COVID-19

COVID-19 Testing: Campus COVID-19 testing is now open to all currently enrolled students, faculty, staff and TAMUS agency personnel regardless of the presence of symptoms and regardless of positive contacts.

Human Resources

Families First Coronavirus Response Act (FFRCA) leave including Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA) ended on December 31, 2020.

As announced by President Miller, the University will remain open during Spring Break 2021. The two Spring Break holidays are replaced with paid leave that can be used January 4, 2021 through January 3, 2022. In January, full-time, leave eligible employees will see 16 hours of state compensatory time in Workday. Leave eligible employees who work less than full-time will receive time proportionate to percentage of time worked.

Comptroller

Employee Parking Deductions: Beginning January 1, 2021, parking deductions will be processed pre-tax. This means that the deduction will take place before taxes have been calculated and this could result in a slightly higher net pay. This change only affects employees who pay for parking permits through a payroll deduction. No action is needed by employees who pay for their parking permits via payroll. Employees are encouraged to review their pay slips in Workday and compare the items under the Pre-Tax and Post Tax Deductions sections. To access these sections in Workday, click on the Pay worklet that looks like a wallet and view a pay slip. If you have any questions, please contact Payroll Services at 361.825.5792 or payroll@tamucc.edu.

Procurement & Disbursements: The Texas A&M University System Office of Internal Audit recently conducted a Financial Management Systems Audit at TAMU-CC. The audit indicated some deficiencies 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.

Cards Services will also offer optional classes via WebEx to provide more detailed instruction and to offer answers to any questions. Detailed information on these classes will be forthcoming.

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.

University Services

Dining: Please join us for the grand opening of Sushic on Wednesday, January 27, at 11:30 a.m. in The Cove where sushi will be made fresh daily and offers ramen bowls. Due to the reduction of students and employees on campus, Subway, Einstein’s, Wall Mall, and Bottom-Line Café will remain closed for the Spring semester.

Bookstore: The Campus Store is open from 10:00 a.m. until 3:00 p.m., the week of January 11 but will resume operating hours from 9:00 a.m. until 5:00 p.m., beginning January 18. Online ordering pickup available until 7:00 p.m., in the University Center, Room 221 (Oso Room).
Information Technology

Software Spotlight: FindTime
On January 20, 2021, DoIT will deploy FindTime to assist faculty, staff, and students in scheduling meetings. FindTime is a Microsoft Outlook add-in that conveniently combines the polling functionality of Doodle with Outlook’s Scheduling Assistant feature. The option to "Reply with Meeting Poll" will be available on the Home tab when activated.

FindTime minimizes the back-and-forth emails needed to reach consensus by suggesting meeting times that work the best based on you and your attendees’ Outlook calendar. After you have selected the dates/times, all attendees will receive an email with a link to vote on their availability (yes, no, preferred). You can track responses, send reminders, add/delete people, and alter date options. Once all responses are received, FindTime will send out a meeting invite on your behalf.

More information on how to use and create a FindTime poll is available on the Microsoft Support Site.

UPD
NEW Visitor Hosted Parking Guide: Check out the Visitor Hosted Parking Guide to see how your department can best accommodate guest.

Administrative Operations

Did you know? The Environmental Health and Safety department performs ergonomics surveys upon request. The purpose of the survey is to provide an employee with guidance on ways to modify individual’s area to eliminate discomfort and risk of injury due to work. If you are interested in an ergonomics evaluation, please submit a request to EHS. For more information on Ergonomics in the Workplace, please visit the EHS site.

Compliance

Save the Date for CLIMB 2.0, April 27, 28, 29, 2021: Texas A&M University-Corpus Christi’s second annual Continuous Learning, Islanders Made Better (CLIMB) conference begins on Tuesday, April 27, 2021, and concludes with the annual awards ceremony on Thursday, April 29. Once again, CLIMB will be hosted on the Attendify app. This comprehensive virtual development event will include the benefits fair, employee development sessions, wellness week, and TAMU-CC’s awards ceremony. Attendees will be able to attend live WebEx sessions and access on-demand sessions on topics including health, wellness, and mindfulness. Details on session information and times will follow in future announcements. Please save the date to join us for this fun and enriching conference!

Mark Your Calendars

January 12, 13, 14 – Benefit and Retirement Compliance Training, 2:00 p.m. RSVP at benefits@tamucc.edu.
January 21 – Beginning of the 87th Session of the Texas Legislature
January 27 – Grand Opening of Sushic, 11:30 a.m., The Cove
February 5 – PCard and Travel policy training due in TrainTraq
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