



HR LIAISON NETWORK NEWS

July 9, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

[Applicant Initial Review Process Change – Effective July 16 HROE Ticketing System](#)
[Open Enrollment for Benefits \(July 1-31\)](#)
[CORRECTION - Employees Must Be Full-Time and Monthly-Paid to Participate in 12 over 9 Premium Deductions](#)

WELLNESS WORKS!

[Special Edition of the EAP Employee Enhancement Newsletter](#)
[Eat Well, Be Well! Being Mindful of Diet Fads](#)
[Smoking Rates in United States Hit All-Time Low](#)

PAYROLL REMINDERS

July 12:

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

July 16:

- #18-23 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #18-23 Pay Calculation Results Report available at 12pm

July 17:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-23 Pay Calculation Results Report refreshed at 10am

July 18:

- Monthly **Retro** Business Process approvals due at 5pm

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Applicant Initial Review Process Change – Effective July 16, 2018

The **Initial Review** of applicants within the Workday Recruiting Process is changing. Effective July 16, 2018, HROE Recruitment **will no longer** be performing the **Initial Review** on individuals applying for Staff/Temp Casual Job Requisitions posted through Workday. Instead, this step will be done by the Recruiting Coordinator for all Job Requisitions within their area of responsibility. [Click here](#) for the Recruiting Business Process overview with links to detailed instructions for performing the **Initial Review**.

In addition, Recruiting Coordinators **are required** to email HROE Recruitment at jobs@tamu.edu to obtain clearance for candidates **prior** to a candidate's move to the **Offer or Background Check** stage in Workday. Failure to do so could result in delays in the hire process. [Click here](#) for more information about duplicates in Workday.

Please email jobs@tamu.edu for questions about this process change.

[Top](#)

HROE Ticketing System

HROE has recently migrated shared email boxes to a ticketing system (hrnetwork@tamu.edu, benefits@tamu.edu, jobs@tamu.edu, hrcomp@tamu.edu, etc.). This ticketing will help us better manage inquiries as well as improve communication and services with you, our customers. To assist you in identifying where to direct your inquiry, we have

created a guide (found [here](#)) with sample inquiry types and the respective HROE department to contact. To further enable timely service, please keep in mind the following:

- Address your email to **only one department** and include the ***Inquiry Type*** in the subject line.
- Please **do not** copy multiple departments (cc) as this may unnecessarily delay a response.
- Once the ticket is closed, please do not respond back with thank you – it reopens the ticket.

Questions regarding the ticketing system may be directed to HR-feedback@tamu.edu.

[Top](#)

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.

Employees will have a Workday inbox item, *Open Enrollment Change: (EMPLOYEE NAME) on 09/01/2018*, 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.

[Top](#)

CORRECTION - Employees Must Be Full-Time and Monthly-Paid to Participate in 12 over 9 Premium Deductions

12 over 9 – Please note that **full-time, monthly-paid** employees working less than 12 months will be set up with 12 over 9 premium deductions beginning 9/1/18; they will pay a slightly higher premium for their benefits to cover them for the summer months rather than deducting all of the premiums from their May earnings (paid June 1 for monthly-paid employees). Full-time, monthly-paid employees who have 9-month through 11-month academic periods in Workday should have Open Enrollment tasks that show the prorated premiums. 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>. Part-time employees and full-time biweekly-paid employees who have 9-month through 11-month academic periods will have summer premium payments as they have in prior years, with 4 months of premiums deducted from their May earnings, or they will be set up on billing for the summer if their May earnings do not cover the cost.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

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.

[Top](#)

Eat Well, Be Well!

Being Mindful of Diet Fads

Presented by Meghan Windham, MPH, RD, LD |Registered Dietitian

Tuesday, July 24 | 11:00 a.m. – 12:00 p.m. | General Services Complex 101A

It is common during summer to search for ways to lose weight fast, and diet fads offer the promise of speedy results with minimal effort. Unfortunately, this is not always what is best for our overall health. So what is the best way to form our diet in a manner that will help us to meet our goals? *WELLNESS WORKS!* invites you to join us as Meghan Windham, Registered Dietitian at Beutel Health Center, presents **“Eat Well, Be Well.”** We will discuss one of nutrition’s most popular



topics: fad diets. In this insightful presentation, Windham will share the science behind these diet trends and present strategies to maintain a healthy, holistic approach to nutrition.

To attend the live event, [register here](#). Access the live video stream on [TTVN](#).

[Top](#)

Smoking Rates in United States Hit All-Time Low

The percentage of current adult smokers (18 years and older) has decreased from 16% in 2016 to 13.6% in 2017. This is the lowest rate recorded by the National Health Interview Survey since it began in 1965. At this rate of decrease, adult smokers could be at less than 12% by the year 2020! We can do it!

WELLNESS WORKS! offers resources for Texas A&M faculty and staff. To learn more, view the latest [infographic on smoking rates](#) in the United States or checkout [our website](#).

[Top](#)



Division of Human Resources
& Organizational Effectiveness

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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

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