

# HR LIAISON NETWORK NEWS



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

August 29, 2016

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## HUMAN RESOURCES

### WELLNESS WORKS! Fall Fitness Session Schedule

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out our new *WELLNESS WORKS!* Fall Fitness Session [Schedule](#) with over 30 different classes to choose from. *WELLNESS WORKS!* offers a variety of FREE fitness classes for Texas A&M faculty and staff including yoga, Pilates, Tai Chi, Motivation Meditation, kickboxing, cycling, and many more. For additional information including class locations and descriptions, visit [wellness.tamu.edu](http://wellness.tamu.edu).

#### Fitness session changes effective this week:

Effective August 29, we are discontinuing the Monday session of the Tai Chi/Qigong class, but will continue offering this class on Tuesdays, Wednesdays, and Thursdays from 11:45am to 12:30pm in MSC 2440 Forsyth Galleries (class location changed).

Effective August 30, we will begin offering private fitness sessions for Texas A&M faculty and staff at Piranha Fitness Studio which is located at 315 College Avenue, College Station, TX 77840 (located off University Dr. behind IHOP). These private fitness sessions will be available by reservation only. In order to gain access to the Piranha reservation system, *WELLNESS WORKS!* participants will need to create an account at <http://bit.do/piranha> AND send an email to [info@piranhafitnessstudio.com](mailto:info@piranhafitnessstudio.com). Once the participants' eligibility to participate has been confirmed, participants will receive a confirmation email with instructions on how to reserve a spot in the private fitness sessions.

Effective August 31, we will begin offering a new class titled "Motivation Meditation." This session will be facilitated by Open Sky Health and will be held on Wednesdays in the PEAP Building room 211 from 7:00am

to 7:45am.

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### **Transition Period Coming for System-Wide Pay Plan Implementation**

Texas A&M University will be transitioning to a new set of staff titles and salaries called the [System-Wide Pay Plan](#) effective December 1, 2016. Human Resources is planning for all aspects of this implementation as well as the December 1 federal overtime changes, while continuing to review and approve reclassifications and new position actions. More information will be added soon to the HR website, and departments will be provided with manager and employee communications, lists of employees impacted and other guidelines for dealing with the changes.

One important and specific impact on hiring managers and HR liaisons will be a period in advance of the December 1 implementation when PATH position description actions cannot be submitted to HR. This includes new positions, reclassifications, PD updates, as well as other salary actions approved in the PATH system such as internal promotion and transfer. This transition period, tentatively scheduled to begin mid-October, will be necessary to provide adequate time for testing and loading information to the PATH online system as well as testing and preparing files for the December 1 loading in other systems. With this transition period and significant changes coming, we are requesting that departments carefully consider whether they can delay PATH position actions until after the December implementation. Changes that impact titles and position descriptions also impact postings of vacant positions. A transition period for postings is not yet determined but is expected to be shorter so as minimize the impact on filling vacant positions. Classification and Compensation is dedicated to addressing customer needs, even in the midst of so many changes, and we appreciate your patience. If you have any questions, please contact HR Classification and Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or (979) 845-4170.

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### **Dual Employment Agreement Forms for New Fiscal Year**

Do you or any of your employees work in secondary jobs for a University or any other State of Texas employer? Is there a Dual Employment Agreement on file for this secondary employment? Remember - a new form is required for each fiscal year.

State law requires that all employees, including Student Workers and Wage employees, must have their department's approval *prior to* beginning non-teaching, ongoing secondary employment. University rules require a Dual Employment Agreement form be completed *prior to* beginning the secondary employment; this requires approval by both the Primary and Secondary departments/employers, agreement by them as to which department will be responsible for any overtime worked and review by HR to determine any requirements for paying overtime. Graduate Assistant positions do not require Dual Employment Agreements as they are covered by specific other guidelines overseen by the Office of Professional and Graduate Studies.

For more information, contact the HR Classification & Compensation Office at 845-4170 or at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

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### **Benefit Enrollment and iBenefits – Newly Hired International Graduate Student Employees (GSEs)**

International students are required to maintain health insurance. Important benefit information has been added to the Human Resources website to address benefit enrollment for international graduate student employees *newly* hired into a benefit-eligible position. For more information regarding the two recommended options for their benefit enrollment, please visit Benefit Information for International Employees available here: <http://employees.tamu.edu/benefits/insurance/>.

Because of the time constraints for international students to enroll in coverage to be included in the ISS waiver process, departments should enter these individuals as a priority into iBenefits, ensure the EPA is completed before September 05, 2016 and encourage employees to make their benefit selections as quickly as possible (preferably no later than 7 days from date of hire). Please share this information with your new international student hires. Contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718 if you have questions.

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### **Understanding Benefit Enrollment Windows for New Hires**

Are you confused by the enrollment window for new hires to select their benefits? It can be confusing at times and is frequently misunderstood by new employees. All new benefits-eligible employees have a waiting period for the employer contribution unless they are a direct transfer from another State agency or Institution of Higher Education.

The employee has a 60-day enrollment window from date of hire in a benefits-eligible position to elect and enroll in benefits. During the benefit selection process, the employee will be able to choose the actual effective date of their

coverage in iBenefits and will have the following options:

- Date of Hire – only available if the department HR Liaison creates the iBenefits document within 7 days of hire and a new month is not crossed before the selections are made.
- 1<sup>st</sup> of the Month Following – makes the effective date of coverage the first day of the month following when the benefit enrollment selections are submitted through iBenefits. It is very important to understand that benefit enrollments are not processed retrospectively. If the month has already begun then the coverage effective date will roll to the next available 1<sup>st</sup> of the following month.
- Employer Contribution Date – date that the employee qualifies for the employer contribution and is the first of the month following the waiting period which is now available the 1<sup>st</sup> of the month following 60 days of employment in a benefits-eligible position.

Do you have additional questions or are you uncertain if your employee is a direct transfer? Remember that your designated benefits representative (<http://employees.tamu.edu/findliaisons/>) is available to assist in answering your benefits questions to help ensure that the employee has the correct iBenefits record for their benefit enrollment.

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### **Does Your New Employee Have Previous State Service?**

The beginning of a new semester means a lot of new hire processing. Do any of your new hires have previous State employment? When previous State employment is documented and recorded properly in the University database, it may increase the months of service used to calculate any potential leave accruals and longevity pay. On a monthly basis, Payroll Services sends all new hires a notification requesting their previous state service. State Service forms can be found at <http://payroll.tamu.edu/> under the Employment Verification tab.

Additionally, if the employee is a transfer from another State agency, the Leave Transfer from Other State Agency form found at <http://employees.tamu.edu/benefits/leave/vacation/> should be completed for any leave balance transfers. Individuals with previous State employment will need a little extra attention to ensure their leave is administered properly. Department leave administrators will need to 1) access LeaveTraq to check the accrual rates and make any manual adjustments once previous State service has been verified, 2) update the flag for the six months of service completed, if applicable, and 3) process the transaction for any sick or vacation leave balance transfers. Employment with an Independent School District (ISD), Junior or Community College does not count as previous State employment for leave or State service credit. A list of state agencies can be found at: <http://www.window.state.tx.us/taxbud/expbyco10/counties/cntyagy.html> online.

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### **Resource for Hiring Supervisors**

HR Recruitment and Workforce Planning has created an outreach class that focuses on the parts of the Hiring Process that are specific to Hiring Supervisors – supplemental questions, hiring matrix creation and implementation and developing interview questions. Our team is available to present this information during department level staff meetings. If interested, please contact Rita Bowden, Manager of Recruitment and Workforce Planning at [rbowden@tamu.edu](mailto:rbowden@tamu.edu) or (979) 862-1015.

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### **All Employees Require a Manager in SSO**

All employees, including Graduate Assistants, need to have an employee/manager relationship setup in Single Sign-On. This relationship is needed for applications such as TimeTraq, LeaveTraq, TrainTraq and the transition to Workday. SSO Department Administrators need to add/update the employee's manager at the time of hire or transition by following these easy steps: 1) select the *Dept Admin* tab in the top right-hand corner of the SSO menu, 2) select the appropriate employee, 3) click on the *Managers* tab, and 4) finally the *Add Manager* link. Visit <http://it.tamus.edu/ss0/?s=adding+a+manager+for+an+employee> for more information.

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## **PAYROLL SERVICES**

### **EPAs for Terminations**

To avoid processing two EPAs for terminations with effective date 9.01.2016 in FY2017, create the termination in FY2016 and check the "Roll to New FY" box which will create the FY2017 termination. Make sure the annual term for the employee is reflected as 12 in order for the feature to.

If an employees' last day of work is 8.31.16 and their pin is active for FY17, please prepare your EPA in FY16 as "End of Term" with the appropriate current occupant action (retire, voluntary terminate, transfer out, promote out,

etc.) and check the "Roll to New FY" box. This will cover the action for both fiscal years with one EPA.

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### **FY2017 Pay Schedules and Processing Calendar**

The FY2017 biweekly and monthly pay schedules and FY2017 payroll processing calendars are now available at <http://payroll.tamu.edu/payroll-processing/calendar/> online.

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### **New Hire Documents**

Remember to submit new hire documents for employees hired September 1, 2016 and processed during the Prep Budget Process. All paperwork needs to be received by Payroll Services by September 2nd at noon to avoid payment delays.

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### **Graduate Student List**

A list of Graduate Students in the FY2016 Active budget have been distributed to employing departments. Payroll Services is providing this to you as a tool to assist you in re-appointing your graduate assistants for fiscal year 2017 or terminating them from their positions in fiscal year 2016 using the EPA Process.

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### **Annual Term Modifier**

The annual term modifier in the position information of an EPA needs to be "D" for budgeted employees who have other than 9 month or 12 month annual terms. This will allow the payroll system to consider them as continuing employees and leave their status in the payroll personnel area as active.

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### **Pay Periods and Dates for Biweekly Paid Employees to be Adjusted**

Employees who are paid biweekly should be aware that their pay periods and pay dates will be adjusted in September 2016 due to the university's fiscal year end and the new insurance rates which are effective September 1, 2016.

The schedule shown below will allow employees to have their new out-of-pocket insurance premiums deducted over two pay periods in September; which distributes the insurance costs throughout the month rather than subtracting it from a single pay period. This should help employees make adjustments to their personal monthly budgets.

Pay Date	Pay Period	Number of Days	Deduction/Pay
August 26, 2016	August 4 – 17	10 working days	Insurance deducted (Old FY2016 rates) No longevity paid
September 9, 2016	August 18 – 31	10 working days	No insurance deducted No longevity paid
September 16, 2016	September 1 – 7	5 working days	Insurance deducted (new FY 2017 rates) Longevity paid
September 30, 2016	September 8 – 21	10 working days	Insurance deducted (new FY 2017 rates) No longevity paid

Please contact Payroll Services at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) should you have questions about this schedule.

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## **EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

### **New TrainTraq Assignment – Required Emergency Alert System Notification**

At the beginning of September, Texas A&M employees will receive an automated TrainTraq assignment to take "Required Emergency Alert System Notification" (TrainTraq course no. [2111669](#)).

Who will receive the TrainTraq assignment? All Texas A&M faculty and staff (except employees who have completed this course since August 1, 2016) will receive an e-mail notification of the assignment and a single reminder 30 days later. New employees automatically receive this assignment upon hire. *HR Liaisons do not need to assign this course or to follow up on overdue assignments; this course will not be tracked on the monthly training compliance reports.*

What is the purpose of the assignment? The purpose of this online assignment is to notify employees about a state law (Texas Education Code §51.218) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page "course" (see attached screenshots) that will route them to a page on the [Code Maroon](#) web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail [codemaroon@tamu.edu](mailto:codemaroon@tamu.edu) or call Help Desk Central at (979) 845-8300.

How can HR Liaisons help? You can provide advance notification to your departments of the new assignment. This might also be a good time to remind employees to review/update their emergency contact information online in HRConnect (<https://sso.tamus.edu/>).

You may direct employees with questions to [EODinfo@tamu.edu](mailto:EODinfo@tamu.edu).

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## TIP OF THE WEEK

### Workday Transition Resources for HR Liaisons

HR Liaisons are encouraged to visit <http://employees.tamu.edu/liaisons/common-processes/workday-transition/> periodically for updates related to the Workday transition.

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Next Network Meeting:  
**November 16, 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](mailto:ldohnalik@tamu.edu) OR 979.862.3854

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