

Human Resources Newsletter

June 2020



In This Month's Newsletter:

- HR Requests Your Feedback
- Open Enrollment Update
- HR Honors UPD
- Employee Health Exams and Other Wellness Resources
- Certification Preparation
- Voices from HR: Plans for Summer 2020

and more!

Mandatory COVID-19 Training

Employees returning to on-site work must complete COVID-19 training in TrainTraq and forward proof of completion to their supervisors before returning to campus.

TrainTraq can be accessed in the Single Sign-On [portal](#). You should see the two courses, "Protocol and Certification for System Member Employees" (2114130) and "Safe Practices for Returning to the Office During the COVID-19 Pandemic" (2114131) under Assigned Courses/Tasks. If you do not see the courses, you can search by course number.

Please note that you should receive an automatic email confirmation after completing your courses. If you do not, please try to access proof of completion in TrainTraq under the "My Transcript" tab.

Annual Performance Evaluations

Staff performance evaluations will be launched in Workday on June 2, 2020. This year the template will be much different. We will not include the self-evaluation piece or evaluation on each job duty. This year's evaluations will capture an overall rating and adding an attachment will be optional. If you have any questions, please email Workday@tamuc.edu.



HR Requests Your Feedback!

Please use [this link](#) to complete the End of Academic Year survey of the services and providers at A&M-Commerce Human Resources offices by Friday, June 12, 2020. This survey is a leading-edge measurement tool designed to determine, among other things:

- how clearly we have set out our long-term direction and purposes
- how well our management style aligns with our strategies
- how well we communicate, and
- how well we deal with our fellow employees

In order to improve, Human Resources must commit to a constant process of internal review and analysis. One of the most productive ways to do this is to listen to your views on a broad range of issues. We believe that the time is right to undertake the important step of asking you, through this employee survey, how well we are performing.

Your responses are confidential. No one from A&M-Commerce will be provided with or will have access to your individual results. The online employee survey is carried out using the anonymous survey collection features in Qualtrics.

The survey should take less than 20 minutes. It is suggested you do it in a quiet period where you can concentrate and do it in one sitting without interruption. Your manager knows you need time to complete the survey during work hours. If you have any trouble completing the survey please contact [Dr. Dave Giles](#) on x5021 who will assist you.

Smartphone users can access the survey using the following QR code:



Counseling Available at No Cost

Employees have resources available to them through our Employee Assistance Program (EAP), including counseling, legal help, and resources for financial planning. Click [here](#) for more information about accessing benefits through GuidanceResources.



Save Money on Health Insurance

Don't forget to complete the Two-Step Wellness Incentive to receive the lowest rate on your health insurance premium. The deadline to complete the incentive has been extended to August 31, 2020. For more details, click [here](#).



Open Enrollment for Benefits

Open enrollment is in July. You can make changes to your current benefits coverages, add/drop coverages, or re-enroll in flexible spending plans. Please note that you must re-enroll in the flexible spending plan every year—it does not roll from year to year. Changes made during open enrollment are effective September 1, 2020. We have an open enrollment meeting with presentations from our carriers scheduled for July 23, 2020, from 8:00 a.m. to noon. This year's meeting will be via Webex. We will send details via the HR listserv email when the meeting is confirmed.

HR Honors Campus Police

On May 11, 2020, Human Resources distributed gift bags to recognize the University Police Department (UPD) for their excellent work. UPD has provided added security, risen to the occasion to ensure that safety is a top priority on campus, and exhibited a high level of professionalism and dedication to the university and community as a whole. Thank you, UPD!



Professional Development Opportunities

The Center for Professional Development (CPD) has extended the course registration deadline for Society for Human Resource Management (SHRM) Essentials of Human Resources to June 8th. The course is 100% online and runs from June 15th through July 24th. For more information, please click [here](#).

Additionally, the CPD is offering pre-qualifying and continuing education courses for those interested in obtaining a real estate license. Courses can be purchased individually or as a pre-licensing package. This is self-paced and online. Click [here](#) for more information. If you have any questions, please email RealEstate@tamuc.edu.



Accessing Proof of Employment

A [guide](#) to accessing your proof of employment has been added to the HR website. Please note that you are entitled to a free report on an annual basis.

Training and Development: Upcoming and Ongoing Courses

Training and Development is offering online courses for Microsoft Excel 2016 basics on June 9th and Microsoft Excel 2016 charts on June 25th. Please click [here](#) to register.

Also, additional DocuSign training has been extended through August. You must have first completed the training [here](#) before contacting Training@tamuc.edu with your request for additional training for yourself or your team. Do not delay, sign up today!



Coming Soon: Julie Birch Webinars

Brought to you by Employee Wellness, professional speaker [Julie Birch](#) will be offering a series of webinars. Her upcoming webinar, *Becoming a Champion of Change in the "New Normal"* is scheduled for Monday, June 8th, at 1:00 p.m. Register [here](#). Other webinars include:

- June 30th: *Time Management: Being Productive When Working Remotely*
- July 21st: *The Art of Communicating With Tact, Professionalism, and Diplomacy*
- August 18th: *Developing Your Emotional Intelligence*

Registration links will be provided via email.

Discounted FitBits Available

Discounted FitBit fitness trackers are available to full-time, benefits-eligible employees [here](#). You will be asked to enter your universal identification number (UIN) to access your discounted products.



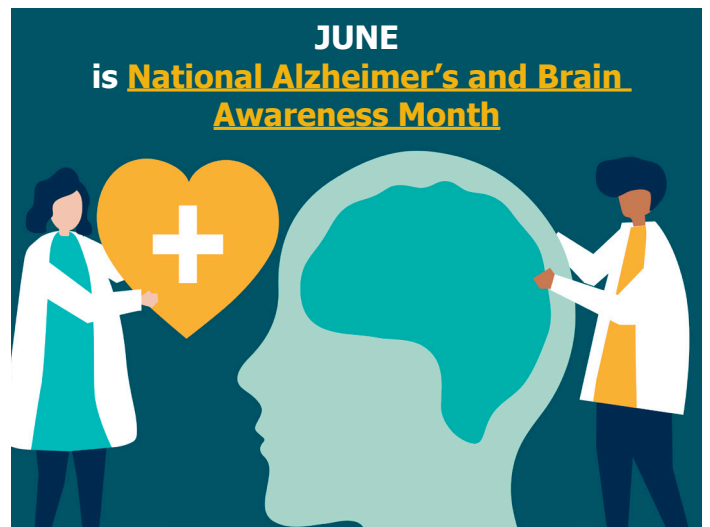
Free, Live Fitness Classes Available

The Well onTarget Fitness program, administered by Tivity Health, is making live, full-length fitness classes available for free. Classes will be hosted through Zoom by a fitness instructor.

Classes include:

- boot camp
- yoga
- strength training
- dance
- cardio-interval workouts
- and more!

Click [here](#) to register.



LiveHealthyLions

Employee Wellness would like to extend the following resources to you through the [LiveHealthyLions](#) portal:

Personal Challenges

Address health topics important to you such as mindfulness, nutrition, community, and more with personal challenges, which can be joined at any time. Simply select Challenges at the top of your portal dashboard to browse all of the available options.

Financial Wellbeing Resources

Timely video learning resources to help ease financial worry. Access this new information by scrolling to the bottom of your portal dashboard.

How to Register

Go to www.livehealthylions.com.

New Users

Select Join Now.

1. Create your account by entering your name, email address, username and password.
2. You will receive a confirmation email; select the link to confirm your account information.
3. Log in to your account and complete your profile.

Returning Users

Click Sign In in the upper right corner, enter the username and password, and click Log In.

Nutrition Consultations

The Employee Wellness Program is excited to offer nutrition consultations covered 100% under the BCBS A&M Care Plan. H-E-B Nutrition Services is here to take care of employees by offering virtual consults with a registered dietitian. Sign up [here](#).



"Best of You" Webinars with H-E-B

Courtesy of Employee Wellness, H-E-B Nutrition Services will be offering a series of 60-minute webinars with a live Q&A session on the following topics:

How to Shop on a Budget
Friday, June 5th at 11:00 a.m.

Super Foods
Friday, June 19th at 11:00 a.m.

Love Your Heart, Eating Heart Smart
Friday, July 10th at 11:00 a.m.

Click [here](#) to register for the webinars. Employees must complete the [consent form](#) to attend.



Voices from HR: Summer 2020

The world is a different place than it was several months ago—suffice it to say that summer might look and feel a little different this year. Staff members from the HR department at A&M-Commerce shared their own plans:

Danielle Trevino said: *I would like to take this summer to reinforce healthy eating habits (it's salad season!), get into weightlifting, and maybe start reading some of the books that are sitting on my shelf.*

Devante Lampkin said: *My summer plans are to travel to a different place each weekend. For the first trip, I will be taking a trip to Corpus Christi to go to the beach. Followed by a trip to Denver to go hike in the mountains.*

Amy Patrick also has beach plans: *Between work, family responsibilities and life as we know it, planning a summer vacation has never been one of those things we do. With all that has transpired over the last few months priorities have shifted a bit and this year if I accomplish nothing else, we have to satisfy our little girl's longing to go to the beach for her first time.*

Carmen Frazier has vacation on her mind, too: *This summer we have plans for our annual family vacation to Oklahoma. My husband and I go with our 5 children, their significant others, and grandchildren. We rent a cabin, cook out, go exploring, and enjoy peaceful and quality family time. We make many memories that everyone will always remember. With this pandemic we were afraid that we wouldn't be able to make our trip this year, but luckily it has all worked out. I can't wait to be in the mountains and enjoy the beauty and scenery at my favorite place.*

Whether you are staying home or traveling this summer, please stay safe!



FREE ON-SITE HEALTH CHECKUPS

Sign Up Today:

www.timeconfirm.com/TAMUC

Please schedule an appointment in advance using the above web address.

Why Participate?

Know your health status related to diabetes, heart disease and stroke. Lab-accurate results are produced in minutes. Review your results via secure video link with a board certified Nurse Practitioner and develop a personal action plan.

It's Free

Your preventive care is covered at 100%. No out-of-pocket copays or coinsurance. Please bring your insurance card to your appointment.

It's Private

Your personal results are not shared with your employer. However, with your permission your results are sent securely to your Primary Care Provider.

It's Easy

Choose a time that works for you. The checkup requires approximately 45 minutes and is available at or near where you work.

Included in Each Checkup

- Total Cholesterol
- HDL
- LDL
- Triglycerides
- Glucose
- A1c (for known diabetics)
- ALT and AST (Liver Tests)
- Abdominal Circumference
- BMI (height/weight)
- One-on-One Video Consult with Nurse Practitioner
- Access to a Secure Patient Portal to view:
 - Comprehensive Personal Health Report
 - Personal Action Plan
 - History of Past Results



DATE: August 10th & 11th

TIME: 8:00 AM – 3:00 PM

LOCATION: RSC Innovations & Dedication

WHO: Faculty & Staff

