



HR LIAISON NETWORK NEWS

June 26, 2017 | Share the following information within your departments as appropriate.

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TIP OF THE WEEK

[Use iBenefits to Prepare for Annual Enrollment](#)

PAYROLL REMINDERS

June 26:

- PPRs print*

June 27:

- PPRs available online*

June 29:

- Supplements due at noon*
- Uploads due at 1pm*
- TimeTraq due at 4pm*
(please make sure a department approver is available)

July 3:

- Monthly Pay Day

July 4:

- Holiday

July 5:

- Biweekly PVDs available online

**early deadline due to July 4th holiday*

[Processing Schedules Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Summer Meeting Launched Today!

As mentioned in last week's edition, we are trying a new approach for the summer meeting. HR Liaisons will have an opportunity to "attend" the meeting virtually from the comfort of their own office. Topics for the virtual meeting include: HROE division update, annual enrollment and Workday for HR Liaisons.

The meeting content is available in TrainTraq; users will be prompted to login to SSO before opening the course which can be found by clicking on the Course Catalog tab (search for *summer*) or follow the direct link ([2113114: HR Liaison Network Summer Meeting – June 2017](#)). Please allow 90 minutes to complete the recorded meeting; you must then acknowledge the completion to receive meeting credit. The content will be available from Monday, June 26 through Friday, July 14. We hope you enjoy the new meeting venue and appreciate your feedback at hnetwork@tamu.edu. Thank you for your continued support of the HR Liaison Network!

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HR Liaison Training

Congratulations to all the HR Liaisons and HR Liaison Coordinators that have completed their HR Liaison training! We've had 21 completions since the beginning of FY2017. Your quest for knowledge and dedication is

appreciated by HROE and the employees you represent in the departments. Certificates are being processed and will be delivered soon. Thank you for all you do!

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Workday Resource Now Available for New Hires

HR Liaisons responsible for departmental onboarding are encouraged to share the *New Hire Workday Flyer* with employees hired between now and December. It is available on the *Workday & HR Liaisons* section of [Workday & You](#). The resource will help employees learn about the new tool called Workday which will impact their HR, payroll and benefits beginning in December 2017.

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Annual Enrollment – Premiums Announced

The FY2018 health plan premiums have been finalized by the System Benefits Administration Office and are available at <http://employees.tamu.edu/AE>.

Updates for September 1, 2017:

- No changes to premiums for full-time employees and retirees enrolled in the A&M Care Plans and a very small increase for part-time employees.
- The employee premium for employee-only and employee-and spouse coverage in the Graduate Student Employee Health Plan will remain the same, with an increase in the other dependent tiers.
- Optional life insurance rates are increasing.
- Superior Vision will be replacing EyeMed as the new vision provider with a slight reduction in rates.
- The maximum annual election for a healthcare Flexible Spending Account will increase from \$2,550 to \$2,600.

An announcement will be sent electronically to all benefit-eligible employees when the annual enrollment system is available through iBenefits. Annual enrollment runs from July 1 through July 31. Additional resources and information will be posted to the HR website as soon as the information is available. For questions, contact Benefit Services at benefits@tamu.edu or 979.862.1718.

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New Deadlines for Enrollment In and Completion of HROE Certificate Programs

HROE Professional Development is continuously developing new programs to better meet the needs of Texas A&M. With that in mind, we are announcing new deadlines for enrolling in and completing our certificate programs. This will allow for the development and roll out of new programs next year.

At this point, customers can continue to enroll in a Professional Development Department certificate program until July 7, 2017. After that date, we will be unable to accept new enrollments. From that time forward enrolled certificate program participants will have until July 31, 2018 to complete all related coursework, capstones, and final project assignments. Please visit our certificate programs page at EODinfo.tamu.edu/programs/certificate for additional information.

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ER/PPR Renamed Organizational Consulting & Resolution Management

To better serve our customers and improve our business processes, Employee Relations (ER) and Policy & Practice Review (PPR) have merged into a new department named Organizational Consulting & Resolution Management (OCRM). This team will continue to consult and partner with employees, supervisors and administrators to resolve employment relations matters, and enhance operational and organizational effectiveness.

Ms. Wanda S. Boyd was promoted to Director of OCRM this spring. She has worked in HROE since 2015 where she previously served as a Senior Policy & Review Specialist. Wanda's background spans the full spectrum of human resources with an early career focus in training and organizational development and team building to total human resources with compliance and consulting.

Please note the new OCRM email address is ocrm@tamu.edu and the phone number is 979.862.4027. Watch for updates to our webpages in the coming weeks.

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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 Open Forum, July 19

Registration is now open for the Wednesday, July 19 meeting from 10:30 a.m. to 12:00 p.m. in the General Services Complex. All employees, including HR Liaisons/department processors and managers (supervisors), are encouraged to attend. Register [here](#). Not able to attend in person? Join via [WebEx](#). For more information about the upcoming sessions and to review information from past sessions, visit [Workday & You](#) from the Human Resources and Organizational Effectiveness website.

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Workday Update for College/Division/Department Meetings

The Texas A&M University project team would love to get on as many meeting agendas as possible before October 2017. Everyone receiving a pay check and/or benefits from The Texas A&M University System will be affected by the transition to Workday in December 2017. If you would like to help spread Workday awareness, please contact our Workday Change Champion, Brandy Kosh (b-kosh@tamu.edu or 979.845.1691). Now is the time to start preparing for your brighter Workday!

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WELLNESS WORKS!

Please share the following information with employees in your department.

Free Fitness Sessions for Texas A&M Faculty & Staff Employees

All on-campus fitness sessions will be cancelled on Monday, July 3rd and Tuesday, July 4th in observance of Independence Day. Piranha Fitness Studio will operate according to their regular business hours on Monday, July 3, but will only have classes until 2:00 p.m. on July 4th. Classes will resume normal schedules on Wednesday, July 5th.

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Help Us Solve Summer Hunger - Food Drive for the Brazos Valley Food Bank

Faculty and staff are encouraged to donate non-perishable food items during June to help the Brazos Valley Food Bank **Solve Summer Hunger!** Donation bins are located in the General Service Complex (GSC) lobby. Can't make it to the GSC? Make a monetary [online donation](#).

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Final Countdown of the A&M System Showdown - MyEvide Benefits 500

This is the final week in June to compete against all campuses and agencies in The Texas A&M University System for the highest level of engagement on [MyEvide](#) during the MyEvide Benefits 500. We need YOUR help to bring home the \$5,000 donation prize to benefit the [Brazos Valley Food Bank](#) – which would provide over 25,000 meals!

To earn points, we need YOU to:

- Register for MyEvide at tamus.myevide.com AND play “Game Day” – last one is this Friday, June 23.

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Fitbit Corporate Wellness Program – Discount Storefront open through June 30

The discount storefront available through our Fitbit Corporate Wellness Program has been **extended through June 30, 2017**. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate. [Additional information here](#).

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PATHWAYS PERFORMANCE MANAGEMENT

PATHways Reports

The PATH performance management reports will continue to be available by sending an email request to hrbusinessservices@tamu.edu.

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Upcoming PATHways Training

Please make note of the following classes for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional classes as interest indicates.

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: July 20 from 8:30 to 12:00. Employees can register at <http://training.tamu.edu/Courses/Detail/2166>.
- PATHways to Success: Performance Management for Staff: September 26 from 8:30 to 12:00. Employees can register at <http://training.tamu.edu/Courses/Detail/1988>.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or 979.845.4153.

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TIP OF THE WEEK

Use iBenefits to Prepare for Annual Enrollment

Don't remember which insurance forms you submitted last year? Unsure how much life insurance coverage you selected last year or your current dependent coverage? With annual enrollment right around the corner, use iBenefits to find your answers and prepare for future benefits. Log in to iBenefits anytime from SingleSignOn at sso.tamus.edu.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

HR LIAISON
NETWORK
MEETINGS:

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