

HR LIAISON NETWORK NEWS



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

January 9, 2017

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PAYROLL REMINDERS

- January 9:
 - PPRs print
- January 10:
 - PPRs available online
- January 12:
 - Supplements due at noon
 - Uploads due at 1pm
 - TimeTraq due at 4pm (early deadline due to January 16 holiday)

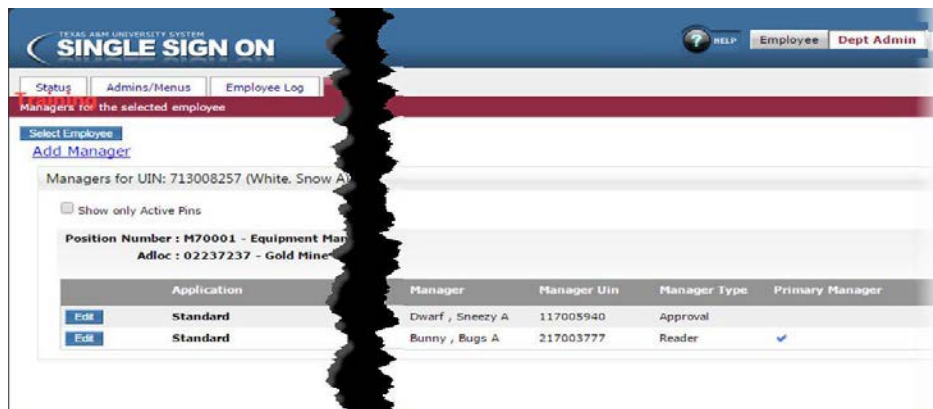
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HUMAN RESOURCES

Primary Manager Designations

In order to ensure the university is setup with the correct supervisory organizations in Workday, everyone receiving a paycheck (staff, faculty, student assistants) will need to have a primary manager designated in Single Sign-On (SSO). The primary manager should reflect the true reporting relationship *without* delegation.

In situations where document approvals are performed by someone other than the primary manager, two manager designations are needed. For the first manager designation, set the Manager Type of “Approval” on the individual that is to handle the approval of leave requests and timesheets. For the second manager designation, set the Manager Type of “Reader” and the primary manager indicator (blue check mark) on the individual who will be the Workday Manager.



HR Liaisons with the SSO Department Administrator role have the ability to review reports and update the employee

and manager structure in SSO. Your assistance with this process is invaluable to HR! For more information on the Workday Manger Structure and how to help ensure we have correct information to transition to Workday, please review the resources available at <http://employees.tamu.edu/liaisons/common-processes/workday-transition/> on the HR website.

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New Semester Means New Employees for iBenefits

At the beginning of each new semester there is an increase in newly hired benefit-eligible employees. Please review these [Processor Tips](#) and remember:

1. New employees must complete the enrollment process within 60 days of their benefit-eligibility date; otherwise, they will default into the A&M Care Plan as a tobacco user.
2. Employees wanting coverage for date of hire must complete enrollment within 7 days of date of hire; otherwise, the next available coverage effective date would be the first of the month following submission.
3. If the employee is a Graduate Student Employee, emphasize that the Graduate Student Plan is *NOT* the default plan. They will incur an additional out-of-pocket premium if they do not specifically enroll in the Graduate Student Plan or waive coverage.
4. Encourage new hires to register for the [New Employee Benefit Orientation](#) and [New Employee Welcome](#).

Please contact your designated Benefits Representative (<http://employees.tamu.edu/findliaisons/>) if you have questions or need additional assistance.

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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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University Holiday – January 16, 2017

The university will be closed in observance of Martin Luther King, Jr. Day on Monday, January 16. As a result, HR Liaison Network News will be sent out on Tuesday, January 17.

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Please forward the following items to employees in your department.

New WELL Leader Program – Applications due January 17

In case you have not heard, *WELLNESS WORKS!* recently announced a new program to encourage unit-level (department-level) support for holistic wellness called the WELL Leader Program. This program is intended to establish a network of faculty and staff volunteers who are dedicated to helping make Texas A&M University a healthier campus. WELL Leaders will serve as *WELLNESS WORKS!* ambassadors in their respective units and will have a special opportunity to meet monthly as a group with Dr. Patricia Sulak, author of [Living WELL Aware at Texas A&M](#), during the entire year in 2017.

The WELL Leader application period opened on December 20 and was expected to close on January 6. However, due to the great interest in participating and several requests for exceptions to the deadline, we have decided to keep the application period open through close of business on Tuesday, January 17. For information about how to apply to be a WELL Leader, visit wellness.tamu.edu.

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Special Informational Session & Book Signing Opportunity with Dr. Sulak – January 13

Not sure if the WELL Leader Program is for you? Join us for a special informational session with Dr. Patricia Sulak on Friday, January 13 from 11:00 a.m. to noon in the General Services Complex (GSC 101A). Attendees will have an opportunity to learn more about what to expect as a WELL Leader, as well ask any questions of Dr. Sulak related to Living WELL Aware at Texas A&M. Individuals who have already submitted an application to become a WELL Leader should plan to attend this informational session.

Registration is required through TrainTraq by close of business on Thursday. [Register here](#).

Copies of Dr. Sulak's book, ***Should I fire my doctor?*** will be available for purchase (\$10) on January 13 in the GSC breakroom from 10:00 a.m.-11:00 a.m. and 12:00 p.m.-1:00 p.m. (cash only).

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Wellness Exam Incentive

The Texas A&M System wellness exam incentive is an on-going program that requires individuals enrolled in the A&M Care plan to complete an annual wellness exam (also referred to as annual check-up or physical) in order to qualify for the lowest medical premium rate for their insurance. We are currently at a 93% completion rate for employees and spouses of Texas A&M University. Employees and spouses who are enrolled in the A&M Care plan must satisfy the wellness exam incentive requirement by the target date of June 30, 2017 to qualify for lower premiums for the FY2018 benefit plan year beginning on September 1, 2017. The target date of June 30 allows enough time for claims processing and recording of the exam completion before the first payroll calculation with the new premium rates for FY2018. Reminder, if the requirement is not satisfied, a higher monthly premium will be deducted from your paycheck that includes a wellness differential of \$30 per month for each individual (employee and spouse) that is incomplete for the requirement. Detailed information is included in a comprehensive FAQ on the [website](#).

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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.*



Workday Readiness

All Texas A&M University employees – staff, faculty, student assistants – will be hearing more about Workday over the next several months. To stay on top of the transition to Workday, information and resources can be found on the Division of Human Resources & Organizational Effectiveness homepage <<http://employees.tamu.edu/>>, the HR Liaison page <<http://employees.tamu.edu/liaisons/common-processes/workday-transition/>>, and the Project Helios homepage <<http://workday.tamus.edu/>>.

It will be an exciting year as we [Say Hello to Workday!](#) Please feel free to share your questions or comments about Workday with any of the following individuals: [Laura Dohnalik](#) (staff project coordinator), [Barbara Bayer](#) (faculty project coordinator) or [Brandy Kosh](#) (change champion).

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PAYROLL SERVICES

Form W-4 (2017)

Employee's Withholding Allowance Certificate, Form W-4 (2017), is now required for all new hires, rehires and active employee tax withholding updates or changes. Please shred or destroy your stock of 2016 W-4 forms so they are not inadvertently used; make sure any pre-made new employee packets your department has on hand have the correct W-4 (2017) in them. Use of the W-4 (2017) will help ensure your EPA will not have to be rejected.

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Inactive Wage Employee Report

The December Inactive Wage Employee Report is now available on the Payroll Services imaging system (http://imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

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New vs. Old Version of Form I-9

Guardian, the electronic Form I-9 system, is currently utilizing the old version of the Form I-9 and will not utilize the new version until January 19, 2017. You are required to continue utilizing the old version when doing a paper Form I-

9 until the electronic system is updated January 19th. The paper Form I-9 version must match the electronic version.

The old Form I-9, version 03/08/13, and the new Form I-9, version 11/14/2016 are now available on the Payroll Services website under [I-9 Form and Instructions](#) on the I-9 & E-Verify tab, as well as on the forms tab.

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TIP OF THE WEEK

Procedures Related to Inclement Weather

Winter is upon us in Texas and you never know what Mother Nature has in store; therefore, it is important to be aware of the procedures in place for a campus closure or delay for unsafe travel due to inclement weather. Updates, information and resources can be found online at the Human Resources

website <http://employees.tamu.edu/benefits/leave/closure>, the Texas A&M homepage <http://www.tamu.edu/>, the campus emergency page <http://emergency.tamu.edu/> or alerts from Code Maroon <http://codemaroon.tamu.edu/>.

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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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