

HR LIAISON NETWORK NEWS



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

October 17, 2016

HUMAN RESOURCES

[Benefit Enrollment Window Expiring; Default Coverage Pending](#)
[New Session for Employees Changing to Non-exempt: Register by Tuesday, 5 p.m.](#)
[Financial Wellness Fair – Registration Closes Tomorrow](#)
[Medication Management Service](#)
[Flu Vaccine Information](#)
[WELCOA Health Awareness Bulletins](#)

PAYROLL SERVICES

[November 2016 Biweekly Pay Dates](#)

TIP OF THE WEEK

[Strong Passwords Protect Your Personal Information](#)

PAYROLL REMINDERS

- October 17:
- Biweekly EPAs due at noon
 - Electronic BVDs available
- October 18:
- Electronic BVDs due by 4pm
 - PPRs print
- October 19:
- PPRs available online
- October 21:
- Monthly PVDs available online
 - Supplements due at noon
 - Uploads due at 1pm
 - TimeTraQ due at 4pm

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

HUMAN RESOURCES

Benefit Enrollment Window Expiring; Default Coverage Pending

As a reminder, employees have 60 days from their date of hire into a benefit-eligible position to make their benefit selections online before they are defaulted into the A&M Care insurance plan and designated as a tobacco user. There is a relatively large number of employees hired at the beginning of the fall semester who have not completed their online enrollment and whose benefit enrollment window is about to expire. Email reminders have been sent to these employees. Please encourage new hires to complete their enrollment during their 60-day enrollment window to avoid the default coverage.

[Top](#)

New Session for Employees Changing to Non-exempt: Register by Tuesday, 5 p.m.

Based on employee requests for more information about the financial implications of moving from a monthly to bi-weekly pay schedule on December 1, HR has added a new session to the October 20 Financial Wellness Fair (<http://employees.tamu.edu/media/1222180/FinWellnessFairF2016.pdf>). The session is titled: Financial Preparations for Employees Moving from a Monthly to Bi-weekly Payroll Cycle and will take place from 1:45-2:45 p.m. in MSC 2300 D/E. The content of this session is different from the FLSA informational sessions and it is focused on financial preparation for the change. *Please share with your employees who were identified as changing to bi-weekly.* [Registration is required by Tuesday, October 18 at 5 p.m.](#) and this one may fill up fast.

If you have any questions about the Financial Wellness Fair in general, please contact Benefit Services at benefits@tamu.edu or (979) 862-1718. For questions about the session or the FLSA changes, contact HR Classification and Compensation at payplan@tamu.edu or (979) 845-4170.

[Top](#)

Please share the following information with employees in your department.

Financial Wellness Fair – Registration Closes Tomorrow

WELLNESS WORKS! reminds you to register for the Financial Wellness Fair on Thursday, October 20 in the Memorial Student Center (MSC). This event includes an exhibit area with prizes plus several free information sessions including presentations by TRS, the Social Security Administration and several financial advisors. Register in TrainTraq by Tuesday, October 18 for the session(s) of your choice. [View full class schedule and registration link online.](#)

[Top](#)

Medication Management Service

WELLNESS WORKS! reminds you to register for the Medication Management Service on Friday, October 21 in the GSC from 10:00a.m. – 12:00p.m. Free, one-on-one review of your medications to evaluate for potential interactions. Register at u.tamu.edu/homemedics by Thursday. Medication reviews should last approximately 15-20 minutes and will be handled on a first-come, first-served basis. [Details here.](#)

[Top](#)

Flu Vaccine Information

Human Resources, in collaboration with the Colleges of Medicine, Nursing, Pharmacy and Public Health, hosted three successful flu vaccine clinics for over 2,000 employees and their covered dependents including a first-ever drive-thru option. Two additional campus opportunities to get vaccinated are available this week:

October 19, 9:00 a.m. - 4:00 p.m.
College of Veterinary Medicine Critical Care Cafe meeting room

October 20, 9:00 a.m. - 4:00 p.m.
Architecture Building B Exhibit Hall

Additionally, you may contact your health care provider about receiving a flu vaccine or get vaccinated at a pharmacy. The Texas A&M University System insurance plans will cover the vaccine at no cost provided that the *claim is filed under the medical portion of the insurance* and the provider is a contracted provider in the BlueCross BlueShield (BCBS) Blue Choice PPO network. IMPORTANT: not all pharmacies have a medical provider number; ask first and give your BCBS ID card, not your Express Scripts card to ensure that the vaccine will be covered under your health plan. Locally, both Walgreens and HEB are contracted with BCBS to file the vaccine under the health plan. For information about influenza (flu) and the vaccine, visit <http://www.flu.gov> online.

[Top](#)

WELCOA Health Awareness Bulletins

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. The October monthly WELCOA Health Awareness Bulletins are posted [online](#) for your use. Read the monthly bulletins then take the quiz for a chance to win prizes!

[Top](#)

PAYROLL SERVICES

November 2016 Biweekly Pay Dates

Please share this information with employees in your department.

The biweekly payday of Friday, November 11, 2016 has been moved to Thursday, November 10, 2016; the biweekly payday of Friday, November 25, 2016 has been moved to Wednesday, November 23, 2016; both moves are due to our normal Friday pay days being Federal Reserve holidays and the university Thanksgiving holidays.

[Top](#)

TIP OF THE WEEK

Strong Passwords Protect Your Personal Information

October is National Cyber Security Awareness Month. Protecting A&M work-related and personal information requires active participation by each Texas A&M employee. One way you can help create a safer digital world is to have a strong password for the Single Sign-On access to HRConnect and all other online applications used in your duties. Use passwords that are a mix of capital and lower case letters, numbers and symbols, and do not share the password with other individuals. Visit Texas A&M University IT Self-Service for [password tips](#) and stay current with the System-required Information Security Awareness Training.

**HR LIAISON
NETWORK MEETINGS:**

- November 16, 2016
- May 16, 2017
- June 26, 2017

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

**Laura Dohnalik, Liaison Administrator @ ldohnalik@tamu.edu
OR 979.862.3854**

Human Resources Main Contact Information:

PHONE: 979.845.4141 **MAIL STOP:** 1255 TAMU

MAIN OFFICE LOCATION:

*750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](#)*