HUMAN RESOURCES

Employees Processed Late Into the Budget Need Extra Attention for Correct Leave Balances
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NEW – Join Us at the HR Town Hall, Sept. 30
NEW – HR Liaison Networking and Recognition
Revised HR Web Forms/Docs

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Announcing “Extreme Makeover – New Employee Welcome Website”
Coffee Conversations – Friday, September 19 @ 8:30

TIP OF THE WEEK

Helping New Employees Access Single Sign-On

PAYROLL REMINDERS

September 15:
- EPAs due at noon

September 16:
- PPRs print

September 17:
- PPRs and PVDs available online
- Biweekly pay day
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm
- Monthly EPAs due at noon

Processing Schedules
Payroll Reports

HUMAN RESOURCES

Employees Processed Late Into the Budget Need Extra Attention for Correct Leave Balances
Employees who were not actually active in the budget on September 1, 2014 will need extra attention by HR Liaisons or Leave Administrators. The automated accrual process - which applies the current month’s accrual in the LeaveTraq system for actively budgeted employees - only occurs on the first day of each month. If your department has employees who were not active in the budget as of September 1, a manual transaction is necessary to post the September accruals. As a reminder, this manual transaction also applies to new employees hired throughout the year who are processed after the 1st day of the month. Contact Benefit Services at benefits@tamu.edu or (979) 862-1718 with any questions related to posting leave accruals in LeaveTraq.

Top

HR Liaison Network Fall Meeting, Sept. 30
Please join us at the upcoming meeting on Tuesday, September 30 in the General Services Complex. Topics will include safety in the workplace, workers’ compensation department administration, identity management and more! Registration is required by Thursday, September 25 at 6:00 p.m. and can be accessed at http://training.tamu.edu/schedule/#HRLiaisonEvents online. As a reminder, HR Liaisons are encouraged to maintain regular attendance at HR Liaison Network Meetings.

Top

NEW – Join Us at the HR Town Hall, Sept. 30
Do you have a question you’ve been meaning to ask HR? Join the HR Town Hall conversation immediately following the morning and afternoon sessions of the HR Liaison Network Meetings in the General Services Complex, 101C. Human Resources staff will be available to answers questions during this new optional 30 minute Q&A session.

Top

NEW – HR Liaison Networking and Recognition
An enhancement of the HR Liaison Network Meetings this year includes more deliberate networking and recognition
opportunities. A networking game will be available during the 30 minutes prior to the start of each meeting. Whether
you arrive 30 minutes or 10 minutes prior to the start of the meeting, we hope that you take a few minutes to have a
little fun – you could win a prize in addition to getting to know your peers! Also, watch for the special yellow name
badges which distinguish newly designated HR Liaisons. Please extend a warm welcome to these individuals as
you interact with them at the meetings.

Revised HR Web Forms/Docs
- Sexual Harassment Survivors’ Resources, Rights & Options  (new)
- Retirement Poster  (new)
- Network News Archive – last week’s issue posted

PAYROLL SERVICES

Graduate Assistants Working Greater than 50% Effort
Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT) and
Graduate Assistant Research (GAR) are not allowed to work beyond 50% efforts without the approval of the Office of
Graduate and Professional Studies. A completed form must be submitted to the Office of Graduate and Professional
Studies from the hiring entity through the department giving the assistantship (if the hiring entity is not the
department giving the assistantship).
  - Domestic students are allowed to work no more than 10 hours per week beyond the assistantship anytime
during the semesters provided they are correctly registered and the department giving the assistantship
  approves the extra hours.
  - International students are not allowed to work beyond whatever percent of effort their assistantship is for the
    fall and spring semesters, in accordance with immigration rules.
  - International students are allowed to work extra hours during the summer or breaks in the semester (such as
    Spring Break, Thanksgiving week and Winter Break).

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Announcing “Extreme Makeover – New Employee Welcome Website”
We have upgraded our New Employee Welcome website, http://new.tamu.edu, with a new “look and feel.” This
website was developed with input from newly hired employees, HR, and HR Liaisons to provide our incoming
employees with information to welcome them and help ease their transition. Please remember to introduce your new
hires to this website. It puts a lot of information at their fingertips – even before their first day!

Coffee Conversations – Friday, September 19 @ 8:30
Our fall series kicks off this Friday, when we will learn how Admissions processes our record high applications and
admissions over the past few years. This phenomena affects us all, from faculty to staff, as we strive to meet the
needs of our growing student population.

Who Are These People and How Did They Get Here?
  Description:  Have you noticed a population growth on campus lately? Come learn about how the
  Office of Admissions handles well over 30,000 applications each year and the process in place to
give hopeful incoming Aggies the "thumbs up."
  Presenter:  Scott McDonald, Assistant Vice President for Academic Services and Director of
  Admissions, Division of Academic Affairs
  Registration:  http://training.tamu.edu/Schedule#SeminarSeries

Please print a flyer (http://EODinfo.tamu.edu/media/95960/ccflyer.pdf) and post in your break room. Please visit
http://EODinfo.tamu.edu/programs/coffee/ for additional information on the fall series.

Please contact EOD (EODinfo@tamu.edu or 845-4153) with questions or registration assistance.
Helping New Employees Access Single Sign-On

Access to Single Sign-On (SSO) for new employees is as simple as 1, 2, 3…and HR Liaisons can help new employees with those three easy steps. First, direct new employees to [https://sso.tamus.edu/](https://sso.tamus.edu/) and ask them to select "New Employees – Set up your password". Second, the new employee must know their UIN and social security number (SSN); if they do not have a SSN, HR Liaisons can request a temporary ID from Payroll Services. Third, and finally, provide the new employee with their employing department’s ADLOC number. A little help in the beginning will make your new employee’s transition to the department a smooth one!

Next Network Meeting: September 30, 2014