



**Human  
Resources**  
A&M-COMMERCE

## TEXAS A&M UNIVERSITY-COMMERCE | HR NEWS – JUNE 2022

### This issue will cover:

- ✓ Benefits – **DEADLINES** approaching for Open Enrollment and Two-Step Wellness!
- ✓ Policies – Policy in Action: Vacation Carry Over Limits.
- ✓ Wellness – Catapult onsite June 3<sup>rd</sup> and new wellness challenge starting June 20<sup>th</sup>.
- ✓ Reminders – your “AH-HA” or “oh-yeeaaaah” located throughout the newsletter.
- ✓ Informative articles – HR Survey... what does it mean?



### We're Hiring!

TAMUC has several open positions available across campus. Are you looking for the next step in your career? Do you know someone who may be interested in joining the Lion family? Internal applicants (current employees) follow this path: Log on to SSO>click on Workday>click on Career App>View:Find Jobs – Internal Career Site, to view all open positions. External applicants will use this link:

[https://tamus.wd1.myworkdayjobs.com/TAMUC\\_External](https://tamus.wd1.myworkdayjobs.com/TAMUC_External)

GO LIONS!



### Hiring Managers: I-9 Federal Form **Required** for New Employees

Attention Hiring Managers and Personnel: new hires must complete the federal form I-9 before working or training, including departmental training and online A&M System training in TrainTraq.

I-9s are by appointment only. To schedule an appointment, please call Rita Jones at 903-886-5080 or feel free to send an email to [HR.DOCUMENTS@tamuc.edu](mailto:HR.DOCUMENTS@tamuc.edu).



*"An investment in knowledge pays the best interest." – Benjamin Franklin*

## HR Survey and what it means... by Kasey Britton

For the past 4 years, Human Resources sends out a survey, twice a year, asking the University Community to provide feedback on a specific set of questions covering a variety of topics tied to our Institutional Effectiveness Plan. We compile data received, review with our team members, then turn it into a tool to improve our services both internally as a team, and campus-wide. Your feedback is valuable and appreciated. Thank you for participating in our effort to grow and serve our community better!



Below is a link and a QR code to begin the survey. Responses are due by **noon, June 17<sup>th</sup>**, and 100% anonymous.

[https://tamuc.co1.qualtrics.com/jfe/form/SV\\_42ZpoRMheFDRxB4](https://tamuc.co1.qualtrics.com/jfe/form/SV_42ZpoRMheFDRxB4)



Website:

[www.tamuc.edu/human-resources/](http://www.tamuc.edu/human-resources/)



Contact:

903-886-5080



Email:

[HR@tamuc.edu](mailto:HR@tamuc.edu)

# Policy in Action: Vacation Carry Over Limits

System Policy #31-03-01

## SECTION 2: VACATION LEAVE ACCRUAL AND CARRYOVER LIMITS

2.6 A full-time (100% effort) employee accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the following schedule:

Employees With Total State Employment of:	Hours Accrued per Month for Full-time Employment	Maximum Hours Carried Forward From One Fiscal Year to the Next for a Full-time Employee
less than 2 years	8	180
at least 2 but less than 5 years	9	244
at least 5 but less than 10 years	10	268
at least 10 but less than 15 years	11	292
at least 15 but less than 20 years	13	340
at least 20 but less than 25 years	15	388
at least 25 but less than 30 years	17	436
at least 30 but less than 35 years	19	484
35 years or more	21	532

2.7 All hours of unused vacation leave that exceed the maximum number of hours allowed by the schedule (proportionate for part-time employees) will be credited to the employee's sick leave balance on the first day of the next fiscal year.



## LinkedIn Learning

This month's challenge: Creating a Positive and Healthy Work Environment: <https://www.linkedin.com/learning/creating-a-positive-and-healthy-work-environment/creating-a-positive-and-healthy-work-environment?autoplay=true&u=79322132>

Sign up today by following the steps below and start learning!

**For Faculty and Staff** → Go to myLeo\Apps to find LinkedIn Learning. Next use your Active Directory account information to log in; lastnamefirstname and then the password you use to log in to your computer...start learning! (If you do not have a LinkedIn profile, you will need to create one then link it to LinkedIn Learning.)

**GA's and Student workers** → use this link:

[https://www.linkedin.com/checkpoint/enterprise/login/79322132/?application=learning&authModeName=/TAMUC\\_SSO\\_PROD](https://www.linkedin.com/checkpoint/enterprise/login/79322132/?application=learning&authModeName=/TAMUC_SSO_PROD) Use your lastnamefirstname and then the password you use to log in to your school account. Do not use your CWID.

Email our office at [training@tamuc.edu](mailto:training@tamuc.edu) and we can help you create learning paths specific to your office. Also, check out this month's quick, fun challenges sent via our Listserve on Monday's!

*"Positive work environments outperform negative work environments." Daniel Goleman*



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# Benefits – Open Enrollment and Two-Step Wellness

REMINDER – No grace period after the deadline **July 31, 2022!**

Open Enrollment Period FY22: July 1-31, 2022

Open Enrollment will be here before you know it. Now is the time to start reviewing your benefits. There are many questions to consider when thinking about next year's benefit elections.

Important changes for FY22 Open Enrollment:

- There will be **no grace period** to enroll or make changes after Open Enrollment **closes July 31, 2022**
- No corrections can be made in the month of August before the effective date of September 1
- Changes cannot be made after the first payroll deduction of the fiscal year as happened in previous years
- Mailed documents must be postmarked by July 31st (online enrollment preferred)
- **No Exceptions**

Learn more → <https://www.tamus.edu/business/get-ready-for-open-enrollment-2022/>

## MyEvide and Two-Step Wellness = Lowest Premiums! **DEADLINE JUNE 30<sup>TH</sup>!**

Completing any two steps on your MyEvide Personalized checklist\* will ensure that you have the lowest rate for your health insurance premiums.



### ▶ Highlights of the Wellness Incentive:

- Complete two wellness activities 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 any two wellness tasks on your MyEvide Personalized Checklist by June 30.
- Retirees and graduate students enrolled in the Grad Plan will automatically receive the lower premium.

You can verify your completion status for the wellness premium incentive by logging into or registering for your MyEvide account at <https://tamus.myevide.com/> or look for the MyEvide link through your SSO account.

New employees have a grace period of the current plan year, plus the next plan year.

If you choose not to participate in the wellness premium incentive program, you will not receive the \$30 premium reduction. Contact MyEvide member services if you believe you have completed a task, but the information is not reflected in your MyEvide account. (Note: remember that it can take 6 to 8 weeks from the time of your wellness exam for the claim to process and the incentive to show on your MyEvide account)

See more on our Employee Benefits page at:

<https://inside.tamuc.edu/facultystaffservices/humanResources/Total%20Rewards/employeeBenefits/default.aspx>

# Employee Wellness: YOU and H<sub>2</sub>O

Wellness for June: **Hydrate For Health Challenge**.

Join this challenge to learn about hydration and its numerous health benefits, the amount of daily fluid that is right for you, and ways to stay hydrated! Practical tips and infused water recipes will be provided throughout the challenge to help you keep things fresh. As a bonus, everyone that achieves their hydration goal at least one day during the challenge will have the opportunity to win a prize! See Wellness newsletter or HR Listserve for more details!

For upcoming events and information, follow us on **FACEBOOK** or **INSTAGRAM**

EMPLOYEE  
**WELLNESS**  
STARTING TODAY FOR A HEALTHIER TOMORROW

Catapult Health will be onsite:

**Date:** June 3, 2022

**Time:** 8:00am - 4:00 pm

**Location:** Employee Service Building B12

**Why Participate?** Know your health status related to diabetes, heart disease and stroke. Lab-accurate results are produced in minutes. Review your results with a board-certified Nurse Practitioner via virtual consultation and develop a personal action plan.

**Register:**  
<https://www.timeconfirm.com/TAMU/Commerce>

**Reserve your spot today!**



**FREE ON-SITE HEALTH CHECKUPS**

**YOUR OFFICE** | **YOUR PREVENTIVE CARE CHECKUP**

**It's Safe**  
Upon arrival, a temperature reading and COVID-19 assessment is administered for each patient. Each Catapult Health Technician also completes this process before coming onsite. Health Technicians practice 6 social distancing, when applicable, and wear personal protective equipment (PPE). Workstations and high-touch equipment are cleaned and disinfected at the start of the clinic day and after each patient.

**It's Free**  
Your preventive care is covered at 100%. No out-of-pocket copays or coinsurance. Please bring a copy of your insurance card.

**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.

**Included in Each Checkup**

- Temperature Reading
- COVID-19 Assessment
- Total Cholesterol
- HDL
- LDL
- Triglycerides
- Glucose
- Blood Pressure
- Depression Screening
- Medication Review
- A1c (for known diabetics)
- ALT and AST (liver tests)
- Abdominal Circumference
- BMI (height/weight)
- One-on-One Video Consultation with a Nurse Practitioner
- Access to a Secure Patient Portal to View Your:
  - Comprehensive Personal Health Report
  - Personal Action Plan
  - History of Past Results

**Date:** June 3, 2022  
**Time:** 8:00am - 4:00 pm  
**Location:** Employee Service Building 12 Wellness Room and 19 Room

**Why Participate?**  
Know your health status related to diabetes, heart disease and stroke. Lab-accurate results are produced in minutes. Review your results with a board-certified Nurse Practitioner via virtual consultation and develop a personal action plan.

**Register:** <https://www.timeconfirm.com/TAMU/Commerce>



*"So many people spend their health gaining wealth, and then have to spend their wealth to regain their health." – A J Reb Materi*