

EMPLOYEE SERVICES

NEWSLETTER



In This Newsletter You Can Expect:

Wellness

Training and
Development

Time and Leave

Benefits

Recruitment

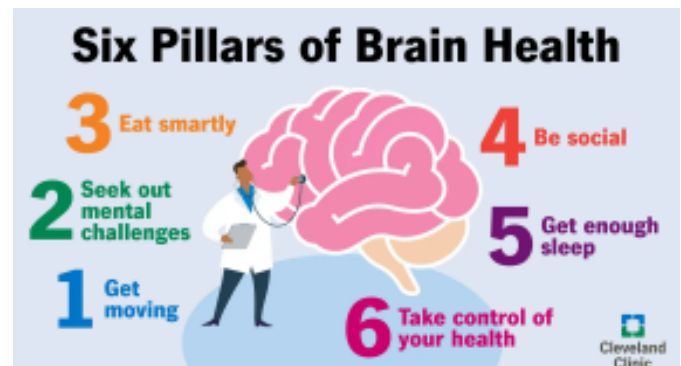
Wellness

Last month we relaxed and learned the importance of a Mental-Health Wellbeing Day. This month we will have a sun safety day and a fun craft and tea day.

June is the first month in summer and summer in Texas means one thing...heat. Please join us in learning about sun safety and heat exhaustion from our wonderful partner Cindy Quinn from Blue Cross Blue Shield. This event will be held in the training room of the Employee Services Building and the signup is now available on the Develop U website. Later in June, June 26, we will have a relaxing tea and craft time. The crafts we will be making are color sheets and animals out of pipe cleaners. We would love for you to join us for one or both of these events!

Training and Development

The next New Employee Orientation will be on 6/3/2025 and will be from 9am-1pm.



Time and Leave

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

- 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](#)

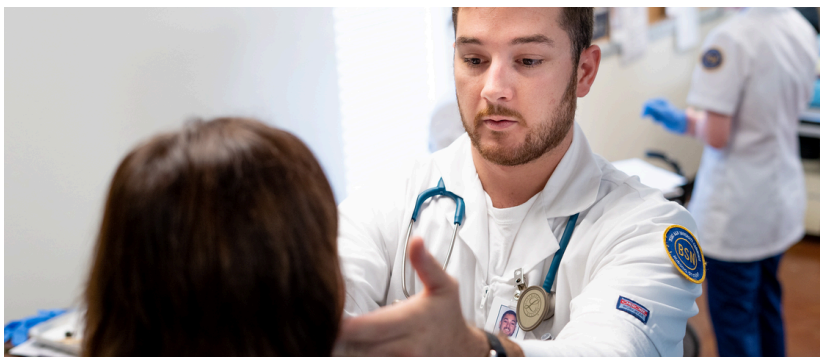
[How to enter time](#)



Recruitment

Recruitment reminds you that 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 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)