

Monthly Newsletter

EAST TEXAS A&M
HUMAN
RESOURCES

April 2025



Special Announcement from Recruitment

Recruitment reminds you that GAs are able to work in the summer. The GAs that work in summer will need to meet standard requirements. If GAs do not plan to work summer but work in the fall, departments will need to submit a workday change request form so HR can add a job for regular hourly student worker PIN for them to work under during the summer months. The student worker PIN will allow them to work UP to 40 hours per week during the summer months as long as they are not enrolled in summer courses. Laws should be checked before this as it may affect visa status.

Summer GA job postings, open March 10 – August 8, 2025.

Summer 2025 GANT -

<https://tamuc.joinhandshake.com/emp/jobs/9745957>

Summer 2025 GAR -

<https://tamuc.joinhandshake.com/emp/jobs/9745969>

Summer 2025 GAT/GAToR -

<https://tamuc.joinhandshake.com/emp/jobs/9747748>

Fall GA job postings, open March 10 – Dec 12, 2025.

Fall 2025 GANT -

<https://tamuc.joinhandshake.com/emp/jobs/9747800>

Fall 2025 GAR -

<https://tamuc.joinhandshake.com/emp/jobs/9747841>

Fall 2025 GAT/GAToR -

<https://tamuc.joinhandshake.com/emp/jobs/9747865>

Student Hiring Forms

[Student Pre-Hire Set Up Form \(Used for New Hires\)](#)

[Workday Change Request \(Used for Updates/Changes\)](#)

In this newsletter
you can expect:

Wellness

Training and
Development

Time and Leave

Benefits

Compensation

Recruitment



Wellness Event

Last month we had a blast with our Vibrant Vibes Event! This month we want to welcome you to Nurture Native Nature!

Join us on April 10 from 11:00 AM to 12:00 PM in the Training Room at the Employee Services Building. Celebrate Earth Month by starting your own native Texas plant collection! We'll provide all the essentials, including seeds, cups, and dirt, and offer a PowerPoint presentation on how to care for your new plants and why they're vital for local pollinators. Sign up through Develop U to reserve your spot—this is a great opportunity to connect with nature and learn something new. We hope to see you there!



Training and Development

In Training and Development there will be a New Employee Orientation on April 8th from 9am-1pm. Make sure to sign up for this if you are a new staff member. This will go over information that is great to have as you start your time here at East Texas A&M University. You can sign up through the Develop U link here: <https://appsprod.tamuc.edu/td/CourseCalendar.aspx>

If you have any questions please contact:
Training@tamuc.edu



Time and Leave

Time and Leave reminds you of the holidays that are coming up.

- Monday May 26th is Memorial Day
- Thursday June 19th is Emancipation Day
- Friday July 14th is Independence Day

If you have questions about payday please view these links

[Monthly Pay](#)

[Bi-Weekly Pay](#)



Benefits

The Benefits Department would like to remind you to complete your two-step wellness activities in order to receive your \$30 wellness credit for your premiums. You can easily track your current incentive status through WebMDOne in the SSO Menu. This will provide you with an overview of the activities you still need to complete before the June 30th deadline. Be sure to take action to ensure you receive your wellness credit in time.



Compensation

In Compensation employee and supervisor evaluations are now open and are due May 31st. There are also several changes to positions and job descriptions. Lastly, stipend forms must be requested and approved by HR Compensation. If you have any questions please contact hr.compensation@tamuc.edu

[Job Description Master Template](#)

[Position Review/Internal Promotion-
Transfer Form](#)



Recruitment

Recruitment reminds you that all posted staff positions are required to go through an HR-monitored search process. Thank you for your understanding in this.

[Employment Website](#)

[Hiring Processes](#)



Thank you for reading!

HUMAN RESOURCES	(903) 886-5080
Map Location F3	Employee Services Building

- **Payroll services (Payroll@tamuc.edu)**
- **Employee Benefits (HR.Benefits@tamuc.edu)**
- **I-9, Onboarding, and Employee Verification (HR.Documents@tamuc.edu)**
- **Time and Leave (HR.Leave@tamuc.edu)**
- **Staff and Faculty Hiring (HR.Hiring@tamuc.edu)**
- **Student and GA Hiring (HR.StudentHiring@tamuc.edu)**
- **Compensation (HR.Compensation@tamuc.edu)**
- **Employee Relations (HR.EmployeeRelations@tamuc.edu)**
- **Wellness (Wellness@tamuc.edu)**
- **Training (Training@tamuc.edu)**
- **Other Human Resources (HR@tamuc.edu)**