



HR LIAISON NETWORK NEWS

January 29, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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PAYROLL REMINDERS

January 29:

- Timesheets and Workday HR / payroll business processes affecting **02/02/18 biweekly payroll** are due and/or must be completed by 4pm

February 1:

- **Monthly Pay Day** – regular salary, emoluments, one-time supplemental payments, allowances and/or refunds

February 2:

- **Biweekly Pay Day** – regular salary, emoluments, one-time supplemental payments, allowances and/or refunds

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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 2017. The IRS requires employers to furnish the 1095-C form by January 31, 2018. Texas A&M employees can access their 1095-C tax forms available electronically in HRConnect Legacy on or before 1/31/18 at <https://sso.tamus.edu>. Further information about this form in relation to filing your tax return may be obtained on the IRS website about Form 1095-C, Employer-Provided Health Insurance Offer and Coverage.

Note: If you were enrolled in the Graduate Student Employee Health plan during calendar year 2017, 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.

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Tax Changes Result in More Take-Home Pay for Employees

As a result of recently enacted federal tax reform legislation, all employees likely will see an increase in take-home pay beginning this month.

The Tax Cuts and Jobs Act passed by Congress in December 2017 and being implemented now changed the tax rates and brackets used to determine the income tax withheld from each paycheck. Therefore, taxes withheld will decrease and take-home pay will increase for employees who maintain existing work schedules and benefit

selections.

These changes will be reflected in upcoming pay statements, including February 2 pay slips for biweekly paid employees and February 1 pay slips for monthly paid employees.

The Internal Revenue Service (IRS) suggests reviewing your withholding for 2018 to ensure that you are not having too much or too little withheld from your pay based on these new rates and tax brackets. The new [IRS withholding tables](#) and [answers to frequently asked questions](#) are available on the IRS website. Income tax withholding amounts can be adjusted through the Workday "Pay" worklet. Under "Actions" select "Withholding Elections".

Questions about these changes may be directed to Financial Management Operations, Tax Compliance & Reporting office at tax@tamu.edu.

Employees are encouraged to read the FAQs regarding this subject in the link referenced above. Texas A&M cannot provide tax advice but may be able to help with useful information.

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Tax Tables

The Workday tax tables have been updated to reflect 2018 rates.

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One Time Merit Payments for March 1

One Time Payments are driven by the effective date in Workday, not the date paid. Units should use the Request One Time Payment business process to initiate a one-time merit payment, which will route through the approval chain to an Executive Approver and paid out according to the effective date of the payment. Additional information about one-time merit payments can be found online at

<https://employees.tamu.edu/compensation/flexible-comp/merit-pay/>.

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Special Emoluments

Emoluments to be processed for terminated employees and emoluments that a department needs to have grossed-up for tax purposes cannot be entered using the Workday business process of "Request One-Time Payment". Please contact payrollprocessing@tamu.edu for direction on handling these special items.

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Useful Reports for Managers & Timekeepers

Payroll has a list of [Useful Reports for Timekeepers and Managers](#) on our website. **It is important that Managers & Timekeepers work together and review these reports to make sure all timesheets are submitted and approved before established deadlines.** The reports can be run from the Search Bar in Workday:

- Review Time
- Workers with No Time Entered
- Workers with Time Entered but Not Submitted

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Save the Date: Workday Open Forum, February 21

The next Workday Open Forum will be held Wednesday, February 21 from 10:00-11:30am in the General Services Complex, 101. Registration and WebEx information will be available at

<https://employees.tamu.edu/workday/> soon.

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Workday Clinics

HROE Professional Development is continuing to offer several Workday Clinics. There are four sessions designed for HR Liaisons. A short tutorial on the Workday business process will be presented and followed by open lab time. The Employee Information Overview clinic is designed for all employees at TAMU. For a list of topics and the schedule, please visit: <http://training.tamu.edu/schedule#TAMUWorkdayTraining>.

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Student Employee of the Year Award Deadline is FRIDAY!

Sent on behalf of the Student Employment Office

Please remind your departments to nominate their outstanding student workers for our annual Texas A&M Student Employee of the Year awards. Nominations and all supporting documents must be uploaded by 11:59pm on Friday, February 2 to be considered. For any questions or assistance, please contact the Student Employment office at 979-845-0686 or via email at jobsforaggies@tamu.edu.

To nominate a student, supervisors should visit <http://sfaid.tamu.edu/NSEW/index.aspx> and click “Nominate your student for the 2018 Student Employee of the Year.”

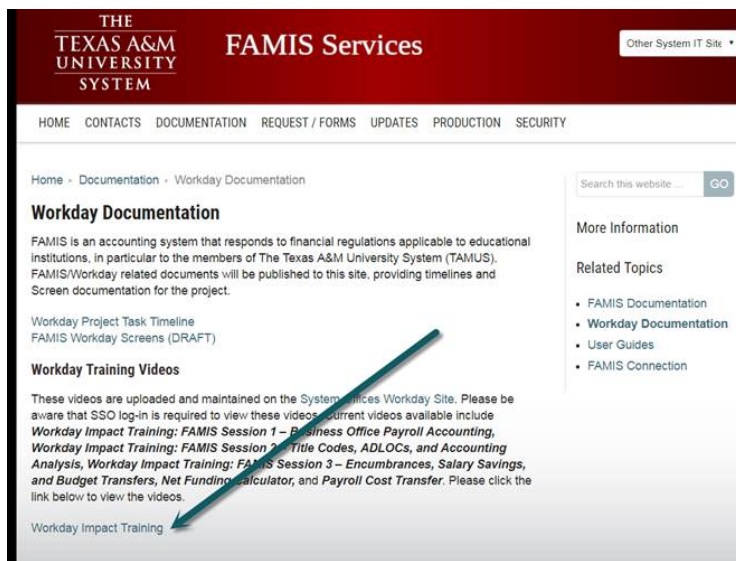
For nomination criteria and more information about Student Employee of the Year, please visit <https://jobsforaggies.tamu.edu/National-Student-Employment-Week>.

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Payroll Cost Transfers and Net Funding Calculator

Sent on behalf of FAMIS Services

FAMIS would like to announce that PCT's and the Net Funding Calculator are now available in Canopy. You may find videos for using these products here: <http://it.tamus.edu/famis/documents/workday-documentation/>.



The screenshot shows the FAMIS Services website. The header includes 'THE TEXAS A&M UNIVERSITY SYSTEM' and 'FAMIS Services'. A navigation menu contains 'HOME', 'CONTACTS', 'DOCUMENTATION', 'REQUEST / FORMS', 'UPDATES', 'PRODUCTION', and 'SECURITY'. The main content area is titled 'Workday Documentation' and includes a search bar, 'More Information', and 'Related Topics' (FAMIS Documentation, Workday Documentation, User Guides, FAMIS Connection). Under 'Workday Training Videos', there is a list of video titles and a link for 'Workday Impact Training' which is highlighted by a red arrow.

Please share this as appropriate, and contact FAMISHelp@tamus.edu if you have questions, comments or suggestions.

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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/liaisons

HR LIAISON
NETWORK
MEETINGS:

TBD