

HR LIAISON NETWORK NEWS



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

November 7, 2016

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PAYROLL REMINDERS

November 9:

- Biweekly PVDs available online

November 10:

- Biweekly Pay Day (*moved up from 11/11/2016*)
- Biweekly EPAs due at noon

November 11:

- PPRs print

November 14:

- PPRs available online
- Monthly EPAs due at noon

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HUMAN RESOURCES

Hiring Red, White & You! Veteran's Job Fair Nov. 10

Proudly supporting and hiring Veterans! Visit the Texas A&M HR booth at the "Hiring Red, White & You Job Fair" Thursday, November 10. 10:00 a.m. - 2:00 p.m. at Workforce Solutions Brazos Valley - 3991 E 29th St Bryan. This Job Fair connects Texas veterans and their spouses with Texas employers who value the experience, discipline and other exceptional qualities inherent with a military background. More at <http://employees.tamu.edu/employment/prospective/career-fairs>

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Registration Open for the HR Liaison Network Fall Meeting

The HR Liaison Network Fall Meeting will take place on **Wednesday, November 16** at the Memorial Student Center, Bethancourt Ballroom. Topics will include the Fair Labor Standards Act and System-wide Pay Plan changes effective December 1, the System-wide launch of Workday in December 2017 and much more! The meeting begins promptly at 9:00 a.m.; doors open at 8:30 a.m. for check-in and networking. Please register online (<http://training.tamu.edu/schedule/#HRLiaisonEvents>) by 6:00 p.m. on Friday, November 11. We look forward to seeing you at the meeting!

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Reminder: Prioritization of PATH Actions in November

As previously communicated last month, HR staff have been prioritizing submitted position actions in PATH based on whether the request impacts Fair Labor Standards Act (FLSA) overtime exemption. Those with an FLSA impact are being processed first. Next are new position requests, reclassifications of vacant positions, internal promotions/transfers and reclassifications of positions with existing employees who do not face an FLSA impact. Due to high volume of activity related to the FLSA and System-wide Pay Plan implementation, as well as transition issues related to postings, some actions may not be completed prior to December 1. HR will identify those actions still pending when the implementation occurs and communicate plans at that time. Thank you for your collaboration as we work on final preparations for these two major initiatives.

Classification and Compensation is dedicated to addressing customer needs, even in the midst of so many changes, and we appreciate your continued patience. If you have any questions, please contact HR Classification and Compensation at payplan@tamu.edu or (979) 845-4170.

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Please share the following information with employees in your department.

Voting Leave for Election Day

Election day is approaching. Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day, Tuesday, November 8. Employees wishing to use voting leave on November 8 should notify their supervisor prior to Election Day if they do not have sufficient time to vote on their own time. Supervisors may schedule voting leave by allowing the employee to:

- arrive to work later than normally scheduled in order to allow sufficient time to vote before the workday;
- leave work early without the expectation to return in order to allow sufficient time to vote; or
- take a longer lunch than is normally scheduled in order to vote.

For more information, visit employees.tamu.edu/benefits/leave/other/ on the HR website. For details about the elections, visit www.brazosvotes.org online.

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"Living Well With Diabetes" Lunch & Learn Nov. 18

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 on Monday, November 14. [Register here.](#)

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Living WELL Aware at Texas A&M Kickstart Conference

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. Save the date for the Kickstart Conferences on December 8 or 9. Details found at <http://employees.tamu.edu/benefits/wellness/livingwellaware>.

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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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Retirement Reception Honoring Janelle Ramirez

Janelle Ramirez, Executive Director of Human Resources Operations, will retire at the end of December with 34 years of service within The Texas A&M University System. Janelle began her career in the Texas Agriculture Extension Service and moved to various roles within the System Budget Office, System Benefits Administration Office and TAMU Payroll Services. In 1993, Janelle joined the University as Assistant Director of Human Resources and was promoted multiple times to her current position as Executive Director of HR Operations. Over the years, Janelle has worked with leaders across the System to implement numerous strategic initiatives. Her approach for finding solutions was recognized with the presentation of the Division of Finance & Administration's Visionary Award in 2015.

We invite you to attend a reception to celebrate Janelle's service on Thursday, December 15, 3:00 p.m. to 5:00 p.m. in the Letterman's Club at Kyle Field, 1st Floor – Entry 6, with remarks at 4:00 p.m. Parking is available in the new Cain Garage located on Gene Stallings Boulevard, north of Kyle Field and adjacent to the Memorial Student Center. Please join us to congratulate Janelle on her dedicated service and to wish her well in her future endeavors.

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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 2nd 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 (3rd, 4th, 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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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for November – as of November 1, 2016

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 79 (46%) of the 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 3.3% from 2057 to 1990.
- The total number of past due employees decreased 12.3% from 1023 to 897.
- The total number of past due Faculty employees decreased 1.4% from 214 to 211.
- The total number of past due Budgeted Staff employees decreased 8.3% from 168 to 154.
- The total number of past due Wage Staff employees decreased 26.9% from 413 to 302.
- The total number of past due Graduate Assistant employees increased 16.2% from 37 to 43.
- The total number of past due Student Worker employees decreased 2.1% from 191 to 187.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
Creating a Discrimination-Free Workplace, EEO – 97.9%
Ethics – 97.8%

Information Security Awareness – 96.7%
Orientation to the A&M System – 98.7%
Reporting Fraud, Waste and Abuse – 98.3%
Required Training for Athletics Task Workers – 85.7%

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TIP OF THE WEEK

Veterans Support and Opportunities at Texas A&M

Take this opportunity to remind employees who served in the military of available benefits should they choose to further their education or expand their job opportunities. The Texas A&M University Veteran Services Office <https://vso.tamu.edu/> and The Texas A&M University System Veterans Support Office <https://www.tamus.edu/veterans/> have information and resources to help veterans access quality academic programs. The university also provides for a veteran's preference <http://employees.tamu.edu/employment/legal> in the hiring process and provides other protections, rights and benefits <http://employees.tamu.edu/benefits/leave/military/> to those who serve our country.

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HR LIAISON NETWORK MEETINGS:

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

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

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