

HR LIAISON NETWORK NEWS



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

November 28, 2016

HUMAN RESOURCES

[Impact of Court Injunction on Overtime Changes and Pay Plan Implementation](#)

[COBRA Form Process](#)

[Living WELL Aware at Texas A&M Kickstart Conference – Registration Closes on Friday, December 2](#)

[President's Meritorious Service Awards Program – Nominations due by Monday, December 12](#)

[TRS Account Statements](#)

[WELCOA Health Awareness Bulletins](#)

[Flexible Spending Account Claims Submission Deadline Reminder](#)

[Home or Mailing Address Changes](#)

PAYROLL SERVICES

[January 2017 Monthly Pay Date](#)

[Correcting Hire or Term Date](#)

[IMPORTANT – Retroactive EPAs](#)

TIP OF THE WEEK

[Save the Date - Staff Appreciation Week 2017](#)

PAYROLL REMINDERS

November 28:

- Supplementals due at noon for catch-up supplemental Pay Day of 12/02/2016

November 29:

- PPRs print

November 30:

- PPRs available online

December 1:

- Monthly Pay Day
- Catch-up supplemental PVDs available

December 2:

- Catch-up supplemental Pay Day
- Supplementals due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

[Processing Schedules](#)

[Payroll Reports](#)

HUMAN RESOURCES

Impact of Court Injunction on Overtime Changes and Pay Plan Implementation

On November 22, 2016, a federal judge granted a nationwide injunction to delay implementation of the revised overtime regulations. The impact of this injunction on Texas A&M University is as follows:

1. Approximately 600 employees were scheduled to change to non-exempt (hourly paid and overtime-eligible) on December 1 due to the salary threshold alone. Those employees are in titles that meet the job duties tests for exemption, but are paid below the proposed new \$47,476 salary. **These employees will remain exempt on December 1 due to the injunction.**
2. Some employees in exempt titles were scheduled to receive pay increases on December 1 to bring their salary to the new threshold and retain exempt status. **Any approved pay increases that were being implemented due to the salary threshold will proceed as planned.**
3. Some recent new hires were paid hourly from their hire date in anticipation of the December 1 changes. **Those positions will remain hourly for the time being, and will be subsequently evaluated for the impact of the injunction on future exempt status.**
4. The technical process to complete the System-wide Pay Plan implementation will be delayed by a few business days, to allow data files to be adjusted for the changes caused by the injunction. **Therefore, the EPA blackout period will be extended to Friday, December 2.**
5. The System-wide Pay Plan, also scheduled to be effective December 1, **will still be implemented.** Approximately 475 employees were scheduled to become non-exempt on December 1 due to changes in titles associated with the System-wide Pay Plan. Those title changes to non-exempt status, while unrelated to the salary threshold alone, are being discussed to identify the impact of the injunction, if any. **A final**

determination will be made and communicated as soon as possible.

Communications are being revised to notify the 600 employees remaining exempt. The final reminder to those employees changing to non-exempt is delayed until a determination can be made about the impact of the injunction, if any, on System-wide Pay Plan title exemptions. Human Resources continues to monitor this situation and will respond accordingly to any further changes related to the injunction or other legal actions regarding the overtime regulations.

[Top](#)

COBRA Form Process

Starting December 1, HR Liaisons will no longer need to produce COBRA forms for employees who have a COBRA qualifying event related to their employment. Benefit Services will assume the responsibility of ensuring that proper COBRA notifications are provided when an employee has a change of employment impacting benefits such as leave without pay, reduction in percent effort or transferring to a non-eligible position. Please process Employee Payroll Action (EPA) documents timely so that our office is aware of the employment action impacting benefits in order for the COBRA form to be generated and sent to the employee within the proper timeframe to remain in compliance with COBRA regulations.

[Top](#)

Please share the following information with employees in your department.

Living WELL Aware at Texas A&M Kickstart Conference – Registration Closes on Friday, December 2

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 – limited seats available! To learn more, click

[here.](#)

[Top](#)

President's Meritorious Service Awards Program – Nominations due by Monday, December 12

Nominations are now open for the 30th Annual President's Meritorious Service Awards. President Michael K. Young presents these awards to recognize and reward staff members for their meritorious service to our great university. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this prestigious award as well.

- Individual Awards - Awards will be presented to 25 individuals with each person receiving \$1,000, a commemorative plaque, and a gold lapel pin.
- Team Awards - Two outstanding work teams will be recognized with a team commemorative plaque and each member will receive a cash award of \$200, a lapel pin and a framed certificate of recognition.
- Supervisor Awards - We are honored to announce an enhancement to the award program – the addition of the Supervisor Award. To demonstrate our commitment to leadership excellence, this year we will recognize two outstanding supervisors who exhibit strong leadership qualities and cultivate a culture of excellence in their workplaces. These supervisors will receive a \$1,500 cash award, a commemorative plaque, and a gold lapel pin.

Please consider nominating one of our deserving Aggie Family members during the nomination period, Monday, November 14 through Monday, December 12. Visit employees.tamu.edu/pmsa for the award nomination process, criteria, and eligibility. The President's Meritorious Service Awards program is scheduled for Monday, February 27, 2017 and will launch Staff Appreciation Week at Texas A&M. Questions concerning these awards may be referred to Human Resources at EmplRecognition@tamu.edu or (979) 845-7995.

[Top](#)

TRS Account Statements

TRS recently sent out through mail or electronic communications the annual TRS statements. Please understand that the salary for the 2014-2015 academic year does not reflect the full salary on your statement. This was disclosed in the July 2015 issue of TRS News, https://www.trs.texas.gov/TRS%20Documents/trs_news_july15.pdf (page 4) which states: "For benefit calculation purposes, TRS attributes an additional month of compensation to the 2014-2015 school year to members who lack one month of compensation credit because their employers are affected by the requirement to report compensation when paid rather than when earned." Although it doesn't appear on your TRS statement, the 'additional month' of compensation will be taken into consideration when your actual retirement estimates are prepared by TRS.

[Top](#)

WELCOA Health Awareness Bulletins

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. The December 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!

[Top](#)

Flexible Spending Account Claims Submission Deadline Reminder

Employees have until December 31, 2016 to file claims using any remaining balance from their FY2016 Healthcare Flexible Spending Account for eligible expenses that were incurred on or before November 15, 2016. Claims must be received at PayFlex by December 31 to be eligible for reimbursement. Options for filing a claim are included online at www.payflex.com through the express claim option or by printing a paper claim form available for download from their website and faxing or mailing directly to PayFlex. Unsure if there is an account balance? Log into the [PayFlex](#) website to check account history and balance information.

[Top](#)

Home or Mailing Address Changes

The change of semesters also brings with it address changes and it is a good time for employees to review their personal information. As a reminder, employees can update their home and mailing addresses online through HRConnect available from Single Sign-On at <https://sso.tamus.edu/>. While in the system, don't forget to also review and update the email address. Updates recorded online will be electronically submitted to the insurance and benefits carriers, including Teacher Retirement System (TRS). Employees who are enrolled in Optional Retirement Program (ORP) or a voluntary Tax Deferred Account (TDA) or TexaSaver Deferred Compensation Plan (DCP) *should initiate* a change of address directly with their retirement vendor.

[Top](#)

PAYROLL SERVICES

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.

[Top](#)

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.

[Top](#)

IMPORTANT – Retroactive EPAs

EPAs created after 12/1/2016 with an effective date prior to 12/1 will require an extra EPA. Since the title code is effective 12/1, any prior change would have the old title code. A second EPA with 12/1 effective date would also need to be redone. The original 12/1 change will include a title code change, and possible salary adjustments. These same changes would need to be identified and manually done on the new 12/1 effective dated EPA. The potential to miss the 2nd EPA is high. There is a definite risk to creating a retroactive EPA that needs to change September, October, or November information.

Sample Scenario

Iteration 01: Original FY 2017 position, effective 9/1.

Iteration 02: BPP automatically created with new title code, effective 12/1

Any other EPA changes effective after 12/1 is 'business as usual' needs no special title code 'redo's

Iteration 03: Effective 2/1 (any change: perhaps a funding change or position occupant action)

However, Retroactive EPA back to October will need to 'redo' the BPP assigned 02 and other 03 changes

Iteration 04: Documenting an October funding change could be Effective 10/1-11/30

Iteration 05: 'Redo' Iteration 02 change done by BPP (title and perhaps salary adjustments)

Iteration 06: 'Redo' iteration 03 change done by any subsequent EPAs (duplicate whatever the intended

change)

HIGH RISK: Per PIN, only one EPA can be active and routed for approval at any time. The 'chasing' EPAs (3rd, 4th, etc.) have to wait for current document to be fully approved and iteration created in BPP. Then, subsequent EPA can be done, wait for approvals, rinse and repeat until all iterations caught up and current. If not done, the potential for the wrong title or unapplied future changes is HIGH.

[Top](#)

TIP OF THE WEEK

Save the Date - Staff Appreciation Week 2017

The 2017 Staff Appreciation Week (SAW) has been scheduled for Monday, February 27, 2017 through Friday, March 3, 2017. Additional details coming soon!

[Top](#)

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:

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](#)