



# Human Resources Newsletter

January 2020



## In This Month's Newsletter:

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# Mental Wellness

## String Art

Brought to you by Employee Wellness

JOIN US ON  
FRIDAY, JANUARY 17, 2020  
FROM 12:00 TO 1:00  
James G. Gee Library 156

Lunch will be provided

This event requires you to register at  
[www.tamuc.edu/developu](http://www.tamuc.edu/developu)

## Spring 2020 Student Hiring Schedule Now Available



The student hiring schedule for Spring 2020 is now available online. The calendar includes dates of upcoming onboarding sessions as well as recommended due dates for the pre-hire form. To be taken to the form, please click [here](#).

## Website Updates



Last semester, Human Resources began restructuring the HR website. Many changes have been made and online content continues to be updated in order to serve and assist our website users. Please click [here](#) to be taken to the updated website.

## Accessing Your W-2 and 1095-C Forms in Workday



Now that tax season is upon us, many employees might be wondering how to locate their W-2 and 1095-C forms in Workday. Please see below for guides to locating each form:

### Guide to Accessing Your W-2s

1. Log into Workday (via [Single Sign-On](#)) and select "Pay" from the main menu.
2. Under the "View" menu, select "My Tax Documents."
3. If your W-2 is ready for the calendar year, it should appear with an option to View/Print.
4. If you need to change your printing election, under "Current Year End Tax Document Printing Election," it will display whether you have chosen to receive paper documents of your tax documentation.
5. An "edit" button will give you the option to select to receive your tax documents 1) electronically or 2) both electronically and in print.

### Guide to Accessing Your 1095-Cs

1. Log into Workday (via [Single Sign-On](#)) and select "Benefits" from the home menu.
2. Under "View," select "My ACA Forms." Your available 1095-C forms should appear with the option to view or print them.

### Guide to Changing 1095-C Printing Election in Workday

1. Log into Workday (via [Single Sign-On](#)) and select "Benefits" from the home menu.
2. Select "Change."
3. Click on "1095-C Printing Election" and choose whether to receive your documents 1) electronically or 2) both electronically and in print.

## January Wellness Events

### Yoga

Every Wednesday  
Noon – 1:00 p.m.  
Library 156

*No registration required*



### String Art

Friday, January 17<sup>th</sup>  
Noon – 1:00 p.m.  
Library 156

Registration required. Please click [here](#).



*\*\*Be on the lookout for February's upcoming Wellness events!\**





## Introducing Devante Lampkin, I-9 Specialist



Human Resources would like to take a moment to introduce our recently-hired I-9 Specialist, Devante Lampkin. He worked for the Human Resources department as a Graduate Assistant before being hired for this full-time position. In his new

role, Devante will be responsible for ensuring the completion and review of I-9 forms, reverifications, I-9 audits, and E-verify compliance. Please see the following introduction from Devante:

*Hello everyone! My name is Devante Lampkin. I am from Fort Worth, Texas. I received my Bachelor's degree in Business from A&M-Commerce. I am currently pursuing a Masters in Management here, as well.*

*Prior to this position, I worked as a Student Worker and a Graduate Assistant in the Human Resources department for three years. I honestly cannot wait to meet all the new people on campus.*

*I enjoy working with people and I really like helping people achieve their goals, so if you need anything do not hesitate to give me a call. Even if I am unable to help, I will find someone who can.*

*Some of the things that I enjoy in my spare time are sitting at home and watching a good movie or building and working on computers. I have three brothers and two sisters and they all currently live in Fort Worth. I am the middle child, which is a spot that I share with my twin brother (but we do not look or act alike at all).*

We are glad to have you, Devante!



## Medical Benefits: The New Personalized Wellness Checklist



Completing two steps on your MyEvoke Personalized checklist\* will ensure that you have the lowest rate for your health insurance premium. Your Personalized Wellness Checklist

may contain up to 5 activities such as your annual wellness exam, preventive screenings, Well onTarget Self-Management Programs, MyEvoke HealthQuests, health tool registrations and more. You only have to choose two to complete by June 30<sup>th</sup> to receive your wellness credit for FY21.

Highlights of the Wellness Incentive:

- Have a wellness exam and complete a second wellness activity between September 1 and June 30.
- Applies to employees AND covered spouses enrolled in the A&M Care Plan.
- A premium reduction of \$30 per month will be applied for each individual (you and your spouse) who completes the wellness exam and second task by the June 30 deadline.
- Retirees and Grad Plan enrollees will automatically receive the lower premium.

You can verify your completion status for the wellness premium incentive by logging into your MyEvoke account at [tamus.myevive.com](http://tamus.myevive.com).

If you choose not to participate in the wellness premium incentive program, you will not receive the \$30 premium reduction. Contact MyEvoke member services if you believe you have completed the exam incentive, but the information is not reflected in your MyEvoke account.



Note: remember that it can take 6 to 8 weeks from the time of an appointment or exam for the claim to process and the incentive to show on your MyEvoke account.

\*The alternate health assessment available on Well onTarget through Blue Access for Members (BAM) can also count toward your wellness credit.

## Elevate Your Career in 2020 With the Center for Professional Development



The Center for Professional Development (CPD) at Texas A&M University-Commerce offers a variety of workshops, programs, training, and education in Real Estate,

SHRM Essentials, SHRM Learning System, K12 Teacher Professional Development, as well as online test preparation for graduate school.

Training focuses on enhancing the professional growth and effectiveness of Texas A&M University-Commerce staff, faculty, and the public. Instructors design and deliver training to improve professional skills and help individuals and organizations throughout Texas and around the world achieve their personal and professional goals.

Our licensing and continuing education courses in Real Estate, SHRM Essentials, and SHRM Learning System are 100% online and are affordable, convenient, and reputable. Our online real estate programs accept students for both pre-qualifying and continuing education. We have instructors to guide students through the process of gaining the required educational component to sit for the real estate examination and license renewal.

The SHRM Essentials of Human Resources is six weeks of online training relevant to all HR professionals. Training covers topical issues in Human Resources, challenges, and federal laws. Global subject matter experts design the SHRM Essentials of HR and help students learn to retain materials through peer discussions with other professionals.

SHRM Learning System is designed for individuals seeking SHRM-CP or SHRM-SCP certification.

This certification course will help professionals advance their knowledge and skills in HR to increase productivity in the workplace.



These programs provide professionals with up-to-date knowledge in theory and practice to equip professionals with modern trends and challenges they may encounter in their careers. If you have any questions about the programs offered, please do not hesitate to call Kenny Agbaje today at 903-886-5089 or email us at [realestate@tamuc.edu](mailto:realestate@tamuc.edu) or [shrm@tamuc.edu](mailto:shrm@tamuc.edu). You can also visit our website at [Center for Professional Development](#).

## Benefit Highlight: Tobacco Cessation Program



The A&M System is a supporter of tobacco cessation. Quitting smoking greatly reduces the risk of developing smoking-related diseases. According to the

CDC, nearly 7 out of 10 adults reported in 2015 that they wanted to quit using tobacco completely.

Aggregate data from the MyEvide Health Assessment last year told us that 314 professed smokers wanted to quit smoking.

As part of the wellness initiative, A&M System health and life insurance premiums include a tobacco surcharge to encourage tobacco cessation. If you or your spouse is a tobacco user, \$30 is added to your monthly health insurance premium amount. All types

of tobacco products are included as part of the Tobacco User Premium Program, including, but not limited to: cigarettes, cigars, pipes, all forms of smokeless tobacco (chewing tobacco, snuff, dip, or any other product that contains tobacco), and any other smoking devices that use tobacco such as e-cigarettes, which contain nicotine.

Below are useful tobacco cessation resources you can use on your path to becoming tobacco-free:

### Well onTarget – Quitting Tobacco Program

This is a self-paced, 6 lesson program that identifies your tobacco stressors, discusses what medications might help you quit using tobacco and whether it will work for you, and provides strategies to prevent relapse. (*continued on next page*)



## Tobacco Cessation Program (continued)



Access the program by logging into your Blue Access for Members account and clicking “Well onTarget” in the Quick Links, or log in to MyEvide and click on the Well onTarget resource card.

### Work/Life Solutions by GuidanceResources

GuidanceResources, your work/life solutions provider, has several resources on tobacco cessation. These include articles, podcasts, ebooks, quizzes, referrals to mobile apps, and more. Simply log in to [guidanceresources.com](http://guidanceresources.com) and type “tobacco” in the search bar.

### Your A&M System Prescription Drug Plan

Your Express Scripts drug plan covers several prescription drugs to help you quit smoking. The following are covered under the A&M Care plans at no cost, with a prescription from your doctor:

- Nicotrol NS (nasal spray): 90-day supply in a 365-day period
- Nicotrol Inhaler: 90-day supply in a 365-day period
- Zyban: 90-day supply in a 365-day period
- Nicorette Gum / Lozenge: 90-day supply in a 365-day period
- Nicotine patches: 90-day supply in a 365-day period
- Chantix: 180-day supply in a 720-day period

### Other Third Party Resources

The American Cancer Society, American Lung Association and Centers for Medicare and Medicaid Services are just a few of the third party organizations dedicated to tobacco cessation. They offer a variety of free resources through different mediums. You can find more information on these resources by clicking [here](#).

## Benefit Briefs: Good to Know

Here are a few employee benefit highlights that might be of interest to you:

Express Scripts Extended Payment Program (EPP) – Spread your prescription payments over three installments and receive your medication after your first payment.

2nd.MD – Get a second opinion from a world-renowned specialist.

Deciding Where to Go for Health Care: [A Quick Reference Guide](#)



# HR Staff Spotlight



*The HR Staff Spotlight is an opportunity for the campus to learn more about Human Resources employees and their roles within the department.*

*Name: Tammi Thompson*

*Position: Associate Human Resources Director*

**Tell us about your journey: what is your career/educational background and how did you end up at A&M-Commerce in your current position?**

I started my career as a court stenographer in Shreveport, LA. Since coming to TAMU-C, I have completed my bachelor's degree in political science and my master's degree in global elearning. While working here, I have been in the graduate school doing Admissions, the Provost's office, the VPBA office and then Training & Development. From Training & Development, I moved into HR and currently serve as the Associate Director.

**How long have you worked at A&M-Commerce?**

I have worked at TAMU-C a little over 18 years.

**How would you describe your role in Human Resources?**

Problem solver/solution finder. Human Resources is the office of know, not the office of no. We strive to find creative solutions within the laws and System regulations that we have to follow.

**What are some of the challenges of your role?**

Having the time to service everybody! Workday has been challenging to implement and maintain, but because of WD, we have broadened our outreach and work closely with some spectacular people in departments all over campus.

**What are some of the positive aspects or highlights of your role?**

Our HR TEAM! I have some of the most talented people that I get to work alongside. An unexpected surprise from Workday is having to get out of our silos and work closer with departments and each other in our HR area. We have discovered what one of us does will have an impact on something else "downstream". We have a healthy respect for what others do in the university to make everything run smoothly.

**Is there anything else you'd like for us to know about you?**

I would like for the university to know that we want to work with you in building a high-performing and diverse workforce. We are evolving and are committed to our values of accountability, balance, fairness, integrity, and leadership. We truly want to be a part of building a better Texas A&M University-Commerce.