

MARCH 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

Join us for a fun and relaxing Color Therapy Event on March 20th from 2:00 PM to 4:00 PM in the side yard of the Employee Services Building. Experience the creativity of splatter paint, a perfect opportunity to unwind while expressing yourself through art. We will provide protective gear, including ponchos, gloves, eyewear, and shoe coverings to help keep you clean. While these will protect your clothes for the most part, we recommend bringing a change of clothes just in case. With only 36 available spots, be sure to sign up early as they are expected to fill up quickly. We look forward to seeing you there!

Training and Development

The next New Employee Orientation will be on 3/4/2025 and will be from 9am-1pm.



Time and Leave

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

- Friday March 14th is Spring Break
- 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](#)

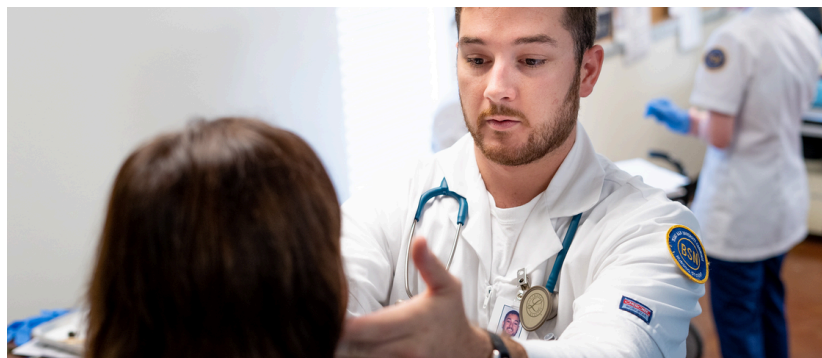


Recruitment

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)**