

# Human Resources Newsletter

January 2021



## In This Month's Issue:

- **Human Resources is Hiring**
- **How to Enter Floating Holidays in Workday**
- **Performance Review Checklist and Guide for Managers**
- **Updates to Vision Benefits**
- **Four Reasons to Start Career Training This Year**

**And More!**

### **Reminder for Departments: I-9s Required for New Employees**

Please note that new hires must complete their I-9 before working OR training, including departmental training and online System trainings in TrainTraq. I-9s are by appointment only. To schedule an appointment, please call Devante Lampkin at 903-468-8741 or email [Devante.Lampkin@tamuc.edu](mailto:Devante.Lampkin@tamuc.edu).

### **Time Sheet Reminder and Due Dates**

From the Payroll Department: please make sure to follow all [payroll deadlines](#) and have your time entered and approved in a timely manner. All late, unsubmitted, or unapproved timesheets will cause a delay in your pay and will not be paid out until the next pay period.

Please contact [Payroll@tamuc.edu](mailto:Payroll@tamuc.edu) with any questions.

### **Student Employment Announcement**

Please note that in previous semesters, Human Resources released a "Hiring Calendar" with pre-set hiring and start dates for student employees.

We are no longer using a hiring calendar, and instead are issuing the following guidance:

- each new hire takes approximately 1 full week to process, so please be sure to submit all new Pre-Hire forms AT LEAST 1 week prior to the desired start date to ensure proper processing/approval time.

For questions on student employee start dates, contact Jayla Mayes at 903-886-5852 or email [HR.StudentHiring@tamuc.edu](mailto:HR.StudentHiring@tamuc.edu).

## Now Hiring: Employment Coordinator

Human Resources is currently hiring a full-time Employment Coordinator (job requisition ID R-034894). Internal candidates who are interested should apply through [Workday in SSO](#).

External applicants should apply via the [external career website](#). If you need assistance in applying for any job opportunity, please contact us at [HR.Hiring@tamuc.edu](mailto:HR.Hiring@tamuc.edu) or (903) 468-8741.



## HR Requests Your Feedback

To all employees: Human Resources strives to improve your user experience and enhance our role as a strategic partner to the university community. Please take 10 to 12 minutes of your day to complete this online survey.

Please respond today -- the survey will close at **5:00 p.m.** on **Friday, 29 January 2021**.

You can [access the survey online](#) or you can scan the following QR code to complete the survey on your mobile device. We look forward to your comments. Your voice matters!

-Edward W. Romero, Ph.D.  
Chief Human Resources Officer



## HR Employee Wins President's Meritorious Service Award

Human Resources would like to congratulate Cindy Todhunter, Senior Employee Benefits Representative, for winning the President's Meritorious Service Award for the Individual category. Winners were announced on January 7, 2021, during the President's Spring Assembly. Cindy has been employed with TAMUC for over 25 years and is known for her stellar customer service, extensive knowledge, and caring personality. We are proud of you, Cindy!



**Human  
Resources**  

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## HR Student Employee Featured on TAMUC Facebook Page

Human Resources student employee Gail Gipson was recently visited by President Mark Rudin and featured in a Facebook series by TAMUC which spotlighted the unique stories of students who make TAMUC a great place to live and learn. Gail is from Kilgore, Texas, and is a junior in the Social Work program. We love having Gail in our HR family—her kindness, dedication, and sense of humor are very appreciated. Congratulations on your recognition, Gail! [View the Facebook post](#).



## A Guide to Entering Your Floating Holidays

The two staff holidays that were originally scheduled for March 2021 (Spring Break) have been changed to floating holidays within Workday. The floating holidays will be available for use until August 31st, 2021 with your supervisors' approval. To request the floating time off days within Workday, follow the "[Managing Your Time Off](#)" job aid and select 4 – Floating holiday.

## Upcoming Wellness Events

January 21st  
Noon

GuidanceResources, the provider of our [employee assistance program](#), is offering a free webinar to help you understand health insurance and get the most out of your money. [Register here.](#)

Ongoing

### [1-on-1 Fidelity Investment Sessions](#)

*You may have questions about saving and budgeting tips in the current conditions or preparing for retirement. Here's an easy way to get the help you need. Attend a "Ask Fidelity" session for a brief presentation and live Q&A to get answers to your questions and hear what others are asking too!*

Get the latest on the Employee Wellness Program by joining the distribution list. Email [Crystle.Mcilveene@tamuc.edu](mailto:Crystle.Mcilveene@tamuc.edu) to join today.



## Employee Wellness Quick Links

Check out this [guide on Mindfulness 101](#), and be sure to take a look at the [January 2021 Health Kit](#) from Well onTarget. This month's health kit features tips for physical and financial health.

## Superior Vision Updates

MetLife announced in September that it has entered into an agreement to acquire Versant Health, the owner of the marketplace brands Davis Vision and Superior Vision. Superior Vision is the A&M System vision insurance plan provider. The transaction will expand the network of providers and plan options, according to the company's news release. The change will not affect your plan coverage or premium.

### New Online Retailer

Superior Vision has partnered with another online retailer: Befitting. Befitting is a new vision accessories company that uses artificial intelligence to help customers find glasses that best suit their face. This is accomplished by offering a variety of options for size, fit, bridge fit, shape, gender and more. How to get started on befitting:

1. Go to [befitting.com](#).
2. Select "Shop with Insurance" in the top right corner.
3. Enter your information.
4. You will receive a confirmation that states "Welcome! Your vision insurance has been verified and you'll see your exclusive member savings as you shop."
5. Return to the shopping page.
6. Find your pair of glasses.

Superior Vision also has partnerships with [Glasses.com](#), [ContactsDirect](#), and [1-800-Contacts](#).



## New Year New Career: Four Reasons to Start Career Training in 2021

There is nothing like a new year to help us begin thinking about new possibilities for our lives and our career. According to the University of Scranton, 60 percent of Americans make New Year's resolutions each year.

If you have your eye on a new career in 2021, here are four reasons you should consider to start [career training](#).

### 1. Career training can be the first step to entering a field you love

The marketplace for jobs is competitive. Many employers will not even be willing to give you a second glance, let alone an interview without the right credentials. Completing a training program and earning a certificate or certification shows employers that you are serious about your role in the profession.

It will also prove that you have the skills necessary to do the job — even with limited experience. The right training and certifications can definitely set you apart, and help you land the job you want.



### 2. You will gain satisfaction from learning something new

Psychologists state that humans have a natural desire to learn and progress called "mastery." Learning boost self-confidence and your belief that you can succeed.

There are many positive effects of education. These effects range from higher income, job satisfaction, emotional flexibility, and even better social opportunities. Learning also improves creativity as opening new connections in the brain can trigger ideas in other areas of your life.

Learning from the successes and failures of others will help you improve your own performance.

### 3. You will meet others in your desired industry

In any good career training program, whether online or in a classroom, you will be given the opportunity to interact and network with those training alongside you as well as expert instructors.

Forming lasting connections with others who are entering the same field will allow you to share best practices and techniques. You will also develop a group of professional references who understand your skills and capabilities.



### 4. Achieving one goal may inspire you to make other changes

Achieving a goal that you have set will give you a sense of accomplishment and the desire to do even more. Once you complete your career training and land the job you have been dreaming about, the possibilities are endless. You might finally lose the weight, meet "the one," or begin working on the hobby you have always wanted to try.

Real change takes time, a lot of effort, and patience. Regardless of what you pursue next, you'll know that anything is possible when you put your mind to it.

Career training programs are a great way to achieve your goal of a new career because they are less expensive than earning a traditional 4-year degree, and they can help you break into the field you want quickly.

The skills you earn can help you land a great new career, connect with others, and build long term success. Here's to you in the New Year!

*Article by ed2go, our partner in online courses.*

**Check out our [career training courses](#) through the Center for Professional Development at A&M-Commerce.**

## Performance Review Guide for Managers

By Dr. David A. Giles, Ph.D

Employee evaluations can be a valuable management tool, but only if you – as the manager – are willing to prepare, talk frankly, and focus the dialogue toward improved performance. By following this checklist, your employees will appreciate your preparedness and your acknowledgement of their contributions, as well as your suggestions for improvement. More importantly, you might enrich your employees' work lives, while improving their ability to contribute to the university's success.

An employee evaluation's value is directly proportional to your capacity to speak honestly and frankly and your employee's willingness to listen. Creating a constructive annual performance review can open the possibilities for a productive plan for growth and personal development. The following steps can help simplify the process and prepare you for one of the most critical things that you can do as a manager – the Annual Performance evaluation.

**BEFORE THE EVALUATION:** Prepare for your next performance conversation

1. Select the right setting – Consider the atmosphere and tone for your performance review. Eliminate distractions, cell phones and the like. Think about the message you want to send.
2. Set clear expectations – Make sure everyone is on the same page and make it clear what will be covered during the performance evaluation.
3. Create an agenda – Outline your plan for the evaluation ahead of time. Use the agenda to take notes and stay "on track."
4. Prepare and share your notes – Consider sharing your agenda with the employee ahead of the meeting. This can lead to increased feelings of transparency and yield a more constructive conversation.
5. Gather data – Come to the meeting ready to dive into the data. Collect as much background information pertaining to the previous year's performance as possible.



**DURING THE EVALUATION:** Feel confident when conducting a performance review

1. Be positive – Your employees will follow the example that you set. Your positive attitude will directly influence your employees':
  - a. Happiness
  - b. Trust and motivation
  - c. Success
  - d. Health
  - e. Interpersonal relations
2. Remember the "Golden Rule" – treat others as you would like to be treated
3. Be a good coach – Ask questions designed to uncover employee roadblocks or barriers. Encourage employees to ask questions. Collaborate on action steps -- keep the meeting moving forward.
4. Make your comments goal-referenced, tangible and transparent.
5. Make actionable recommendations.



**AFTER THE EVALUATION:** Follow up when the performance conversation is over

1. Document – Document - Document – Collect your employees impressions and takeaways from the performance evaluation. Muster your notes regarding the evaluation into a reference note file. After you and the employee have collaborated, document the use during future evaluations.
2. Track goal attainment – Tracking goal attainment allows employees to see the ways that they are contributing to the university's mission, while promoting engagement and a desire for success.
  - a. Review the employee's progress in meeting goals.
  - b. Identify where they need help, additional training or education.
  - c. Make the evaluation relevant by re-evaluating the goals for the upcoming period. *(cont. next page)*

## Performance Review Guide for Managers (cont.)

By Dr. David A. Giles, Ph.D

3. Be available to employees. Be there for their success. Remember - their success is your success.

a. Discover your employee concerns – from work flow to accrual of vacation time.

b. Gain critical insights through informal channels of communication.

c. Build trust and loyalty to promote longevity and engagement.

4. Conduct a self-assessment – Take a moment to reflect on the evaluation and how it went. Consider assessment strategies that were effective. Memorialize those points that were made effectively, as well as those that might still need some refinement. Consider how data from this evaluation interfaces with the organization's goals, objectives and mission statement. Ask yourself – was this evaluation conducted in such a way that it added to your organization's success and to your own personal values?

**Please visit our website for more detailed information for [preparing and conducting annual employee performance evaluations](#). Thank you for reading this article. We hope it helps both you and your employees.**

