



# HR LIAISON NETWORK NEWS

July 2, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

July 2:

- **Monthly Pay Day**
- Timesheets locked; only Timekeepers can update\*
- Run Timekeeper reports\*
- #18-22 Pay Calculation Results Report refreshed at 10am

July 6:

- **Biweekly Pay Day**

July 12:

- #18-23 **retro** timesheets & Workday **retro** approvals due at 5pm

*\*Early deadlines due to TAMU holiday (07/04/2018); please make sure Timekeepers are available*

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Early Release on Tuesday, July 3, 2018 at Noon

With authorization from the Chancellor's Office, President Young has approved the early release of all nonessential personnel at noon tomorrow, Tuesday, July 3. Summer Session II classes are scheduled to begin tomorrow. **All classes tomorrow afternoon should be held as scheduled.** Faculty and staff associated with the support of classroom activities are considered essential personnel as it relates to tomorrow's early release.

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 System Holidays](#).
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time.

Work and Scheduling During a Holiday or Release Time:

- Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be "essential" for purposes of working during an early release or declared holiday.
- An employee who works during a holiday or early release time:

- will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; **or**
  - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions.
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
    - will be given state compensatory time off to be taken off within the next 12 months; **and/or**
    - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work

For additional information, visit <https://employees.tamu.edu/benefits/leave/holidays/special/> or submit your questions to [benefits@tamu.edu](mailto:benefits@tamu.edu) and include “early release” as the email subject.

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### **New Employee Welcome (TAMU NEW) Session Tuesday, July 10 – Please Register by Thursday, July 5**

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 10 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.

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### **Open Enrollment for Benefits (July 1-31)**

Open Enrollment is now available in Workday through July 31! Check out the Open Enrollment announcement and video available on the Workday home page for important information. In addition, all employees are strongly encouraged to review their current benefit elections, dependents and beneficiaries by clicking on the Benefits worklet and selecting Benefit Elections.



Benefits

Employees will have a Workday inbox item, *Open Enrollment Change: (EMPLOYEE NAME) on 09/01/0218*, to initiate benefit election changes and submit. As a reminder, it is recommended that employees review their current elections prior to making any changes. Once the employee has made the appropriate changes (or elected not to make changes), it is important to SUBMIT the event. If no changes are made and the employee does not hit submit, the task will be removed from their inbox at the conclusion of Open Enrollment.

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### **New Benefit Changes, Effective September 1, 2018**

- **12 over 9** – All Employees working less than 12 months will now be set up with 12 over 9 premium deductions; they will pay a slightly higher premium for their benefits to cover them for the summer months rather than taking all of the premiums from them at the end of May. A chart of the 12 over 9 premiums can be found at <http://assets.system.tamus.edu/files/benefits/pdf/ae/FY19/aepages/PremiumsFT9.pdf>.
- **Flexible Spending Accounts** for Healthcare and Dependent Care are being transitioned to a **new carrier, Navia**.
  - Payflex will continue to carry the current balance on the card/account until November 15, 2018. It is encouraged that all employees spend down their money by August 31, 2018 to avoid any confusion.
  - **Healthcare FSA increased to \$2,650 (FY2019)** from \$2,600 (FY2018); can be used for qualified medical, dental and vision products or services performed by medical professionals to diagnose, treat or prevent diseases for you and your family; may NOT be used for cosmetic purposes; can be used for over-the-counter medications when there is a prescription on file for that item.
  - **Dependent FSA remains at \$5,000**; for any dependent child age 13 or younger for expenses such as daycare or day camps; not for overnight camps for children; a spouse who is unable to work and care for him/herself or dependent parents who are unable to care for him/herself for whom you claim the dependent exemption on your taxes.
  - **Must keep receipts** to verify expenses if asked by IRS
  - **Must re-enroll** during Open Enrollment; elections can only be changed during the year if the employee has a “qualifying event”.

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### **Absence Partner TO DO Tasks**

Departmental Absence Partners need to ensure that they are completing the following TO DO tasks in a timely manner.

- *Move Time Off Balance: Data Change* and the *Maintain Accrual and Time Off Adjustments/Overrides* – it is IMPORTANT to update this regularly so employees have access to their leave balances.
- *Update Time Off Service Date: Onboarding* – you must complete this task even if it is for student workers in your area.

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### Leave of Absence vs. Unpaid Time Off

- *Unpaid Leave of Absence* is ONLY for when employees are off for a full calendar month.
- Do not place employees on a “Leave of Absence” for less than 30 days or mid-month to mid-month (i.e. June 15 to July 14) especially if they are receiving vacation, sick or any other compensatory time; they are in a paid status.
- If a person has run out of vacation, sick or compensatory time for a few days, they should be placed on “*Unpaid Time Off*” if it is less than 30 days or 1 calendar month.

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### FMLA Leave vs. Paid Time Off

- FMLA runs concurrently with any paid time off (i.e. Sick, Vacation, Comp Time etc.)
- When an employee has paid leave, FMLA leave of absence should NOT be requested because it will cause too many hours to be deducted from the employee’s leave balance.

If anyone has any questions related to this issue, please contact Judy Kurtz at 979.862.4028.

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### New Hire Enrollment

If employees indicate they cannot enroll in benefits or have not received a notification to allow them to enroll into their benefits, they should check their Workday inbox. If the employee has not completed all of the TO DO items in their Workday inbox or have failed to answer their onboarding questions, the Benefit event will not trigger thus not allowing the employee to start their benefit enrollment. Please remind employees to complete the *Benefit Onboarding* questions.

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### Workday Update – June 28, 2018

- Compensation (HR Contact, Manager)
  - Request One-Time Payment business process updated; validation rule corrected that was prohibiting a one-time payment for Merit at exactly six months (e.g. 3/1/2018 and 9/1/2018)
- Staffing (HR Contact, Employee)
  - Contact Change business process update; validation rule corrected that was prohibiting editing any contact information data unless Country format United States of America was already the current value

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### Tax Withholding on Non-Salary Compensation

The Tax Withholding on Non-Salary Compensation process has moved from a paper form to a business process in Workday. Your department may still have a stock of paper forms from before the Workday implementation; departments can still use the form for their internal records and personnel files but they should not forward paper forms to FMO for approval. More information concerning [tax withholding on non-salary compensation \(emoluments\)](#) is available on the Payroll Services website.

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### Biweekly Dual-Employed Timesheets

Are your biweekly dual-employed staff having trouble selecting the correct position when they enter hours on their timesheet or in multiple jobs with the same position title, such as Student Technician? If yes, there is a simple way to differentiate positions within a timesheet by updating the Position Title.

- In your employee’s profile select **Actions > Job Change > Transfer, Promote or Change Job**. The worker will populate on the next screen but you must select the *specific* job you want to update (you may see more than one job listed – make sure you select the correct one).
- On the next screen in the *Why are you making this change* field select *Data Change* then select **Position Title Change**.
- In the Job Profile section leave the default Job Profile data alone but the field right below it titled **Job Title** is where you can rename the position. For example you may change it to *Student Tech-Smith* or *Student Tech-Physics* so the employee knows this position is for specific hours or manager and the title still ties in with their proper Job Profile.

- Workday will attempt to delete their existing pay; it is important in the Compensation section to click on the left facing arrow in the hourly section for the existing amount to remain – otherwise it will zero out. After you click on the hourly section arrow the red remove arrows should disappear.
- Make your final review then click Submit & Done; the process does route to others for approval.

Please contact [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) if you have any questions regarding this process.

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### Training Compliance Reports for July – As of July 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. Note that the number of past due assignments is relatively high. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact [TrainTraqHelp@tamus.edu](mailto:TrainTraqHelp@tamus.edu)

#### Summary

- The total number of past due assignments increased 18.9% from 1696 to 2017.
- The total number of past due employees increased 20.2% from 827 to 994.
- The total number of past due Faculty employees increased 6.2% from 257 to 273.
- The total number of past due Budgeted Staff employees increased 44.3% from 106 to 153.
- The total number of past due Wage Staff employees increased 20.5% from 239 to 288.
- The total number of past due Graduate Assistant employees increased 8.0% from 25 to 27.
- The total number of past due Student Worker employees increased 26.5% from 200 to 253.

#### 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 – 97.8%
  - Ethics – 97.8%
  - Information Security Awareness – 96.4%
  - Orientation to the A&M System – 98.9%
  - Reporting Fraud, Waste and Abuse – 98.5%
  - Required Training for Athletics Task Workers – 82.9%

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### WELLNESS WORKS!

*Please share the following information with employees in your department.*

#### July 4<sup>th</sup>, Independence Day Fitness Schedule

All on-campus fitness sessions will be **cancelled after 1:00pm on Tuesday, July**

**3** and all day on Wednesday, July 4 in observance of Independence Day. The following classes will be held on **Tuesday, July 3:**

- 6:30am – 7:30am: Sunrise Yoga at Rec Sports
- 11:45am – 12:30pm: Yoga at MSC Stark Gallery
- 12:15pm – 1:00pm: Outdoor Water at Rec Sports

Piranha Fitness Studio will operate according to their regular business hours on Tuesday, July 3, but will only have classes until 1:00 pm on July 4. Classes will resume normal schedules on Thursday, July 5.

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#### Summer Co-Ed Kickball for Faculty & Staff

**WELLNESS WORKS!** has again partnered with the Department of Recreational Sports to bring a Summer Co-Ed Kickball League to Texas A&M University faculty and staff employees this July! Form your team and join us for a co-ed, recreational level league! No league experience is necessary! Registration fees will be paid by **WELLNESS WORKS!**

- [Registration](#) closes TODAY, July 2 at 5:00pm
- Team Captain Meeting: Thursday, July 12 at 3:00pm in GSC 101 B&C
- Games begin Tuesday, July 17 and Thursday, July 19 at 6:30pm, 7:15pm, and 8:00pm

For more information about participation eligibility and game rules, [click here!](#)

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## FREE Financial Counseling On-Campus

Presented by TIAA Financial Group

**Tuesday, July 10 & Wednesday, July 11 | 8:30 am – 4:30 pm | GSC Suite 1201 Room 1203**

TIAA offers Texas A&M employees FREE one-on-one consulting meetings with their financial/retirement advisors in the HROE offices in the [General Services Complex](#), Suite 1201. Let these professionals help you learn how to take control of your financial health! RSVP for your meeting on [our website](#).

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## Special Edition of the EAP Employee Enhancement Newsletter

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for information about:

- Kids and Socializing Online
- Liven Up Your Meals with Vegetables and Fruit
- Keeping on Track at Work When Vacation is on Your Mind
- Environmentally Protective Choices

Learn about these helpful topics and more from your EAP. [Download the newsletter](#) today or visit [our website](#) for additional information. [Deer Oaks EAP services](#) are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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