

HR LIAISON NETWORK NEWS



Please make the following information available to employees in your department as appropriate.

July 18, 2016

HUMAN RESOURCES

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TIP OF THE WEEK

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PAYROLL REMINDERS

July 18:

- Electronic BVDs available
- Biweekly EPAs due at noon

July 19:

- Electronic BVDs due by 4pm
- PPRs print

July 20:

- PPRs available online

July 22:

- Monthly PVDs available online
- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

Information about Texas A&M System-Wide Pay Plan and Overtime Changes

As communicated at the June HR Liaison Network Meeting, information has now been added to the HR website about the System-wide Pay Plan and the federal overtime regulations. This introductory information provides some basics for employees about the two major changes coming to Texas A&M University on December 1, 2016. It includes an announcement about how the Texas A&M System will be launching a standardized collection of titles and salaries to be used for all staff as well as a few facts about the revised federal overtime regulations under the Fair Labor Standards Act. Human Resources has created a [resource page](#) with a broad announcement of this change, some background, and a set of frequently asked questions. [The System-Wide Pay Plan resource page](#) will be updated as more information becomes available, and more details about the impact of the overtime regulations will be added as well. We are excited to roll out these changes and work with staff and departments to implement them in a way that best serves the needs of the University and the System. If you have any questions please contact HR Classification and Compensation at hrcomp@tamu.edu or (979) 845-4170.

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New Vendor and Revised Form for Criminal Background Checks

Human Resources Recruitment & Workforce Planning has implemented a new vendor, Sterling BackCheck, for criminal background checks. The Criminal Background Check Request Form and instructions have been updated at <http://employees.tamu.edu/managers/background-checks/> online. Please go to this link and start using the new form immediately. Updates to the form include a revised page two, which should be provided to the prospective employee or volunteer. Page two includes important instructions about what they can expect, including tips about the email they will receive from the vendor. While the switch to a new vendor should be transparent to departments, hiring managers and HR liaisons, we have already verified we are getting higher quality results with less disruption to our customers. If you have any questions, please call Recruitment & Workforce Planning at (979) 845-5154 or email us at jobpath@tamu.edu.

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New Expanded Testing Options for Applicants

Human Resources Recruitment & Workforce Planning is excited to announce upgraded applicant testing with the IBM Kenexa Prove It! online assessment system at no cost to departments. This system provides the ability to identify and assess top candidates and employees using over 1,500 validated assessments that are web-based and provide immediate results. This is an expansion and upgrade of prior testing options available to departments. Tests are available in a variety of areas, including: Accounting, Financial, Microsoft Office, Typing, Technical and Behavioral. Please see the [Applicant Testing Form](#) on the Human Resources web site for information on how to schedule a test and for information on the complete list of tests available. For questions, please contact Rita Bowden at (979) 862-1015.

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Please forward the following five (5) articles to employees in your department.

Flexible Spending Account Reminders for Annual Enrollment

As required by IRS regulations, enrollment in a flexible spending account *must* be reelected each benefit year as this spending account will not automatically continue. If you wish to participate in a flexible spending account (either the healthcare or dependent care account), please make sure that you *enroll* through iBenefits during annual enrollment.

A few reminders related to the flexible spending account:

- The maximum contribution amount under the healthcare account is \$2,550.
- Contributions for the FY2017 benefit plan year cannot be used for services incurred prior to the September 1, 2016 effective date.

Your deduction term for contributions should be selected based on the FY2017 budget information effective September 1, 2016 not considering any future summer appointments that are not portrayed in the budget.

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Successful Annual Enrollment Benefits Fair

We had great attendance during last week's Annual Enrollment Benefits Fair. Congratulations to the benefits fair [prize drawing winners!](#) If you missed it, you can access the presentations [online](#). Please remember, you have until July 31 to review your benefits, consider changes and submit selections for the FY2017 plan year. Visit <http://employees.tamu.edu/benefits/annual-enrollment/> to view the health plan premiums and frequently asked questions about annual benefit enrollment. To locate your Benefits Representative, visit the HR website at <http://employees.tamu.edu/findliaisons/> or call Benefit Services at (979) 862-1718.

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Staff Tuition Assistance Program

Human Resources is proud to announce a new Staff Tuition Assistance program beginning with fall 2016 classes. The Staff Tuition Assistance Program will be administered as part of our *WELLNESS WORKS!* program under the financial wellness pillar. This program will assist with the cost of undergraduate or graduate courses in a degree-seeking program taken at Texas A&M University (which includes Galveston, the School of Law, and the Health Science Center). Details at <http://employees.tamu.edu/benefits/wellness/StaffTuition>.

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FREE, On-campus Fitness Sessions Brought to You by WELLNESS WORKS!

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free, on-campus fitness sessions for Texas A&M employees brought to you by *WELLNESS WORKS!*. Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Gold's Gym. Locations include the [MSC, GSC, PEAP, and the Rec Center](#). Additional fitness sessions are coming soon! For the most up-to-date schedule, visit wellness.tamu.edu.

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System Regulation 31.06.02, Sick Leave Donation Approved

The new System Regulation [31.06.02, Sick Leave Donation](#) was approved by the Chancellor on July 5. Individual employees may voluntarily donate sick leave directly to an eligible coworker who has exhausted their personal sick leave and any available sick leave pool hours. Detailed information about the Sick Leave Direct Donation process, including the necessary forms, is available on the Human Resources [website](#).

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PROJECT HELIOS POWERED BY WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



Getting Everyone Ready to Use Workday – Training

The [Project Helios](#) team is actively planning on how to reach out to faculty, staff, student workers and everyone who needs to know about Workday. Here's a sneak peek at what's to come...stay tuned!



During the Explore Your Brighter Workday, we match employees to types of training where they will learn how to use Workday and practice what they can do.

| Who | How | When |
|---|---|---|
| HR, Payroll, Benefits Managers and Partners | eLearning Classroom | September – October 2017 October – November 2017 |
| HR Departmental Processors / Liaisons | eLearning WebEx | September – October 2017 October – November 2017 |
| Managers | eLearning Video “How To” Checklists | October – November 2017 |
| Faculty, Staff, Student Worker, Graduate Assistant, Affiliate, Working Retiree, Retiree, Surviving Spouse | Video “How To” Checklists | October – November 2017 |

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PAYROLL SERVICES

Inactive Wage Employee Report

The June Inactive Wage Employee Report is now available on the Payroll Services imaging system (http://imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

2016 Leadership Institute – Applications Now Being Accepted

Applications for the 2016 Leadership Institute are now being accepted. Please direct employees to EOD's website for information on the cost, description, expectations, eligibility and selection criteria, and application process. The most frequent questions we receive are: 1) I can't attend all the sessions, can I still apply? (Answer: No, 100% attendance is required); 2) Who is making the selection? (Answer: The review committee, comprised of former participants, will receive application packets with identifying information removed; they will score using the selection criteria stated on the website and provide their recommendations to EOD); 3) What is the cost? (Answer: \$650 Texas A&M University (part 02) and Health Science Center employees; \$1,050 System employees). The application packet and more information about Leadership Institute can be found at <http://EODinfo.tamu.edu/LI>. If you have questions, please contact Employee & Organizational Development at EODinfo@tamu.edu or (979) 845-4153.

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TIP OF THE WEEK

Benefits for Dual-Career Couples

Did you know that dual-career couples have alternatives for using the state of Texas employer contribution dollars for their benefits package? Whether one or both spouses work at A&M, there are ways to maximize dollars by strategically making benefits selections or certifying other health coverage to take advantage of optional benefits, and HR expertise is available to help. Employees in this situation should review both their benefit selections annually to ensure the employer contribution is maximized and make appropriate changes to benefit selections. You may contact HR's Benefit Services representatives to discuss the complex issues and review options before making decisions about your benefits selections in order to maximize the employer contribution. Use HR's online directory any time to find your HR contact at <http://employees.tamu.edu/findliaisons/>.

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Next Network Meeting:
October 27, 2016

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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