**Tax Documents**

From the Pay Worklet, employees can select “My Tax Documents” to view their 2020 W-2. If you have questions, please contact payroll@tamucc.edu. Form 1095-C is available using the Benefits Worklet and selecting “My ACA Forms.” If you expected to receive a 1095-C and did not or your information on the 1095-C is not correct, please submit corrections through this special website.

**Comptroller**

**Pre-Payroll Dashboard:** A new tool has been created in Workday called the Pre-Payroll Dashboard. It pulls in important tasks, reports, and statistics into a centralized location to be used proactively in identifying items that could cause retro events, cause payroll transactions to post to a default account, affect payroll encumbrances, or affect budget. The dashboard allows for adding charts, seeing details, downloading data into Excel, and making the dashboard unique to department needs. It can be accessed by searching for “pre-payroll dashboard” in the Workday search bar and can also be added as a worklet on the homepage. A Pre-Payroll Dashboard User Guide is available online.

**Mandatory Training as a Friendly Reminder:** During a University System internal audit, deficiencies were found in the TAMU-CC PCard and Travel policies and processes. In response to these audit findings, Card Services is instituting a mandatory training for all PCard and Travel cardholders and approvers. The training will consist of Course # 2112043: “Procurement Card Program Overview - TAMUCC and Course # 2112042 “Travel Program Overview – TAMUCC.” Classes available through TrainTraq. All cardholders and approvers must complete the training before February 5, 2021. Failure to complete the training by the deadline may result in suspension of the card and/or Concur privileges. These trainings will be required on an annual basis. We appreciate your cooperation moving forward as a team to implement the corrective actions. If you have a specific question or need any clarification, please contact the Card Services at Pcard@tamucc.edu.

**UPD**

**Suspicious Packages:** UPD and Mail Services met this month to discuss proper protocol for receiving and reporting questionable packages on campus. If a suspicious or questionable package is received, follow the steps below:

- Contact UPD immediately
- Isolate the package
- Wash hands (if you believe package is contaminated)
- Maintain a safe distance

**Law Enforcement Appreciation Day** was January 9, 2021 and the ECDC staff wanted to thank the UPD for their hard work over the past year. ECDC gifted the department a "Thank You" snack basket with a card “[Thanking] officers for standing watch and being there when we need you. From the bottom of our hearts, we appreciate and thank you for all you do to keep our school safe. You are our heroes!”

**Human Resources**

**TDA/DCP Contribution Limits for 2021:** The maximum contribution limit for participants under the Tax-Deferred Account Program (TDA) and the Texasaver 457 Deferred Compensation Plan (DCP) will remain $19,500 in 2021 for each plan. The catch-up contribution limit for each plan for participants who are 50 years of age and older will remain at $6,500. For help enrolling or changing your TDA deductions, contact Benefits@tamucc.edu.

**Staff Equity Increases:** Human Resources is proceeding with work to implement Phase 2 of staff equity increases. This effort is part of the University’s commitment to improve the competitiveness of staff salaries. In FY 2020, Sibson Consultants partnered with Human Resources to gather salary market data, analyze current salaries, and develop a plan to address gaps.
Phase 2 will continue towards the goal of ensuring that the majority of employees are compensated at +/- 15% of the relevant market median. During the month of February, the HR team will distribute information to Directors, AVPs and VPs comparing current salaries to market medians along with recommendations for equity increases.

**Administrative Operations**

**Roof/Ceiling Replacements:** CI roof replacement is estimated to start in April. The CCH spine soffit replacement is estimated to start in February.

**Elevator Program:** Elevator #2 for Furgason Building, Center for Instruction and University Center is estimated to be completed in February.

**Campus Crosswalks:** New crosswalks will be installed near the NRC, ECDC and Bayside Parking Garage. During this construction, traffic patterns will change slightly. Please exercise caution when driving through these areas and follow posted directional signage.

**University Services**

**Dining Specials for Spring Semester 2021:** Bundles are available at many of your favorite dining locations on campus.

- **Chick-fil-A Bundle** – 4 entrees (sandwich or 8 count nugget) and 4 medium fries
- **Copperhead Jack’s** – Bowl Bundle or Taco Kit
- **Panda Express** – New Family Meal

There is also reserved parking in the Turtle Cove lot to allow for easy pickup for those on the go! Add on to any bundle four, 20 oz. bottled beverages for $6.

**Sushic Grand Opening:**

Sushic is now open in the Cove serving sushi and ramen bowls.

**Starbucks Coffee Combos:**

During the Spring 2021 semester, you can enjoy coffee combos and discounts each month at Starbucks with the purchase of any beverage.

- **January-February:** Brewed coffee and old-fashioned donut for $2.49
- **March:** Brewed coffee and blueberry scone for $3.99
- **April-May:** Brewed coffee and turkey, bacon sandwich for $4.49

**Information Technology**

**Web Conferencing Solutions Review Committee:** The Web Conferencing Solutions Review Committee kicks off this month. Representatives from administration, faculty, staff, and students will meet to evaluate the University’s options for online web conferencing tools. The committee will provide a recommendation to the University Technology Council to ensure capabilities fulfill the University’s needs.

**Securing the Digital Environment:** DoIT recommends all users perform the following actions to maintain efforts in securing TAMU-CC’s digital environment:

- Perform a weekly check for updates by typing Windows Update into the search bar, selecting the application, and clicking on the link "Check online for updates from Microsoft Update."
- Connect to the Cisco AnyConnect virtual private network (VPN) once a week for a minimum of three hours to avoid any unnecessary deactivations*. Information on using VPN is available at [it.tamucc.edu](http://it.tamucc.edu).
- To prepare for the upcoming IT audit, DoIT will deactivate any system that has not signed on to the TAMU-CC network within 90 days.
- Leave office computers powered on in campus spaces.

**Mark Your Calendars**

- **February 5** – PCard and Travel policy training due in TrainTraq
- **February 14-20** – Homecoming 2021
- **February 16, 23** – PCard Training, 10:00 a.m.-11:30 a.m.
- **February 18, 25** – Travel Training, 10:00 a.m.-11:30 a.m.
- **March 2, 3** – [Catapult Health](#) checkup on campus
- **April 26, 27** – [Catapult Health](#) checkup on campus
- **April 27, 28, 29** – CLIMB 2.0
- **May 4, 5** – [Catapult Health](#) checkup on campus