



Human Resources Newsletter

November 2019



In this Month's Newsletter:

- Honoring our Military Veterans
- Staff Shout-Outs
- Total Rewards
- Introducing Crystle McIlveene, Wellness & Benefits Specialist
- FSA Deadline Reminders
- Employee Discounts
- HR Staff Interview with Richard Conner

Employee Assistance Program Available for Counseling



We understand that the recent shooting has affected our campus community. If you are an employee and are seeking counseling, there is an employee assistance program (EAP) available. Our EAP provider is GuidanceResources, which offers the program *Work/Life Solutions*.

To begin taking advantage of Work/Life Solutions, please contact Guidance Resources:

Call: 866.301.9623

TTY: 800.697.0353

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

Organization Web ID: TAMUS

App: GuidanceNow



Acknowledging Our Veterans



veterans and/or members of military families. Thank you for your sacrifice and dedication.

November is National Veteran and Military Families Month, with Veterans Day occurring on November 11th. Human Resources at A&M-Commerce would like to take this opportunity to acknowledge and thank our many employees who are

Thank you to *all* veterans, service members, and military families who have contributed to and continue to secure our freedom and safety. You are appreciated.

Around Campus: Veterans' Vigil



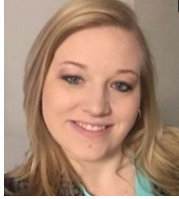
The A&M-Commerce annual Veterans' Vigil will begin with a reception at 10:00 a.m. on Thursday, November 7 to take place on the second-floor lobby of the Rayburn Student Center. The reception will include giveaways and a light breakfast.

The ceremony will start at 10:30 a.m. in the RSC Conference Rooms (located on the second floor). Following the ceremony, a vigil flame will be lit, which continuously burns until the flame is extinguished during the closing ceremony at 4:30 p.m.

The vigil site will be located on the walking mall in front of the Rayburn Student Center.



Introducing Crystle McIlveene, Wellness & Benefits Specialist



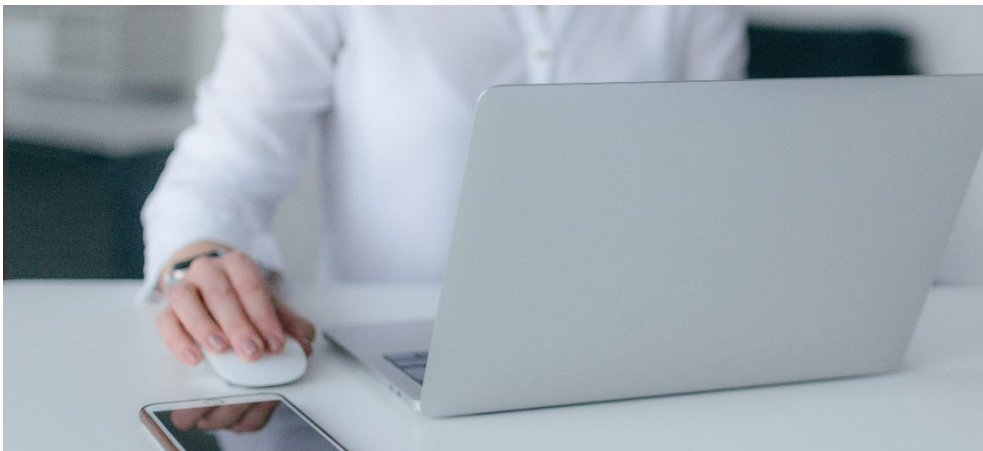
Human Resources would like to welcome our new Wellness & Benefits Specialist, Crystle McIlveene, to A&M-

Commerce! Crystle manages our Wellness program and works with Cindy Todhunter, Senior Employee Benefits Representative, to assist with your benefits. Here is an introduction from Crystle herself:

"My Name is Crystle McIlveene. I am originally from Campbell, Texas, and received my Bachelor's degree from A&M-Commerce. I moved to Dallas in 2012 to start my Human Resources journey and come to

you with 7 years of HR experience. Most of my time was spent working for an upcoming software company managing all aspects of Human Resources. Most recently I held an HR Generalist position at Varel International Energy Services. It is a great pleasure to work with the A&M [Commerce] team and I look forward to growing and achieving greatness with you. I have 2 dogs, Molly and Anna, that are completely spoiled. In my spare time I like to read books, camp, fish, walk the pasture and spend time with my family."

Welcome to the team, Crystle!
We're glad to have you!



Total Compensation Now "Total Rewards"

As of last year, the Total Compensation letter for A&M System employees has been replaced by the **Total Rewards** page in Workday. To locate this page:

- 1) log into Workday and click on the cloud logo in the upper right-hand corner
- 2) click on "View Profile"
- 3) select "Compensation" from the left-hand navigation menu
- 4) click on the "Total Rewards" tab in the top menu bar

Data Request Form Now Online

Human Resources is implementing a new procedure for data requests. If you would like to request employee data or inquire whether we have specific data available, please submit our ad-hoc request form.

The form can be found on the Human Resources website under the "Data Request Form" link in the left-hand menu bar.

Staff Shout-Outs

Human Resources would like to take the opportunity to recognize individuals across campus who have helped us perform our jobs by offering their expertise and assistance to us. These individuals reflect the mantra, "Be Part of the Change," and help contribute to a better A&M-Commerce:

Janet Anderson

Senior Budget Manager, Budget & Business Services

Shout-out by Tammi Thompson for the merit process.

Natalie Henderson

Executive Assistant, Graduate Studies & Research

Shout-out by Brenda Walker for Graduate Faculty membership.

Lisa Blackwell

Director, Payroll Services

Shout-out by Kelly Barnes for always being ready to help or discuss a solution.

Kevin Ashmore

Accounting Assistant & Card Service Coord., Accounts Payable

Shout-out by Danielle Trevino for assistance with travel questions.

Jayla Mayes

HR Generalist I, Human Resources

Shout-out by Dave Giles for doing great in her new position.

Thank you for all that you do!

Employee Discounts Available



A&M-Commerce employees have the opportunity to take advantage of PerksConnect, a directory of local and national discounts. PerksConnect

also offers benefit plans and discounts on items such as pet insurance, legal services, home and auto insurance, and medical, dental and vision coverage for dependents who traditionally do not qualify for participation in the group plans offered by The Texas A&M System.

In addition to PerksConnect, A&M-Commerce has checked with local businesses to verify other employee discounts. To learn more about these discounts, please visit the Human Resources website and click on Total Rewards > Employee Benefits > Employee Discounts in the left-hand navigation menu.

FSA Grace Period Ends Nov. 15th



If you have remaining funds in your FY19 healthcare or dependent care Flexible Spending Account (FSA), you are eligible for a 2 1/2 month grace period. This means you may file eligible

claims with a date of service of September 1, 2018 through November 15, 2019 to use your remaining FY19 FSA funds. All claims related to your FY19 FSA must be filed by December 31, 2019.

Dependent SSN Reminders



As part of compliance with the Affordable Care Act (ACA), the A&M System Benefits Administration Office is required to request Social Security Numbers (SSNs) for

covered dependents.

This information will remain confidential. If you have dependents covered through your A&M System health plan for whom you have not provided an SSN or if you are unsure as to whether you have previously provided your dependent's SSN(s), go online to Workday (<http://sso.tamus.edu/>) to check and enter an SSN. After logging into Workday, click on the Benefits worklet. On the Benefits screen, select "Dependents" in the Change column.

Nov. 14th: AIG Retirement Visit



David Cook, TAMUC's representative from AIG Retirement Services, will be on campus Thursday, November 14th, from 9:00am

until 5:00 pm 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.

David will meet with you in your office. To schedule an appointment, please check your inbox for an email from HR Announcements containing a link to Valic's website.



HR Staff Spotlight



The HR Staff Spotlight is an opportunity for the campus to learn more about Human Resources employees and their roles within the department.

Name: Richard Conner

Position: Human Resources Generalist I

Tell us about your journey: what is your career/educational background and how did you end up at A&M-Commerce in your current position?

I had a long, winding journey to get to TAMUC. I began a career with AT&T in an HR support role from 1993-2006. In 2006, I worked as a Grad Assistant Strength & Conditioning Coach at Tarleton. Following Tarleton, I owned and operated a small weightlifting gym in Dallas. In 2014, I taught one year of middle school and coached baseball in Dallas. In 2016, I was employed with Gold's Gym as an HR Coordinator. In April 2019, I began my career as an HR Generalist here at TAMUC.

How long have you worked at A&M-Commerce?

6 months.

How would you describe your role in Human Resources?

Talent Acquisition. I process all new staff hires, making sure the process is accurate and completed in a timely manner.

What are some of the challenges of your role?

Having to make significant changes/modifications on the "fly"; making sure all new hires are processed and hired on the date requested by the hiring manager; assuring that all departments adhere to, and are cognizant of, all TAMUC hiring guidelines, procedures, and processes.

What are some of the positive aspects or highlights of your role?

Being able to promote and provide an extremely high level of customer service to both the internal and external customers; building strong working relations.

Is there anything else you'd like for us to know about you?

I love to cook, enjoy landscaping, and one of my favorite TV shows is Teen Mom.