

# HR LIAISON NETWORK NEWS



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

October 31, 2016

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## PAYROLL REMINDERS

October 31:

- Biweekly EPAs due at noon
- Supplementals and EPAs due at noon for catch-up supplemental Pay Day of 11/4/2016

November 1:

- Monthly Pay Day
- PPRs print

November 2:

- PPRs available online

November 3:

- Catch-up supplemental PVDs available online

November 4:

- Catch-up supplemental Pay Day
- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

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## HUMAN RESOURCES

### HR Liaison Network Fall Meeting, November 16

Human Resources would like to invite you to join us for the HR Liaison Network Fall Meeting on Wednesday, November 16 in the Memorial Student Center. Registration is now open – please be sure to [register](#) online by 6:00 p.m. on Friday, November 11. The meeting begins promptly at 9:00 a.m.; the doors open at 8:30 a.m. for check-in and networking. We look forward to seeing you at the meeting!

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### Benefits Orientation Session – Wednesday, November 9

The next [Benefits Orientation Session](#) will be held Wednesday, November 9 from 10:00 to 11:30 a.m. in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call EOD at (979) 845-4153.

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### Reminder: EPA Blackout Period, November 21 - 30

The change to a single title code listing on December 1, 2016, requires a technical implementation process that has implications for EPA processing. In order to load the December 1 titles for all employees, there will be a system-wide period in which EPAs cannot be initiated beginning Monday, November 21 through Wednesday, November 30, 2016. During this date range, EPA creators will be able to initiate EPAs for the following actions: *End of Term*, *Eliminate Position*, and *Terminate Employee*.

All other action types on EPAs will be restricted. This period, which includes the Thanksgiving holiday week, is typically a lower-volume period for EPAs and is necessary to avoid manual correction of load errors and minimize additional EPA creation by departments following the December 1 implementation. Please make note of this date and make plans to initiate EPAs early in November so that they can be cleared in payroll by Friday, November 18, in preparation for this restricted period. 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 or single title code listing, please contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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### **Forthcoming Communications – 12/1/16 Pay Plan Titles and FLSA Exemption Status**

This week HR is distributing information to HR Liaisons about System-wide Pay Plan titles and FLSA exemption status. A spreadsheet has been generated for each adloc/department and will be shared first with division or college-level HR Liaison contacts for initial review and further distribution, prior to communication with employees. The list includes filled and vacant positions that are included in System-wide Pay Plan, a comparison of the position's current title with the new pay plan title, and if the position is changing to non-exempt. The FLSA column on the spreadsheet is either blank (no change to current FLSA status) or includes the applicable reason the position/employee is changing to non-exempt, such as if the pay is below the threshold.

Several other communication initiatives are in progress, including notification of employees changing to non-exempt who were not identified in the first employee group in September and creation of a more detailed list of titles and relevant information for posting to the HR website. Please note that any title changes or pay changes that are in progress (either in PATH or via EPAs in routing) may not be captured on the position list, so please be aware of pending PATH or EPA actions when reviewing your lists. We appreciate your patience as we continue to develop information for distribution, respond to your inquiries, and deliver informational and working hours presentations weekly. Please view and share the [System-wide Pay Plan](#) and [FLSA](#) information found online and contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170 if you have further questions.

Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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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 there is already an iteration with a 12/1 begin date, the automated change of the title code will not occur through the technical load process, and will have to be manually corrected with action from both the EPA creator and Payroll Services.

We have identified 40+ iterations that have already been processed in BPP; Payroll Services will withdraw these prior iterations and ask the department to submit an EPA **after** 12/1. Withdrawing these prior iterations will also correct the title code description for these positions, which is displaying incorrectly since the BPP system is pulling this data from the new System title code listing.

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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### **Elimination of Wage Positions that have been Vacant Two Years or Longer**

As part of the preparations for the System-wide Pay Plan and a single title code list for all Texas A&M System positions, HR Classification and Compensation has identified over 1,000 wage positions that have been vacant for two or more years. Wage positions vacant for two or more years will be eliminated from the payroll system during the technical loading of positions into BPP for 12/1/16. No action is needed by departments to process these eliminated wage PINs. If you have any questions about this, please contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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### **November New Hires Into Positions Becoming Non-Exempt May Be Paid Hourly**

When hiring new staff employees into positions that will be non-exempt on 12/1/16, departments have authority to process the employee as an **hourly-paid** employee for **November** start dates. For example, if a department is hiring an employee on 11/7/16 with an annual salary rate below \$47,476, that employee will be added to the list of positions scheduled to become non-exempt on December 1, 2016. This change to non-exempt status is due to the overtime

regulations and the \$47,476 salary minimum threshold for most staff titles (click [here](#) for more specifics about the FLSA change).

It may be more disruptive to the individual being hired to be monthly-paid for one paycheck (12/1/16) and then transition to hourly-paid on the bi-weekly pay schedule for the 12/22/16 and later paychecks. It is also challenging for HR to identify and assure timely notification to these new hires about the change to bi-weekly. Therefore, Human Resources recommends that the department inform the new hire of the overtime-eligibility status and process the individual as an hourly employee. The EPA should be submitted with the appropriate pay indicator and hourly rate (NOTE: see EPA Blackout Period item above to be mindful of EPA processing dates this month). Payroll processing can adjust the position's FLSA status to non-exempt in the system to allow for this change even if the title and pay level is currently considered exempt. In addition, new hires and transfers with start dates 12/1/16 and later who are non-exempt due to the title exemption and/or salary threshold should be processed as hourly employees as well. If you have questions about this recommendation, please contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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*Please share the following information with employees in your department.*

### **Financial Wellness Fair Recap**

The Financial Wellness Fair was a big success with several local vendors and well attended information sessions including the Teacher's Retirement System of Texas (TRS) and a special session for those individuals moving from the monthly to bi-weekly payroll cycle as part of the A&M System-wide Pay Plan and FLSA changes. Congratulations to all the [prize winners!](#) Check out pictures from the event on our [Facebook](#) page and remember to like us!

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### **Celebrate World Kindness Day on November 13**

In an effort to celebrate differences in race, religion, ethnicity, culture, and background, Human Resources and *WELLNESS WORKS!* would like to encourage you to take part in a worldwide event celebrating World Kindness Day! Join the 5<sup>th</sup> Annual Dance for Kindness Worldwide Flash mob that will take place in Downtown Bryan on Sunday, November 13. Take advantage of this special opportunity to make a difference in the world by spreading kindness! Register today at <http://www.lifevestinside.com/dfk/register-to-dance/>.

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### **President's Meritorious Service Awards Program Ceremony, February 27, 2017**

The 30th annual President's Meritorious Service Awards Program ceremony is scheduled for February 27, 2017. The nomination period will open soon so start gathering information now for your nomination packet. President Michael K. Young presents these awards to recognize and reward staff members for their meritorious service to our great university. Watch for a formal announcement regarding the nomination period and additional information about the program or check back to our website at [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for updates. Questions concerning these awards may be referred to Human Resources at [EmplRecognition@tamu.edu](mailto:EmplRecognition@tamu.edu) or (979) 845-6287.

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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.*



### **Security Role Mapping**

The Texas A&M University System is replacing its legacy mainframe payroll and human resources systems with a modern, streamlined, user-friendly, cloud-based system called Workday. Workday will replace many of the current Single Sign-On applications and provide a more up to date, integrated HR and payroll system to help simplify and standardize processes across all system members. Workday will "Go Live" in December, 2017.

As we prepare our organization for the Workday implementation, we need your help to match everyone receiving a paycheck or benefits from the A&M System with the security role(s) that make sense for the work they need to do in Workday. Some of the Workday security roles will align with similar work done in BPP, PeopleAdmin, TimeTraq, etc., and some security roles will be new to us because of how Workday will help us do our HR, Payroll and Benefits work. Your security role mapping representative, *Laura Dohnalik*, will be able to assist you with all the necessary information.

For more information regarding Workday, please view our [introductory video](#) or visit <http://workday.tamus.edu/>. More detailed information will follow as we continue our preparation for Workday. Thank you for your assistance!

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## PAYROLL SERVICES

### Year End Quickly Approaching, Missing Social Security Numbers Need to be Found

*Sent on behalf of Texas A&M University Tax Compliance & Reporting*

With the fall weather comes the urgent need in Tax Compliance & Reporting to gather missing SSNs. If you requested a temp ID for an employee then ask yourself, "Have I received a copy of the SSN yet? And, did I send that copy to Payroll Services?" Tax Compliance & Reporting is concerned about reporting tax documents to the IRS with missing SSNs, because the IRS can impose fines on Texas A&M University for failing to file SSNs on tax forms. These fines could trickle down to your department. So, if you are not sure, please send the SSNs again to Payroll Services, as the stack of GLACIER documents and the potential W-2s to be filed without an SSN is growing. Contact your payroll processor in Payroll Services if you are not certain as to an employee's SSN status.

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## EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

### New Employee Welcome (TAMU NEW) Session November 9 – Please Register by Friday, November 4

*Please forward this information to all hiring supervisors and encourage them to register their new employees.* The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, November 9 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

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## TIP OF THE WEEK

### Tips and Tricks for Halloween

Delta Dental wants to help keep teeth healthy and strong this Halloween. For details on these tips and tricks, click [HERE](#).

1. Think outside the box.
2. Be selective.
3. Go trick-or-treating on a full stomach.
4. Start a candy bank.
5. Designate candy time.

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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**

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