



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

August 21:

- Electronic BVDs available
- PPRs Print

August 22:

- Electronic BVDs due at 4:00pm
- PPRs available online

August 23:

- Biweekly PVDs available
 - August 24:
 - Supplements due at Noon*
 - Uploads due at 1:00pm*
 - TimeTraq due at 4:00pm*
- * early deadline; see FY Rollover notes in this newsletter*

August 25:

- Monthly PVDs available

August 29th:

- Biweekly PVDs available

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Workday Business Process Demonstration: Start to Finish

HR Liaisons are invited to attend Workday Sandbox Help Sessions on Wednesday, August 23 and Thursday, August 24. These sessions will be facilitated by Dushyant Shama, Senior Consultant for Human Capital/HR Transformation with Deloitte Consulting LLC. Mr. Shama will use Workday to demonstrate several common

business processes from initiation to approval. Seating is limited and **registration is required**. If unable to attend in person, you may participate via WebEx. See below for registration links and WebEx information.

- [Wednesday, 8/23 Workday Overview, part 1](#) GSC 101BC | 1:00pm-3:00pm
WebEx URL: <https://tamu-cs.webex.com/mw3100/mywebex/default.do?siteurl=tamu-cs>
Event #: 648 879 229
Password: Wkdy0823
- [Thursday, 8/24 Workday Overview, part 2](#) GSC 101BC | 10:00am-12:00pm
WebEx URL: <https://tamu-cs.webex.com/mw3100/mywebex/default.do?siteurl=tamu-cs>
Event #: 648 483 137
Password: Wkdy0824

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Division of HROE Staff Retreat on Tuesday, August 29

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office attending a retreat on Tuesday, August 29. The HROE office in GSC Suite 1201 will be open and student assistants will be available at the front desk to answer basic questions, take messages, and collect packages. All emails/calls will be returned the following business day. If you have an urgent matter and/or need immediate assistance on August 29, please call 979.845.4141.

Please mark your calendars and plan ahead for assistance you may need from any of our departments. We will resume normal business hours on Wednesday, August 30.

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New Employee Assistance Program offered through Deer Oaks EAP effective September 1

Texas A&M System Benefits Administration has entered into an agreement with Deer Oaks Employee Assistance Program (EAP) Services to extend services to all A&M System members including Texas A&M University effective September 1, 2017. Deer Oaks uses a network of local mental health providers to deliver in-person or online assessment and counseling services. These services are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members. Full details at employees.tamu.edu/eap/deer-oaks-eap online.

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Postdoctoral or Graduate Student Fellows Benefit Process

The benefit enrollment information for eligible Fellows has been updated to reflect FY2018 premium rates. As a reminder, Section 1601.1021 of the Texas Insurance Code provides certain postdoctoral fellows or graduate student fellows eligibility to participate in the group insurance program under the Texas A&M University System policies. These individuals may enroll in the health, dental or vision group insurance plans, but do not qualify for the employer contribution for premiums.

Eligible individuals include:

Graduate Student Fellows - To qualify for Texas A&M University group insurance, you must hold one or more graduate student fellowships, awarded on a competitive basis that either singly or in combination provide a stipend valued at \$10,000 or more per year. Your eligibility will continue as long as you hold the fellowship(s) and remain in good standing with a degree granting program.

Postdoctoral Fellows - To qualify for Texas A&M University group insurance, you must hold a postdoctoral fellowship(s) and currently receive a stipend from an applicable fellowship. Your eligibility will continue as long as you hold the fellowship(s).

Departments with qualifying individuals are encouraged to review the [Postdoctoral and Graduate Student Fellow Benefit Eligibility & Enrollment Process](#) information on the Human Resources website and complete the applicable certification form to document benefit eligibility and the required offer of benefits.

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New Semester Means New Employees for iBenefits

At the beginning of each new semester there is an increase in newly hired benefit-eligible employees. Please review these [Processor Tips](#) and remember:

1. New employees must complete the enrollment process within 60 days of their benefit-eligibility date; otherwise, they will default into the A&M Care Plan as a tobacco user.

2. Employees wanting coverage for date of hire must complete enrollment within 7 days of date of hire; otherwise, the next available coverage effective date would be the first of the month following submission.
3. If the employee is a Graduate Student Employee, emphasize that the Graduate Student Plan is *NOT* the default plan. They will incur an additional out-of-pocket premium if they do not specifically enroll in the Graduate Student Plan or waive coverage.
4. Encourage new hires to register for the [New Employee Benefit Orientation](#) and [New Employee Welcome](#).

Please contact your designated Benefits Representative (employees.tamu.edu/findliaisons/) if you have questions or need additional assistance.

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Understanding Benefit Enrollment Windows for New Hires

Are you confused by the enrollment window for new hires to select their benefits? It can be confusing at times and is frequently misunderstood by new employees. All new benefits-eligible employees have a waiting period for the employer contribution unless they are a direct transfer from another State agency or Institution of Higher Education.

The employee has a 60-day enrollment window from date of hire in a benefits-eligible position to elect and enroll in benefits. During the benefit selection process, the employee will be able to choose the actual effective date of their coverage in iBenefits and will have the following options:

- Date of Hire – only available if the department HR Liaison creates the iBenefits document within 7 days of hire, a new month is not crossed before the selections are made and the employee submits their iBenefits document within the first seven days.
- 1st of the Month Following – makes the effective date of coverage the first day of the month following when the benefit enrollment selections are submitted through iBenefits. It is very important to understand that benefit enrollments are not processed retrospectively. If the month has already begun then the coverage effective date will roll to the next available 1st of the following month.
- Employer Contribution Date – date that the employee qualifies for the employer contribution and is the first of the month following the waiting period which is now available the 1st of the month following 60 days of employment in a benefits-eligible position.

Do you have additional questions or are you uncertain if your employee is a direct transfer? Remember that your designated benefits representative (employees.tamu.edu/findliaisons/) is available to assist in answering your benefits questions to help ensure that the employee has the correct iBenefits record for their benefit enrollment.

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Affordable Care Act (ACA) Benefit Eligibility Determination for Wage and Student Workers

When determining if a wage or student worker is considered “fulltime” and benefit-eligible according to ACA criteria, the hiring department must first consider – does the newly hired worker have a “reasonable expectation” to work on average 30 hours per week for 90 days? If the answer is affirmative, the individual meets the “fulltime” definition of ACA and must be offered benefits. *NOTE:* These individuals are NOT considered benefit-eligible by State definition and should NOT be entered into iBenefits. Please notify Benefit Services directly for any wage or student worker “reasonably expected” to work the average of 30 hours for 90 days by providing the name, UIN, email, start date, duration of employment and average hours to be worked to benefits@tamu.edu. Benefit Services will notify the employee of their benefit eligibility (including the 60-day waiting period for the employer contribution) and provide instructions on enrollment through a manual paper process.

Newly hired wage or student workers not “reasonably expected” to work on average 30 hours for 90 days will have their actual hours measured through their initial measurement period (twelve month period starting the first of the month following hire date) to determine benefit-eligibility as a variable employee. More information on the Affordable Care Act including a detailed Q&A and flowchart is available [HERE](#). Contact Benefit Services at benefits@tamu.edu or 979.862.1718 for additional information.

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***IMPORTANT* Returning from Leave Without Pay Process**

As each new semester approaches there are typically employees who may have been in a leave without pay (LWOP) status who are returning to an active paid status. It is critical for departments to submit an Employee Payroll Action (EPA) so the employee’s benefits and the employer contribution can be reinstated. Benefit

coverage that was suspended during the leave will be reinstated on the exact date the employee returns to active status as indicated on the EPA. Premiums are not prorated; therefore, if the employee is returned to an active status with an August effective date they (and the department) will be billed the entire premium for August. Timely EPA processing is always important, but especially for international students who need to provide verification of insurance coverage to International Student Services (ISS). Please contact Benefit Services at benefits@tamu.edu or 979.862.1718 if you have questions.

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End of Fiscal Year LeaveTraq Reminders

It's that time of year again to complete and update all LeaveTraq records as we move toward the next fiscal year. Please note the following items as FY2018 approaches:

- LeaveTraq allows you to process or revise leave transactions entered in the previous fiscal year; therefore, you will lose the ability to process or revise leave transactions for FY2016 on September 1, 2017. Accordingly, please make sure pending transactions for FY2016 are completed prior to August 31, 2017. Note: A rejected document is not considered to be completed. The document is still active and requires an appropriate action.
- Please note that many of the transactions still pending from FY2016 and in progress for FY2017 are at the status of pending admin review, so if you are the departmental LeaveTraq administrator for one or more ADLOCs, please look closely and clear up any incomplete transactions.
- For budgetary reasons, all leave entries for FY2017 activity should be completed as soon as possible.
- LeaveTraq provides an automated process to lapse excess vacation balances at the end of the fiscal year in accordance with [System Regulation 31.03.01 – Vacation](#). Please note that any lapse will affect both sick and vacation leave balances, and that two transaction entries will be required if the automatic transactions entered by the LeaveTraq program need to be cancelled, reversed, or adjusted.

Thank you, in advance, for your attention to these details. Your timely review and consideration of these matters will ensure that your employees have up-to-date accrual balances and will also provide your department with accurate fiscal year-end financial reports. Please contact Benefit Services at benefits@tamu.edu or 979.862.1718 if you have questions.

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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: What's Staying and What's Going Away

The Texas A&M University System is replacing our existing payroll and human resource systems with Workday, which is a cloud-based application that allows you to manage your personal, payroll and benefits information through an intuitive, user-focused interface. Workday will go live in December 2017 and will be available through your SSO login. Many of our commonly used applications are staying in place while several others will be replaced by Workday.

- Staying in Place:
SSO, Business Objects, AggieBuy, eTravel/Concur, Glacier, Maestro, Time & Effort, TrainTraq
- Going Away:
BPP, EPAs, Guardian I-9, HRConnect, iBenefits, LeaveTraq, PeopleAdmin (PATH), TimeTraq

Learn more about the Workday transition by visiting [Workday & You](#) and [Workday Help](#).

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Workday Security Roles

Workday uses employee assigned Security Roles so that job responsibilities are clear and effective. Security Roles determine what you can see and do in Workday. Security Roles are not job titles. If you have not had a chance to do so, we encourage you to review the roles and definitions available on [Workday Help](#) under Get Started.

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Workday Manager Security Role

Anyone who has employees, including Graduate Assistants, reporting to them will have the Workday security role entitled "Manager". The security role is not related to your specific title. In other words, if you supervise anyone in the workplace and are setup as their primary manager in SSO, you will inherit the Manager role in Workday. To see a list of employees reporting to you, click on the "My Employees" tab from the [SSO menu](#).

Manager Training: September 18 – November 17 via eLearning courses

Manager Video Help / Job Aids: available beginning in October

Manager Resources: [Workday & Managers](#) | [Workday Help](#) | [Say Hello to Workday: Managers](#)

Faculty and Staff questions related to the Workday Manager role may be sent to Laura Dohnalik at ldohnalik@tamu.edu or 979.862.3854.

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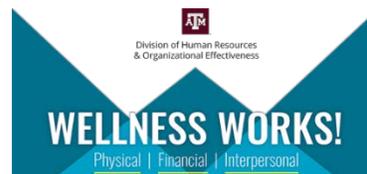
WELLNESS WORKS!

Please share the following information with employees in your department.

Naturally Slim

The Texas A&M University System is offering you and your covered spouse an opportunity to lose weight with a program called Naturally Slim® – **at no cost to you!** How do you apply? The program begins on September 11 but participation is limited so you, your covered spouse, and/or covered dependent 18 years of age or older must complete the online application by August 25 at naturallyslim.com/TAMUS.

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Fall Prevention Awareness Event

Did you know that even though falls are the number one cause of injuries for older adults, falls are NOT a natural art of aging?

Join The Texas A&M Center for Population Health and Aging (CPHA) to learn how you can take simple steps to prevent falls for yourself and loved ones. CPHA is hosting this FREE Fall Prevention Awareness Event on September 14 from 9:00am-12:00pm at the Brazos Center. For additional information, contact Meredith Martin at mmartin@sph.tamuhsc.edu or 979.436.0606.

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FREE Fitness Sessions for Texas A&M Faculty & Staff

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by **WELLNESS WORKS!** Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

- **NEW!** – August 2017 Interim Fitness Schedule (August 8 – 25.)
***WELLNESS WORKS!** participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.

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Financial Wellness Counseling

Beginning in August, **WELLNESS WORKS!** will be facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. [Visit here](#) to learn more about this opportunity to enhance your financial well-being.

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New Piranha Fitness Policies – Effective 8/28/17

Beginning August 28, Piranha Fitness Studio will be enforcing new policies for **WELLNESS WORKS!** classes including the following:

- No Show Policy
- Cancellation Policy

- Waitlist Policy
- Late Policy

WELLNESS WORKS! participants are asked to familiarize themselves with these policies found online ([here](#)) under the Piranha Fitness Studio drop down tab.

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Living WELL Aware at Texas A&M - Essential Element #8: *Passionately Pursue Purpose and Priorities*

The August video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #8: *Passionately Pursue Purpose and Priorities*** available via TrainTraq.

- Texas A&M University, Workstation M – [Watch it here!](#)
- Texas A&M Health Science Center, Workstation H – [Watch it here!](#)

To review past Essential Elements, check out our [online newsletter archive](#).

**Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

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PAYROLL SERVICES

FY2018 EPAs for Wage Positions

EPAs can now be created for FY2018 wage positions. Canopy will default to FY2017; entry of wage EPA's for FY 2018 will require you to use the drop down menu and select FY 2018. The fiscal year default will be changed to FY2018 after FY2018 has been completed early September 2017.

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Roll to New FY Canopy Feature

The Roll to New FY feature in Canopy is available for budgeted positions only. It allows FY2016 EPAs to automatically roll to FY2017 without creating an additional EPA in FY2017. The feature can be activated by selecting the "Roll to New FY" box when creating a FY2016 EPA. Make sure the annual term for the employee is reflected as either 9 or 12 in order for the feature to work.

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FY18 EPA Creation End Date

With the activation of the 2018 budget, iterations beginning 12.01.2017 or later for monthly pay indicators and 12.17.2017 and later for biweekly pay indicators will no longer be allowed in Canopy. All actions (new hires, reappointments, source changes, terminations, etc.) effective after these dates should be entered in Workday. A cutoff date for EPA creation for actions starting earlier than 12.01.2017 will be announced soon. Please keep this in mind as the Fall progresses.

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New Hire Documents

Remember to submit new hire documents for employees hired September 1, 2017 and processed during the Prep Budget Process. All paperwork needs to be received by Payroll Services on September 1st at noon to avoid payment delays.

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Using a PIN Created During FY2018 Prep Budget

To use a PIN created in Prep Budget FY2018, two EPA fields are critical. The first field is the PIN field. Enter the PIN created in FY2018. The second critical field is the Position Action. Select the position action "re-activate" for this field.

Create Type: New Budgeted Position PIN: FY2017 PIN
 Fiscal Year: 2016 Workstation: M
Document Type: Create or Re-activate Position.
Recommended Occupant Action: New Hire.
Current Occupant Action: Already Vacant.
Position Action: Re-activate Position.

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FY2018 Pay Schedules and Processing Calendar

The FY2018 biweekly and monthly pay schedules and the Fall 2017 payroll processing calendars are now available at payroll.tamu.edu/payroll-processing/calendar/ online.

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Estimated Time

The arrival of the new fiscal year creates early deadlines in regards to the bi-weekly payroll for the pay date of September 01 (period covered – August 10 thru August 23) and the pay date of September 08 (period covered – August 24 thru August 31). Payroll Services does not recommend that estimated time be submitted for employees unless they have sufficient leave accumulated to cover the estimated days; nor should student workers submit estimated time.

If an employee has an adjustment to his/her estimated time which results in additional pay or work time which was not estimated, the department should adjust the hours on the next bi-weekly payroll. Then the payment for this time will be included on the next scheduled bi-weekly payday. If an employee does not work all the time estimated, leave should be recorded or an adjustment should be made to decrease the hours on the next bi-weekly payroll. Be sure to document any adjustments made in your records.

Payroll Services will not process an emergency check due to changes in estimated time. If you have any questions or concerns about this matter, please email payrollprocessing@tamu.edu or call the Payroll Processing Team that services your department.

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Employee State Income Tax (SIT) Verification Form

The Employee State Income Tax (SIT) Verification form is one of the **required** forms for new employees that's listed on the EPA Document Checklist. As the new school year is approaches, please remember to submit this form for all employees with an out-of-state residence with the exception of those who reside in the below states. It is **very important** for the employee that we receive this form and all additional requested documents before the employee's first payroll. This will help avoid a possible tax liability on pay that was not properly taxed.

The SIT packet has been updated. **Please discard all old forms and provide your employees with the updated packet:**

Employee State Income Tax (SIT) Verification Packet
payroll.tamu.edu/media/680721/318_employee_sit_verification_packet.pdf

States that do not levy and income tax. SIT form not required

Alaska
Florida
Nevada
New Hampshire
South Dakota
Texas
Tennessee
Washington (not Washington D.C.)
Wyoming

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***IMPORTANT* FY Rollover Notes**

A new payroll tool titled "[FY Rollover Notes for Departmental EPA Creation and TimeTraQ / BVDs](#)" is available online. This tool offers guidance for FY Rollover procedures and corrections. Please reference this tool before contacting payrollprocessing@tamu.edu with questions.

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Guardian, Electronic I-9 System Update

Guardian is updating their electronic I-9 system the morning of **August 23, 2017** to the new version (dated 07/17/17 N), including some Guardian scheduled system changes. Reminder, do not use the new revise version until the go live date. If you have a Paper Form I-9 completed, (dated 11/14/2016 N), it needs to be entered into the Guardian no later than Tuesday, August 22, 2017. [Guardian System Update FAQs](#) are available online.

Form I-9 questions: Laura Ellis (lauraellis@tamu.edu | (979) 845-7127) or Paul Castilleja (pcastilleja@tamu.edu | (979) 845-7131).

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TIP OF THE WEEK

Non-Monetary Awards to Boost Retention

Are your managers and supervisors aware that an employee can be given up to 32 hours of Administrative Leave to recognize outstanding performance or exceptional contributions on special projects? Go to employees.tamu.edu/compensation/flexible-comp/administrative-leave for more information.

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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:

TBD