

MAY 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 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

The next New Employee Orientation will be on 5/6/2025 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](#)

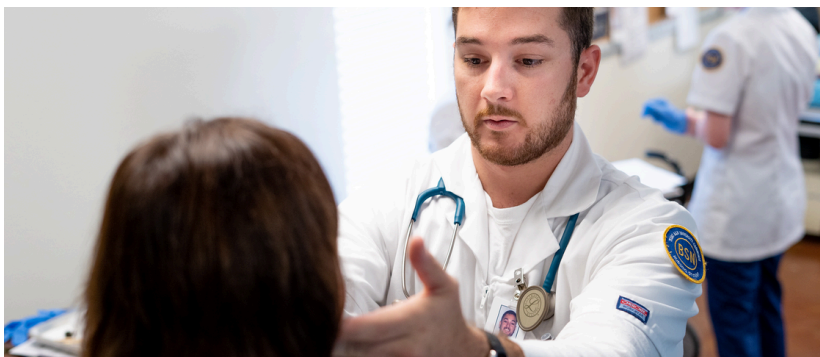
[How to enter time](#)



Recruitment

Recruitment reminds you that 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)