



Tarleton Employee Services

Meet the Team!

DawnAnn Wilson, Associate Director for Employee Support services which include: benefits, leave, retirement, unemployment, and visa sponsorship for foreign national faculty and staff.

She has been with Tarleton for 12 years. Let's get to know DawnAnn...



What is your fondest Tarleton memory?

My favorite Tarleton memory is attending my first General Assembly. The camaraderie of the combined staff and faculty in one room, the boom of the Sound and Fury, the celebration of Tarleton's accomplishments and discovering our focus for the future were a memorable experience, as an academic employee newbie. My first General Assembly I learned Go Texans and Bleed Purple!

What do you enjoy most in your role?

Assisting our faculty, staff and retirees with their benefits is one of the roles I most enjoy. Helping our folks learn of and utilize the insurance plan benefits and leave programs provided by Tarleton and the Texas A&M System is immensely rewarding. I consider it a GREAT day when I can guide an employee to tap into a benefit or leave program they didn't realize was available to them.

If you could teach a class at Tarleton, what would you teach and why?

If I could teach a class at Tarleton, it would definitely be a class on employee benefits. Having practical knowledge of how insurance claims work, network vs non-network, how to read an Explanation of Benefit, the ins and outs of COBRA insurance election and coverage timelines are all skills that can benefit any new Human Resources practitioner.

What's something unique about you?

Having grown up with a father who is classically trained in voice, I was introduced to music and the theater at a young age. Cultural arts are a passion of mine. However, when I'm not watching a musical or theater performance, you will most often find me alongside my family in the pasture working our herd of Dorper sheep sorting, vaccinating and sometimes even assisting with the delivery of a baby lamb.

Please Note:

Training

October 6th: 9:30am – 10:15am Microsoft Teams training with Stephen Wilson
<https://tarleton.zoom.us/j/95846376269>

October 20th 9:30am – 10:15am Syncplicity training with Stephen Wilson
<https://tarleton.zoom.us/j/97597671638>

Policy Highlight

[Faculty](#) and [Non-Faculty](#) External Employment Applications (Including all student worker types) need to be renewed each fiscal year. Please see [policy](#) for details.

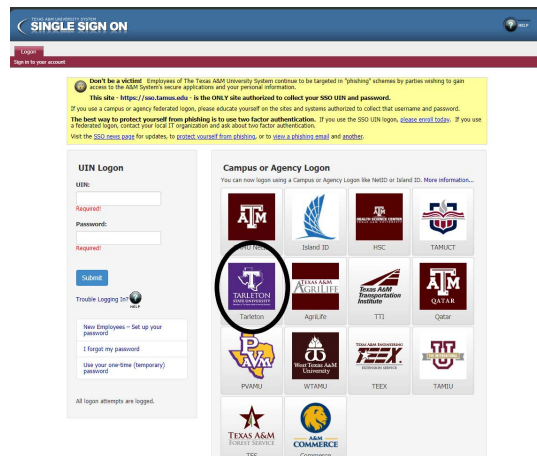
Be on the Lookout

Employee Services will be releasing the Annual Review of Employee Notices. The Texas A&M University System policy requires all employees to review certain workplace notices on an annual basis.

Employee's Corner:

[Single Sign On](#) made easy with NTNET Credentials - Use the Tarleton Icon located on the Single Sign On page

Effective 09/01/2020 - For employees enrolled in the Texas A&M Insurance, details on new programs are available on the Texas A&M System [Benefits](#) webpage.



Manager's Corner:

Have a new hire? Send them to the New Employees' [Page](#).

Having trouble finalizing a 2019 Performance Evaluation in *Workday*? Contact the Training and Development Coordinator, Kristi Schramm at 254-968-1782 or schramm@tarleton.edu

New Employees Getting Started

Compiled here are essential resources for the new employee. Get to know your required training; employee handbooks; policies, rules and procedures; parking maps and other useful information.

New Hire Toolbox



Andrea Seemann

*Human Resource Specialist II - Employment
Employee Services*

TARLETON STATE UNIVERSITY

Box T-0510, Stephenville, TX 76402

☎ 254-968-9976 | ☎ 254-968-9590

seemann@tarleton.edu

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