
ES Network Meeting Announcements and Reminders February/March 2008

Announcements:

The following information has been updated or added to the Employee Services website

(<http://employees.tamu.edu>):

[Liaison Contact List Now Available Online](#) *(new)*

For employees: Employee Services / Employees / Benefits

For liaisons: Employee Services / Managers & Liaisons / Liaison Resources / Liaison Training

[New Employee Orientation Toolkit / First Day Actions](#) *(updated)*

The webpage has been updated to better assist you with the new employee orientation process. Please remember to print the entire [Acknowledgement of Receipt](#) *(updated)* for the new employee. The signed Acknowledgement of Receipt form should be kept in the personnel file and the employee keeps the remainder of the packet.

Reminders:

State and System Mandated Training

Please continue to check the assignment reports in TrainTraq on a monthly basis. If your department is not using the New Employee Enrollment System (NEES) you should be manually assigning the courses in TrainTraq for new employees, including student employees. For assistance, please contact Laura Dohnalik at 862-3854 or email ldohnalik@tamu.edu.

University Staff Advisory Council Task Force

Notes from the recent forums have been posted at

<http://www.tamu.edu/provost/councils/standingcouncils/usac.html>.

Budget Season:

[FY 2009 Budget Calendars](#)