

# HR LIAISON NETWORK NEWS



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

**November 14, 2016**

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## PAYROLL REMINDERS

November 14:

- PPRs available online
- Monthly EPAs due at noon

November 16:

- Electronic BVDs available
- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

November 17:

- Electronic BVDs due at 4pm

November 18:

- Biweekly and Monthly EPAs due by 5pm for Blackout Periods

[Processing Schedules](#)  
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## HUMAN RESOURCES

### "Living Well With Diabetes" Lunch & Learn Nov. 18 – Registration Closes Today

*WELLNESS WORKS!* and the Texas A&M Evidence-Based Programs Resource Center cordially invite you to attend a Lunch & Learn about Living Well With Diabetes on Friday, November 18, 2016 at the General Services Complex. During this session, participants will learn about the free, Stanford Patient Education Diabetes Self-Management program offered throughout the Brazos Valley. A light lunch is provided. Registration is required through TrainTraQ by close of business today. [Register here.](#)

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### Nominations Open for President's Meritorious Service Awards Program

Nominations are now open for the 30th Annual President's Meritorious Service Awards. President Michael K. Young presents these awards to recognize and reward staff members for their meritorious service to our great university. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this prestigious award as well.

- Individual Awards - Awards will be presented to 25 individuals with each person receiving \$1,000, a commemorative plaque, and a gold lapel pin.
- Team Awards - Two outstanding work teams will be recognized with a team commemorative plaque and each member will receive a cash award of \$200, a lapel pin and a framed certificate of recognition.
- Supervisor Awards - We are honored to announce an enhancement to the award program – the addition of the Supervisor Award. To demonstrate our commitment to leadership excellence, this year we will recognize two outstanding supervisors who exhibit strong leadership qualities and cultivate a culture of excellence in their workplaces. These supervisors will receive a \$1,500 cash award, a commemorative plaque, and a gold lapel pin.

Please consider nominating one of our deserving Aggie Family members during the nomination period, Monday, November 14 through Monday, December 12. Visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for the award nomination process,

criteria, and eligibility. The President's Meritorious Service Awards program is scheduled for Monday, February 27, 2017 and will launch Staff Appreciation Week at Texas A&M. Questions concerning these awards may be referred to Human Resources at [EmplRecognition@tamu.edu](mailto:EmplRecognition@tamu.edu) or (979) 845-7995.

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### **Total Compensation Letters – Now Available**

Employees should be receiving an email regarding their Total Compensation Letter from the A&M System Benefits Administration Office. These letters can be accessed through HRConnect.

1. Log into Single Sign On (SSO) at <https://sso.tamus.edu>
2. Select HRConnect from the SSO menu
3. Click on *Payroll* from the top menu to the right of Home
4. Click on the *Payroll Documents* from the menu that appears below your name
5. Choose *Total Compensation Statements* from the bulleted list
6. Click on the applicable document number link associated with the 11/2016 date recorded

Questions related to compensation or salary should be directed to the department. Benefits related questions should be directed to Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

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### **Processing of EPA Iterations Starting 12/1/16 or Later**

Human Resources and Payroll Services are jointly requesting that departments delay the creation and submission of EPAs with an Effective From date set for 12/1 or later. Please do not create or submit EPAs that have Effective From dates of 12/1/16 or later, due to the upcoming implementation of a single title code listing. Title codes for all titles, not just System-wide Pay Plan titles, are changing and the transition to the new title codes requires a technical implementation process.

If you have just received approval for a title or pay action that requires an EPA, it needs to be submitted for a November effective date, or it should be included in the 12/1 implementation load or it needs to be submitted for an effective date after 12/1. If you have any EPA questions, contact Payroll Services at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) or (979) 845-2711. If you have other questions about the Pay Plan, please contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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### **Flexible Spending Account Grace Period for FY2016 Funds Expiring**

Did you participate in the flexible spending account during FY2016? Do you still have a remaining balance in your FY2016 account? Are you unsure? You can view your current balance by accessing your online account through [PayFlex's website](#). If you have a remaining balance, you can still *incur* expenses that can be claimed against the FY2016 balance through the grace period which ends on November 15, 2016. All eligible expenses for FY2016 must be *incurred* by November 15 and the claims for reimbursement must be filed by the December 31, 2016 claims submission deadline. A comprehensive list of both eligible and ineligible health care expenses may be found [HERE](#).

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### **Living WELL Aware at Texas A&M Kickstart Conference – Registration Now Open**

*WELLNESS WORKS!* presents Living WELL Aware at Texas A&M, a dynamic, year-long program focused on promoting holistic well-being and designed specifically for faculty and staff of Texas A&M University. Founded and presented by Dr. Patricia J. Sulak, this program delivers revolutionary health information, implementation, and inspiration to move participants on a path of improved quality of life and longevity.

This program launches in December 2016 with a Kickstart Conference where participants will learn about Dr. Sulak's *11 Essential Elements to Health and Happiness*. Two identical sessions of the Kickstart Conference are being offered to help accommodate conflicts in scheduling. Participants should choose the session that best fits their schedule. Register early! Space is limited! Deadline is Friday, December 2.

**Thursday, December 8 (afternoon session) – [Register here](#)**

OR

**Friday, December 9 (morning session) – [Register here](#)**

Learn more about Living WELL Aware at Texas A&M [online here](#).

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**Wellness Exam Incentive – Are You Paying Higher Premiums?**

The Texas A&M System wellness exam incentive is an on-going program that requires individuals enrolled in the A&M Care plan to complete an annual wellness exam (also referred to as annual check-up or physical) in order to qualify for the lowest medical premium rate for their insurance. BlueCross BlueShield has mailed postcards to approximately 2,800 individuals across the entire Texas A&M University System who have not completed the wellness exam requirement for FY17. Individuals who have not completed the requirement do not qualify for the lowest premium rate and pay \$30 more in premiums each month. Detailed information on the wellness exam incentive program is available [HERE](#).

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### **TRS Financial Awareness Video Series**

Teacher Retirement System of Texas (TRS) has developed a new Financial Awareness Video Series that provides short educational clips to focus on retirement planning and tips to increasing your financial wellness for a secure future. Current topics available include: What Does TRS Do for Me?, Will My TRS Pension Be Enough?, Estimating Your TRS Benefit, Setting Financial Goals, Getting Retirement Ready and Working Longer. Videos are available on the [TRS website](#) with additional videos to be released. Employees of Texas A&M University do pay into Social Security.

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### **December/January are Peak Retirement Months – Plan Ahead for a Smooth Transition**

Many employees choose to retire during December or January which is an extremely heavy month for retirement processing. If you are considering retiring in December/January, you are encouraged to contact Retirement Services at (979) 862-1718 or [benefits@tamu.edu](mailto:benefits@tamu.edu) to schedule your retirement counseling session. You will receive an email in advance of your scheduled appointment with appropriate forms and a list of paperwork/items you should bring with you to make the counseling session most productive.

In addition, please be aware that if you participate in the Teacher Retirement System (TRS), it will take approximately two months to receive your first annuity payment. The university provides the final report of earnings at the end of the month in which your last paycheck was received. All earnings must be reported to TRS before the retirement can be certified and the TRS paperwork processed. You are encouraged to plan for this time delay.

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## **PAYROLL SERVICES**

### **Calendar of Payroll Deadlines and Events**

Please print and reference the attached calendar outlining important November payroll deadlines and events to ensure your employees are paid timely. A few important items include:

- 11/18/2016 – EPAs must be in Payroll's inbox by 5:00 p.m.
- 11/21/2016 thru 11/23/2016 – EPA Blackout Period #1

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### **IMPORTANT – Retroactive EPAs**

EPAs created after 12/1/2016 with an effective date prior to 12/1 will require an extra EPA. Since the title code is effective 12/1, any prior change would have the old title code. A second EPA with 12/1 effective date would also need to be redone. The original 12/1 change will include a title code change, and possible salary adjustments. These same changes would need to be identified and manually done on the new 12/1 effective date EPA. The potential to miss the 2<sup>nd</sup> EPA is high. There is a definite risk to creating a retroactive EPA that needs to change September, October, or November information.

#### Sample Scenario

Iteration 01: Original FY 2017 position, effective 9/1.

Iteration 02: BPP automatically created with new title code, effective 12/1

#### Any other EPA changes effective after 12/1 is 'business as usual' needs no special title code 'redo's

Iteration 03: Effective 2/1 (any change: perhaps a funding change or position occupant action)

#### However, Retroactive EPA back to October will need to 'redo' the BPP assigned 02 and other 03 changes

Iteration 04: Documenting an October funding change could be effective 10/1-11/30

Iteration 05: 'Redo' Iteration 02 change done by BPP (title and perhaps salary adjustments)

Iteration 06: 'Redo' iteration 03 change done by any subsequent EPAs (duplicate whatever the intended change)

HIGH RISK: Per PIN, only one EPA can be active and routed for approval at any time. The 'chasing' EPAs (3<sup>rd</sup>, 4<sup>th</sup>, etc.) have to wait for current document to be fully approved and iteration created in BPP. THEN, subsequent EPA can be done, wait for approvals, rinse and repeat until all iterations are caught up and current. If not done, the potential for the wrong title or unapplied future changes is HIGH.

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## TIP OF THE WEEK

### Holiday Pay Eligibility

Did you know that 15 minutes can make the difference between being eligible for holiday pay or not? It's true – with a little more explanation of course. An employee must work or be in a paid leave status for any portion of the day before a holiday and any portion of the day after a holiday to be eligible for holiday pay. A "portion" is defined as a minimum of 15 minutes. As the Thanksgiving and winter break holidays are upon us, now is a great time to remind employees of holiday leave and eligibility information at <http://employees.tamu.edu/benefits/leave/holidays/> on the HR website.

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### 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](mailto: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](#)*