



# Human Resources Newsletter

May 2020



## In This Month's Newsletter:

- **New Laserfiche Form for Hiring Process Checklist**
- **TAMUC HR Staff Stories: Working from Home**
- **HEB Dietitian and Nutrition Resources**
- **2nd.MD Webinars for Care During COVID-19**
- **Accessing Your Proof of Employment**

And more!

## COVID-19 Leave for Employees

The [Families First Coronavirus Response Act \(FFCRA\)](#) requires certain employers, including Texas A&M University-Commerce, to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Criteria include, but are not limited to, caring for an individual ordered to self-quarantine by a healthcare provider or caring for children whose school or childcare provider is unavailable due to COVID-19.

Please click [here](#) to view the online FFCRA toolkit, which includes documentation about eligibility criteria and leave types. You may contact Human Resources at [hr.leave@tamuc.edu](mailto:hr.leave@tamuc.edu) for assistance.

## Feeling Lost? Need Help?

Anxiety about health, finances, legal issues, work, and other issues can cause stress. This month's newsletter contains a multitude of resources for mental health, including information for accessing counseling via our Employee Assistance Program (page six).



May is Mental Health Month! Keep reading for more mental health resources.

## Final Hiring Process Compliance Checklist Now in Laserfiche

The final hiring process compliance checklist is now available as a Laserfiche [form](#). You will complete all blanks affirming the Workday hiring processes were completed and all required documentation is attached. Appointment letters will not be sent until the checklist is fully executed.



## Sharpen Your Business Skills With Free Self-Paced Training

Training and Development is now offering several [training slideshows](#) online. There are numerous topics to choose from, including diversity, management, business etiquette, and other skills. You are encouraged to check out the 70+ slideshows and explore what interests you.



## Are You Prepared to Handle Your Day-to-Day HR Challenges?

Register today for the Society for Human Resource Management (SHRM) Essentials of Human Resources [course](#). It is 100% online. Registration closes May 31, 2020. For more information, email [SHRM@tamuc.edu](mailto:SHRM@tamuc.edu) or visit our [website](#).

## "Managing Chronic Pain Through COVID-19": A Webinar



## Reminder: Wellness Incentive Deadline Extended

You can complete the [Two-Step Wellness Incentive](#) to reduce your health insurance premium by completing two wellness activities on your checklist, accessible in the [MyEvoke portal](#). The wellness incentive completion deadline has been extended to **August 31, 2020**.

There are several checklist activities that can be completed digitally/virtually. Not all members have the same checklist items; further information can be found in your MyEvoke account.

Some of these options can take 4-6 weeks of online interaction. Please start the requirement early so you can meet the due date. **If you choose not to participate in the wellness premium incentive program, you will not receive the premium reduction.** Contact [MyEvoke member services](#) if you believe you have completed a task but the information is not reflected in your MyEvoke 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 MyEvoke account).

## Civility Corner

Click [here](#) to download the self-paced training, "The Golden Rule."

*Civility pays.*





## Sign Up for A Dietitian Consultation

Are you ready to take control of your pantry? Set up virtual 1-on-1 counseling with an HEB dietitian. Call 1-855-481-1149 to schedule your appointment today!



## New HEB Nutrition Dietitian Webinars

Employee Wellness is now offering the HEB Nutrition Dietitian webinar series to BlueCross BlueShield-covered employees. Be on the lookout for the upcoming registration link. Webinars include:

- May 8<sup>th</sup>: Mindful Eating & Meal Planning for Wellness
- May 22<sup>nd</sup>: Food Label 101
- June 5<sup>th</sup>: How to Shop on a Budget
- June 19<sup>th</sup>: Super Foods
- July 10<sup>th</sup>: Love your Heart, Eating Heart Smart

Get the latest on the Employee Wellness Program by joining the distribution list. Please contact [Crystle.McIlveene@tamuc.edu](mailto:Crystle.McIlveene@tamuc.edu) to be added.

## "Pregnancy Plan Altered Due to COVID-19?": A Webinar

Hosted by 2nd.MD  
on Thursday, May  
14<sup>th</sup>, at noon.

Click [here](#) to register.



## Wellness Quick Links

- [Uppercross Syndrome](#)
- May is [Mental Health Awareness Month](#)
- Airrosti Injury Spotlight: [Tension Headaches](#)
- Tobacco Cessation [Counseling](#)



## Well onTarget Discount Available

To help you stay active, you can now get a reduced Well onTarget monthly membership rate of \$15/month for three months and three months of access to BurnAlong, a virtual workout and wellness program you can use from home.

BurnAlong includes 1,500+ videos across 45+ categories – from cardio to mindfulness to stress management. Classes are led by hundreds of health and wellness professionals, with new classes added daily. Take classes alone or join live private sessions for added motivation and social connection.

Maintain your active memberships at any gyms where you have enrolled with the reduced Well onTarget membership and resume your activity as soon as the gyms reopen. In addition, many gyms are offering live online classes, which you can access through your Well onTarget benefit.

Please call 1-888-762-BLUE (2583) Monday through Friday, 9 A.M. to 6 P.M. Eastern to get your reduced rate and BurnAlong subscription.

## Homework Help for Caregivers

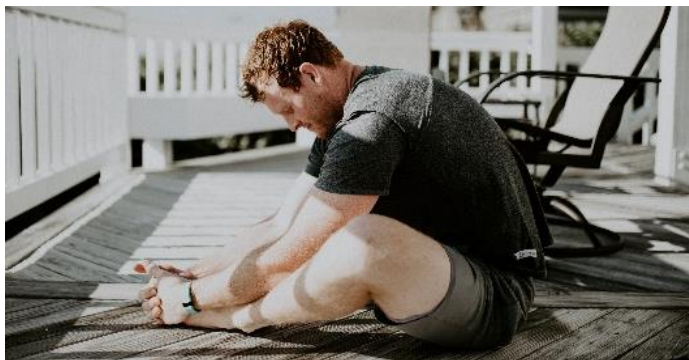
Click [here](#) to register for math classes taught by graduates of UCLA, Harvard, and Dartmouth.



## COVID-19 Resources for Well-Being

Most of our lives have been impacted by COVID-19 over the last few weeks, and we hope you are all staying safe and healthy. Times of change bring a lot of uncertainty; however, your health and wellbeing equally remain our top priority. We understand that many are facing challenges due to the stress of the pandemic that has impacted all of us in many ways. We wanted to provide you with some available resources that can assist in the weeks ahead.

1. Stay calm and protect your mental health by [finding your balance](#) while quarantined.
2. [Tips for healthy fridge & pantry](#) – ideas for preparing healthy meals with foods you have on hand.
3. Try these [relaxation techniques](#) to keep stress at a minimum and reduce its effects on your life.
4. Take steps to [limit tobacco use](#) during the pandemic.



## Updates to LiveHealthy Lions

We are all adapting to our new routines in the wake of COVID-19, but it is important to remain focused on your health and wellbeing. With the group challenge being postponed, we would like to extend the following additional resources to you through the [LiveHealthy Lions](#) portal:

### Personal Challenges

Address health topics important to you with personal challenges, which can be joined at any time. The portal's library includes options addressing eight key categories referred to as the Power of 8: Purpose, Physical, Mindfulness, Nutrition, Social, Balance,

Financial and Community. Simply select **Challenges** at the top of your portal dashboard to browse all of the available options.

### Financial Wellbeing Resources

Timely video learning resources to help ease financial worry. Access this new information by scrolling to the bottom of your portal dashboard.

### How to Register:

Go to [www.livehealthylions.com](http://www.livehealthylions.com)

### New Users

Select JOIN NOW.

1. Create your account by entering your name, email address, username and password.
2. You will receive a confirmation email; select the link to confirm your account information.
3. Log in to your account and complete your profile.

### Returning Users

Select SIGN-IN in the upper right corner, enter your username and password, and click Log In.

A composite image showing a laptop screen displaying the LiveHealthy Lions portal dashboard. The dashboard has a purple header with the text "NEW: Snap Challenges" and "Challenge Your Coworkers with New Snap Challenges". Below the header, there's a "Welcome" message and a "Snap Challenge" section. To the right of the laptop, there's a vertical blue bar with the text "Snap Challenges" and a white box with the text "A new portal feature allows you to create your own friendly steps, activity or weight challenges and invite others in the program to join!". Below the laptop, there's a section titled "How It Works" with a list of steps: "Type of challenge (steps, activity or weight)", "Challenge name and description", "Start and end dates", and "Uploading an image (optional)". Below that, there's a section titled "Invite Friends!" with a list of steps: "Participants can simply invite users, review the challenge information and hit submit—invited participants receive an email and the challenge will run itself.", "Tasks are added to the to-do list", and "Online leaderboard tracks friendly competition".

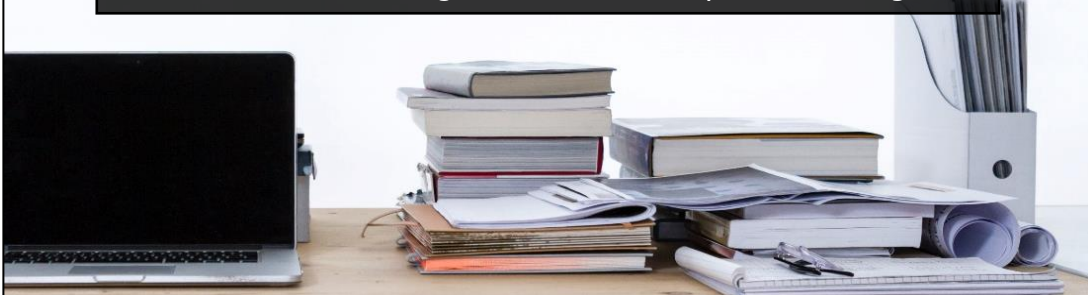


## Not Alone in COVID-19: HR Employees Share Their Experiences

For many employees at Texas A&M University-Commerce, working from home is the current reality. This reality can present many challenges, and it is easy to feel isolated and overwhelmed during this time. Human Resources employees shared their experiences with working remotely and how they are coping:

Senior Employee Benefits Representative Cindy Todhunter said that she is missing face-to-face interaction:

*As an extrovert (I know that surprises some of you, LOL) the hardest part about working from home is missing the personal contact with my university family. My personality thrives from interacting with other people and that is one of the best parts of my job. Luckily, I am still able to interact via conference call or Zoom but I can't wait to get back to those in-person meetings!*



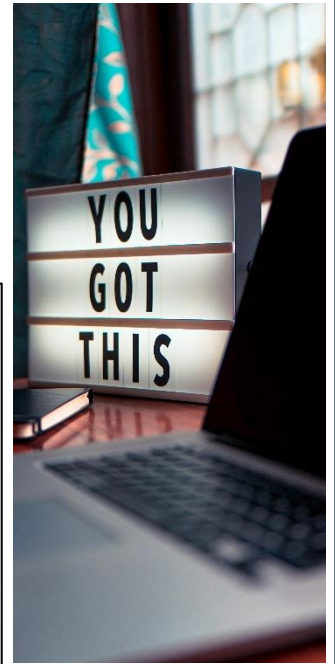
One employee is working to maintain optimism:

*Unlike many of my coworkers, I have no family in the Dallas area and no roommates. Sometimes I worry about what will happen if I become ill.*

*There are many "what if" questions that I can contemplate during this time. But I tend to believe the saying that "worry does not empty tomorrow of its sorrow, it empties today of its strength."*

*Work has been keeping my mind occupied during this time. Talking to co-workers via video and chat helps me to stay connected and work efficiently. I do miss my ergonomic desk, though!*

*One benefit of this work-from-home period has been the focus on my physical health. Due to feeling cooped up, I have been more motivated to exercise. I am hoping that exercise continues to be a regular part of my routine even when we return to working in the office!*



**MAY IS 2  
MENTAL 0  
HEALTH 2  
MONTH 0**

**TAKING A SCREEN IS  
AN EASY WAY TO  
CHECK IN ON YOUR  
MENTAL HEALTH.**



**HELP US REACH OUR  
GOAL OF A  
#MILLIONINMAY.**



**VISIT  
MHASCREENING.ORG**

## HR Employees Share Their Experiences (cont.)

Another employee describes working while helping her children with schoolwork:

*Working from home has been very difficult for me. I am a creature of habit. I had the routine of wake up, get ready, get my kids up and ready, then take them to school and go to work. So trying to find a new routine of how my day should go has been very hard.*

*I have two children who are 10 and 8 that I am homeschooling on top of working. Both of my children have disabilities so they can't focus for more than 15 to 30 minutes at a time. Because of that, we have to take frequent breaks and refocus. Just like anyone's kids, they get frustrated and I get frustrated too. I have found it hard to separate between working and their homework. They usually have 12 to 16 assignments apiece due in a week. Some of those assignments have 10 or 15 slides they have to complete.*

*Some things that I have done in order to deal with the stress of everything is I make sure I get up an hour early before my kids. This way I can wake up, stretch, drink my coffee, go outside, sit on my balcony, and enjoy the quiet. After I have my time, I open up all the blinds so I can see outside. Make sure my kids have breakfast and I set up a block schedule. I think about the most important thing that I need to get done for work that day and make sure I complete it during that block period. Then after that time frame is over I move on to the next thing I need to do. I have found this has really helped me to be more productive.*

*I have let my kids know that my time blocked for work is mom's time. After that time frame is over you are allowed to ask me for help, talk to me about what is on your mind, whatever it is they need. They are kids, it doesn't always run perfectly but it has helped me a lot in trying to figure out what works and what doesn't work.*

As a reminder, if you are struggling and in need of help, please do not hesitate to reach out to our employee assistance program (EAP) provider, [Work/Life Solutions by GuidanceResources](#), to access resources for free counseling:

Call: 866.301.9623

TTY: 800.697.0353

[GuidanceResources.com](https://www.guidanceresources.com)

Mobile App: GuidanceNow

Web ID: TAMUS

## Wellness Spotlight: Mental Health America

Founded in 1909, Mental Health America (MHA) is a community-based nonprofit that is dedicated to promoting the overall mental health of Americans and addressing the needs of those living with mental illnesses.

You are encouraged to view their COVID-19 resources [compilation](#), which includes links such as:

- resources for first responders, parents, domestic violence survivors, older adults, LGBTQ+ individuals, and individuals with disabilities
- resources for people with eating disorders
- financial resources for individuals and small businesses
- resources for mental health providers
- social groups for staying connected
- crisis hotlines for immediate response
- webinars and workshops

and more!





## LEVERAGING YOUR SPHERE OF INFLUENCE IN A PANDEMIC



Draw a stick figure with a circle around it. Next, draw a circle around the first circle and then draw one more circle around your second circle. You should have a stick figure in a circle and two more circles around that.

You are the stick figure. Inside the first circle with you are all of the things you can control. You can control what you eat, when you refill your water bottle, how you write your next email, and what you buy during your next grocery store run. In the next circle you have the things you can influence. These are things in which you can have some impact, but cannot fully control. Examples include the outcome of your next team based work project, or the way in which your child completes their homework. In both of these examples, you have influence in the situation, but you do not have entire control.

In the last circle you will find all of the things that are outside of your control. In a pandemic, you may be wishing you drew it a little bigger because it feels a lot bigger. For example, right now, it is out of one's control whether their grocery store has toilet paper or if work hours are reduced. There are a lot of things that are very much out of our control during a global pandemic.

This exercise is helpful in centering on the things you can control and influence. For many, anxiety increases when there are a lot of unknowns and a lot of things out of our control. The tendency when things feel out of control is to start planning for the worst. Instead, take a moment to complete this exercise and be intentional about how you exist in the things you can control, like how you respond to your next email. Focus on what you can positively influence and allow yourself to release the things in that last circle, which you cannot control.



## Accessing Your Employment Data Report

The Work Number® is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events involving credit, financing, or securing of benefits or services. The Work Number simplifies the verification process and accelerates credit decisions through an online system available to verifiers 24 hours a day, 7 days a week. The purpose of this document is to provide you with step-by-step instructions on how you can access your free annual Employment Data Report (EDR).

An EDR is a report, per the Fair Credit Reporting Act, to allow transparency to your information contained on The Work Number and a list of all verifiers who have attempted access to your employment records in the prior 24 months.

### First step is to access your employee account on the [www.theworknumber.com](http://www.theworknumber.com)

1. Click the “I’m an Employee” tab
2. Click “Enter Site”
3. Enter Texas A&M – Commerce code **20768**
4. Click “Log In”
5. Enter your **User ID**

***Note** – If this is your first time accessing The Work Number, you will click register now and follow the onscreen steps.*

6. Click “Continue”
7. Enter your password
8. Click “Login”

### Requesting your Employment Data Report (EDR)

1. Click “Request Instant Online Report”
2. Select the **state you are employed in**
3. Select a **reason for your request**
4. Select whether to **show your full SSN** on the report or mask it
5. Click “Get Instant Online Report”

### EDR by Mail

***Note** – In some cases your EDR might not be available for online viewing. However, you can select the “Print Manual Request Form” option, complete the form, mail it to the address listed, and a paper copy of your EDR will be mailed to you.*

**For questions or more information please contact:** The Work Number Client Service Center: 800.367.2884  
TTY—hearing impaired: 800.424.0253, Monday – Friday; 7a.m. – 8p.m. (CT)