

# HR LIAISON NETWORK NEWS



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

January 2, 2017

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## PAYROLL REMINDERS

January 3:

- Monthly Pay Day

January 4:

- Biweekly PVDs available online

January 6:

- Biweekly Pay Day
- Biweekly EPAs due at noon

January 9:

- PPRs print

[Processing Schedules](#)  
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## HUMAN RESOURCES

### Benefits Orientation Session – Tuesday, January 10, 2017

The next [Benefits Orientation Session](#) will be held Tuesday, January 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.

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### Postdoctoral or Graduate Student Fellows Benefit Process

Section 1601.1021 of the Texas Insurance Code provides certain postdoctoral fellows or graduate student fellows eligibility to participate in the group insurance program under the Texas A&M University System policies. These individuals may enroll in the health, dental or vision group insurance plans, but do not qualify for the employer contribution for premiums. It is important that these individuals receive benefit enrollment information; therefore, please complete the [certification form](#) for any newly awarded fellows meeting the below criteria.

Eligible individuals include:

Graduate Student Fellows – To qualify for Texas A&M University group insurance, you must hold one or more graduate student fellowships, awarded on a competitive basis that either singly or in combination provide a stipend valued at \$10,000 or more per year. Your eligibility will continue as long as you hold the fellowship(s) and remain in good standing with a degree granting program.

Postdoctoral Fellows – To qualify for Texas A&M University group insurance, you must hold a postdoctoral fellowship(s) and currently receive a stipend from an applicable fellowship. Your eligibility will continue as long as you hold the fellowship(s).

Departments with qualifying individuals are encouraged to review the [Postdoctoral and Graduate Student Fellow Benefit Eligibility & Enrollment Process](#) information on the Human Resources website and should complete the applicable certification form to be sent to Benefit Services.

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## **PAYROLL SERVICES**

### **New vs. Old Version of Form I-9**

Guardian, the electronic Form I-9 system, is currently utilizing the old version of the Form I-9 and will not utilize the new version until January 19, 2017. You are required to continue utilizing the old version when doing a paper Form I-9 until the electronic system is updated January 19. The paper Form I-9 version must match the electronic version.

The old Form I-9 (version 03/08/13) and the new Form I-9 (version 11/14/2016) are now available on the Payroll Services website under I-9 Form and Instructions on the [I-9 & E-Verify](#) tab, as well as through the Forms section.

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## **EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

### **New Employee Welcome (TAMU NEW) Session January 10 – Please Register by Friday, January 6**

*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) Session* will be held Tuesday, January 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.

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### **Training Compliance Reports for January – As of January 1, 2017**

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*

- 73 (43%) of the 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 4.7% from 1970 to 1878.
- The total number of past due employees decreased 6.1% from 981 to 921.
- The total number of past due Faculty employees decreased 8.2% from 317 to 291.
- The total number of past due Budgeted Staff employees increased 15.5% from 161 to 186.
- The total number of past due Wage Staff employees decreased 8.2% from 294 to 270.
- The total number of past due Graduate Assistant employees decreased 40.4% from 52 to 31
- The total number of past due Student Worker employees decreased 8.9% from 157 to 143.

#### *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 – 98.0%
  - Ethics – 97.9%
  - Information Security Awareness – 96.7%
  - Orientation to the A&M System – 99.1%
  - Reporting Fraud, Waste and Abuse – 98.4%
  - Required Training for Athletics Task Workers – 86.8%

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## **TIP OF THE WEEK**

### **New Year, New Challenges**

Employees looking to enhance their skills in the new year have an easy, cost effective option available through HR Employee & Organizational Development. EOD offers a wide variety of professional development and technology-based courses to meet the needs of employees and departments. For more information or to view the course schedule, visit <http://EODinfo.tamu.edu/> online.

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**HR LIAISON  
NETWORK MEETINGS:**

- May 16, 2017
- June 26, 2017

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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