

HR LIAISON NETWORK NEWS



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

February 1, 2016

HUMAN RESOURCES

[Veterans in Government Event – Wednesday, February 10](#)
[Benefits Orientation Session – Wednesday, February 10](#)
[Registration Open for the HR Liaison Network Spring Meeting](#)
[President's Meritorious Service Award Winners](#)
[Summer Insurance Premiums – Departments Are You Planning Ahead?](#)
[1095-C Tax Form Information](#)
[Walk Across Texas – Form Your Team Now](#)
[Summer Insurance Premiums – Are You Planning Ahead?](#)

PAYROLL SERVICES

[Using Voter's Registration Card on Form I-9](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

[New Employee Welcome \(TAMU NEW\) Orientation February 10](#)
[Training Compliance Reports for February – as of February 1, 2016](#)

TIP OF THE WEEK

[Alternate Work Location Available to Support Work/Life Balance](#)

PAYROLL REMINDERS

February 1:

- Monthly Pay Day
- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon

February 2:

- PPRs print

February 3:

- PPRs available online

February 4:

- Catch-up Supplemental PVD available

February 5:

- Catch-up Supplemental Pay Day
- Supplementals due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

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

HUMAN RESOURCES

Veterans in Government Event – Wednesday, February 10

In the ongoing efforts to reach out to veterans for potential employment opportunities, Human Resources is participating in the Veterans in Government Event at the Brazos County Expo Center on February 10 from 11:00 a.m. to 2:00 p.m. Representatives from all levels of government will be in attendance. This is a joint event in conjunction with the [Texas A&M Veteran Resources and Support Center](#) and the Texas Veterans Commission. Details are found on our [career fairs webpage](#). Bookmark this webpage for updates about upcoming career fairs.
[Top](#)

Benefits Orientation Session – Wednesday, February 10

The next [Benefits Orientation Session](#) will be held Wednesday, February 10 from 10:00 to 11:30 a.m. in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://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.
[Top](#)

Registration Open for the HR Liaison Network Spring Meeting

Reserve your seat now for the upcoming meeting on Tuesday, February 16 in the General Services Complex. The meeting will focus on staff engagement, campus carry, overtime regulations, the A&M System pay plan and more! Register before 6:00 p.m. on Thursday, February 11 at <http://training.tamu.edu/schedule/#HRLiaisonEvents> online. Hurry...seats are limited (31 available in the morning session and only 4 in the afternoon)!
[Top](#)

President's Meritorious Service Award Winners

The 29th Annual President's Meritorious Service Award recipients have been announced! Twenty-five outstanding individuals and two outstanding teams will be honored Monday, February 29 at the MSC Bethancourt Ballroom. A reception will follow the ceremony. This event is also the kick-off of [Staff Appreciation Week](#) at Texas A&M! All University employees as well as Chartwells and SSC Service Solutions employees are invited to the award ceremony honoring these outstanding staff members. Details at <http://employees.tamu.edu/employee-recognition/pmsa> online.

[Top](#)

Summer Insurance Premiums – Departments Are You Planning Ahead?

As a reminder, summer premiums are collected in advance for employees who work less than a twelve (12) month appointment and meet summer insurance eligibility. Therefore, these employees will pay their portion of the entire summer insurance premiums (June through August) with their May premiums to be deducted from the paychecks received for their May earnings.

Departments play a critical role in the summer premium process by ensuring that the appointment terms are accurate and that any additional summer appointments are processed and employment changes such as retirements are communicated to Benefit Services. Start now to identify any summer appointment changes, and encourage the impacted employees to plan ahead. Stay tuned for more information regarding the summer premium process.

[Top](#)

Please share the following three articles with all employees in your department.

1095-C Tax Form Information

The [1095-C Employer-Provided Health Insurance Offer and Coverage](#) will be provided to all full-time, benefits-eligible employees and to part-time employees who were enrolled in the A&M Care Health Plan during 2015. The IRS requires employers to furnish the 1095-C form by [March 31, 2016](#). Texas A&M employees can expect their 1095-C tax forms well in advance of the March 31 deadline with a target date of mid-February. Further information may be obtained on the [IRS website](#), *Understanding Form 1095-C, Employer-Provided Health Insurance Offer and Coverage*.

You may be wondering if you must wait to file your income tax return with the IRS until you receive your form. The IRS addresses this question (see below) and more on their [website](#), *Questions and Answers about Health Care Information Forms for Individuals (Forms 1095-A, 1095-B, and 1095-C)*:

Must I wait to file until I receive these forms?

If you are expecting to receive a Form 1095-A, you should wait to file your 2015 income tax return until you receive that form. However, it is not necessary to wait for Forms 1095-B or 1095-C in order to file.

Some taxpayers may not receive a Form 1095-B or Form 1095-C by the time they are ready to file their 2015 tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers will generally not be affected by this extension and should file their returns as they normally would.

Like last year, taxpayers can prepare and file their returns using other information about their health insurance. You should not attach any of these forms to your tax return.

Note: If you were enrolled in the Graduate Student Employee Health plan during calendar year 2015, in addition to a Form 1095-C, you will receive a Form 1095-B mailed to you by BlueCross and BlueShield of Texas, the insurance company that underwrites the Graduate Student Employee Health plan administered by Academic Health Plans.

[Top](#)

Walk Across Texas – Form Your Team Now

Employees and their friends and family have the opportunity to participate in the annual Walk Across Texas! program which will kick off February 6, 2016. This physical fitness program created by our own Texas A&M AgriLife Extension Service is an eight week program that encourages individuals and teams to monitor and track physical activity with the goal of earning enough miles to walk across the entire state of Texas (833 miles).

Interested in participating? Form a team of eight, choose a team captain, complete the registration process by Friday, February 13 (select Texas A&M University as the organization) and start logging those miles! See [FLYER](#) for additional information on the program along with registration links.

[Top](#)

Summer Insurance Premiums – Are You Planning Ahead?

As a reminder, summer premiums are collected in advance for employees who work less than a twelve (12) month appointment and meet summer insurance eligibility. Therefore, if you are in an appointment less than 12 months and will not receive pay for the entire summer, your portion of the summer insurance premiums (June through August) will be deducted with your May premiums on the paycheck(s) received with your May earnings.

Although the summer is several months away, we want to give you time to:

1. Work with your department to make any appropriate updates to your employment including additional summer appointments.
2. Plan ahead and budget for the extra summer premium deductions from your May paycheck.

Individualized notices will be sent to you in April if you have an appointment less than 12 months (as of the date that report is run) which will notify you of the actual summer premium to be deducted from your May pay.

[Top](#)

PAYROLL SERVICES

Using Voter's Registration Card on Form I-9

All Form I-9, Column B documents in Section 2 are required to include a photograph. The Voter's Registration Card is listed as an acceptable Column B document to be presented, but the *Texas Voter's Registration Card* does not contain a valid photograph and *cannot be used* as a document that establishes identity on the Form I-9.

If you have any questions on completing the Form I-9, please contact Laura Ellis at (979) 845-7127 / lauraellis@tamu.edu or Paul Castilleja at (979) 845-7131 / pcastilleja@tamu.edu.

[Top](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation February 10 – Please Register by Thursday, February 4

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) Orientation* will be held Wednesday, February 10 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://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.

[Top](#)

Training Compliance Reports for February – as of February 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

- 83 (50%) 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 decreased 17.7% from 1663 to 1369.
- The total number of past due employees decreased 16.3% from 904 to 757.
- The total number of past due Faculty employees decreased 24.1% from 328 to 249.
- The total number of past due Budgeted Staff employees decreased 12.9% from 209 to 182.
- The total number of past due Wage Staff employees decreased 4.4% from 206 to 197.
- The total number of past due Graduate Assistant employees decreased 17.4% from 46 to 38.
- The total number of past due Student Worker employees decreased 20.9% from 115 to 91.

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 – 98.5%
 - Ethics – 98.4%
 - Information Security Awareness – 97.4%
 - Orientation to the A&M System – 99.5%

Reporting Fraud, Waste and Abuse – 98.8%
Required Training for Athletics Task Workers – 92.8%

[Top](#)

TIP OF THE WEEK

Alternate Work Location Available to Support Work/Life Balance

With today's 24/7 connectivity through email, online applications and cell phones, some employees may be able to perform job duties from an alternate work location as effectively and efficiently as if an employee were in the office. Your department may consider an employee's request for an alternate work location (AWL) in support of its commitment to work/life balance and to provide a flexible response to meet specific employee needs. View the HR web site at <http://employees.tamu.edu/relations/alternate-work-location/> for Alternate Work Location procedures and resources. For further information, please contact Employee Relations at (979) 862-4027.

[Top](#)



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:

Laura Dohnalik, Liaison Administrator @ ldohnalik@tamu.edu OR 979.862.3854

Human Resources Main Contact Information:

PHONE: 979.845.4141 **MAIL STOP:** 1255 TAMU

MAIN OFFICE LOCATION:

750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](#)