



HR LIAISON NETWORK NEWS

July 1, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[HR Liaison Network Summer Meeting Presentations Available Online](#)

[Open Enrollment for Benefits \(July 1-31\)](#)

[What's New: Benefit Plan Updates for FY2020](#)

[Open Enrollment Benefits Fairs & Presentations](#)

[Performance Management Reminders](#)

[Registration Open for New Workday for HR Liaisons Classes](#)

[New Employee Welcome \(TAMU NEW\) Session Tuesday, July 9](#)

[Training Compliance Reports for July – As of July 1, 2019](#)

PAYROLL SERVICES

[July 5, 2019 Biweekly Checks](#)

[Payroll Services Website Updates](#)

WELLNESS WORKS!

[News/Announcements](#)

ANNOUNCEMENTS

[Early Release on Wednesday, July 3, 2019 at Noon](#)

PAYROLL REMINDERS

July 1: (*earlier deadline*)

- #19-22 Timesheets Locked; only Timekeepers Can update
- Run Timekeeper Reports
- #19-22 Pay Calculation Results Report Refreshed at 10:00am
- Monthly Pay Day

July 5:

- Biweekly Pay Day

July 11:

- #19-23 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

[Payroll Processing Calendar Key Processing Schedules](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Summer Meeting Presentations Available Online

All the presentations from the HR Liaison Network Summer Meeting on June 25 can be found on [our website here](#).

Open Enrollment for Benefits (July 1-31)

Open Enrollment is now available in Workday through July 31! Employees should log into [Workday](#) and review current elections prior to making any changes. The Workday inbox item, *Open Enrollment Change: (EMPLOYEE NAME) on 09/01/0219*, should be used to initiate benefit election changes; be sure to click SUBMIT. If you do not make any changes, your current benefits will continue. However, if you want a Health Care or Dependent Day Care Flexible Spending Account, you must re-enroll each year. Review the [Workday User Guide](#), [Completing Open Enrollment](#) for instructions. Visit [Open Enrollment webpage](#) for more information.

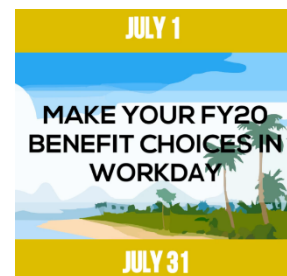
[Top](#)

What's New: Benefit Plan Updates for FY2020

The following benefit plan changes will go be effective September 1, 2019.

• Premiums & Costs:

- The **employee premium** for full-time employees and retirees enrolled in the A&M Care Plans will remain the same for the fourth year in a row. Remember that if you are changing to a different age bracket for life insurance, for example, 65-70, your premium may increase.
- The **Graduate Student Health Plan** premiums will increase. Prescription drug copays at retail pharmacies outside the Student Health Center (SHC) will change from \$15/\$30/\$60 to \$10/\$35/\$60. Prescription drug copays at the SHC will change from \$15 to \$10/\$35. The out-of-pocket maximum is increasing from \$6,350 to \$7,900. The annual medical deductible is increasing from \$350 to \$500.



- **DeltaCare USA HMO** premiums will increase slightly.
- **Blue Cross and Blue Shield** is launching Wellbeing Management, an improved patient relationship experience, which will change the phone numbers to Blue Value Advisor, Nurseline, and Provider Finder. All calls should be made to Blue Cross and Blue Shield of Texas' customer service number at 1-866-295-1212.
- ComPsych Guidance Resources will be replacing the **Employee Assistance Program** provider (Deer Oaks) beginning September 1. The A&M System is pleased to offer Work/Life Solutions to both employees and retirees for the first time this plan year. Services include counseling, childcare topics, concierge services for home repair, education and housing needs, in-house financial guidance by CPAs, CFPs, and referrals to financial advisors in your area, legal advice on divorce, adoption, estate planning, and real estate, eldercare, and more.
- The **tobacco surcharge** now applies to those using e-cigarettes. It also includes cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and dip.
- **Express Scripts** now covers pet prescriptions.
- Diagnostic and preventive **dental** cleaning and x-rays will not count towards your \$1,500 maximum annual benefit in the Dental PPO Employees can now get posterior (all teeth) composite, colored fillings coverage, excluding metal fillings.
- The **Healthcare Flexible Spending Account** maximum annual election will increase from \$2,650 to \$2,700.

Visit the [System Benefits Administration website](#) for enrollment booklets and premiums, summary plan descriptions for FY20, carrier presentations, and more information.

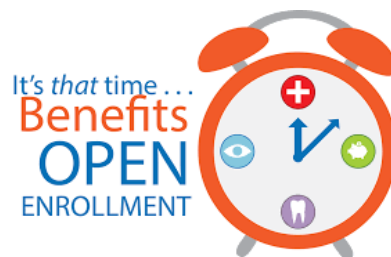
[Top](#)

Open Enrollment Benefits Fairs & Presentations

Make plans to attend the Open Enrollment vendor presentations and stop by to visit with your Benefit Services staff.

Health Science Center Vendor Presentations

- **Wednesday, July 10**
- 1:00 to 3:30pm
- HSC, 8447 Riverside Parkway, Building 1000, HPEBLL38, Bryan



Texas A&M Benefits Fair and Vendor Presentations

- **Thursday, July 11 and Friday, July 12**
- 9:00am Vendor Presentations
- 10:00am to 3:00pm (fair with vendor tables)
- General Services Complex, 101A, 750 Agronomy Road, College Station
 - At the Fair, you will have the opportunity to visit with the insurance carriers directly along with vendors from other programs available to employees.
 - [View the Benefits Fair Flyer](#)

[Top](#)

Performance Management Reminders

The Merit Process will be starting soon. Eligibility for a merit increase requires each employee to have a completed performance review in Workday. All Talent Analysts have the ability to see the Performance Review status in their areas of responsibility by running the *Performance Review Process (All)* report. Please run and review this report ASAP to ensure all employees' performance reviews have been fully completed in Workday.

Reminder: Goals for the 4/1/2019 – 3/31/2020 Performance Period should be entered into Workday now. These goals must have a Due Date between 4/1/2019 and 3/31/2020 to be included on next year's performance review.

Questions can be sent to HREvaluations@tamu.edu.

[Top](#)

Registration Open for New Workday for HR Liaisons Classes

Registration is now open for the new Workday for HR Liaisons classes announced at the June 25th HR Liaison Network Meeting. For a list of courses, descriptions, outlines, and dates please visit: <https://training.tamu.edu/schedule#TAMUWorkdayTraining>. Please note that registration closes 7 days prior to the class start date due to the required pre-requisite to complete a new Statement of Responsibility (SOR) form, along with the HIPAA 11009 and FERPA 11012 web-based training (WBT) courses in TrainTraQ. These details are outlined in the registration confirmation you receive once you register. If a class is full, please add yourself to the waitlist so you can be notified when another class is scheduled. If you have questions, please contact PDinfo@tamu.edu.

[Top](#)

New Employee Welcome (TAMU NEW) Session Tuesday, July 9 – Please Register by Wednesday, July 3

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, July 9 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: <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 979.845.4153.

[Top](#)

Training Compliance Reports for July – As of July 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments increased 17.7% from 1806 to 2125.
- The total number of past due employees increased 34.1% from 845 to 1133.
- The total number of past due Faculty employees decreased 8.2% from 293 to 269.
- The total number of past due Budgeted Staff employees increased 9.5% from 126 to 138.
- The total number of past due Wage Staff employees increased 189.7% from 184 to 533.
- The total number of past due Graduate Assistant employees decreased 32.0% from 25 to 17.
- The total number of past due Student Worker employees decreased 18.9% from 217 to 176.

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 – 97.1%
 - Orientation to the A&M System – 96.7%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 90.0%

[Top](#)

PAYROLL SERVICES

July 5, 2019 Biweekly Checks

Due to the July 4th holiday, all departments that usually receive their biweekly payroll checks in the mail will need to pick up their payroll envelopes at the Payroll Services Office in Suite 1201 of the GSC on Friday, July 5. Payroll Services will be open 8am – 5pm for this pickup.

Payroll Services Website Updates

The following items have recently been updated or added in our [Workday Tools](#) section:

Payouts

- Lump Sum Vacation
- FLSA and/or State Comp Time for Active Employees
- Death Benefits & Final Regular Pay

Please reference as needed.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

News/Announcements:

- July 4th, Independence Day Fitness Schedule



- All on-campus fitness sessions will be **cancelled after 1:00pm on Wednesday, July 3** and all day on Thursday, July 4 in observance of Independence Day. The following classes will be held on **Tuesday, July 3**:
 - 11:45am – 12:30pm: Pilates at MSC Stark Gallery
 - 11:45am – 12:30pm: The ABC's of Meditation MSC L427
 - 12:15pm – 1:00pm: Body Blaster at Rec Sports
 - 12:15pm – 1:00pm: Outdoor Water at Rec Sports
- **WELLNESS WORKS!** classes offered at Piranha Fitness Studio will run on a normal schedule. The regular [Summer Fitness Schedule](#) will resume on Friday, July 5. Stay tuned on [our website](#) for the 2019 August Interim Fitness Session Schedule, occurring August 5 to August 23.
- **MyEvide + Texas A&M University System Summer Wellness Campaign**
 - Learn about your A&M System benefits, play some games, and earn money for your campus or agency's charity of choice (1st Place \$2,000; 2nd Place \$1,000; 3rd Place \$500)
 - To participate in the treasure map games, visit tamus.myevive.com each Friday.
- **Eat WELL, Be WELL! Nutrition Series**
Presented by Registered Dietician, Meghan Windham
Tuesday, July 2 | 12:00 - 1:00 pm | Annex 405 C/D

WELLNESS WORKS! invites you to join us as Registered Dietitian, Meghan Windham, presents five different nutrition workshops occurring every Tuesday from June 4th to July 2nd. The **Eat WELL, Be WELL!** Nutrition workshops are developed to teach adults the importance of nutrition in all areas of life. You will not want to miss the information and strategies Meghan Windham shares!

 - **To maximize learning, participation in all five workshops is highly encouraged but not required.**
 - [Visit our website](#) to access the Zoom Meeting, as we have met maximum live registration capacity for each of these sessions.
- **Lunch & Learn - Headaches: It's Not Just in Your Head**
Presented by Airrosti
Tuesday, July 23 | 11:30am – 1:00pm | GSC 101A

A complimentary, interactive session about common types of headaches and the triggers, signs, symptoms that can help distinguish between headaches. Learn valuable tips, stretches, and tools as well as information about a conservative treatment option that may provide relief. Lunch provided, [RSVP here or tune in live through Zoom!](#)

 - **Also on the same day –Pain & Injury Assessments**
9:00am – 3:00pm | GSC 101B
 Prior to and following the lunch and learn, join Airrosti for complimentary injury assessments. If you are suffering from pain or unresolved injuries, we encourage you to take advantage of this complimentary, no obligation, 15-minute injury assessment. [Register here.](#) *Learn more in this Airrosti video.*
- **FREE On-Campus Financial Consultations**
 Lincoln Financial, TIAA Financial, and AIG Retirement Services offer Texas A&M University employees no-cost, one-on-one consultations with their financial/retirement advisors in the HROE office located in Suite 1201 of the [General Services Complex](#) or the [Memorial Student Center](#) located on the lower level in room L524. RSVP for your meeting:
 - **Lincoln Financial Group – [RSVP](#)**
Wednesday, July 3 | 9:30am – 1:30pm | GSC 1203
 - **TIAA Financial Group – [RSVP](#)**
Wednesday, July 17 | 8:30am – 4:30pm | GSC 1203
Thursday, July 18 | 8:30am – 4:30pm | GSC 1203
 - **AIG Retirement Services – [RSVP](#)**
Tuesday, July 30 | 8:30am – 11:30am | MSC L524
- **Check Your Wellness Incentive Status A&M Care Plan Wellness Incentive Requirements**

You can check your wellness incentive status on [MyEvide](#) or download the [MyEvide App](#). If you have questions, email memberservices@evivehealth.com or call Evive Member Services at 888.208.9470. Visit the [Wellness Incentive Program webpage](#) for more information.

[Top](#)

ANNOUNCEMENTS

Early Release on Wednesday, July 3, 2019 at Noon

With authorization from the Chancellor's Office, President Young has approved the early release of all nonessential personnel at noon on Wednesday, July 3. **Summer Session II classes for Wednesday afternoon, July 3 will be held as scheduled. Faculty and staff associated with the support of classroom activities are considered essential personnel as it relates to this email. The Texas A&M bus schedule will continue as normal.**

If you are unsure of your status, please ask your supervisor. Leave time previously authorized will be reinstated. For additional information regarding early release time, visit our [Special Holidays & Early Release webpage](#).

The Texas A&M University campus will be closed Thursday, July 4 in honor of the U.S. Independence Day holiday.

[Top](#)



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/liaisons

View the
[HR Liaison Network
News Archive Online](#)