

HR LIAISON NETWORK NEWS



Please make the following information available to employees in your department as appropriate.

July 25, 2016

HUMAN RESOURCES

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PAYROLL REMINDERS

July 27:

- Biweekly PVDs available online

July 29:

- Biweekly Pay Day

August 1:

- Monthly Pay Day
- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon for catch-up supplemental pay day 08/05/2016

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

HUMAN RESOURCES

Sample FY2017 Salary Memos

Departments may want to provide employees with an individualized salary memo for the new fiscal year. Sample salary memos are now available online in the Compensation Resources section of the following page: <http://employees.tamu.edu/compensation/resources/>. The memos are found at the first bulleted link on that page, titled FY17 Sample Salary Memos. Should you have questions, please contact HR Classification and Compensation at hrcomp@tamu.edu or (979) 845-4170.

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New Graduate Student Employee Benefits Orientation

A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The sessions on Monday, August 22, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the [orientation flyer](#) with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at benefits@tamu.edu or (979) 862-1718.

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Postdoctoral or Graduate Student Fellows Benefit Process

The benefit enrollment information for eligible Fellows has been updated to reflect FY2017 premium rates. As a reminder, Section 1601.1021 of the Texas Insurance Code provides certain postdoctoral fellows or graduate student fellows eligibility to participate in the group insurance program under the Texas A&M University System policies. These individuals may enroll in the health, dental or vision group insurance plans, but do not qualify for the employer contribution for premiums.

Eligible individuals include:

Graduate Student Fellows - To qualify for Texas A&M University group insurance, you must hold one or more graduate student fellowships, awarded on a competitive basis that either singly or in combination provide a stipend valued at \$10,000 or more per year. Your eligibility will continue as long as you hold the fellowship(s) and remain in good standing with a degree granting program.

Postdoctoral Fellows - To qualify for Texas A&M University group insurance, you must hold a postdoctoral fellowship(s) and currently receive a stipend from an applicable fellowship. Your eligibility will continue as long as you hold the fellowship(s).

Departments with qualifying individuals are encouraged to review the [Postdoctoral and Graduate Student Fellow Benefit Eligibility & Enrollment Process](#) information on the Human Resources website and complete the applicable certification form to document benefit eligibility and the required offer of benefits.

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Please forward the following four (4) articles to employees in your department.

A&M Care Plan to Issue New ID Cards

With the change in copay amounts under the A&M Care Plan and the A&M Care J Plan effective September 1, new ID cards will be mailed to current members and new enrollees. The new ID card will reflect the lower copay amount of \$20/\$30 beginning September 1, 2016. In order to receive the ID card, please ensure your mailing address is correct in [HRConnect](#). As a reminder, ID cards are sent in the name of the primary policy holder only and will not include dependent names printed on the card. Dependent coverage is verified at time of service. A total of two (2) ID cards will be mailed initially; however, members may request additional cards online or by contacting member services.

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Annual Benefit Enrollment Closing Soon

The annual benefit enrollment period will close on July 31; benefit selections in iBenefits as of that date will represent your benefit coverage for Fiscal Year 2017. It is important that you review your iBenefits selections and ensure that your annual enrollment document is listed in a "*valid and submitted*" status in order for benefit changes to be recorded in the system. Documents in a non-submitted status will expire and cancel at the close of annual enrollment on July 31, 2016.

- New dependents requiring dependent eligibility verification should upload the [dependent verification documentation](#) in iBenefits as soon as possible. Dependents that have not been verified prior to the start of the benefit plan year on September 1 *will not* be enrolled in coverage.

Annual Benefit Enrollment information, including carrier presentations, can be found at <http://employees.tamu.edu/benefits/annual-enrollment/> online.

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Updating Spouse Gender Information in iBenefits

When you log into iBenefits to review your benefits and make changes for FY2017, you may encounter an error *One of more Dependents is Incomplete or Invalid*. To capture accurate information in our database, spouse gender is now a required field. Please take the opportunity to update your spouse's gender during annual enrollment in iBenefits. This action will clear the invalid status on your annual enrollment document. Detailed instructions [HERE](#).

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Flexible Spending Account Reminders for Annual Enrollment

As required by IRS regulations, enrollment in a flexible spending account must be reelected each benefit year as this spending account will not automatically continue. If you wish to participate in a flexible spending account (either the healthcare or dependent care account), please make sure that you enroll through iBenefits during annual enrollment.

A few reminders related to the flexible spending account:

- The maximum contribution amount under the healthcare account is \$2,550.
- Contributions for the FY2017 benefit plan year cannot be used for services incurred prior to the September 1, 2016 effective date.
- The deduction term for contributions should be selected based on the FY2017 budget information effective September 1, 2016 not considering any future summer appointments that are not portrayed in the budget.
- IRS limits married spouses to a combined total contribution of \$5,000 to the dependent care account.

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PAYROLL SERVICES

Update: Employees without First Names

For E-Verify purposes, employees without first names should be entered into the Guardian Electronic I-9 System with a first name of "UNKNOWN" on the I-9. For UIN Manager and EPA Creation purposes, the first name should continue to be entered as "FNU" for tax reporting purposes. If you have any questions email payrollprocessing@tamu.edu.

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TIP OF THE WEEK

Using the HR Search Box

Can't find what you need on the HR website? Have you tried using the search box? The site search box is a fast and easy way to find what you need on the HR site. Type "FMLA" and it will return the main FMLA page along with all the supporting documents and forms. If you know the number of an HR form or document, you can search using only the number. For example "566" will bring up the "Bona Fide Offer of Employment Memorandum ". HR form/doc numbers are found in the footer of all our documents. Visit <http://employees.tamu.edu/> and give it a try!

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Next Network Meeting:
October 27, 2016

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator @ ldohnalik@tamu.edu OR 979.862.3854

Human Resources Main Contact Information:

PHONE: 979.845.4141 **MAIL STOP:** 1255 TAMU

MAIN OFFICE LOCATION:

750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](#)