



HR LIAISON NETWORK NEWS

June 25, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

[Open Enrollment for Benefits – Premiums Announced](#)

[Job Aid Changes – Week of June 18, 2018](#)

[Workday Update – June 21, 2018](#)

[Emoluments for Less than 12-month Annual Work Period](#)

[Employees](#)

[Compensation or One-Time Payment?](#)

WELLNESS WORKS!

[MyEvide: Your Health Can't Wait Games – Have You Played Yet?](#)

[Summer Co-Ed Kickball for Faculty & Staff](#)

[Build Momentum in Your Journey to Living WELL Aware](#)

PAYROLL REMINDERS

June 25:

- Monthly Pay Calculations Results Report refreshed at 10am

June 27:

- #18-22 **RETRO** timesheets & Workday **RETRO** BP approvals due at 5pm*

June 29:

- #18-22 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am*
- #18-22 Pay Calculations Results Report available at 12pm

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**

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Open Enrollment for Benefits – Premiums Announced

The FY2098 health plan premiums have been finalized by the System Benefits Administration Office and are available at employees.tamu.edu/benefits/enrollment.

Important changes for FY2019:

- Navia Benefit Solutions will be replacing Payflex as the Flexible Spending Account (FSA) provider.
- The CHI St. Joseph and Texas A&M Health Network, also known as the Brazos Valley Network, is a new network tier within the A&M Care plan with a \$5 copay for a primary care physician, \$15 copay for specialists,

and 10% coinsurance for physicians and facilities contracted with CHI St. Joseph and Texas A&M. All other coverage will be the same.

- If you want to enroll in or increase your Optional or Dependent Life coverage, in most cases you must provide Evidence of Insurability (E of I). This year, you'll choose your coverage and amount in Workday, but wait until August 1 to submit your E of I. Workday will send you a reminder to complete this process.
- A hearing aid benefit has been added to the A&M Care Plans.
- If you are a 9-11 month, full-time, monthly-paid benefit-eligible employee, your premiums will be prorated so that you pay for 12 months of premiums over 9 months. This means that you pay for 12 months of premiums by May 31. For individuals identified as meeting the criteria for this program, their open enrollment premiums in Workday will reflect the prorated monthly deduction amounts.
- If you are adding a dependent during Open Enrollment in Workday, please select the Reason for Adding which most closely represents your situation.
- Beginning September 1, the Health Assessment will be available through MyEvide, and will count towards your annual wellness exam credit. Get started early and create a [MyEvide account!](#)

Open Enrollment, July 1–31, will be conducted via *Workday* (on the SSO menu). Once logged in, look for an Open Enrollment task in your in-box on July 1. Additional resources and information is posted on the [Open Enrollment webpage](#). For questions, contact Benefit Services at benefits@tamu.edu or 979.862.1718.

[Top](#)

Job Aid Changes – Week of June 18, 2018

- *Change Job* – added information in the important information section regarding benefits eligibility impacted if changing an employee's job from or to 4.5+ months or 50% effort

[Top](#)

Workday Update – June 21, 2018

- Recruiting (Recruiting Coordinator)
 - Job application business process has been updated so that the only steps available for candidates on Evergreen requisitions will be Initial Review and Screen; subsequent steps will only be available on a regular requisition
- Staffing (HR Contact)
 - Assign Costing Allocation task within Change Job updated – help text updated stating that the step should be skipped using the gear icon if no changes are needed to the costing allocations, otherwise the process will be delayed because the step will not correctly route for approvals
 - Job Profile details available to employee to view their own Job Profile details and to run the Job Profile report to view all Job Profiles for career advancement interests
 - Routing restriction added to End Additional Job – added Workday-delivered routing restriction "Restriction: Subject Alternate: Manager (relative to excluded)." If the department head is ending an additional job, they will not be approving their own ending of the additional job

[Top](#)

Emoluments for Less than 12-month Annual Work Period Employees

Taxes on non-salary compensation cannot be taken if an employee is not receiving pay. Emoluments for Employees working in less than a 12-month annual work period cannot be processed if the effective date is in a period the employee is not working. If payroll services discovers this error before pay calculation we will delete them to make sure tax reporting is not affected; we would then contact HROE on your behalf to request the business process be rescinded. Once rescinded, departments have two choices for processing these; they can hold to initiate a new Request One-Time Payment business process when the employee has returned to work or if they want to pay the taxes on behalf of the employee, they can send payroll services a [form](#) for us to process as a gross up exception.

[Top](#)

Compensation or One-Time Payment?

Before Workday, departments sent paper forms to Payroll Services for data entry. The forms included Supplements for employee's extra pay not considered part of their base annual salary, Awards to Faculty, Staff or Student Workers, and Withholding on Non-Salary Compensation Items. In Workday, HR Contacts in the department initiate business processes to pay employees for these payments. How do you know if the extra pay is a one-time payment or part of compensation? A basic guide that clarifies what business process to use is available in [Workday Tools](#) on payroll services website.

[Top](#)

Recruiting/Hiring Process Tips

1. **“Ready for Hire” notification** – when a Ready for Hire notification comes to you, it is for information only. It is a notification that your applicant has been moved to that status, but there is nothing for you to do. The Hire Process will be initiated automatically for ALL applicants recruited through a Job Requisition in Workday. **Please do not initiate a Hire Process.**
2. **Dates** – When creating a position or job requisition you are asked for a few dates. Here’s what they mean:
 - a. Availability Date – from Create Position: the date the position is available to fill. This date will usually be the date the position is created.
 - b. Earliest Hire Date – from Create Position: usually the date the position is available to fill and should generally be the same as the Availability Date above.
 - c. Recruiting Start Date – from Create Job Requisition: the job posting start date for a position. For newly created positions, this date must be on or after the position’s Availability Date. For an open position with previous job requisitions, this date must be after the previous job requisition.
 - d. Target Hire Date – from Create Job Requisition: the date the hiring unit plans to fill a position. This date will usually be the date the job requisition is created.Positions and Job Requisitions availability and use are determined by the dates above. When creating a position or job requisition, make sure the dates line up with your business needs.
3. **Criminal Background Checks** – Criminal Background checks for candidates on Job Requisitions in Workday are automatically requested through the Workday Recruiting Process. There is no need to submit a background check request form to Recruitment. Backgrounds for candidates outside the Recruiting Process in Workday will still complete and email the CBC form to Recruitment at jobs@tamu.edu. Please use the current form from our [website](#).

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

MyEvide: Your Health Can’t Wait Games – Have You Played Yet?

June 18-June 29

MyEvide is bringing together all of the campuses and agencies in the Texas A&M University System for the **Your Health Can’t Wait** Games. Faculty and staff are encouraged to participate in educational games highlighting upcoming benefit changes prior to Open Enrollment (formerly known as Annual Enrollment). It only takes 2 minutes, so let’s play!

What’s in it for us? **Each unique player will earn \$1 in funding for the [WELLNESS WORKS!](#) program at Texas A&M University!**

New to MyEvide? Learn more at <https://wellnessworks.tamu.edu/physical/myevide/>. To register, you will need your ID#, which is the Unique Identification Number (UIN), on your BCBSTX health insurance card (please note both employee and spouse will use the same UIN to register). Download the MyEvide app and use the token code: myevivetamus to get started!

[Top](#)

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 summer! Form your team and join us for a co-ed, recreational or competitive level* league! No league experience is necessary for the recreational league!

**Competitive league is subject to become recreational if there is insufficient interest.*

Registration: June 25 at 8:00am - July 2 at 5:00pm

- League is open to the first 24 teams who register.
- Team Roster Rules:
 - Teams must have a minimum of 10 and a maximum of 16 members total.
 - Teams may not have more than 5 of one gender on the field.
- Registration fees paid by **WELLNESS WORKS!**

[Registration and additional details here!](#)

[Top](#)

Build Momentum in Your Journey to Living WELL Aware

Thursday, June 28 | 11:00am – 12:00pm | General Services Complex 101A

Mark your calendars to learn how you can troubleshoot common problems in maintaining a healthy lifestyle and the power of a Personal Mission Statement. Dr. Patricia Sulak, founder of Living WELL Aware, will share how she developed and uses her mission statement and will help attendees construct their own. Don't miss this enlightening presentation as we continue Living WELL Aware at Texas A&M!

To attend the live event, [register here](#). Live video stream information will be available on our [website](#).

[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

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