



HR LIAISON NETWORK NEWS

July 3, 2017 | Share the following information within your departments as appropriate.

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TIP OF THE WEEK

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PAYROLL REMINDERS

July 3:

- Monthly payday

July 4:

- TAMU Holiday

July 5:

- Biweekly PVDs available online

July 7:

- Biweekly payday

July 10:

- Biweekly EPAs due at Noon

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Summer Meeting Now Available Online

The virtual meeting featuring information on the HROE organization, annual enrollment and Workday for HR Liaisons is now available through TrainTraq ([2113114: HR Liaison Network Summer Meeting – June 2017](#)). The recorded meeting will be accessible through Friday, July 14; please allow 90 minutes to complete and acknowledge the content. *Note:* The recorded video requires Adobe Flash Player to view.

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Annual Enrollment Now Open

Annual Benefit Enrollment, July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY 2018 plan year, effective September 1, 2017. A campus email was sent to all benefit-eligible employees announcing the opening of annual enrollment and providing additional important information related to actions to take during annual enrollment. Enrollment is conducted online through the iBenefits option on the [Single Sign-On](#) menu.

Please plan to attend the Annual Enrollment Benefits Fair (July 20 and July 21 from 10:00 a.m. – 2:00 p.m.) in the General Services Complex, assembly room 101A. Breakout sessions will feature an overview of the annual enrollment changes and updates from BlueCross BlueShield and Express Scripts. Vendors from our medical, dental and other insurance plans, plus several businesses participating in the employee discount program, [PerksConnect](#) will be available. See the [Fair Flyer here](#) for the presentation schedule.



Learn more about Annual Benefit Enrollment at employees.tamu.edu/AE online. To locate your Benefits Representative, visit the HR website [here](#) or call Benefit Services at (979) 862-1718.

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Flexible Spending Account Enrollment Issue for Employees Budgeted Less than 12 Months

It has come to our attention that the option to enroll in Flexible Spending Accounts is not displaying properly in iBenefits for employees budgeted less than 12 months. This is a programming issue that is being addressed by the A&M System and should be corrected soon. Employees who have noticed this problem are advised to wait to complete their Annual Enrollment process until this programming correction is made, possibly within the next few business days.

As an additional reminder, there are two changes impacting Flexible Spending Account (FSA) enrollment for FY18. First, a 9-month deduction option for Flexible Spending Accounts (FSA) will no longer be offered beginning 9/1/17. Each FSA deduction will be one twelfth of the annual election amount. This means for employees working less than 12 months, 4 months of deductions will be taken in May, just like the rest of their benefit premium deductions such as Medical and Dental. Second, Working Retirees and Graduate Fellows are no longer eligible to enroll in Flexible Spending Accounts for 9/1/17. This is due to a change to an external vendor for bank draft/billing and is related to the Workday implementation.

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New Employee Welcome (TAMU NEW) Session July 12 – Please Register by Friday, July 7

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 Wednesday, July 12 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: 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 979.845.4153.

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Training Compliance Reports for July – As of July 3, 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

- 118 (69%) 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 increased 43.0% from 1334 to 1907.
- The total number of past due employees increased 59.2% from 660 to 1051.
- The total number of past due Faculty employees increased 5.2% from 193 to 203.
- The total number of past due Budgeted Staff employees increased 19.5% from 149 to 178.
- The total number of past due Wage Staff employees increased 149.5% from 190 to 474.
- The total number of past due Graduate Assistant employees remained the same at 19.
- The total number of past due Student Worker employees increased 62.4% from 109 to 177.

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 – 96.6%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.7%
 - Required Training for Athletics Task Workers – 75.0%

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Reminder: New Deadlines for Enrollment in and Completion of HROE Certificate Programs

HROE Professional Development is continuously developing new programs to better meet the needs of Texas A&M. With that in mind, we are announcing new deadlines for enrolling in and completing our certificate programs. This will allow for the development and roll out of new programs next year.

At this point, customers can continue to enroll in a Professional Development Department certificate program until July 7, 2017. After that date, we will be unable to accept new enrollments. From that time forward enrolled

certificate program participants will have until July 31, 2018 to complete all related coursework, capstones, and final project assignments.

Please visit our certificate programs page at EODinfo.tamu.edu/programs/certificate for additional information.
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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.



Workday & Managers: New Resources Available

Anyone who has employees, including Graduate Assistants, reporting to them will have the Workday security role entitled "Manager". All current supervisors are encouraged to visit the new [Workday & Managers page](#) to learn about what a Manager can view and do in Workday and what types of training will be available to help prepare for this security role. [Say Hello to Workday: Managers!](#)

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Workday Help

Have you checked out *Workday Help* available from the [SSO](#) menu? If not, take a look and check back frequently for resources to help you explore your Workday!

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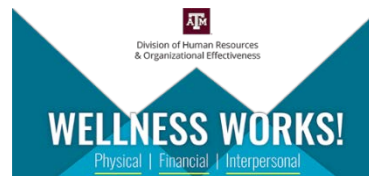
WELLNESS WORKS!

Please share the following information with employees in your department.

On-campus Fitness Sessions Cancelled July 3-4

All on-campus fitness sessions will be cancelled on Monday, July 3 and Tuesday, July 4 in observance of Independence Day. Piranha Fitness Studio will operate according to their regular business hours on Monday, July 3, but will only have classes until 2:00 p.m. on July 4th. Classes will resume normal schedules on Wednesday, July 5.

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Living WELL Aware at Texas A&M - Essential Element #7: *Forgive: Family, Friends, Foes - Ourselves*

The July video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, Essential Element #7: *Forgive: Family, Friends, Foes - Ourselves* available via TrainTraq.

- Texas A&M University, Workstation M – [Watch Video Here](#)
- Texas A&M Health Science Center, Workstation H – [Watch Video 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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Thank you for Helping Us Solve Summer Hunger - Food Drive for the Brazos Valley Food Bank

During June, faculty and staff were encouraged to donate non-perishable food items to help the Brazos Valley Food Bank **Solve Summer Hunger!** We were able to donate 124.5 pounds of food! For continued support to the Food Bank, you can make a monetary [online donation](#).

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TIP OF THE WEEK

Moving or Buying a Car this Summer?

Texas A&M University employees have the ability to provide proof of employment or income through an automated service anytime, anywhere through *The Work Number*. Visit [payroll.tamu.edu/employment-verification/employment-salary](http://payroll.tamu.edu/employment-verifications/employment-salary) online for more information regarding the service available to employees,

mortgage lenders, banks and others needing employment and salary information in a controlled, efficient way. In addition, forms for state service verifications can be found at payroll.tamu.edu/employment-verifications/state-service online.

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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:

TBA for FY2018