

HR LIAISON NETWORK NEWS



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

January 17, 2017

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PAYROLL REMINDERS

January 18:

- Biweekly PVDs available online

January 19:

- Monthly EPAs due at noon

January 20:

- Biweekly Pay Day

January 23:

- Biweekly EPAs due at noon
- Electronic BVDs available

[Processing Schedules](#)

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HUMAN RESOURCES

Carmen Espitia Retirement Reception

Human Resources and Organizational Effectiveness invites you to join us for a Retirement Reception honoring Carmen Espitia of Employee Relations on Monday, January 30 from 10:00 – 11:00 a.m. in GSC 101-B/C. Remarks will be made at 10:30 a.m. Please join us in wishing Carmen well in her future endeavors and congratulating her on 27 years of service to Texas A&M University.

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Benefit Enrollment and iBenefits for Newly Hired International Students

International students in F-1 or J-1 status are required to maintain health insurance as a Texas A&M University System regulation and a visa regulation for J visa holders. International Student Services (ISS) is responsible for verifying that international students on F-1 or J-1 visa satisfy this requirement. Because of this requirement and the importance of compliance, the below information is provided specifically to address benefits enrollment for international students on F-1 or J-1 visa which have been *newly* hired into a benefits-eligible position.

International students on F-1 or J-1 visa are automatically charged for the A&M System student health insurance plan in the amount of \$947 on their student fee statement which covers premiums 1/1/17-8/31/17. Below are the recommended steps for new benefit-eligible international student employees:

Recommended Option – department will enter the employee into iBenefits and instruct the employee to sign up for coverage selecting the option to begin their employer coverage in iBenefits “on my employer contribution eligibility date” (in this case, it will be April 1, 2017). The employee will continue to have the \$947 premium included on their student fee statement.

- Employee will pay \$947 through the fee statement for coverage January 1 through August 31, 2017.
- Employer coverage will begin on April 1, 2017 and the employer contribution will cover the monthly premium of \$158 *for employee only coverage*.
- Employee will receive a refund of premiums for any dual coverage processed by Academic Health Plans at the end of the original policy term (August 2017).

Note: The department has the ability to enter an employee into iBenefits without the EPA being fully approved once the UIN has been recorded in the payroll database. The Graduate Student Health Plan is the exact same coverage whether enrolled as a student or enrolled as an employee.

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Please forward the following items to employees in your department.

New WELL Leader Program – Applications Due Today!

The WELL Leader application period opened on December 20 and was expected to close on January 6. However, due to the great interest in participating and several requests for exceptions to the deadline, we have decided to keep the application period open through close of business today. For information about how to apply to be a **WELL Leader**, visit wellness.tamu.edu.

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Naturally Slim Program Now Available to Employees/Spouses Enrolled in A&M Care Plan

Another offering of Naturally Slim, a 10-week online weight management program is being made available to employees and their covered spouses in the A&M Care. The application period for this popular program is January 16 through January 27; program starts February 13, 2017. Visit the Naturally Slim [webpage](#) for more information.

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Long-Term Care Insurance Available as Voluntary Benefit Under PerksConnect

Long-Term Care insurance is now available under the [PerksConnect](#) voluntary benefits platform. As part of this new offering, a special one-time enrollment window is available January 19 through April 19, 2017 to eligible Texas A&M employees and their eligible spouses to enroll in individual long-term care coverage with simplified health screening.

ACSIA Partners, one of the largest long-term care specialists, will be available at the information sessions on January 24 to discuss this valuable voluntary benefit and answer questions.

Date/Time: Tuesday, January 24, 2017 | 10:00 a.m. or 2:00 p.m.
Location: General Services Complex (GSC), Assembly Room 101A
Parking: Lot 88 with any valid Texas A&M permit (GSC has paid parking available and is located on Transportation Services bus route 06.)

Visit the [PerksConnect Long-Term Care Insurance](#) webpage for details about the program including eligibility for simplified health screening, additional resources and a listing of online webinar dates.

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Covia Health Mobile Wellness Days

Covia Health provides on-site, state of the art 3-D mammography and bone density screenings to eligible employees and spouses of Texas A&M. Location sites and dates are available on the *WELLNESS WORKS!* [website](#). For additional information regarding eligibility, insurance coverage, and registration process, please read the FAQs listed on the site. To register for one of the following dates/locations, go to <https://tamurderjanuary.coviahealth.org/login> and use passcode 8139675.

Wednesday, January 25, 2017 | Rudder Tower
Thursday, January 26, 2017 | Scoates Hall

Eligible participants who register for services on these dates will receive a \$20 Target gift card upon completion of their screening!

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Onsite Preventive Checkup Appointments, Limited Spaces Available

Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered right here on campus! Appointments are available February 1 and February 2 in the General Services Complex for employees and their covered spouses enrolled in the A&M Care health plan. Take time now to sign up at www.TimeConfirm.com/TAMUGSC. Remember, completion of a Catapult Health Preventive Checkup will qualify as your [annual wellness exam](#) for the purposes of the Texas A&M System Wellness Incentive Program.

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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.



Manager Structure – Now and in the Future

For conversion of data into Workday, every employee must have an assigned manager. Managers have the *decision making authority, accountability and responsibility for staffing and employment events* for workers within their Supervisory Organization.

Current Systems	Workday
What a Standard Approver Manager can DO: <ul style="list-style-type: none">• Submit/Approve time*• Approve Leave• Receive TrainTraq Notifications (only if designated as Primary)	What a Manger can DO: <ul style="list-style-type: none">• Create Position• Hire• Change Job• Propose Employee Merit Award• Request One-Time Payment• Start Performance Review• Request Time Off and Request Leave of Absence• Termination• Freeze/Unfreeze Job Requisition• Screen Job Candidates <i>This is not a complete list of Workday options</i>
What a Standard Approver Manager can SEE: <ul style="list-style-type: none">• Business Title*• Job Details*• Hire Dates*• Salary*• Time Off Balance• Time Off Requests <i>*Also applies to TimeTraq Approval Managers</i>	What a Manager can SEE: <ul style="list-style-type: none">• Position Title, Business Title• Job Details• Hire Dates• Worker History• Manager History• Salary, Allowances• Pay Change History• Education, Licenses, Certifications• Time Off Balance• Time Off Requests <i>This is not a complete list of Workday options</i>

For more information on the Workday manager structure, please visit <http://employees.tamu.edu/liasons/common-processes/workday-transition/> on the Human Resources & Organizational Effectiveness website.

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PAYROLL SERVICES

Form W-4 (2017)

Employee's Withholding Allowance Certificate, Form W-4 (2017), is now required for all new hires, rehires and active employee tax withholding updates or changes. Please shred or destroy your stock of 2016 W-4 forms so they are not inadvertently used; make sure any pre-made new employee packets your department has on hand have the correct W-4 (2017) in them. Use of the W-4 (2017) will help ensure your EPA will not have to be rejected.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Time Change for Benefits Orientation and New Employee Welcome (TAMU NEW) Sessions

Beginning on February 8, 2017 the times of the *Benefits Orientation* and *New Employee Welcome (TAMU NEW) Session* will be changed to better meet the needs of employees. The *New Employee Welcome (TAMU NEW) Session* will be held from 9:30 a.m. to 2:00 p.m. (lunch included) and the *Benefits Orientation* will be held from 2:30 to 4:00 p.m. Employees can register at: <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 (979) 845-4153.

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TIP OF THE WEEK

Review SSO Security Log; Report Suspicious Activity

Employees should regularly check the "Log" tab available from the Single Sign-On (SSO) menu. The *Security Log* details the date/time, IP Address, action, location, and ISP of each access. If an entry on the *Security Log* is questionable and a cause for concern, please use the "Report Problem" button to notify the security administrator. Together, we can help protect and secure our data. For more information, visit the following SSO help pages:

<http://it.tamus.edu/sso/my-security-log-shows-i-logged-in-from-a-different-city-should-i-report-it/>

<http://it.tamus.edu/sso/help-system/key-concepts/security/questionable-log-activity/>

<http://it.tamus.edu/sso/how-do-i-report-a-questionable-logon-activity/>

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HR LIAISON NETWORK MEETINGS:

- 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](#)