

HR LIAISON NETWORK NEWS



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

August 22, 2016

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PAYROLL REMINDERS

August 22:

- Biweekly PVDs available online
- Electronic BVDs available

August 23:

- Electronic BVDs due by 4pm

August 24:

- Biweekly PVDs available online

August 26:

- Monthly PVDs available online
- Biweekly Pay Day

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HUMAN RESOURCES

End of Fiscal Year LeaveTraq Reminders

It's that time of year again to complete and update all LeaveTraq records as we move toward the next fiscal year. Please note the following items as FY2017 approaches:

- LeaveTraq allows you to process or revise leave transactions entered in the *previous* fiscal year; therefore, you will lose the ability to process or revise leave transactions for FY2015 on September 1, 2016. Accordingly, please make sure pending transactions for FY2015 are completed prior to August 31, 2016. Note: A rejected document is not considered to be completed. The document is still active and requires an appropriate action.
- For budgetary reasons, *all* leave entries for FY2016 activity should be completed as soon as possible.
- LeaveTraq provides an automated process to lapse excess vacation balances at the end of the fiscal year in accordance with [System Regulation 31.03.01 – Vacation](#). Please note that any lapse will affect both sick and vacation leave balances, and that two transaction entries will be required if the automatic transactions entered by the LeaveTraq program need to be cancelled, reversed, or adjusted.

Thank you, in advance, for your attention to these details. Your timely review and consideration of these matters will ensure that your employees have up-to-date accrual balances and will also provide your department with accurate fiscal year-end financial reports. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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Termination EPAs Needed to End Benefits Coverage

An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of FY2016 and will not be included in the budget for FY2017. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel benefit coverage. Please make sure that termination EPAs are processed in a timely manner.

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ORP Retirement Plan Enrollments

Under The Texas A&M University System plan rules, an employee eligible to participate in the Optional Retirement Plan (ORP) has 90 days to make an election. Benefit Services will notify employees eligible for ORP directly by sending an ORP notification packet. During the 90-day election window, the employee will automatically default into the Teacher Retirement System (TRS) until an ORP election is made and the completed paperwork has been received by Payroll Services. The actual ORP enrollment date, not the employee's hire date, is the date used to determine ORP vesting requirements.

It is important for the employee to make their decision as quickly as possible and to understand the implications of the delayed decision. An employee who elects to move from TRS to ORP in this 90-day period will not receive the employer portion of the contributions already made to TRS during that period. However, the employee's portion of the contribution to TRS will be refunded directly to them by TRS. Detailed information is available on the retirement website < <http://www.tamus.edu/business/benefits-administration/retirement-programs/>>. Questions related to ORP eligibility and plan benefits should be directed to Benefit Services (benefits@tamu.edu or 862-4028) or Payroll Services (payroll@tamu.edu or 845-2711).

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Creating iBenefits Document for New Benefit-eligible Employees

Departments have a defined period to enter benefit-eligible employees into the iBenefits system. It is recommended that the HR Liaison create the record in iBenefits and provide instructions to the new employee within the first week of employment. The exception is when the employee would like to start their benefits on their hire date. In this case, the record must be created before or on the hire date by the HR Liaison and the employee must make their benefit selections before or on their hire date.

Visit <http://employees.tamu.edu/benefits/ibenefits/> for tips about this important procedure. For step-by-step instructions on how to create the new employee document, click on the question mark in the top right-hand corner of iBenefits; select *Processor Topics* and then *Creating a New Employee Document*. Don't forget to print or email the instructions to the new employee and remind them to take action to avoid receiving the default coverage at the end of the waiting period. If you have questions, please contact your [Benefits Rep](#)

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Please forward the following two (2) articles to employees in your department.

Save the Date, October 20 – Financial Wellness Fair

October is Financial Planning Month; plan now to get your finances in order! Texas A&M Human Resources invites employees to attend the 2016 Financial Wellness Fair on Thursday, October 20 at the Memorial Student Center. The fair will include several free informational sessions and a vendor exhibit hall. These sessions may help you prepare for your retirement whether you are just starting a savings plan or are approaching retirement age. Details about advance registration and a session schedule will be posted soon on the HR website, but *Save the Date* for Thursday, October 20 now and plan to join us at the fair!



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Using Sick Leave for Parent-Teacher Conferences and other Educational Activities

The new school year is upon us, and with it comes a barrage of educational activities. The Texas Legislature through House Bill 480 expanded the use of sick leave beyond just parent-teacher conferences to include educational activities. "Educational activity" as defined in the legislation means a school sponsored activity including parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom project, a school committee meeting, an academic completion, and an athletic, music or theater program. Texas A&M rules allow employees to use up to eight hours of accrued sick leave, with reasonable advance notice, per fiscal year to attend educational activities for their children in pre-kindergarten through 12th grade. For questions, please contact Benefit Services at benefits@tamu.edu or (979) 862-1718.

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PROJECT HELIOS POWERED BY WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



What are the Benefits of Workday?



- Workday provides 24/7 access to information over a secure network.
- Workday functionality offers employee and manager self-service, enabling staff to update or access their information privately from any computer or mobile device with internet access.
- Positions our organization to make changes and upgrades more readily in the future.
- Workday is designed to support the unique needs of higher education.

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Project Helios Resources

Want to learn more about Project Helios and the transition to Workday? Visit <http://workday.tamus.edu/> online or simply click the Project Helios (Workday) link available on the Human Resources homepage <<http://employees.tamu.edu/>>. You may also contact any of the following individuals for further information:

Project Coordinators are the eyes and ears of the Project Team who keep each institution and agency connected to the project. Texas A&M University has two Project Coordinators – [Laura Dohnalik](#) (staff) and [Barbara Bayer](#) (faculty).

Change Champions are the eyes and ears of the Change Management Team and keep each institution and agency connected to the project. As a champion of the project, they focus on linking their institution or agency through communications, training and organizational readiness activities. Texas A&M University's Change Champion is [Brandy Kosh](#).

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PAYROLL SERVICES

FY2017 EPAs for Wage Positions

EPAs can now be created for FY2017 wage positions. Canopy will default to FY2016; entry of wage EPA's for FY 2017 will require you to use the drop down menu and select FY 2017. The fiscal year default will be changed to FY2017 after FY2016 has been completed early September 2016.

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Roll to New FY Canopy Feature

The Roll to New FY feature in Canopy is available for all positions. It allows FY2016 EPAs to automatically roll to FY2017 without creating an additional EPA in FY2017. The feature can be activated by selecting the "Roll to New FY" box when creating a FY2016 EPA. Make sure the annual term for the employee is reflected as either 9 or 12 in order for the feature to work.

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FY2017 Pay Schedules and Processing Calendar

The FY2017 biweekly and monthly pay schedules and September payroll processing calendar will be available this week at <http://payroll.tamu.edu/payroll-processing/calendar/> online.

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Using a PIN Created During FY2017 Prep Budget

To use a PIN created in Prep Budget FY2017, two EPA fields are critical. The first field is the *PIN* field. Enter the PIN created in FY2017. The second critical field is the *Position Action*. Select the position action "re-activate" for this field.

Create Type: New Budgeted Position PIN: FY2017 PIN  Fiscal Year: 2016 Workstation: M
Document Type: Create or Re-activate Position.
Recommended Occupant Action: New Hire.
Current Occupant Action: Already Vacant.
Position Action: Re-activate Position.

For assistance, contact Payroll Services at payrollprocessing@tamu.edu or your processing team members.
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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 on September 2nd at noon to avoid payment delays.

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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 should you have questions about this schedule.
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Overtime for Estimated Time

TimeTraq does not compute state/FLSA overtime for the estimated hours previously submitted for August workdays. This means that employees' estimated time against actual hours worked must be examined for overtime and corrective adjustments made to employee’s time, if needed. A combination of TimeTraq’s “Weekly Overtime Worked” report and Timesheet adjustment can be used to make these corrections. The report can be found on the report tab in TimeTraq.

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ANNOUNCEMENTS

Registration Open for the 2016 BV-SHRM Business Seminar

Brazos Valley Society for Human Resource Management (SHRM) will host the 2016 Business Seminar on September 13, 2016 from 8:00 a.m. to 5:00 p.m. with Happy Hour to follow at the Phillips Event Center in

Bryan. This is a great opportunity to gain valuable information on the latest developments in social media in hiring, labor and employment law, overtime and healthcare laws, workforce skills gap and inter-generational communication. Seminar session descriptions and registration details can be found at [BV-SHRM Business Seminar](#) online. Register and pay by August 26 to receive a \$10 discount; registration closes September 6. As an added bonus, HR Liaisons attending the seminar can receive their continuing education credit for FY2017!

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TIP OF THE WEEK

Required Education Means Verifying the Degree

The list of applicants has been narrowed down to the top candidate and there's a sense of accomplishment at finishing up the job search; but wait, there's a few more steps in the hiring process. If the position requires a degree or the candidate claims to have a degree, it's time to order a degree verification in addition to any other reference checks or the required criminal background check. See the Texas A&M University Hiring Supervisor's Workbook and other resources available at <http://employees.tamu.edu/managers/> online.

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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:

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