

# Monthly Newsletter

EAST TEXAS A&M  
HUMAN  
RESOURCES

May 2025



## Special Announcement from Human Resources

Congratulations to all of the graduates!

Commencements days

Graduate Commencement May 9<sup>th</sup>

Undergraduate Commencement May 10<sup>th</sup>

In this newsletter  
you can expect:

---

Wellness

---

Training and  
Development

---

Time and Leave

---

Benefits

---

Compensation

---

Recruitment

---



## Wellness Event

Last month we learned a lot with our Nurture Native Nature Event! This month we want to welcome you to Mental Well-Being Day!

Join us for our Annual Mental Health Well-Being Day, a 3 hour session filled with relaxation, fun, and opportunities to take care of both your body and mind! Enjoy a variety of activities, including a charming petting zoo with friendly animals, a peaceful yoga room to stretch and unwind, and a creative color and origami room to let your imagination soar. We'll also have exciting door prizes for you to try your luck! Lunch will be catered by Chick-Fil-A, so come hungry! Plus, get ready to hear from our amazing guest speakers, including Airrosti, Blue Cross Blue Shield, and Voya, who will share valuable insights on maintaining your health and well-being. It's going to be an informational and fun-filled time, and we can't wait to see you there!



## Training and Development

In Training and Development there will be a New Employee Orientation on May 6th 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@etamu.edu](mailto:Training@etamu.edu)



## Time and Leave

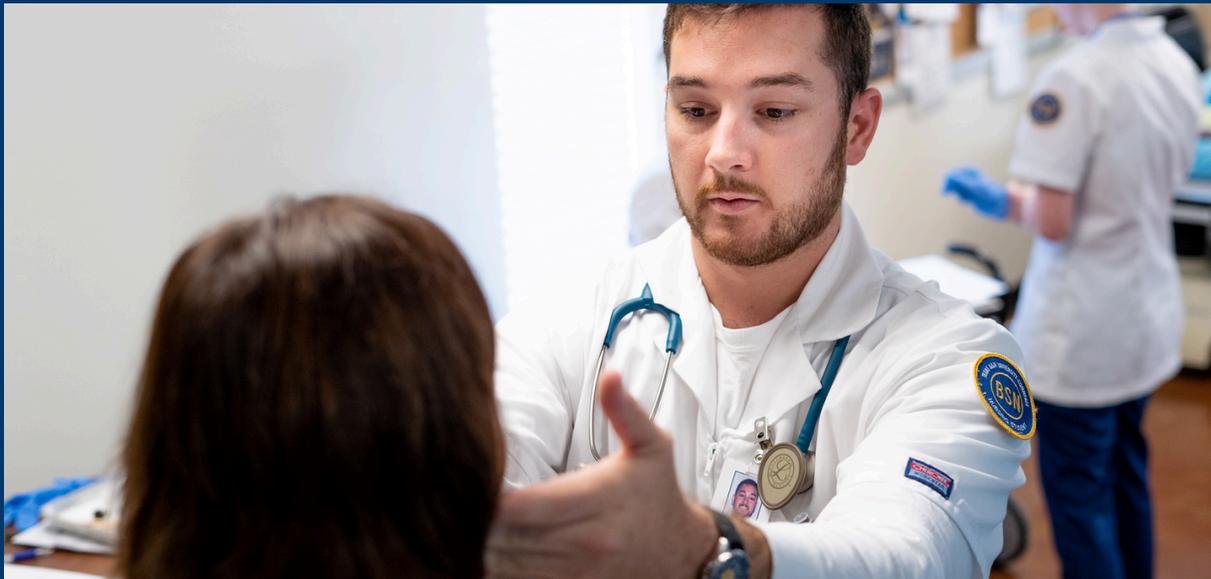
Time and Leave reminds you of the holidays that are coming up.

- Monday May 26th is Memorial Day
- Thursday June 19th is Emancipation Day
- Friday July 4th 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@etamu.edu](mailto:hr.compensation@etamu.edu)

[Job Description Master Template](#)

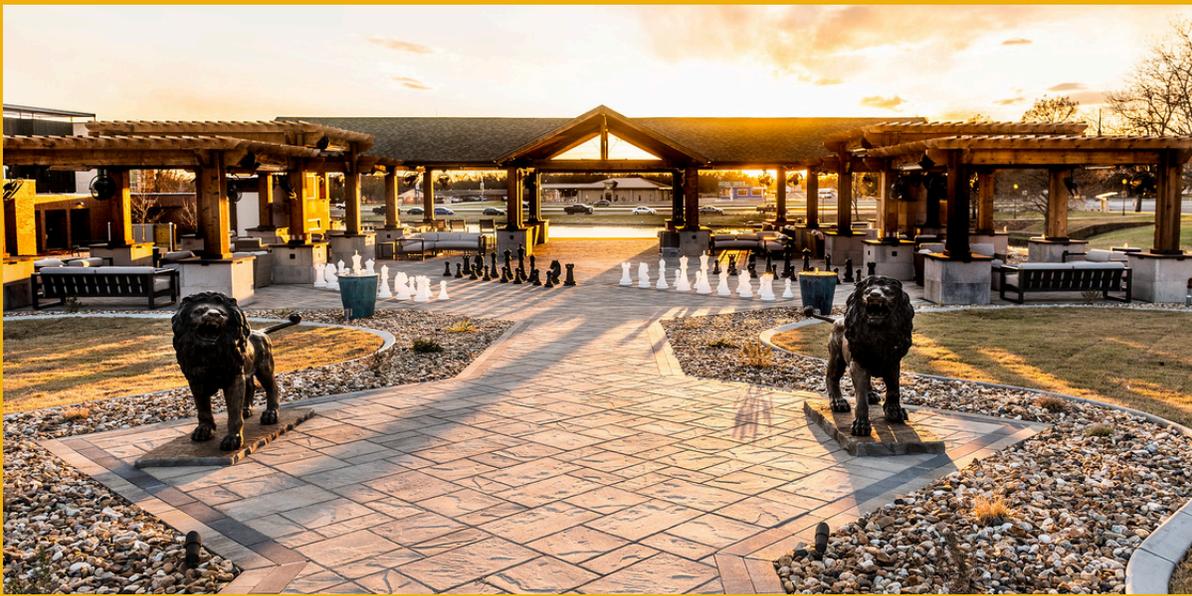
[Position Review/Internal Promotion-  
Transfer Form](#)



## Recruitment

Recruitment reminds you that GAs can work throughout the summer. Please view the link to see more information.

[GAs working over summer](#)



*Thank you for reading!*

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

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