

HR LIAISON NETWORK NEWS



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

February 8, 2016

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PAYROLL REMINDERS

February 10:

- PVDs available online

February 11:

- Monthly EPAs due at noon

February 12:

- Biweekly Pay Day

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HUMAN RESOURCES

Last Chance to Register

Don't miss the opportunity to attend the HR Liaison Network Spring Meeting on Tuesday, February 16. Visit <http://training.tamu.edu/schedule/#HRLiaisonEvents> before 6:00 p.m. on Thursday, February 11 to register. The afternoon session is full and only a few seats remain for the morning session.

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Creating iBenefits Document for New Benefit-eligible Employees

Departments have a defined period to enter benefit-eligible employees into the iBenefits system. It is recommended that the HR Liaison create the record in iBenefits and provide instructions to the new employee within the first week of employment. The exception is when the employee would like to start their benefits on their hire date. In this case, the record must be created before or on the hire date by the HR Liaison and the employee must make their benefit selections before or on their hire date.

Visit <http://employees.tamu.edu/benefits/ibenefits/> for tips about this important procedure. For step-by-step instructions on how to create the new employee document, click on the question mark in the top right-hand corner of iBenefits; select *Processor Topics* and then *Creating a New Employee Document*. Don't forget to print or email the instructions to the new employee and remind them to take action to avoid receiving the default coverage at the end of the waiting period. If you have questions, please contact your [Benefits Rep.](#)



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Sick Leave Direct Donation Process – New Leave Categories in LeaveTraQ

The process for direct sick leave donation from one employee to another employee was communicated recently in [HR Liaison Network News](#). While the processing of sick leave donation (SLD) will be handled centrally by Benefit Services similar to Sick Leave Pool, Leave Administrators should be aware of two new leave types in LeaveTraQ:

- Sick Leave – Direct Donation
- Sick Leave – Direct Donation Taxable

Sick Leave – Direct Donation Taxable may be used for any reason that regular sick leave may be used in accordance with [Regulation 31.03.02 Sick Leave](#). However, *Sick Leave – Direct Donation* is approved based on

medical emergency qualification to avoid tax implications to the donor and may only be used for the specific condition medically certified similar to the usage of Sick Leave Pool hours. Please consider the differences in these two new leave types when reviewing leave documents for your respective departments. Detailed information on Sick Leave Direct Donation is included on the [HR website](#). Questions can be addressed by contacting Benefit Services at benefits@tamu.edu or (979) 862-1718.

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Monthly Leave Accrual Eligibility

Leave accruals post automatically on the first calendar day of each month for active leave-eligible employees. As a reminder, an employee who is on a paid leave status on the first workday of the month may not take leave accrued for that month until he or she returns to active duty. Human Resources recommends that leave administrators suspend an employee's accruals while absent for a prolonged period of time. This procedure will eliminate confusion to what leave is available. The administrator will restart the accruals and manually post the eligible accruals when the employee returns to work. Contact Benefit Services at benefits@tamu.edu or (979) 862-1718 with questions or for more information.

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Please forward the following three (3) articles to employees your department(s).

Walk Across Texas – Don't Miss Out, Form Your Team Now

There has been a great response to Walk Across Texas with many teams participating across campus! It is not too late to register and participate; don't miss out on this free program! The Walk Across Texas! program runs from February 6 through April 2 and is a physical fitness program created by our own Texas A&M AgriLife Extension Service to encourage individuals and teams to monitor and increase physical activity with the goal of earning enough miles to walk across the entire state of Texas (833 miles).



Interested in participating?

1. Form a team of 8 members including yourself (made up of coworkers, friends, or family members*)
2. Choose a team captain and a team name
3. Complete the [individual registration](#) form and give it to your captain
4. Team captain MUST register the team online by February 13, 2016
5. Team captain MUST also send team name, department, and team member list to benefits@tamu.edu for prize consideration
6. Use the "Register Now" link at walkacrosstexas.tamu.edu
 - o Select Brazos County as participating county
 - o Choose the start date of February 6, 2016 in calendar
 - o Select Texas A&M University as the group
 - o Enter team name and finish registration

The department with the highest percentage of benefits-eligible faculty and staff participation* will **WIN** a Treadmill Desk for their area!

WELLNESS WORKS

Physical

Financial

Interpersonal

Please see the [Walk Across Texas flyer](#) and visit www.brazoswat.com for any additional program information. For questions, please contact Texas A&M Human Resources at benefits@tamu.edu or (979) 862-1718. Happy Walking!

**PLEASE NOTE: Only benefit-eligible faculty and staff will count towards department participation totals for prize consideration. Family, friends and student employees are encouraged to participate in this physical activity program; however, they will not count towards department participation rates. Department participation rates will be based on registered Texas A&M University teams that complete the 8 week program. In the event of a tie in percent participation, all eligible departments with the top participation score will be placed into a random chance drawing for the prize.*

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2nd.MD Information Session

Want to know more about 2nd.MD or have questions on how the program works? Join [Wellness Works](#) on Wednesday, February 17 from 3:30-4:30 p.m. as we host an information session with 2nd.MD representatives to learn more about this exciting program offered to members of the A&M Care Health Plan. The 2nd.MD program is a relatively new benefit program that helps provide direct access to the world's best doctors providing second opinions on new or existing conditions and treatment plans. Come visit with 2nd.MD directly to get all your questions answered and learn more about this valuable benefit.

Date/Time: Wednesday, February 17, 2016 | 3:30-4:30 p.m.

Location: General Services Complex (GSC), Assembly Room 101A

Parking: Any valid Texas A&M permit may be used to park in lot 88 of the GSC. Additionally, there is paid parking available and the GSC is located on the 06 bus route with Transportation Services.

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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 February 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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PAYROLL SERVICES

Use of Receipts on Form I-9

Receipts can be utilized in Section 2 in List A, B, or C for a replacement of a lost, stolen, or damaged document to ensure the Form I-9 is completed on time. Form I-9s must be re-verified within 90 days with the replacement document. See attachment for details. More information on utilizing receipts for Form I-9 can be found on page 7 of the "Handbook for Employers" at <http://www.uscis.gov/files/form/m-274.pdf> online.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Coffee Conversations – Friday, February 12

All faculty and staff are invited to join us for coffee on Friday, February 12 from 8:30 to 10:00 a.m. in the GSC 101A. The Coffee Conversations series provides our employees an opportunity to network with their peers across campus and learn about the many unique programs our university offers. The more we know, the greater connection we have with each other and our organization. *Coffee Conversations is appropriate for employees at all levels, so we hope you will promote this program within your department.*

February 12 | The What, Why and How of the Office of the Provost.

As the university's "Chief Academic Officer," the Provost is responsible for all aspects of the vibrant teaching and research conducted at Texas A&M University. Having served in the Office of the Provost for several years, Mr. Pettibon will provide an overview of the Office, talk about the organizational structure of the Division of Academic Affairs, and describe the Provost's overarching responsibilities!

Presenter: Joseph P. Pettibon II, Associate Vice President, Division of Academic Affairs

Registration is required. Visit EODinfo.tamu.edu/programs/coffee/ to register and for information about future presentations, or call EOD at (979) 845-4153.



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TIP OF THE WEEK

What Training is Required...and Why?

Required employee training courses not only comply with State law and System policies, they also contribute to awareness of important issues affecting the workplace - it's the right thing to do for all employees. More information on the course topics and how to complete the training is available at <http://EODinfo.tamu.edu/other/required-training/> 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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