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PAYROLL REMINDERS

August 4:
Supplements & EPAs due at noon
August 5:
PPRs print
August 6:
PPRs available online
August 7:
Supplements PVDs available online
August 8:
Supplemental pay day
Supplements due at noon
Uploads due at 1pm
TimeTraq due at 4pm
Processing Schedules
Payroll Reports

HUMAN RESOURCES

Informational Presentations on Dual Employment and Overtime
Let’s take a short quiz about dual employment and overtime, shall we?

1. Did you know that Student Workers may be eligible to receive overtime if their hours worked, in all campus jobs combined, exceed 40 hours in a pay week?
2. Did you know that overtime is based on a single pay week and that you cannot average hours worked over the two weeks of a payroll period?
3. Did you know that Student Workers must have a Dual Employment Agreement on file if they have multiple jobs on campus?
4. Did you know that an employee (including Wage and Student Workers) who also works in another job for ANY State of Texas agency, not just within the TAMU System, must have a Dual Employment Agreement on file?
5. Did you know that a Dual Employment Agreement is only valid in a single fiscal year and that a new form must be completed if the dual employment continues into the next fiscal year?
6. Did you know that if an employee in your department is being paid $10.00 per hour and, in the same week, works in another department at $15.00 per hour, any overtime, including in your own department, is paid based on the higher rate of $15.00 per hour?

If you answered “No” to any of these questions, you might want to consider attending a presentation about dual employment and overtime by HR Classification & Compensation staff. The “Dual Employment Workshop” presentations are scheduled for Tuesday, August 19 and Thursday, August 28 at Rudder Tower and GSC. Register at this link: http://training.tamu.edu/Courses/Detail/1933 (click on the section number to register). Contact HR
Classification & Compensation at 845-4170 or hrcomp@tamu.edu for further information.

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Still Need Your HR Liaison Continuing Education Credit?
Great news…the “Dual Employment Workshop” mentioned above has been approved for the FY2014 HR Liaison Continuing Education Credit! Even if you already have that credit tucked away, the information in this course is valuable for all HR Liaisons. To register, please visit http://training.tamu.edu/Courses/Detail/1933 online.

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Termination EPAs Needed to End Benefits Coverage
An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of FY2014 and will not be included in the budget for FY2015. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel benefit coverage. Please make sure that termination EPAs are processed in a timely manner.

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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 FY2015 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 FY 2013 on September 1, 2014. Accordingly, please make sure pending transactions for FY 2013 are completed prior to August 31, 2014. Note: A rejected document is not considered to be completed. The document is still active and requires an appropriate action.
- For budgetary reasons, all leave entries for FY2014 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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State Group Insurance Premium (SGIP) Eligibility Chart
The new fiscal year brings with it an updated chart to help determine when new employees are eligible for the employer contribution (SGIP) towards their insurance. The SGIP eligibility chart http://employees.tamu.edu/benefits/ibenefits depicts the date the employee is eligible for the SGIP based on their date of hire. This chart has been modified to add an additional column to reflect the new eligibility for the employer contribution based on the recently announced 60-day waiting period for new hires hired September 1, 2014 or later. The additional employer contribution between the 60-day and 90-day waiting period will require the use of local funds until the employee is eligible for State funds. Specific details on the use of local funding for the employer contribution are still being determined. As a reminder, all new benefits-eligible employees should have a waiting period from the date they were hired into a benefits-eligible position unless they are a direct hire from another State agency/institution with no break in service.

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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 remember ALL newly 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 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. Also, encourage new hires to register for the New Employee Benefit Orientation.

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Postdoctoral or Graduate Student Fellows Benefit Process
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.

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Please forward the following two annual enrollment-related messages to employees in your department.

Annual Enrollment Follow-Up: Check your Annual Enrollment Document
Annual enrollment has officially closed and benefit changes will become effective starting September 1, 2014. Employees are encouraged to confirm their annual enrollment selections by viewing their annual enrollment document under the “My Documents” section in iBenefits by following the below steps. Please note that the “My Benefits” section shows current benefit coverage, so the annual enrollment changes will not show under that section until after September 1, 2014.

1. Log into SingleSignOn (SSO) at https://sso.tamus.edu
2. Choose iBenefits from the SSO menu
3. Select “My Documents” tab
4. Locate Annual Enrollment document with effective date 9/1/14
5. Click on Overview button on the left to view benefit selections and verify document status
6. The document must be in a Submitted (Valid) status in order for the changes to be recorded

Employees who identify that their benefit selections do not reflect their desired benefit changes for FY2015 or those who wanted to make changes but whose document status is not in a submitted status should contact their Benefits Representative immediately for further assistance. As a reminder, the Benefits Representatives can be located by using the “FIND YOUR HR REP/LIAISON” button on our website at http://employees.tamu.edu/ online.

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Annual Enrollment Follow-Up: Dependent Verification
If you requested to add a newly enrolled dependent to your insurance plan(s), that dependent will not be enrolled in insurance coverage until the dependent verification process is complete. Employees must provide the proper dependent verification documents to Benefit Services by August 15, 2014 to ensure information is provided to the insurance carriers and coverage is activated for the September 1, 2014 effective date. A complete list of eligible dependent verification documentation is available online.

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PATHWAYS PERFORMANCE MANAGEMENT

Accessing 2013-2014 Performance Evaluations in PATH
Supervisors and employees may access the 2013-2014 performance evaluations that were entered into PATH as follows:

1. Click on “My Reviews” or “My Employees’ Reviews” (to access an employee’s evaluation as a supervisor)
located on the left navigation pane on the home page.
2. Select “Completed” from the left navigation pane Open/Closed drop down.
3. Click on the “View Review” button for the evaluation.
4. Click on the “Supervisor Evaluation” link on the navigation pane or “Supervisor Evaluation” icon. This will display the evaluation.

For assistance with PATHways and the online PATH Performance Management system, visit the website at http://EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for August – As of August 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
- 93 (56%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 4.4% from 1178 to 1230.
- The total number of past due employees increased 5.5% from 832 to 878.
- The total number of past due Faculty employees decreased 18.0% from 61 to 50.
- The total number of past due Budgeted Staff employees decreased 2.0% from 100 to 98.
- The total number of past due Wage Staff employees increased 10.0% from 549 to 604.
- The total number of past due Graduate Assistant employees decreased 20.0% from 61 to 50.
- The total number of past due Student Worker employees increased 5.4% from 112 to 118.

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 – 99.1%
  - Ethics – 99.0%
  - Information Security Awareness – 98.3%
  - Orientation to the A&M System – 99.4%
  - Reporting Fraud, Waste and Abuse – 99.4%
  - Required Training for Athletics Task Workers – 53.0%

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, August 13 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Registration is required by this Thursday, August 7 at noon. 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 (979) 845-4153.

TIP OF THE WEEK

Need to Know Who to Call in HR? Use the Online Directory
Now that annual enrollment for benefits has ended and the new year is right around the corner, employees may have lingering questions about any number of benefits, retirement or human resource-related issues. HR Liaisons, who receive comprehensive training on hr-related topics, may be comfortable answering many questions, but probably not all questions; that's when employees can turn to their assigned representatives in Human Resources. Use the online HR contact directory (http://employees.tamu.edu/findliaisons/) to know exactly who to call or email for assistance with any HR need.
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 | 979.862.3854

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