

HR LIAISON NETWORK NEWS



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

January 11, 2016

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PAYROLL REMINDERS

January 13:

- PVDs available online
- Monthly EPAs due at noon

January 15:

- Electronic BVDs available
- Biweekly EPAs due at noon
- Biweekly Pay Day

January 19:

- Electronic BVDs due by 4pm
- PPRs print

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

January 14 Retirement Reception for Sylvia Coburn

Please join us on January 14 at 3:00 p.m. for a reception to recognize Sylvia Coburn's service and retirement. The reception will be held on January 14, 3:00 p.m. to 4:30 p.m. in the General Services Complex 101B, with remarks at 3:30 pm. Sylvia Coburn is retiring on January 15, 2016, with 18 years of Texas A&M University service in Human Resources.

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Save the Date: HR Liaison Network Meeting 02/16/2016

Happy 2016! Human Resources would like to invite you to join us for the first HR Liaison Network Meeting of the new year. Please mark your calendars now and make plans to attend one of the sessions on **Tuesday, February 16** in the General Services Complex. More agenda and registration information coming soon!

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Showcase Your Department at the HR Liaison Network Meeting

If your department would like to contribute to the HR Liaison recognition efforts and has items that could be used as door prizes or speaker gifts at our network meetings, we'd love to hear from you! Contact Laura Dohnalik at ldohnalik@tamu.edu to make a donation on your department's behalf. Human Resources will recognize sponsoring departments in the meeting program, ad marquee slides and on the HR website.

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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 (<http://employees.tamu.edu/findliaisons/>) if you have questions or need additional assistance.

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Does Your New Employee Have Previous State Service?

The beginning of a new semester means a lot of new hire processing. Do any of your new hires have previous State employment? When previous State employment is documented and recorded properly in the University database, it may increase the months of service used to calculate any potential leave accruals and longevity pay. On a monthly basis, Payroll Services sends all new hires a notification requesting their previous state service. State Service forms can be found at <http://payroll.tamu.edu/> under the Employment Verification tab.

Additionally, if the employee is a transfer from another State agency, the Leave Transfer from Other State Agency form found at <http://employees.tamu.edu/benefits/leave/vacation/> should be completed for any leave balance transfers. Individuals with previous State employment will need a little extra attention to ensure their leave is administered properly. Department leave administrators will need to 1) access LeaveTraq to check the accrual rates and make any manual adjustments once previous State service has been verified, 2) update the flag for the six months of service completed, if applicable, and 3) process the transaction for any sick or vacation leave balance transfers. Employment with an Independent School District (ISD), Junior or Community College does not count as previous State employment for leave or State service credit. A list of state agencies can be found [online](#).

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Please forward the below articles to employees within your area.

Naturally Slim Program Now Available to Employees/Spouses Enrolled in A&M Care Plan

Looking to get healthier in 2016? Wellness Works has some exciting wellness programs planned for 2016 including another offering of Naturally Slim, a 10 week online weight management program. The application period is January 4 through January 15 (program starts February 1). As part of this program, Texas A&M University Human Resources will again partner with FitLife to offer health evaluations including biometric screenings, an exercise plan and a Spring semester FitLife membership to participants accepted to the Naturally Slim program. For more information, visit our [Wellness Works](#) webpage and look for more exciting wellness programs coming soon.

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WELCOA Health Awareness Bulletins

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. The January monthly WELCOA Health Awareness Bulletins are posted [online](#) for your use. Read the monthly bulletins then take the quiz for a chance to win prizes!

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for January – As of January 1, 2016

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

- 76 (45%) of the 169 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 1.2% from 1684 to 1663.
- The total number of past due employees decreased 2.0% from 922 to 904.
- The total number of past due Faculty employees increased 2.5% from 320 to 328.
- The total number of past due Budgeted Staff employees increased 22.2% from 171 to 209.
- The total number of past due Wage Staff employees decreased 11.6% from 233 to 206.
- The total number of past due Graduate Assistant employees decreased 39.5% from 76 to 46.
- The total number of past due Student Worker employees decreased 5.7% from 122 to 115.

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 – 98.1%
 - Ethics – 97.9%
 - Information Security Awareness – 97.0%
 - Orientation to the A&M System – 99.4%
 - Reporting Fraud, Waste and Abuse – 98.5%
 - Required Training for Athletics Task Workers – 92.8%

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ANNOUNCEMENTS

Student Employee of the Year Award

The Department of Scholarships & Financial Aid is pleased to announce that nominations for the annual *Student Employee of the Year Award* are now being accepted. Recognize your outstanding student employee by nominating them for the award. To be eligible for the award, students:

- Must be a Texas A&M University student currently performing in the Student Employee capacity.
- Must be working an *average* of 12 - 25 hours per week, with their main focus being school.
- Can be undergraduate or graduate student, but not a Graduate Assistant or Teaching Assistant.
- Must have been employed a minimum of six (6) months by February 02, 2016.
- Must be enrolled at least ½ time (6 hours undergraduate, 4 hours graduate) at Texas A&M.
- Must be maintaining a 3.0 GPR or above during the semesters that the student is employed (to be calculated by Student Employment Office).
- Must be nominated by a supervisor or staff member.

Nomination forms are available at <http://sfaid.tamu.edu/NSEW/> and must be received by the Student Employment Office by February 2, 2016 at 5:00 p.m. For more information, contact Jobs for Aggies at jobsforaggies@tamu.edu or (979) 845-0686.

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TIP OF THE WEEK

“Taxes.Security.Together.” Campaign

The campaign is designed to raise public awareness that even routine actions on the Internet and their personal devices can affect the safety of their financial and tax data. The Internal Revenue Service, states and tax industry urge the public to take active steps to protect themselves. Find out more by visiting <https://www.irs.gov/Individuals/Taxes-Security-Together> online.

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Next Network Meeting:
February 16, 2016

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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