



# HR LIAISON NETWORK NEWS

September 10, 2019 | **SPECIAL NETWORK NEWS MESSAGE**

## **Sept 12 & 13 Informational Presentation for New Hires Eligible for ORP**

New faculty and other new hires eligible for the Optional Retirement Program (ORP) are invited to attend one of two repeat sessions describing the choice between the Teacher Retirement System (TRS) and ORP. No registration is required but participants are encouraged to submit an RSVP and any advance questions to [benefits@tamu.edu](mailto:benefits@tamu.edu) for the session they plan to attend.

Sessions are scheduled for:

- Thursday, September 12 – 1:00 p.m. General Services Complex Room 101A
- Friday, September 13 – 10:00 a.m. General Services Complex Room 101A

Please share with your new faculty hires. For additional information, email [benefits@tamu.edu](mailto:benefits@tamu.edu).

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## **Updated Benefit Resources Available**

The 2019-2020 version of the [New Employee Benefit Enrollment](#) booklet and the [Employee Benefits Guide](#) are available on the [Benefit Services](#) website. Please be sure to share this information with all new employees during the Onboarding process and any current employees that have general benefits-related questions.

## **Upcoming Benefit Sessions**

### [New Employee Benefits Orientation Sessions](#)

September 12

September 25

### [TRS Workshop / ORP Workshops](#)

September 19 (TRS)

September 26 (ORP)

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## **Importance of Selecting the Right Effective Date for Transfers from other System Members**

Please remember to use the first day of the pay period as the effective date when transferring employees in and out from other system members (when possible). For biweekly paid employees, this requires making the transfer date a Sunday instead of Monday. For monthly paid employees, this requires making the transfer date the 1<sup>st</sup> of the month even though it may be a Sunday because Sunday is the first day of the pay period.

The employer portion of the employee's insurance is posting to the default account as a result of not making the transfer effective with the first day of the pay period (the employer portion of the employee's insurance is always charged to where the employee worked first during the pay period). As a reminder, payroll posting to the default account will need to be corrected with a payroll correction (PCT). This issue can be avoided if the right effective date is chosen. We appreciate your cooperation and understanding.





Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3191 | 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/liasons](http://employees.tamu.edu/liasons)

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