



Update Personal Information via HRConnect

It's fall y'all! Now that the new academic year is here, this is a good time to review and update your personal and employment information. Your participation in keeping your information up-to-date assures the university has accurate information for the online A&M Directory, emergency contacts, and demographics for federal, state and university reporting compliance.

The Texas A&M University System's online application, HRConnect, is used to manage personal and employment information, and collects federally-mandated reporting data, such as those under the Jobs for Veterans Act and the U.S. Census Bureau.

HRConnect is accessed through Single Sign-On at sso.tamus.edu. The site has a retrieve or reset password option; however if you need log-in assistance, please contact your department's HR Liaison. A list of departmental HR Liaisons can be found at employees.tamu.edu/findliaisons on the HR website.

From the "My Personal Data" tab, review the sections listed below, and edit your information, if needed, by clicking on the "Update Information" button.

My Employment Data

- ▶ Privacy Selection
- ▶ Sex
- ▶ Education Level
- ▶ EEO Minority Status (race/ethnicity)
- ▶ Disability Status
- ▶ Veteran Status/Separation Date

My Contact Info

- ▶ Primary Contact (Home Address/Phone/Alternate Phone/Email)
- ▶ Mailing Address
- ▶ Foreign Address
- ▶ Work Address/Phone

My Emergency Contacts

- ▶ Primary Contact
- ▶ Secondary Contact
- ▶ Foreign Contact

If you have questions, please email HR-feedback@tamu.edu or call 979.845.4141 and we'd be glad to help you.



HUMAN RESOURCES
TEXAS A&M UNIVERSITY

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NEWSLETTER ONLINE:
employees.tamu.edu/HRExpress

Identity Protection Campaign

Human Resources is collaborating with Texas A&M Information Technology to promote the 2015 Identity Protection Campaign here at Texas A&M. We invite you to attend the Financial Wellness Fair, October 6 at 8:30 a.m. in the MSC to hear the Identity Security Keynote speaker, Sandy Sullivan, Senior Vice President/Fraud Management at Frost Bank in Houston. She will provide valuable industry insider tips on protecting your identity. Visit employees.tamu.edu/benefits/wellness for more about the Financial Wellness Fair and visit security.tamu.edu for more about identity protection. Watch your email for details about the Identity Protection Campaign coming October 19-30!



What's Happening with Project Helios?

Have you heard? The Texas A&M University System is replacing its legacy mainframe payroll and human resource systems with Workday. When Workday is up and running, you will be able to access your HR and payroll information from any computer or mobile device with internet access!

Thanks to an A&M System-wide naming contest this summer, "Project Helios" is getting ready to kick-off in October. Keep watch for a new Project Helios website, which will be a great way for you to keep up to date on what's happening on the project.

Annual Required Notices

It's the law y'all! As an employee at Texas A&M University, you should be aware of federal and state laws and The Texas A&M University System regulations that affect you in the workplace. These important required notices are available on the Human Resources website and employees should review them on an annual basis.

Details about the following Required Employee Notices are found on the HR website at employees.tamu.edu/notices online.

- ▶ Equal Employment Opportunity & New EEO Supplement
- ▶ Standards of Conduct Notice
- ▶ HIV/AIDS Notice
- ▶ Alcohol and Drug Abuse and Rehabilitation Program Notice
- ▶ Compensatory Time Notice
- ▶ Notice of Privacy Practices for Medical Information
- ▶ Safety and Security Notices
- ▶ Important Reminders:
 - Reporting Arrests, Charges or Convictions
 - Sexual Harassment Survivors' Resources, Rights & Options

If you have questions about the information listed here, please talk with your supervisor or the indicated responsible office or agency.



TO YOUR BENEFIT

Review Your Benefits for the New Fiscal Year

The FY2016 benefit plan year began September 1 and you are encouraged to start the new benefit year by taking the following steps:

- ▶ Review your current benefit coverage through [iBenefits](#) under *My Current Benefits* and contact [Benefit Services](#) immediately if your intended selections are not reflected.
- ▶ Review your current contact information under the *My Personal Data* option in [HR Connect](#) and make appropriate updates.
- ▶ Go to [Benefit Services](#) for more information concerning ID cards, premiums, deductibles, and much more.

Reminder: Effective September 1, a plan design enhancement for the A&M Care Plan went into effect allowing your prescription deductible and prescription copay amounts to be included in the maximum out-of-pocket calculation for the health plan along with your medical copay and coinsurance helping you reach the maximum out-of-pocket faster.

Want to save a little money on your health plan deductible, take the BlueCross BlueShield health assessment to receive a \$50 deductible credit. Log into your [Blue Access for Members](#) account to access the assessment and learn more about healthy actions.

Fall Wellness Works Events

Wellness Works focuses on the “whole” individual to increase awareness, provide resources and develop activities to empower you to create strategies to improve physical, financial and interpersonal health.

Upcoming Wellness Works events for fall 2015:

- ▶ [October 1 & October 2 – Flu Vaccine Clinic](#)
As a step to encourage physical well-being, Human Resources will host our annual flu vaccine clinic on October 1 & October 2 at the General Service Complex. Stay healthy and prevent the flu bug from getting you down this flu season by getting vaccinated! Flu vaccines will be available at no cost - filed through your insurance plan. Mark your calendars now!
- ▶ [October 6 – Financial Wellness Fair](#)
In honor of Financial Planning Month for financial health; Human Resources invites you to attend the Financial Wellness Fair on Tuesday, October 6 at the Memorial Student Center. This event includes free informational sessions, a vendor exhibit hall, and will kick off the Protect Yourself campaign by featuring an expert on fraud and identity theft prevention. These sessions are designed to help you get your finances healthy and prepare for your retirement whether you are just starting a savings plan or are approaching retirement age.
- ▶ [Ongoing – Group Fitness Sessions](#)
FREE and fun workout sessions right here on campus from 5:15-6:15 in the General Services Complex.

Visit the [Wellness Works](#) website to learn more about our programs and follow us on [Twitter @TAMUHR](#).



great idea

Send us your suggestions for articles or feedback!
[CLICK HERE](#)

A&M System *Benefit Briefs* Newsletter

We hope you enjoy reading our *HR EXPRESS* newsletter. Our primary purpose is to keep you on track with HR-related services and information that you need to know as an employee of Texas A&M University. But you should also read the Texas A&M System Benefits Administration office newsletter *Benefit Briefs* which highlights benefit and retirement plan changes for all A&M System employees and retirees.

Read the [Benefit Briefs September issue](#) for details about:

- ▶ New Benefit: 2nd.MD
- ▶ Rx: Why We Use A Drug Formulary
- ▶ Blue Access Mobile SM: Text Yourself Health Reminders
- ▶ EyeMed Progressive Lens Benefit
- ▶ and much more!

Check your email inbox. A&M System *Benefit Briefs* is emailed to employees and it's linked online from the [System website](#).

TIPS FOR CAREER SUCCESS

A World of Possibilities – EOD's Certificate Programs

Whether you are learning a new job, preparing for a promotion, or just keeping your skills fresh, HR's Employee & Organizational Development (EOD) offers technology and professional development certificate programs to help you achieve your career goals. The programs are designed around job competencies, with interactive classes to help you enhance your current skills and learn new ones, all while networking with others across campus.

Many programs incorporate a combination of online and classroom training, as well as independent projects or external assignments. Since the programs are self-paced, you are able to schedule classes around your peak times at work. Upon completion, you and your supervisor will be invited to a reception in your honor where you will receive a framed certificate and be recognized by the Office of the President, the University Staff Council, and Human Resources.

Constructive Communication in the Workplace is a new program that is relevant for all levels of employees. This program will help you build advanced communication skills to more confidently express ideas and listen effectively in your daily interactions, and engage in courageous conversations that may occur when conflict arises.

Visit EOD's [Certificate Program](#) webpage for information on this and all of our certificate programs.

COMMON GROUND

Workplace Accommodations for Disabilities

As an A&M supervisor, are you aware of your responsibilities under the Americans with Disabilities Act of 1990 (ADA)? The ADA prohibits discrimination and ensures equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, commercial facilities, communication and transportation. It emphasizes individual abilities rather than disabilities. A disability is



defined as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or regarding one as having such an impairment.

The ADA requires employers and you as a supervisor to make reasonable accommodations to qualified individuals with a disability unless doing so would pose an undue hardship. Similarly, a state or local public entity may be required to make adjustments in programs, services, and activities so that qualified individuals with a disability can participate and receive benefits similar to those received by individuals without a disability.

To be qualified, the individual with a disability must meet the essential eligibility requirements for the job, receipt of services, or participation in a public entity's programs or activities with or without reasonable modifications.

Examples of reasonable accommodations include job restructuring, part-time or modified work schedules, acquiring or modifying equipment, eliminating architectural barriers, providing qualified readers or interpreters, allowing additional time for testing or providing a distraction-free environment for testing, and reassignment to a vacant position. Degrees of disability differ; therefore, each accommodation request should be reviewed and considered on a case by case basis.

If your employee informs you of their need for a reasonable accommodation, you can consult with [HR's Policy & Practice Review office](#) or the [Office of the Dean of Faculties](#) as appropriate. Students requiring accommodations should notify the [Office of Disability Services](#) in the Division of Student Affairs. Accommodation requests should not be denied without consulting one of the offices listed here.

Please do not hesitate to contact HR or one of the offices listed above with any questions regarding compliance with the ADA.

SUPER SUPERVISORS

Supervisor “Life Savers” – Programs and Resources for Supervisory Success

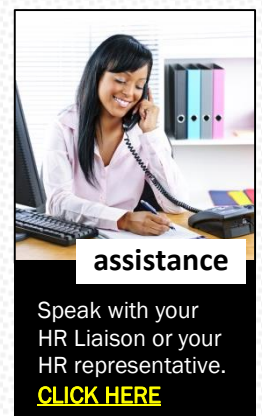
Supervisors play a crucial role in the productivity and morale of employees, yet most people move into supervisory positions with little or no training on how to effectively supervise! Those qualities that contribute to competence in their primary field—whether technician, advisor, accountant or engineer—differ from those required to lead a workgroup or department. As a result, many supervisors feel they are placed in a “sink or swim” situation.

HR's Employee & Organizational Development (EOD) offers training and resources to help keep you afloat! Our “life savers” include:

- ▶ **Supervisory Essentials Certificate Program (NEW!)** – emphasizes the essential day-to-day skills for supervisors to effectively interact with their employees and create a productive work environment.
- ▶ **HR Policies and Procedures for Supervisors Certificate Program** – provides foundational knowledge of policies, procedures and best practices required within the university's regulatory framework.



October is National Disability Employment Awareness Month. What CAN you do? [Find out!](#)



- ▶ **Supervisor’s Toolbox** – provides a tool for self-assessing competency needs and establishing a professional development plan.
- ▶ **Group Leadership Forum** – addresses the complexities of leading project teams and work groups at Texas A&M, and provides strategies for guiding group process and managing group dynamics.

View our [Supervisors and Managers](#) webpage for information on these and other programs, resources and workshops to help you leverage your supervisory effectiveness.

HR CALENDAR OF EVENTS

Highlights for Fall/Winter FY15-16

OCTOBER

- 10/1-2 [Flu Vaccine Clinic](#)
- 10/6 [Financial Wellness Fair](#)
- 10/9 [Coffee Conversations](#)
- 10/14 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)

NOVEMBER

- 11/11 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)
- 11/11 ["Hiring Red, White & You" Job Fair](#)
- 11/13 [Coffee Conversations](#)
- 11/26-27 [Holiday: Thanksgiving](#)

DECEMBER

- 12/9 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)
- 12/24-31 [Holiday: Winter Break](#)

JANUARY

- 1/1 [Holiday: Winter Break](#)
- 1/12 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)
- 1/18 [Holiday: Martin Luther King, Jr. Day](#)
- 1/21 [Next HR EXPRESS newsletter published](#)

OTHER CAMPUS CALENDARS

- ▶ [Texas A&M Calendar of Events](#)
- ▶ [EOD Training Calendar](#)



**UNIVERSITY HOLIDAYS
FY15-16**

Thanksgiving
November 26–27, 2015

Winter Break
December 24, 2015 –
January 1, 2016

**Martin Luther King,
Jr. Day**
January 18, 2016

Spring Break
March 17–18, 2016

Memorial Day
May 30, 2016

Independence Day
July 4, 2016

[Who determines the University
Holiday Schedule?](#)



HUMAN RESOURCES
TEXAS A&M UNIVERSITY

HR MISSION:

We provide human resource programs, services and expertise that foster employee and organizational success.

HR CORE VALUES:

INTEGRITY - We demonstrate uncompromising commitment to honesty and accountability.
RESPECT - We treat all people with dignity, recognizing diversity and unique experiences, perspectives and contributions.
QUALITY - We strive for excellence in meeting our customers’ expectations.
EXPERTISE - We develop and apply the highest level of knowledge and skills to address our customers’ needs.

HR EXPRESS is published three times per year to promote HR-related services and information for Texas A&M University employees.



NEWSLETTER ONLINE:

employees.tamu.edu/HRexpress

NEWSLETTER SUGGESTIONS:

HR-feedback@tamu.edu