

HR LIAISON NETWORK NEWS



Aug 18 meeting (copy 01)

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

September 5, 2016

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PAYROLL REMINDERS

September 5:
● Biweekly EPAs due at Noon
September 6:
● PPRs Print
September 7:
● PPRs available online
September 9:
● Biweekly Payday
● Supplements due at Noon
● Uploads due at 1pm
● TimeTraq due at 4pm

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HUMAN RESOURCES

Communication Regarding Fair Labor Standards Act Exemption Status

[As previously announced](#), effective December 1, 2016, revised federal regulations under the Fair Labor Standards Act will be implemented at Texas A&M University. These new regulations, in conjunction with the System-wide Pay Plan implementation, will change the overtime exemption status of more than 900 employees. Employees who are currently salaried (paid monthly) but who make less than the revised minimum salary threshold of \$47,476 per year on December 1 will be transitioned to an hourly rate, paid on a biweekly schedule and will become eligible for compensatory time or overtime pay for hours worked over 40 in a workweek. Some titles are not subject to this new threshold, such as those with a primary duty of teaching. In addition, the exemption statuses of all System-wide Pay Plan titles are being finalized, and therefore some employees who are currently exempt will be changed to non-exempt and eligible for overtime on December 1, even if their pay rate is over the \$47,476 threshold.

To assure that individual employees are made aware of the impact on their position, Human Resources is preparing special individual notifications to all employees who will experience an exemption status change. A list of employees impacted as well as the letter will be provided to departments as early as this week, with employee notification to follow. The employee notification will be supplemented with additional information and online resources which will continue to be updated as needed up until the December 1 implementation. Thank you for your patience as we continue to implement these changes for the University.

For further questions, please contact Classification and Compensation by phone at (979) 845-4170 or via a new email address dedicated to FLSA and pay plan questions: payplan@tamu.edu

Benefits Orientation Session – Wednesday, September 14

The next [Benefits Orientation Session](#) will be held Wednesday, August 10 from 10:00 to 11:30 a.m. in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

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EPA Completion Deadline for ISS Premium Waiver Process is September 5

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/benefit-information-for-international-employees>

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 fully 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 or (979) 862-1718 if you have questions.

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Vacation Hours Exceeding Carryover Limits

Excess vacation hours which exceed the allowable limit for the new fiscal year will be lapsed to sick leave in early September. A table of the excess carryover limits may be viewed [here](#). Please make sure all leave documents for FY2016 have been completed. You may contact Benefit Services at benefits@tamu.edu or 979-862-1718 if you have questions.

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Annual Enrollment Initialization Complete

Annual Enrollment Initialization has completed and employees may now see their FY2017 benefit selections under the *Current Benefits* section in HRConnect. An email was sent to all benefits-eligible employees to provide details on checking their current benefit coverage including the wellness exam completion status, payroll deduction reminders, resources for benefits plan, information about deductibles and insurance ID cards.

It is critical that benefits-eligible employees are active in the FY2017 budget. If they are not in the budget, their insurance information will not be activated. Therefore, please process EPA budget actions as quickly as possible so that their benefit coverages will be updated accordingly.

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Please forward the following articles to employees in your department.

Current FY17 Benefits

Annual Enrollment Initialization has completed and you may now see your FY2017 benefit selections under the *Current Benefits* section in HRConnect. An email was sent to all benefits-eligible employees to provide details on checking their current benefit coverage including the wellness exam completion status, payroll deduction reminders, resources for benefits plan, information about deductibles and insurance ID cards. You are encouraged to ensure that the benefits reflected in your current benefits are your intended benefits for FY17. More information is available on the website: <http://employees.tamu.edu/benefits/annual-enrollment/>

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WELCOA Health Awareness Bulletins

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. The August monthly WELCOA Health Awareness Bulletins are posted [online](#) for your use. Read the monthly bulletins then take the quiz for a chance to win prizes!

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PATHWAYS PERFORMANCE MANAGEMENT

Mid-year Progress Reviews and Performance Evaluations

Best practice suggests that supervisors hold periodic progress reviews with their employees throughout the year; some departments encourage their supervisors to give quarterly or semi-annual evaluations. Please remind your supervisors that PATH should not be used for mid-year evaluations since the system allows one evaluation per year per employee. Instead, the [Performance Feedback Form](#), which is an MS Word-fillable document, can be used for mid-year evaluations and performance discussions. This document can be accessed from the Resources section of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.

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PAYROLL SERVICES

TimeTraq Timesheet Adjustments

In concept, a Timesheet Adjustment is a simple thing – on a given day, an employee worked ‘N’ hours more/less than was reported previously. But adjustments can be complex, particularly when charging time to Projects, backing out hours, or when moving time between regular and overtime rates. *See attached document for data entry details.* Contact your Payroll Processing Team at payrollprocessing@tamu.edu if you have questions.

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Graduate Assistants Working Greater than 50% Effort

Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT) and Graduate Assistant Research (GAR) are not allowed to work beyond 50% efforts without the approval of the Office of Graduate and Professional Studies. A [completed form](#) must be submitted to the Office of Graduate and Professional Studies from the hiring entity through the department giving the assistantship (if the hiring entity is not the department giving the assistantship).

- Domestic students are allowed to work no more than 10 hours per week beyond the assistantship anytime during the semesters provided they are correctly registered and the department giving the assistantship approves the extra hours.
- International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.
- International students are allowed to work extra hours during the summer or breaks in the semester (such as Spring Break, Thanksgiving week and Winter Break).

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Employee State Income Tax (SIT) Verification Form

The Employee State Income Tax (SIT) Verification form is one of the required forms for new employees that's listed on the EPA Document Checklist. As the new school year is approaches, please remember to submit this form for all employees with an out-of-state residence with the exception of those who reside in the below states. It is very important for the employee that we receive this form and all additional requested documents before the employee's first payroll. This will help avoid a possible tax liability on pay that was not properly taxed.

States that do not levy and income tax. SIT form not required

Alaska
Florida
Nevada
New Hampshire
South Dakota
Texas
Tennessee
Washington (*not Washington D.C.*)
Wyoming

Employee State Income Tax (SIT) Verification Packet

http://payroll.tamu.edu/media/680721/318_employee_sit_verification_packet.pdf

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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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EPA Processing

Due to the beginning of the new fiscal year, Payroll Services is receiving a large number of EPAs every day. Payroll

Services prioritizes EPA processing according to the biweekly or monthly payroll deadlines. If you have any questions, email your payroll processing team members at payrollprocessing@tamu.edu

Please remember the following EPA points:

- Payroll's internal procedure is to process EPAs on a first come, first serve basis.
- EPAs need to have all backup documents attached when received in Payroll to avoid delays in adding employees to TimeTraq and/or Monthly Payroll.
- Due to the large number of EPAs received, an EPA is placed on hold or rejected if not complete, accurate or does not have all backup documents.

Last minute EPA approval may not be possible on TimeTraq and/or Monthly Payroll due dates

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National Payroll Week: September 5-9, 2016

National Payroll Week celebrates the hard work by America's 150 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately \$2.2 trillion, or 67%, of the annual revenue of the U.S. Treasury.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation September 14 – Please Register by Friday, September 9

Please forward this information to all hiring supervisors and encourage them to register their new employees.

The next session of *New Employee Welcome (TAMU NEW) Orientation* will be held Wednesday, September 14 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

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Training Compliance Reports for August – As of September 1, 2016

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 87 (52%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 4.7% from 1749 to 1831.
- The total number of past due employees increased 6.8% from 938 to 1002.
- The total number of past due Faculty employees increased 21.0% from 167 to 202.
- The total number of past due Budgeted Staff employees increased 15.9% from 138 to 160.
- The total number of past due Wage Staff employees increased 1.4% from 443 to 449.
- The total number of past due Graduate Assistant employees increased 105.0% from 20 to 41.
- The total number of past due Student Worker employees decreased 11.8% from 170 to 150.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.1%
 - Ethics – 98.1%
 - Information Security Awareness – 97.0%
 - Orientation to the A&M System – 99.2%
 - Reporting Fraud, Waste and Abuse – 98.6%
 - Required Training for Athletics Task Workers – 81.8%

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TIP OF THE WEEK

Today's a Holiday?

Yes, it's Labor Day! A day off work for some people, true, while the university community has a normal work day

educating leaders of tomorrow. At Texas A&M, even though we don't have Labor Day off, we have great holiday benefits that may be viewed on the HR website all year long at <http://employees.tamu.edu/benefits/leave/holidays/> along with eligibility and special holiday information.

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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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