** is launching an improved interface including an enhanced version of the ProtectMyID product offered through Experian and Blue Cross and Blue Shield of Texas (BCBSTX). If you are currently enrolled in the ProtectMyID program, the new product will include:

- Daily access to your Experian® Credit Report
- Daily monitoring of your Experian® Credit Report
- Fraud Resolution with full service identity restoration
- Up to \$1,000,000 in identity theft insurance coverage\*

The upgrade will be automatic for those enrolled. Only your most recent credit report on file will be refreshed with this upgrade. If you have not yet registered for ProtectMyID, it is a free service available to employees, spouses, and retirees enrolled in the A&M Care Plans. Enroll by logging into your [MyEvive](#) account to access your Blue Access for Members (BAM) account. Then, click on Identity Protection in the Quick Links menu and follow the instructions.

## Dorothy Yeater Scholarship

[Scholarship Applications](#) for Spring 2019 are being accepted now through December 15. Please send applications to Staff Council at [staff.council@tamucc.edu](mailto:staff.council@tamucc.edu)

## Working With Workday

### Spring Re-Appointments for Faculty and Teaching Assistants

Faculty and Graduate Assistants who had a 4.5 month fall Academic Work Period (Sept 1 – Jan 15) and are continuing in the Spring, will need a Job Change in Workday to a 9-month Academic Work Period (Sept 1 – May 31). Faculty and Graduate Assistants who worked in the Fall and are **NOT** working in the Spring, should be terminated in Workday or placed in a unpaid leave status if they are expected to return.

Student workers and others who are not returning should be terminated in Workday. Be on the lookout for training.

### Graduating Students

Please end additional jobs and/or terminate jobs for graduating student employees.

### Update to the Performance and Goals

A recent update to the Performance and Goals function of Workday is that the **Overall Rating** will now show on performance reviews. This will allow it to be displayed when printing prior to Employee Acknowledgment, as well as have it visible to the Employee prior to acknowledging the review. Performance Review templates have also been updated to allow **attachments** on all reviews. To prepare for performance reviews, please review your position restrictions for accuracy.

## EMPLOYEE BENEFITS NEWS

**2018-2019 EMPLOYEE BENEFITS GUIDE:** Texas A&M University-Corpus Christi offers a wide variety of benefits programs and resources to its employees. From our health plan options and wellness programs, to our continuing education opportunities and competitive retirement plans, the University is committed to providing benefits that matter to you at each stage of your career. For details on the TAMUCC employee benefits download the [NEW 2018-2019 Employee Benefits](#) booklet.

**ON-SITE CHECK-UPS:** Catapult Health will be providing free and confidential preventive on-site health checkups for faculty and staff that are covered under A&M Care plan. In addition to completing the MyEvoke Health Assessment, the completion of the health checkup with Catapult will qualify as a wellness exam and reduce employees' health insurance premium by \$30. Catapult Health will be on-site January 8<sup>th</sup>-January 10<sup>th</sup>, 2019 at the Dugan Wellness Center.

This session is for employees who have not had their wellness exam this year. Please check your [MyEvoke](#) account to see if you are eligible. Eligible employees will be seen on an appointment only basis. **Please use the link to register** [www.timeconfirm.com/TAMUCC](http://www.timeconfirm.com/TAMUCC)

To better serve you and answer Benefit questions in a more time sensitive manner, we ask that you submit questions to [benefits@tamucc.edu](mailto:benefits@tamucc.edu). Each member of the benefits team has access to this account and can answer questions when one of the team members is out.

## EAP EMPLOYEE NEWSLETTERS

**EAP EMPLOYEE NEWSLETTERS** - This newsletter has helpful resources from your Employee Assistance Program. Deer Oaks Services are available at no cost to the benefit-eligible employees, their dependents and household members.

The December Newsletter feature:

- Online Seminar Reminders: Healthy Ways of Communication
- Keeping Holiday Stress at Bay
- Helpful Hints for Healthy Holiday Eating
- Fighting Depression Around the Holidays
- Losing the Holiday Blues
- Green Up the Holidays: Reduce waste with these gift ideas



Learn more about these helpful topics and more from EAP. Download the [EAP December 2018 Employee Newsletter](#) and [EAP December 2018 Supervisor Newsletter](#).



## Contact Us

Human Resources Department  
Natural Resources Center, Suite 2425  
Corpus Christi, TX 78412-5730  
P: 361-825-2630 | F: 361-825-5871  
E: [human.resources@tamucc.edu](mailto:human.resources@tamucc.edu)