



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

August 29:

- Biweekly PVDs available online

September 1:

- Monthly Pay Day
- Biweekly Pay Day

September 5:

- Biweekly EPAs due at noon

September 6:

- PPRs print

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

FMLA Recertification for New Fiscal Year

It is that time of year again to review leave records of employees in your unit with FMLA-related absences. Texas A&M University administers the Family and Medical Leave Act (FMLA) on a fiscal year basis (September 1 to August 31); therefore, administrators should review and note the leave records of those employees whose FMLA-related absences (continuous or intermittent) will carry into the next fiscal year. Employees must have their family and medical leave recertified to requalify for FMLA benefits.

Departmental leave administrators are responsible for ensuring that employees meet all of the eligibility criteria for FMLA in the new fiscal year. The evaluation of the eligibility period (look back period) should begin with the first FMLA-related absence of the new fiscal year. To determine eligibility, the departmental leave administrator should confirm the employee has worked the requisite 1,250 hours in the 12 months preceding the first request for FMLA leave in the new fiscal year.

Please refer to our [webpage](#) for additional information including recertification examples and a streamlined notification form to use as your employee's FMLA leave transitions into a new fiscal year. Questions regarding FMLA should be referred to Benefit Services at benefits@tamu.edu or (979) 862-1718.

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Benefit Enrollment and iBenefits – Newly Hired International Graduate Student Employees (GSEs)

International students are required to maintain health insurance. Important benefit information has been added to the Human Resources website to address benefit enrollment for international graduate student employees *newly* hired into a benefit-eligible position. For more information regarding the two recommended options for their benefit enrollment, please visit Benefit Information for International Employees available here: employees.tamu.edu/benefits/insurance/.

Because of the time constraints for international students to enroll in coverage to be included in the ISS waiver process, departments should enter these individuals as a priority into iBenefits, ensure the EPA is completed before September 04, 2017 and encourage employees to make their benefit selections as quickly as possible (preferably no later than 7 days from date of hire).

Please share this information with your new international student hires. Contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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Deer Oaks EAP Services

Effective September 1, 2017, [Deer Oaks Employee Assistance Program \(EAP\) Services](#) are available to help with mental health counseling as well as provide assistance with referrals to services to help employees find local resources. **Call the toll-free Helpline at 1.888.993.7650.** Employees in need of EAP counseling services prior to September 1, 2017, should call **979.845.3711**.

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New TrainTraq Assignment – Required Emergency Alert System Notification

At the beginning of September, Texas A&M employees will receive an automated TrainTraq assignment to take "Required Emergency Alert System Notification" (TrainTraq course no. [2111669](#)).

Who will receive the TrainTraq assignment?

All Texas A&M faculty and staff (except employees who have completed this course since August 1, 2017) will receive an e-mail notification of the assignment and a single reminder 30 days later. New employees automatically receive this assignment upon hire. *HR Liaisons do not need to assign this course or to follow up on overdue assignments; this course will not be tracked on the monthly training compliance reports.*

What is the purpose of the assignment?

The purpose of this online assignment is to notify employees about a state law (Texas Education Code §51.218) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page "course" (see attached screenshots) that will route them to a page on the [Code Maroon](#) web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail codemaroon@tamu.edu or call Help Desk Central at (979) 845-8300.

How can HR Liaisons help?

You can provide advance notification to your departments of the new assignment. This might also be a good time to remind employees to review/update their emergency contact information online in HRConnect (<https://sso.tamus.edu/>).

You may direct employees with questions to EODinfo@tamu.edu.

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Workday Business Process Demonstrations

Dushyant Shama of Deloitte Consulting facilitated two Workday business process demonstrations last week. If you were unable to participate, you now have an opportunity to view the recorded WebEx sessions through September 15.

HR Liaisons are asked to remember that the [statement of responsibility](#) which was completed during the HR Liaison designation process is in effect while viewing the WebEx sessions. These sessions should not be made available outside the HR Liaison Network.

Wednesday, August 23, Workday Sandbox recording - <https://vimeo.com/231117996/00b99ba2b1>

Thursday, August 24, Workday Sandbox recording - <https://vimeo.com/231119766/f42d7210b0>

Please note that the use of proxy was used throughout the demonstration allowing the facilitator (one individual) to initiate, route, review and approve using the various security roles required for the business process. Proxy is for demonstration purposes only. After Go Live, individuals involved in the business process will be able to access Workday's process history at any time to review the status including the steps awaiting action and by whom.

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WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



What Can a MANAGER Do and See in Workday?

In Workday, managers have the *decision making authority, accountability and responsibility for staffing and employment events* for workers within their Supervisory Organization.

DO: create position, hire, change job, propose employee merit award, request one-time payment, request time off and leave of absence, termination, freeze/unfreeze job requisition, etc.

SEE: position title, business title, job details, hire dates, worker history, manager history, salary, allowances, pay change history, time off balance, time off requests, etc.

Managers will have more access to worker information in Workday than they do in our current systems. To learn more, visit Workday Manager Structure on [Workday & You](#).

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Workday Training Coming Soon!

Visit *Learn Workday* accessible through [Workday Help](#) on your Single Sign-On (SSO) menu to learn about the various training available September 18. The eLearning courses will be assigned through TrainTraq based on your Workday security roles. Additional training resources such as video help and job aids are located in the *Use Workday* section of [Workday Help](#). Check it out today and get ready to learn Workday!

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WELLNESS WORKS!

Please share the following information with employees in your department.

FREE Fitness Sessions for Texas A&M Faculty and Staff

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by **WELLNESS WORKS!** Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.



NEW! – Fall 2017 Fitness Schedule (August 28 – December 5)

***WELLNESS WORKS!** participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.

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Fitbit Corporate Wellness Program – Discount Storefront Now Open!

The discount storefront available through our Fitbit Corporate Wellness Program has been **extended through July 1, 2018**. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate. [Additional information here.](#)

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Fall Prevention Awareness Event

Did you know that even though falls are the number one cause of injuries for older adults, falls are NOT a natural part of aging? Join The Texas A&M Center for Population Health and Aging (CPHA) to learn how you can take simple steps to prevent falls for yourself and loved ones. CPHA is hosting this FREE Fall Prevention Awareness Event on September 14, 2017 from 9:00am-12:00pm at the Brazos Center. For additional information, contact Meredith Martin at mmartin@sph.tamuhsc.edu or (979) 436-0606.

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Financial Wellness Counseling

As of August, *WELLNESS WORKS!* is facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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New Piranha Fitness Policies – Effective 8/28/17

Effective August 28, Piranha Fitness Studio is enforcing new policies for *WELLNESS WORKS!* classes including the following:

- No Show Policy
- Cancellation Policy
- Waitlist Policy
- Late Policy

WELLNESS WORKS! participants are asked to familiarize themselves with these policies found online ([here](#)) under the Piranha Fitness Studio drop down tab.

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Living WELL Aware at Texas A&M - Essential Element #8: *Passionately Pursue Purpose and Priorities*

The August video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #8: *Passionately Pursue Purpose and Priorities*** available via TrainTraq.

- Texas A&M University, Workstation M – [Watch it here!](#)
- Texas A&M Health Science Center, Workstation H – [Watch it here!](#)

To review past Essential Elements, check out our [online newsletter archive](#).

**Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

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PAYROLL SERVICES

FY2018 Biweekly Pay Schedule Update

The FY2018 biweekly pay schedules has been updated and is now available at payroll.tamu.edu/payroll-processing/calendar/ online. Please disregard the TimeTraq email sent August 22, 2017 to Department Administrators and Approvers with the Monday noon deadline.

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Roll to New FY Canopy Feature

The Roll to New FY feature in Canopy is available for wage and budget PINs. It allows FY2017 EPAs to automatically roll to FY2018 without creating an additional EPA in FY2018. The feature can be activated by selecting the "Roll to New FY" box when creating a FY2017 EPA. Make sure the annual term for the employee is reflected as either 9 or 12 in order for the feature to work.

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EPAs for Terminations

To avoid processing two EPAs for terminations with effective date 9/1/2017 in FY2018, create the termination in FY2017 and check the "Roll to New FY" box which will create the FY2018 termination. Make sure the annual term for the employee is reflected as 9 or 12 months in order for the feature to work.

If an employees' last day of work is 8/31/2017 and their PIN is active for FY2018, please prepare your EPA in FY2017 as "End of Term" with the appropriate current occupant action (retire, voluntary terminate, transfer out, promote out, etc.) and check the "Roll to New FY" box. This will cover the action for both fiscal years with one EPA.

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New Hire Documents

Remember to submit new hire documents for employees hired September 1, 2017 and processed during the Prep Budget Process. All paperwork needs to be received by Payroll Services on September 1 at noon to avoid payment delays.

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Pay Periods and Dates for Biweekly Paid Employees to be Adjusted

Employees who are paid biweekly should be aware that their pay periods and pay dates will be adjusted in September 2017 due to the university's fiscal year end and the new insurance rates which are effective September 1, 2017.

The schedule shown below will allow employees to have their new out-of-pocket insurance premiums deducted over two pay periods in September; which distributes the insurance costs throughout the month rather than subtracting it from a single pay period. This should help employees make adjustments to their personal monthly budgets.

Pay Date	Pay Period	Number of Days	Deduction / Pay
September 1, 2017	August 10 – 23	10 working days	No insurance deducted No longevity paid
September 8, 2017	August 24 – 31	6 working days	No insurance deducted No longevity paid
September 15, 2017	September 1 – 9	6 working days	Insurance deducted (New FY 2018 rates) Longevity paid
September 29, 2017	September 10 – 23	10 working days	Insurance deducted (New FY 2018 rates) No longevity paid

Please contact Payroll Services at payrollprocessing@tamu.edu should you have questions about this schedule.

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Employee State Income Tax (SIT) Verification Form

The Employee State Income Tax (SIT) Verification form is one of the required forms for new employees that's listed on the EPA Document Checklist. As the new school year is approaches, please remember to submit this form for all employees with an out-of-state residence with the exception of those who reside in the below states. It is very important for the employee that we receive this form and all additional requested documents before the employee's first payroll. This will help avoid a possible tax liability on pay that was not properly taxed.

The SIT packet has been updated. **Please discard all old forms and provide your employees with the updated packet:** payroll.tamu.edu/media/680721/318_employee_sit_verification_packet.pdf.

States that do not levy an income tax. SIT form not required:

- Alaska
- Florida
- Nevada
- New Hampshire
- South Dakota
- Texas

- Tennessee
- Washington (*not Washington D.C.*)
- Wyoming

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TIP OF THE WEEK

University Closure Due to Inclement Weather or Other Emergencies

Visit employees.tamu.edu/benefits/leave/closure/ for the latest information pertaining to inclement weather and emergencies.

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

HR LIAISON
NETWORK
MEETINGS:

TBD