

APRIL 2025

www.etamu.edu/human-resources

EMPLOYEE SERVICES

NEWSLETTER



In This Newsletter You Can Expect:

Wellness

Training and
Development

Time and Leave

Benefits

Recruitment

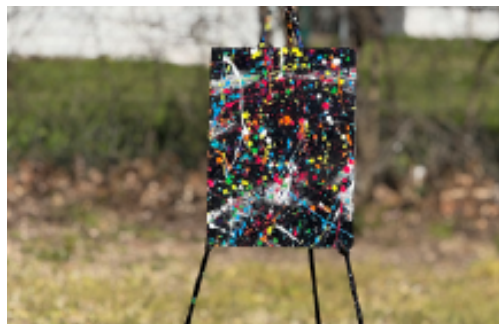
Wellness

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

The next New Employee Orientation will be on 4/8/2025 and will be from 9am-1pm.



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](#)

[How to enter time](#)

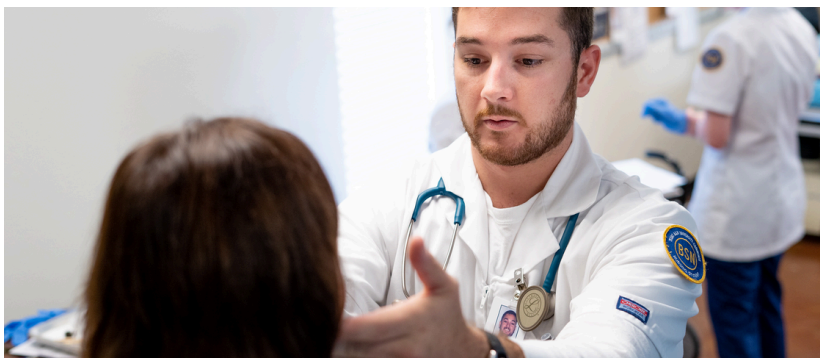


Recruitment

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](#)



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.



Thank you for reading!

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

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