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

January 6, 2014

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**TIP OF THE WEEK**

The Taxman Cometh! Update Payroll Information

**PAYROLL REMINDERS**

January 6:
- EPAs due at noon

January 7:
- PPRs print

January 8:
- PPRs available online

January 10:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

**Processing Schedules**

**Payroll Reports**

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**HUMAN RESOURCES**

**Flu Prevention**

*Please share with employees in your department*

The increased number of flu cases across the nation continues to make news headlines especially here in Texas. The Centers for Disease Control (CDC) states that flu activity continues to remain high. Benefits Services would like to remind employees enrolled in the A&M Care Plan or the Graduate Student Employee Health Plan, who did not participate in the employee free flu vaccine clinic last fall, they can still receive a free flu vaccine at their medical provider’s office, medical clinic or several local pharmacies including Walgreens and HEB. A pharmacy must have the ability to file the flu vaccine as a medical claim with BlueCross BlueShield and not as a prescription through Express Scripts in order for the claim to be covered in full with no cost to the employee. If the claim is filed as a prescription through the pharmacy network, an administrative fee of $27.00 will be charged. Employees should check with their medical provider, local medical clinic or pharmacy on the availability of vaccines. More information on flu prevention, including recommendations by the CDC for flu vaccination, is available on their website at [http://www.cdc.gov/flu/](http://www.cdc.gov/flu/).

**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 remember all new benefit-eligible employees should be entered into iBenefits for their benefit enrollment and they must complete the enrollment process within **60 days** of their benefit-eligibility date. If you need a refresher on how...
to enter an employee in iBenefits or edit the employee information after the document is created, please review the Processor Quick Links available at https://apps4.system.tamus.edu/help/ibenefits/ online. Contact your designated Benefits Representative if you have questions or need additional assistance.

Suggested Tip: When you provide the new employee with the iBenefits instruction sheet, also stress that they have 60 days to make their benefits selections. This is different than the waiting period (1st of the month following the 90th day) associated with the employer contribution towards benefit premiums. Additionally, if the employee is a Graduate Student Employee, please reiterate that the default plan is not the Graduate Student Plan. They will incur a significant out-of-pocket premium should they get defaulted into the A&M Care Plan, including being charged a tobacco user premium of $30.00 per month.

Processing Early Release Entries in LeaveTraq
President Loftin authorized an early release for Friday, December 20, 2013 effective at 3:00pm. Department Leave Administrators should work with employees of their departments to update leave records as applicable.

Employees scheduled on vacation or sick leave
Employees on approved vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time. Please follow the below steps to update LeaveTraq or the applicable leave reporting system:

1. Cancel the original approved leave request document in LeaveTraq.
2. Request employee to resubmit the leave request in LeaveTraq.
   - Submit as vacation or sick leave as applicable for any scheduled hours missed through 3:00pm on December 20th.
   - Submit as Leave of Absence With Pay, then select Early Release as the leave type for scheduled work hours between 3:00-5:00pm on December 20th.
3. Leave document will be routed through the normal approval process.

Identifying employees on leave December 20th
Use the Reports tab in LeaveTraq and run the report Adloc Usage Report for selected time period to determine which employees were on approved leave at the time of the early release.

Work and Scheduling During a Holiday or Release Time

- An employee who worked during early release time:
  - will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
  - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions.
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
  - will be given state compensatory time off to be taken off within the next 12 months; and/or may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

Benefit Eligibility for Graduate and Postdoctoral Fellows
A new semester begins soon and Benefits Services would like to remind our academic departments of the Postdoctoral and Graduate Student Fellow benefit eligibility and enrollment process. According to Section 1601.1021 of the Texas Insurance Code, postdoctoral fellows and graduate student fellows who meet the following criteria are eligible to participate in the Texas A&M University System insurance programs:

- Postdoctoral fellowships, or
- One or more graduate student fellowships awarded to the individual on a competitive basis that, either singly or in combination, are valued at not less than $10,000 per year, and
- Is currently receiving a stipend from an applicable fellowship.

Note: This process does not pertain to Graduate Assistants (GATs, GANTs, GARs, and GALs) since they are employees of Texas A&M University and continue to be eligible for the insurance programs.

Additional information on benefit eligibility, the certification process to be completed by the department and the enrollment process can be found at http://employees.tamu.edu/benefits/grad-students/ online. For questions, please contact Benefits Services at (979) 862-1718 or benefits@tamu.edu.
PAYROLL SERVICES

No TimeTraq Adjustments for Early Release on December 20, 2013
Timesheets for the pay period that included the early release granted by Dr. Loftin on December 20, 2013, had been submitted prior to the notice of this release. Those timesheets DO NOT need to be adjusted for the early release nor will Payroll Services make any central adjustment to the TimeTraq calendar. Payroll Services will keep a copy of the official announcement for that time and it will be used should any question arise about those hours. LeaveTraq should be adjusted as directed by Human Resources. Feel free to contact payroll@tamu.edu should you have any questions on this.

Inactive Wage Employee Report
The Inactive Wage Employee Report is now available on the Payroll Services imaging system at http://imgweb.tamu.edu/finance_dept/ online. The report gives you the opportunity to delete inactive employees from your accounts. For instructions, please refer to the attached letter.

2014 Tax Issues That May Affect Employees
The Spotlight section of the Payroll Services website (payroll.tamu.edu) includes information regarding 2014 tax changes that may affect employees. Questions regarding these changes can be directed to payroll@tamu.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) – Registration Required by Noon Thursday
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) will be held Wednesday, January 15 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Registration is required by noon Thursday, January 9. Employees can register on EOD’s registration site: https://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 845-4153.

Training Compliance Reports for January – As of January 1, 2014
Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary
- 75 (45%) of the 166 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 1.3% from 1,829 to 1806
- The total number of past due employees decreased 1.1% from 1,341 to 1326
- The total number of past due Faculty employees increased 1.8% from 228 to 232
- The total number of past due Budgeted Staff employees increased 69.6% from 79 to 134
- The total number of past due Wage Staff employees decreased 6.6% from 858 to 801
- The total number of past due Graduate Assistant employees decreased 33.3% from 78 to 52
- The total number of past due Student Worker employees increased 9.2% from 98 to 107

Required Employee Training Compliance Key Performance Measure
- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.7%
  - Ethics – 98.4%
  - Information Security Awareness – 97.4%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 99.1%
  - Required Training for Athletics Task Workers – 30.8%
PATH/Performance Evaluation Process
A special edition of HR Liaison Network News will be coming soon with important information regarding the 2013/2014 non-faculty performance evaluation. Stay tuned… In the meantime, please contact EOD at HRPATHways@tamu.edu if you have questions.

ANNOUNCEMENT
Nominations Being Accepted for Student Employee of the Year
Sent on behalf of the Student Employment Office and Scholarships & Financial Aid
The Student Employment Office and Scholarships & Financial Aid is pleased to announce that nominations for the 16th annual Student Employee of the Year Awards are now being accepted. Recognize your outstanding student employee by nominating him or her for this award. If you are interested in nominating a student employee, nomination forms are available at http://jobsforaggies.tamu.edu under Student Employment Week. Nominations and all supporting documents must be received by the Student Employment Office by February 3, 2014 at 5:00 pm. For more information please contact us at jobsforaggies@tamu.edu.

IN CASE YOU MISSED IT...
Changes to University Rules

- University Rule 33.99.14.M1, Criminal History Record Information – Employees and Applicants – REVISED to address changes in the System Regulation on the same topic. Revisions are related to updated EEO guidance regarding consideration of criminal records in the hiring process and application of such records to the decision to hire/not hire.
- University Rule 33.99.09.M1, Employment of Foreign Nationals – REVISED to provide consistency with System Regulation 33.99.09.

TIP OF THE WEEK
The Taxman Cometh! Update Payroll Information
With tax season upon us, now is a prime time to remind employees to check and update their personal data and payroll records in HRConnect. Encourage employees to visit HRConnect through the Single Sign On (https://sso.tamus.edu) logon page. They can select electronic delivery of their tax forms on the Payroll Data tab. The last day to sign up is this Friday, January 10. If they choose to have a paper W2 mailed, they should check that their mailing address is correct on the Personal Data Tab. Pay stubs, previous year IRS forms and total compensation information is on the Payroll Data Tab. A little effort now will help ensure important documents are available long before April 15th rolls around.