

HR LIAISON NETWORK NEWS



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

September 12, 2016

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PAYROLL REMINDERS

September 14:
● Biweekly PVDs available online
September 15:
● Monthly EPAs due at noon
September 16:
● Biweekly Pay Day
September 19:
● Biweekly EPAs due at noon
● Electronic BVDs available

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HUMAN RESOURCES

Save the Date – Abercrombie Campus Forum for Faculty and Staff

Please share within your department; all faculty and staff are invited to attend.

A Conversation with Dr. Barbara Abercrombie, Vice President for Human Resources & Organizational Effectiveness
Hosted By University Staff Council
Wednesday, September 21, 2016
Bethancourt Ballroom, Memorial Student Center
Forum 10:00 a.m. – 11:00 a.m. | Reception 11:00 a.m. – 12:00 p.m.

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Campus Safety Awareness Month

WELLNESS WORKS! reminds you that it's National Campus Safety Awareness Month. We encourage you to join events for Campus Safety Awareness Week, September 12th through September 16th.

Visit www.tamu.edu/emergency/safetyweek for a full list of the week's emergency preparedness activities.

The Office of Safety and Security at Texas A&M has created emergency plans, procedures, and resources available to help keep you safe during emergencies. The [12th Man Emergency Playbook](#) outlines procedures on how students, faculty, and staff should respond in case of an evacuation, severe weather, fire, medical emergency, or a personal safety emergency. Texas A&M University has an [emergency operations plan](#) which describes how university departments and local emergency responders will respond during a variety of emergencies on campus. Additional resources can be found on the [Emergency Preparedness Website](#).

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WELLNESS WORKS! Lunch & Learn, September 22 – Registration Closes Monday, September 19

WELLNESS WORKS! and the Texas A&M Evidence-Based Programs Resource Center cordially invite you to attend a lunch & learn on Thursday, September 22, 2016 from 11:30 a.m. to 12:30 p.m. During this session, participants will learn about the various health and wellness workshops offered by the Center to empower adults to actively manage

their conditions and take the necessary steps to live healthy and fulfilling lives. A light lunch will be provided. Registration is required online through [TrainTraq](#); search for "Wellness" or course number 2112823 using the Find Classroom Training tab.

Additional information about these health and wellness workshops can be found at sph.tamhsc.edu/pha/ebp.
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Vacation Leave Lapse Process Complete

The automated process to lapse vacation leave balances in excess of the maximum carryover amount for FY2016 into the sick leave balance for FY2017 has been completed in LeaveTraq. As a reminder, employees are able to check their current leave balances and use the *Show Details* button to view the maximum carryover amount for the next fiscal year and any projected lapse amounts. Departments and Supervisors should encourage employees periodically throughout the year to utilize their leave benefits and avoid a lapse situation before the fiscal year ends. Because the vacation leave lapse process has completed in LeaveTraq, Leave Administrators should review the leave records for both sick leave and vacation if future adjustments are needed to the FY2016 vacation leave balance. Manual transitions to both the vacation and sick leave may be required to ensure accurate leave records.

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Update on Communication Regarding Fair Labor Standards Act Exemption Status

As announced in last week's HR Liaison Network news, 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, with employee notification to follow. To supplement these notifications, a resource page has been created at <http://employees.tamu.edu/compensation/flsa/>. The resource page includes general information as well as FAQs. Informational sessions are being scheduled and dates will be added at the same link.

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

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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 [online](#).

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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, a new month is not crossed before the selections are made and the employee submits their iBenefits document within the first seven days.
- 1st 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 1st 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 1st 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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Happy New Fiscal Year!

Human Resources is pleased to continue our partnership into the new year. As a reminder, HR Liaisons should maintain regular attendance at HR Liaison Network Meetings and complete at least one course each fiscal year to remain active in the HR Liaison Network. For details, including the FY2017 training curriculum brochure, review the continuing education information available at <http://employees.tamu.edu/liaisons/training/>. Information and dates related to HR Liaison Network Meetings can be found at <http://employees.tamu.edu/liaisons/communications/>.

Please note that courses assigned through TrainTraq based on a current role you have as an HR Liaison will not count as the course credit. The course must be of your choice, from the HR Liaison training curriculum and/or Employment Law category from the Employee & Organizational Development course schedule, not assigned. On occasion, additional continuing education credit opportunities will be announced through HR Liaison Network News.

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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.



Say Hello to Workday

It's no secret...The Texas A&M University System is moving to Workday! We are pleased to present the [Say Hello to Workday](#) video to our campus community. These are exciting times for us and we anxiously await the launch of Workday here at Texas A&M University. Workday will have a positive impact not only in Human Resources and Payroll Services, but for everyone – HR Liaisons, managers, faculty, staff, and student employees. Join us as we say hello to Workday!

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PAYROLL SERVICES

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](#); see [Employee State Income Tax Verification Packet](#) for details. Please remember to submit this form for all employees with an out-of-state residence with the exception of those who reside in the states listed below. 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

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

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TIP OF THE WEEK

Do You Know Who to Contact for Your HR Needs?

The Human Resources website <<http://employees.tamu.edu>> is a great resource for Texas A&M University HR Liaisons, managers and employees. To contact an individual directly for a specific need, use the "Find Your HR Rep/Liaison" button available on the HR homepage. This online directory will help you locate your department HR Liaison(s) in addition to the dedicated representatives available to you in HR Benefits, Classification & Compensation, and Recruitment & Workforce Planning.

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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](#)