Facilities

Constructions projects are deemed an essential function and are proceeding as scheduled.

COVID19 – With the Stay at Home order going into effect March 26th, SSC began systematically disinfecting buildings starting that evening. A sign has been placed on each exterior door as well as select high traffic locations informing individuals that the building is disinfected and secured. If someone enters the building, he/she should notify SSC either by calling ext. 2324 or via email so the area can be disinfected again.

Roofs Update UC Roof – Notice to proceed has been issued. Project is scheduled to begin April 7.

Master Planning – Received preliminary enrollment and space need projections for review.

Elevator Program – Library demo started the week of March 27. PAC and CCH elevator restorations have been moved up due to the decreased campus traffic and began March 30.

Athletics Weight Room Renovation – Laydown area fencing is complete. Demolition of wall, ceiling, and flooring is complete on the racquetball and storage room is complete.

Campus Maps – Three freestanding signs remain to be scheduled for install.

Furniture – Reupholster furniture for the following buildings is in progress: Faculty Center (complete) and the materials for Island Hall (2nd Floor) and PAC lobby have been ordered.

Campus Crosswalks – Engineering for crosswalks on the west side of campus have been moved up are scheduled to begin in April and last through June.

Comptroller

You are now able to add the Payroll processing and deadlines calendar to your outlook. This option for calendar includes Payroll key dates and University holidays and closures. The new schedule in Outlook will remind you when payroll deadlines or holidays are approaching. Comptroller’s Office website will provide the links for payroll and holiday schedules along with instructions to follow.

A timekeeper training video is now available to provide an overview of timekeeper tasks. The video includes topics including biweekly payroll deadlines, time submission from beginning to end, what notifications are sent out and to whom, Workday reports to help identify employees/managers with unsubmitted or unapproved timesheets, Workday help topics and job aids, and frequently asked questions. The 20-minute video can be viewed here. If you have any questions, please be sure to send those to payroll@tamucc.edu.

Human Resources

Annual performance reviews for regular staff launched April 1 in Workday. Employees can log in to SSO Workday Help and use the complete Performance Review (Staff with Self Evaluation) Job Aid. The first task for managers is to select additional reviewers or managers to participate in the review process or choose to skip the selection. Managers must use the gear on the top right of the inbox item to skip this task if no additional reviewers or managers are being added. Managers are encouraged to attend one of the performance review training sessions with the first session being APRIL 10. Registration not required. Deadline for completing performance evaluations is June 15, which may be extended. As a reminder, reviews are online and meetings with employees may be conducted remotely via WebEx.
**Compliance**

There are occasions when a department may find it necessary to request information from another department to perform a valid business function. Pursuant to TAMUS Regulation 61.01.02, Public Information, “System employees are not authorized to submit public information requests to members while acting in their official capacity. Any public information request made by a member employee must be submitted in that employee’s individual capacity as a private citizen.” To that end, the Department of Risk & Compliance has created an Internal University Records Request. This should only be used when acting in the course and scope of your employment. If you have questions, please contact Charli McCandless at charli.mccandless@tamucc.edu.

Employee Development & Compliance Services is pleased to offer increased flexibility for faculty and staff regarding training. If you would like to move up your department’s due date on required trainings so that your staff can use this time of remote work to complete them, please contact Rosie Ruiz at Rosie.Ruiz@tamucc.edu.

Employee Development Day is scheduled for April 20-22 with the theme of Live2Learn. Please continue to hold these dates on your calendar as we are exploring the possibility of holding a virtual conference. More communication will be forthcoming.

**Information Technology**

The Division of Information Technology wants to ensure that everyone on campus has the tools necessary to connect and collaborate during the COVID-19 pandemic. To share your experiences and find additional resources, contact the IT Service Desk at ext. 2692.

Below are a few of the digital solutions enabling the University to work remotely.

Cisco Jabber is a unified communications application that delivers phone calls from your University extension directly to your mobile device. With Jabber, you will have access to audio/video calls, instant messaging (IM), voicemail, and conferencing. Users can download the Cisco Jabber app from the Apple Store or Google Play. Those without a campus extension will need to email IT Requests to set-up a Jabber mobile profile. For more information on installing and using Jabber, visit the IT Website.

Adobe scan is a free app that turns your mobile device into a portable PDF scanner, making documents accessible from any phone, tablet, or computer. The app can easily capture, convert, and enhance handwritten or printed documents, forms, business cards, and whiteboards into high-quality Adobe PDFs. The app automatically recognizes text (OCR) and allows for the editing, signing, and optimizing of the scanned document. Adobe Scan is available for Android and iOS.

The IT service desk will continue operating under its regular hours of Monday-Thursday from 7:30 a.m.-10:00 p.m., Friday from 7:30 a.m.-5:00 p.m., and Saturday/Sunday from 10:00 a.m.-6:00 p.m. Visit the IT Service Desk Contact page for the latest service desk hours and assistance with service requests.

**Other News**

The latest three versions of this newsletter is available online along with links to other newsletters published within the Division of Finance and Administration. If you don’t receive these directly, I encourage you to take a look at the exciting things going on within these areas.

**Mark your Calendars**

April 1-June 15 – Staff Annual Evaluations will be launched in Workday
April 20-22 – Live2Learn Employee Development Days