

HR LIAISON NETWORK NEWS



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

January 30, 2017

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PAYROLL REMINDERS

February 1:

- Monthly Pay Day
- Biweekly PVDs available online

February 3:

- Biweekly Pay Day

February 6:

- Biweekly EPAs due at noon

[Processing Schedules](#)

[Payroll Reports](#)

HUMAN RESOURCES

Benefits Orientation Session – Wednesday, February 8, 2017

The next [Benefits Orientation Session](#) will be held Wednesday, February 8 from 2:30 to 4:00 p.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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Please forward the following items to employees in your department.

Wellness Release Time

Wellness Release Time, as authorized by [System Regulation 31.02.13 Wellness Programs](#) and [SAP 31.02.13.M0.01](#), provides all full-time, benefits-eligible, Texas A&M employees the opportunity to use 30 minutes of their regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities. For more information including the Wellness Release Time Acknowledgement Form, please visit <http://employees.tamu.edu/benefits/leave/wellness-release-time/>. For questions or concerns, please contact our team at wellness@tamu.edu.

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Long-Term Care Insurance Webinars Available

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 insurance (policy provided by LifeSecure a BlueCross BlueShield organization) with simplified health screening. Visit the [PerksConnect Long-Term Care Insurance](#) webpage for details about the program including eligibility for simplified health screening, additional resources and to register for one of several informational webinars offered during the special enrollment period.

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[1095-C Tax Form Information](#)

The [1095-C Employer-Provided Health Insurance Offer and Coverage](#) will be provided to all full-time, benefits-eligible employees and to part-time employees who were enrolled in the A&M Care Health Plan during 2016. The IRS requires employers to furnish the 1095-C form by March 2, 2017. Texas A&M employees can expect their 1095-C tax forms well in advance of the March 31 deadline with a target date of early-February. Further information may be obtained on the [IRS website](#), Understanding Form 1095-C, Employer-Provided Health Insurance Offer and Coverage.

You may be wondering if you must wait to file your income tax return with the IRS until you receive your form. The IRS addresses this question and more on their [website](#), Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A, 1095-B, and 1095-C).

Note: If you were enrolled in the Graduate Student Employee Health plan during calendar year 2016, in addition to a Form 1095-C, you will receive a Form 1095-B mailed to you by BlueCross and BlueShield of Texas, the insurance company that underwrites the Graduate Student Employee Health plan administered by Academic Health Plans.

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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.



Workday Quick Links

Looking to learn more about Workday? Visit the Division of Human Resources and Organizational Effectiveness homepage (<http://employees.tamu.edu/>) for spotlight events and a direct link to the Project Helios webpage.

Transition resources are also available on the HR Liaison page at <http://employees.tamu.edu/liaisons/common-processes/workday-transition/>.

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PAYROLL SERVICES

New Version of Form I-9

In August 2016, the Office of Management and Budget (OMB) approved proposed changes to Form I-9 which cleared the way for United States Citizenship and Immigration Services (USCIS) to release its latest form revision on November 14, 2016.

Guardian implemented the revised form January 19, 2017, and in conjunction with the new form requirements, multiple system enhancements that improve the I-9 processing and information capturing experience.

Four Guardian instructional tools are available on the Payroll Services website for your reference. They contain frequently asked questions and step-by-step Guardian system procedural instructions.

- [Guardian Form I-9 In-Person Workflow](#)
- [Guardian Form I-9 Release Highlights](#)
- [Guardian Form I-9 Revision and FAQs](#)
- [Guardian Form I-9 Location Manager Electronic](#)

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Session February 8 – Please Register by Friday, February 3

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, February 8 from 9:30 a.m. to 2:00 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

Health Awareness – Did You Know?

Employees have access to a large catalog of health awareness bulletins through The Wellness Council of America (WELCOA). Resources are available for lifestyle, family safety, self-care and general wellness. To review current topics along with a comprehensive list for 2016/2015, visit <http://employees.tamu.edu/benefits/wellness/health-bulletins/>.

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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:

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