

HR LIAISON NETWORK NEWS



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

November 21, 2016

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PAYROLL REMINDERS

November 21:

- Biweekly PVDs available online

November 22:

- Monthly PVDs available online

November 23:

- Biweekly Pay Day

November 28:

- Supplementals due at noon for catch-up supplemental pay day of 12/02/2016

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HUMAN RESOURCES

Leave Related to Early Release

As announced November 17, President Young has authorized an early release for Wednesday, November 23 starting at noon. Department Leave Administrators should work with employees of their departments to update leave records as applicable due to the early release.

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 – System Holidays](#).
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time. Department Leave Administrators may process a reverse transaction entry in LeaveTraq for the 4 hours granted to early release or the original leave request may be canceled and a new request routed.

Work and Scheduling During a Holiday or Release Time:

- Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be "essential" for purposes of working during an early release or declared holiday.
- An employee who works during a holiday or early release time:
 - will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
 - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
 - will be given state compensatory time off to be taken off within the next 12 months; and/or

- may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

For more information, please visit <http://employees.tamu.edu/benefits/leave/holidays/special/> on the Human Resources website.

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Living WELL Aware at Texas A&M Kickstart Conference – Register Today!

WELLNESS WORKS! presents Living WELL Aware at Texas A&M, a dynamic, year-long program focused on promoting holistic well-being and designed specifically for faculty and staff of Texas A&M University. Founded and presented by Dr. Patricia J. Sulak, this program delivers revolutionary health information, implementation, and inspiration to move participants on a path of improved quality of life and longevity. Conference registration is now open for the Living WELL Aware at Texas A&M Kickstart Conference – less than 100 seats available! To learn more, click [here](#).

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WELLNESS WORKS! Fitness Sessions

All *WELLNESS WORKS!* fitness sessions scheduled on Wednesday, November 23 through Friday, November 25 will be cancelled due to the Thanksgiving holiday. Fitness sessions will resume on Monday, November 28. For the most up-to-date schedule, visit wellness.tamu.edu.

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Years of Service Information

The Years of Service (YOS) list of recipients was distributed last week to HR Liaisons who represent departments with employees who have reached their 20, 25, 30, etc., years of service milestone. If you did not receive the email, you do not have any YOS recipients; however, we want you to know about some changes/improvements made for this year's program.

Historically, our employees have been recognized for their years of service at Texas A&M University. Our administration values our employees' service, whether it's within the flagship university or at any of our sister agencies and institutions across Texas and beyond. We're pleased to announce that beginning this year, employees will be recognized for ALL of their service with The Texas A&M University System. In addition, Human Resources partnered with Payroll Services to complete the manual research and verification of the years of service information typically handled at the college/department level. We know your time is valuable and hope this process improvement will be beneficial to you.

If you have any questions, please let us know at emplrecognition@tamu.edu.

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FLSA Overtime

1. ***New Working Time FAQs and Other Resources*** – In order to further assist departments with employees who are transitioning to the bi-weekly pay schedule beginning December 1, HR has developed additional resources posted online at <http://employees.tamu.edu/compensation/flsa/>. The first is a collection of [Frequently Asked Questions](#) about specific working time issues, designed to present case studies explaining how overtime works in situations involving employee travel, working from home, and flex schedules, among others. The second is a [document](#) developed by Benefit Services designed to assist employees in determining how their insurance premiums will be deducted both in the transitional December month and all months going forward. Third is a [sample policy](#) for divisions and departments to use as a guide. We hope that these resources are helpful to those employees becoming non-exempt as well as supervisors and departments.
2. ***Employee Reminders of Change to Non-exempt*** – This week Human Resources is sending final reminder notifications to approximately 1,100 employees who are changing to non-exempt on 12/1. The notification is a modified version of the original notification and includes the calculated hourly rate. Since we are continuing to receive memos with proposed pay increases to the threshold for employees in exempt titles, there may be some employees who receive this reminder who have a pay increase approval pending. Please note that even if an employee becomes non-exempt on 12/1 with the technical load process, there will still be the option to process EPAs effective after 12/1 to incorporate approved pay increases to levels that meet the FLSA threshold, or in some cases, reclassifications that impact exempt status.

For additional questions, contact Human Resources Classification and Compensation by email at payplan@tamu.edu or by phone at (979) 845-4170.

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Pay Plan

1. **PATH Transition Period for System-Wide Pay Plan Implementation** – As stated in previous HR Liaison Network News (LNN), Human Resources is planning for all aspects of the System-Wide Pay Plan Implementation while continuing to review and approve reclassifications and new position actions in the PATH online system. While this has not changed, we are currently running tests of loading new titles into the PATH system, to determine how the changes impact postings and pending position description actions.
 - Please note that the loading of new titles to the production site of PATH is scheduled to occur on 11/28-11/30. This load will be most successful if there is minimal activity in the system related to position descriptions.
 - Therefore, all pending position description actions older than 9/1/16, except new position requests, will be cancelled in an automated process on 11/28/16. This will allow the load to occur and update relevant information without requiring manual cancellation after 12/1. This includes actions such as pending PD reviews, updates, reclassifications, some of which have been pending in a draft status or in a department approval state as long ago as 2014.
 - In addition, we are respectfully requesting that departments avoid taking action in PATH related to PDs, including creating new positions, proposing reclassifications and creating new postings, between 11/22 and 11/30 in order to reduce potential issues with the title load that may delay processes further. We thank you for your patience and consideration during this time.
2. **Employee Notifications** – As announced in last week's special LNN edition, Human Resources sent notifications of System-wide Pay Plan titles to over 4,500 employees by email on Friday, November 18. This notification followed distribution of pay plan reports by ADLOC to Division-level HR Liaisons for further sharing with departmental HR Liaisons and leadership. Notifications were not sent to employees in titles excluded from the Pay Plan. Please refer supervisors and employees to the FAQs online at <http://employees.tamu.edu/compensation/pay-plan/faq/> to help answer their questions. Some titles did not change or changed minimally, while others are significantly different. This varies by different career ladders depending on the consultant recommendations for the naming of titles for consistency across all members. Departments are retaining the ability to utilize "posting titles" or "working titles" within the PATH online system. We recognize that departments may want to request additional analysis and review of employee titles, or provide other feedback about the pay plan titles and other details. Human Resources will be providing departments with a mechanism for providing formal feedback in early 2017.

For additional questions, contact Human Resources Classification and Compensation by email at payplan@tamu.edu or by phone at (979) 845-4170.

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HR Liaison Network Fall Meeting Information Posted Online

Thank you to everyone that attended last week's network meeting at the Memorial Student Center. As promised, the meeting information is now available on the Human Resources website at <http://employees.tamu.edu/liasons/communications/>.

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PAYROLL SERVICES

TimeTraq Holiday/Early Release Schedule

The TimeTraq Holiday/Early Release Schedule has already been updated to include the four hours of early release by the central administrator based on the standard 8:00 a.m. – 5:00 p.m. work schedule. The early release hours will appear in the employee's timesheets by opening the timesheet and clicking the 'Save' button. The entry of the four hours from the Holiday/Early Release Schedule will not automatically remove any regular work hours already entered by the employee. Employees working outside the standard schedule or essential personnel required to work during the early release may need to have their timesheet reviewed and manually updated accordingly.

Please be aware that Graduate Assistant Non-Teaching positions are not eligible to receive holiday hours. However, TimeTraq views these positions as budgeted employees and therefore assigns the TAMU Standard holiday schedule. Department administrators need to remove the TAMU Standard holiday/early release schedule in each Graduate Assistant's Employee Overview in TimeTraq. Removing the Holiday/Early Release Schedule for these positions will prevent holiday hours from posting to future timesheets when a holiday occurs. Also, if the holiday hours have posted to a Graduate Assistant's timesheet, either the Manager or Department Administrator can remove

the holiday hours by viewing the Work Events of the Timesheet Overview.
Please contact Payroll Services at payrollprocessing@tamu.edu if you have any questions.

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January 2017 Monthly Pay Date

Please share this information with employees in your department.

The monthly payday of Monday, January 2, 2017 has been moved to Tuesday, January 3, 2017. This move is due to January 2, 2017 being a Federal Reserve Holiday.

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New Form I-9

The new USCIS Form I-9 is now available on the Payroll Services website under [I-9 Form and Instructions](#) on the I-9 & E-Verify page, as well as on the forms page. This form has replaced the prior Form I-9 that expired on 03/31/2016. You can start using this new form immediately for Paper Form I-9 Re-Verifications and for New Hires. Our electronic Guardian I-9 system is still currently utilizing the prior version and will not utilize the new Form I-9 until January 2017.

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Correcting Hire or Term Date

Instructions via a short PowerPoint presentation are now available on the Payroll Services website <<http://payroll.tamu.edu/>> in the Spotlight section. This provides guidance on correcting a hire or termination date to an earlier or later effective date. Instructions cover both wage and budget PINs plus the steps involved when EPA withdrawal is required. If you have any questions, contact your payroll processing team at

payrollprocessing@tamu.edu.

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TIP OF THE WEEK

Staff Emergency Fund Donations

The University Staff Council is seeking your support for the Staff Emergency Fund, which is funded solely by donations. The program, launched earlier this year, was created to help members of the Aggie Family in need by providing limited financial assistance – up to \$500 – to staff members of Texas A&M University who are experiencing a temporary hardship due to a significant life event. This includes, but is not limited to, death of a family member, natural disaster, and serious illness/critical injury. By supporting the Staff Emergency Fund, you can help make a difference when help is needed most. Thank you for your support! For questions about the fund or how to donate, please contact staffemergencyfund@tamu.edu or the University Staff Council office at 979.862.3648 or 979.845.0216.

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HR LIAISON

NETWORK MEETINGS:

- May 16, 2017
- June 26, 2017

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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