

Human Resources

Newsletter

June 2021



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And More!

I-9 Reminder for Hiring Manager

Please note that due to federal law, new employees must complete the federal form I-9 on or before their first day of work or training. This includes TrainTraQ or any training conducted by the department.

Employees must present the following original, [acceptable I-9 documents](#) in person:

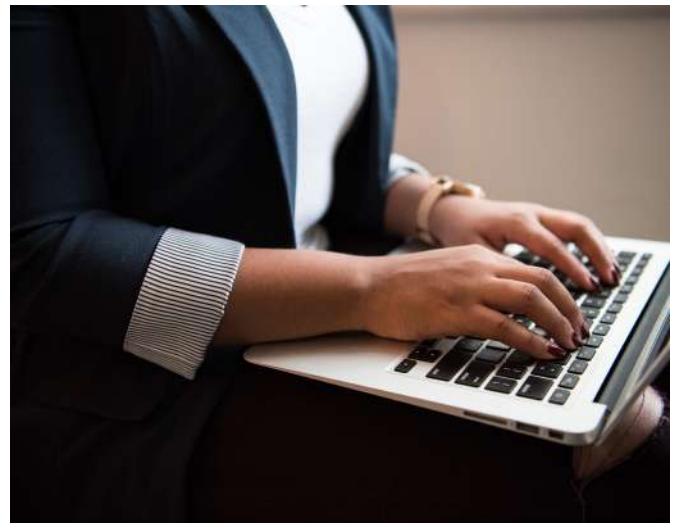
- One item from list A, OR
- One item from both list B and C

If an employee does not complete Section I of the federal form I-9 on or before their start date, they will be out of compliance and issued a non-compliance notice.

I-9s are being conducted by appointment only. Please contact Devante.Lampkin@tamuc.edu to schedule an I-9 session.

Accessing Proof of Employment

A [guide](#) to accessing your proof of employment has been added to the HR website. Please note that you are entitled to a free report on an annual basis.



Two-Step Wellness Reminder: Due Date June 30th

Completing two health activities in MyEive will ensure that you have the lowest rate for your health insurance premiums. Highlights of the Wellness Incentive:

- Complete **two** activities from your **Personalized Checklist** between **September 1st** and **June 30th**.
- Applies to employees **and** covered spouses enrolled in the A&M Care Plan.
- A premium differential of \$30 per month will be applied for each individual for each (you and your spouse) who completes two activities by June 30th deadline.
- Retirees will automatically receive the lower premium.
- You can verify your completion status for the wellness premium incentive by logging into or registering for your MyEive at tamus.myeive.com.

If you choose not to participate in the wellness premium incentive program, you will not receive the \$30 premium reduction. Contact MyEive member services if you believe you have completed two activities, but the information is not reflected in your MyEive account. (Note: remember that it can take six to eight weeks from the time of your wellness exam for the claim to process and the incentive to show on your MyEive account).



Workday Services Education: June Webinars

Please join us for the following Workday Services webinars in June! These events are open to all, but content will focus on the security role listed within the webinar description.

Download invitations: These invitations can be downloaded to Microsoft Outlook. Simply navigate to the Workday Education Calendar, select the webinar you would like to add and click the ical export icon.

June 30, 2021 - Recruiting (Committees and Interview Teams)

Description: Detailed overview about business process definitions and framework with insight on how to track and get answers to specific scenarios during your day-to-day activities in Workday using new Prism Dashboards.

Target Audience: HR partners, HR Contacts, Payroll Partners and Compensation Partners.

Presenter(s): James Ross - Talent and Development.

[Access webinar details on Education Calendar located on Workday Help.](#)

Update Your Information in Workday

Please check your profile in Workday and ensure that it reflects up-to-date information including phone number, email address (please use your TAMUC email address as your primary email address), and mailing address.

Please click [here](#) to access the Workday job aid to assist you in locating and updating your personal information.



ComPsych: The Impact of Attitude on Work and Life

Register for ComPsych webinar: The Impact of Attitude on Work and Life on June 17th, 2021 at 12:00 PM using this link, register.gotowebinar.com/register/681391/3666287463947.



Accessing Your W-2 and 1095-C Forms in Workday

Now that tax season is upon us, many employees might be wondering how to locate their W-2 and 1095-C forms in Workday. Please see below for guides to locating each form:

Guide to Accessing Your W-2s

1. Log into Workday (via Single Sign-On) and select "Pay" from the main menu.
2. Under the "View" menu, select "My Tax Documents".
3. If your W-2 is ready for the calendar year, it should appear with an option to View/Print.
4. If you need to change your printing election, under "Current Year End Tax Document Printing Election," it will display whether you have chosen to receive paper documents of your tax documentation.
5. An "edit" button will give you the option to select to receive your tax documents 1) electronically or 2) both electronically and in print.

Guide to Accessing your 1095-C

1. Log into Workday (via Single Sign-On) and select "Benefits" from the home menu.
2. Under "View," select "My ACA Forms." Your available 1095-C forms should appear with the option to view or print them.

Guide to Changing 1095-C Printing Election in Workday

1. Log into Workday (via Single Sign-On) and select "Benefits" from the home menu.
2. Select "Change."
3. Click on "1095-C Printing Election" and choose whether to receive your documents 1) electronically or 2) both electronically and in print.

Vacation Accrual and Carryover

Full-time employees (100% effort) accrue vacation leave and may carry it forward to the next fiscal year in accordance with the following schedule:

Years of Total State Employment	Vacation Hours Accrued Per Month of Full-Time Employment	Max. Hours Carried Forward for Full-Time Employees
Less than 2 years	8	180
At least 2 years but less than 5	9	244
At least 5 years but less than 10	10	268
At least 10 years but less than 15	11	292
At least 15 years but less than 20	13	340
At least 20 years but less than 25	15	388
At least 25 years but less than 30	17	436
At least 30 years but less than 35	19	484
35 years or more	21	532

Hours of unused vacation leave that exceed the maximum number of hours allowed (proportionate for part-time employees) will be credited to the employee's sick leave balance on the first day of the next fiscal year.

*Fiscal years run from September 1st through August 31st.



Introducing Michael Casias, Coordinator for The Center for Professional Development

Human Resources would like to welcome our new Coordinator for the Center for Professional Development, Michael Casias to A&M Commerce!

Michael Casias is the newest addition to the Office of Human Resources as the Coordinator for The Center of Professional Development. Originally from Lubbock Texas, Michael moved to North Texas to pursue a bachelor's degree in Radio, Television, and Film and later an MBA in Strategic Management at The University of North Texas. Michael joins the team in Training and Development along with Jacinta Dyck and Amber Dyer. With a comprehensive background in marketing and recruitment Michael plans on increasing awareness and enrollment for The Center of Professional Development and providing the best customer service experience for our students, faculty, and staff.

Welcome to the team, Michael! We are glad to have you!



Sick Leave and Doctors' Notes

Human Resources would like to notify employees of Sick Leave Policy: section 4.3 <https://policies.tamuc.edu/31-03-02.pdf>.

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.



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 supervisor's approval. To request the floating time off days within Workday, follow the ["Managing Your Time Off" job aid](#) and select 4 - Floating holiday.



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Healthy Lion Highlight



Live or Inspire Wellness

The TAMUC Wellness Council would like to highlight individuals **who live or inspire wellness** in the A&M-Commerce community. This could include 7 types of wellness: physical, social, emotional, intellectual, spiritual, environmental, or financial. This highlight doesn't have to be a large or distinguishing act of wellness – we also want to highlight the small, daily acts of wellness.

Examples

1. Examples of **living a wellness lifestyle** could be riding your bike to work, developing a financial plan to get out of debt, or achieving a goal to read a book a month.
2. Examples of **inspiring wellness in others** could include encouraging a coworker to go on a walk with you, having your class take a stretching break, or organizing a social lunch for your coworkers.

Wellness Council is a standing president's council whose mission is to lead the promotion of well-being at A&M-Commerce by assessing the needs of the campus community, making recommendations, promoting well-being opportunities, and inspiring a culture of well-being.



How to participate?

➔ ELIGIBILITY

1. Full-time benefits eligible position
2. ONE of the following:
 - a. Live the principles of a wellbeing lifestyle, whether it be a sustained effort or if you have just begun to make a wellness improvement in your life.
 - b. Inspire a wellbeing lifestyle in others, whether it be in the classroom, office, or in the TAMUC community.

➔ NOMINATION

1. Can nominate self or others. (HR will determine if eligibility is met)
2. Can nominate anytime throughout the month. Committee will review the previous month's nominations during the first week of the next month to determine winner.
3. Fill out form:
dms.tamuc.edu/Forms/Healthy-Lion-Highlight



Winners will:

- ▶ Be notified the first week of the month
- ▶ Receive a prize from HR Employee Wellness



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Sponsored By:
Wellness Council
Employee Wellness