

JULY 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 two wellness events. One was over the importance of sun safety and one was a craft and tea event. This month we will have another tea and craft session.

July 24th we will be having a relaxing tea and craft time. The crafts we will be making are glitter bottles and sand art. We will also provide pastries and tea. This event will be held in the training room of the Employee Services building. Please do not forget to sign up through the Develop U portal. I look forward to seeing you there!

Training and Development

The next New Employee Orientation will be on 7/8/2025 and will be from 9am-1pm.



Time and Leave

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

- Friday July 4th is Independence Day

If you have questions about payday please view these links

[Monthly Pay](#)

[Bi-Weekly Pay](#)

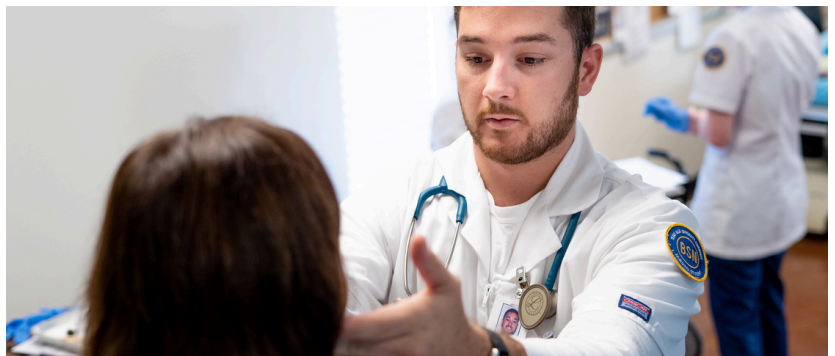
[How to enter time](#)



Recruitment

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

[GAs working over summer](#)



Benefits

The Benefits Department would like to remind you that open enrollment begins July 10 and will last until the 31st. There will be an open enrollment fair at the Employee Services building on July 29 so feel free to stop by and check out our vendors. If you have any questions please feel free to email HR.benefits@etamu.edu.



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)