

Human Resources Newsletter

February 2021



In This Month's Issue:

- Resources for Learning About Black History Month
- Reminders for Managers and Timesheet Approvers
- Webinars: Joint Pain, Diabetes Management
- Tips for Maintaining Healthy Relationships
- New Recreational Clubs for Employees

Human Resources is Moving!

This month, Human Resources and Payroll will be relocating to the Employee Services Building (old nursing building). We anticipate service delays during this time and appreciate your patience and understanding. In the meantime, please call our main line at 903-468-8741 for immediate requests. We look forward to serving you in our new building!

Upcoming Training Available: Faculty Evaluations

Faculty evaluations were launched in Workday on Monday, February 5th. Faculty Evaluation Training will be held by Zoom on both February 17th and 18th from 1:30 – 2:30 p.m. or until all questions have been answered. Space will be limited, so sign up at the Training & Development calendar: www.tamuc.edu/developu

Sick Leave and Doctors' Notes

Human Resources would like to notify employees of Sick Leave Policy 31.03.02:

When an employee is absent from work for more than three continuous working days due to his or her or a family member's medical condition, the employee must provide HR with a doctor's certificate that indicates the cause or nature of the condition and the estimated recovery date, or other written statement of the facts concerning the condition that is acceptable.

Supervisors are required to follow up with the employee to ensure the document was submitted to HR.

If you have any questions, please contact Crystle McIlveene at HR.Leave@tamuc.edu.

Learn About Black History Month

February is Black History Month! Recognized by President Gerald Ford in 1976, the roots of Black History Month can be traced to the early 1900s. Read more about its origins at [History.com](https://www.history.com).

Each year, Black History Month has a theme. 2021's theme is "*The Black Family: Representation, Identity, and Diversity*." [Read more about the theme here.](#)



Hiring Managers: I-9 Federal Form Required for New Employees

Please note that new hires must complete the federal form I-9 before working OR training, including departmental training and online A&M System trainings in TrainTraq. I-9s are by appointment only. To schedule an appointment, please contact Devante Lampkin at Devante.Lampkin@tamuc.edu or call 903-468-8741.



Time Sheet Reminder and Due Dates

From the Payroll Department: please make sure to follow all [payroll deadlines](#) and have your time entered and approved in a timely manner. All late, unsubmitted, or unapproved timesheets will cause a delay in your pay and will not be paid out until the next pay period. Please contact Payroll@tamuc.edu with any questions.

Reminder: Student Hire Processing Times

Please note that in previous semesters, Human Resources released a "Hiring Calendar" with pre-set hiring and start dates for student employees.

We are no longer using a hiring calendar, and instead are issuing the following guidance:

- each new hire takes approximately 1 full week to process, so please be sure to submit all new Pre-Hire forms AT LEAST 1 week prior to the desired start date to ensure proper processing/approval time.

For questions on student employee start dates, contact Jayla Mayes at 903-886-5852 or email HR.StudentHiring@tamuc.edu.



Reminder: How to Enter Floating Holidays in Workday

As a reminder, the two staff holidays that were originally scheduled for March 2021 (Spring Break) have been changed to floating holidays within Workday. The floating holidays will be available for use until August 31st, 2021 with your supervisors' approval. To request the floating time off days within Workday, follow the "[Managing Your Time Off](#)" [job aid](#) and select 4 – Floating holiday.



Upcoming Wellness Events

February 18th | 10 a.m.

[Livongo Health Benefits Available at No Cost to You](#)

Join this webinar to learn more about Livongo, a set of diabetes-focused programs offered by Blue Cross and Blue Shield of Texas. See the flyer on page 4 for more information.

February 18th | Noon

[Helping Children Develop Strong Ethics and Values](#)

This webinar is brought to you by ComPsych, the provider of our [employee assistance program](#).

February 24th | 11 a.m.

[Managing Your Health with Well onTarget](#)

Tune in to a webinar to learn more about managing your health with Well onTarget, brought to you by Blue Cross and Blue Shield of Texas.

March 3rd | 2 p.m.

[At-Home Therapy for Joint Pain](#)

Learn more about at-home therapy for neck, hip, joint, back, and shoulder pain during this webinar from Hinge Health.

Ongoing

[1-on-1 Fidelity Investment Sessions](#)

You may have questions about saving and budgeting tips in the current conditions or preparing for retirement. Here's an easy way to get the help you need: attend an "Ask Fidelity" session for a brief presentation and live Q&A to get answers to your questions and hear what others are asking too!

Ongoing

[AIG Retirement Planning Sessions](#)

David Cook from AIG Retirement Services will be available via phone or Webex on multiple dates in February and March to help you enroll, increase your contribution, or make investment changes to your 403b TSA Retirement Plan and/or the 403b Optional Retirement Plan. He can also prepare a complimentary financial plan for you and answer questions about TRS.

Get the latest on the Employee Wellness Program by emailing Crystle.McIlveene@tamuc.edu to join the distribution list.

Employee Wellness Quick Links

The quick links below will take employees to a variety of wellness resources:

- A recipe for no-bake [quinoa peanut butter balls](#)
- A poster on [self-care for caregivers](#)
- Podcast: tips for [caregiving during a pandemic](#)
- A short video on [caregiver stress](#)



Relationship Resources

ComPsych has several informational resources for helping you understand and maintain healthy romantic relationships. Please note that you will need to log into your ComPsych GuidanceResource account or [create a new account](#) in order to access these materials:

A slideshow on [balancing work and life](#) while maintaining a healthy romantic relationship

An article with [tips for understanding your partner](#)

A guide to [setting boundaries in relationships](#)

Tips for [ending a romantic relationship](#) and coping with the aftermath of a breakup



Webinar:
**Livongo Health
Benefits Available
at No Cost to You**



Webinar Overview

DATE: March 9, 2021

TIME: 11 a.m.

LINK: [Register Here](#)

Livongo programs provide advanced devices, personalized insights, and expert support — all working together to help you improve and simplify your health. Join us on February 18 at 10:00 am to learn more about the Livongo for Diabetes programs. The program is provided to you and your family members with diabetes and coverage through Blue Cross and Blue Shield of Texas (BCBSTX).

To attend the webinar on February 18th, go to [Webinar Link](#)

Join Livongo for These Benefits



Personalized tips
with each blood
glucose check



Real-time support
when blood
glucose levels are
out of range



Strip reordering,
right from
the meter



Optional family
alerts keep
everyone in
the loop



Send a health
summary report
directly from
the meter



Automatic
uploads mean
no more paper
logbooks

**JOIN
TODAY**



join.livongo.com/TAMUS or call (800) 945-4355 with registration code: TAMUS

Members must have primary insurance coverage through the Blue Cross and Blue Shield of Texas (BCBSTX) plan offering the Livongo program. For Administrative Services Only (ASO) and Preferred Provider Organizations (PPO) only. Not available for Fully Insured (FI) or Health Maintenance Organizations (HMO).

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JOIN THE RUNNING CLUB!

Meets on Tuesdays & Thursdays
6:00 AM
NHS Building

For more details, email Lauren.Rhodes@tamuc.edu
and Wellness@tamuc.edu

EMPLOYEE
WELLNESS
STARTING TODAY FOR A HEALTHIER TOMORROW

Our goal is to help you meet your
2021 Wellness goal. A plus?
Finding good running buddies
and creating new friendships.





JOIN THE BOOK CLUB TODAY!

I Like Big Books and I cannot Lie!

Now that we have your attention! Did you know the Employee Wellness Program has a Book Club? Have you been looking to read a bit more and connecting with others on campus?

What better way to do all that while having fun and doing something that helps you focus and sleep better!

To kick things off, register [HERE](#) and be on the lookout for an email about our first kick-off meeting! We look forward to connecting with you soon!

For more details, email Elizabeth.Wachira@tamuc.edu and Wellness@tamuc.edu