

HR LIAISON NETWORK NEWS



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

January 23, 2017

HUMAN RESOURCES

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TIP OF THE WEEK

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PAYROLL REMINDERS

January 23:

- Biweekly EPAs due at noon
- Electronic BVDs available

January 24:

- PPRs print
- Electronic BVDs due by 4pm

January 25:

- PPRs available online

January 27:

- Monthly PVDs available online
- Supplements due at noon
- Uploads due at 1pm
- TimeTraque due at 4pm

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

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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Please forward the following items to employees in your department.

Long-Term Care Insurance Information Session, January 24

Long-Term Care insurance is now available under the [PerksConnect](#) voluntary benefits platform. As part of this new offering, a special one-time enrollment window is available January 19 through April 19, 2017 to eligible Texas A&M employees and their eligible spouses to enroll in individual long-term care coverage with simplified health screening.

ACSIA Partners, one of the largest long-term care specialists, will be available at the information sessions on

January 24 to discuss this valuable voluntary benefit and answer questions.

Date/Time: Tuesday, January 24, 2017 | 10:00 a.m. or 2:00 p.m.
Location: General Services Complex (GSC), Assembly Room 101A
Parking: Lot 88 with any valid Texas A&M permit (GSC has paid parking available and is located on Transportation Services bus route 06.)

Visit the [PerksConnect Long-Term Care Insurance](#) webpage for details about the program including eligibility for simplified health screening, additional resources and a listing of online webinar dates.

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Naturally Slim Program Now Available to Employees/Spouses Enrolled in A&M Care Plan

Another offering of Naturally Slim, a 10-week online weight management program is being made available to employees and their covered spouses in the A&M Care. The application period for this popular program is January 16 through January 27; program starts February 13, 2017. Visit the Naturally Slim [webpage](#) for more information.

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Covia Health Mobile Wellness Days

Covia Health provides on-site, state of the art 3-D mammography and bone density screenings to eligible employees and spouses of Texas A&M. Location sites and dates are available on the *WELLNESS WORKS!* [website](#). For additional information regarding eligibility, insurance coverage, and registration process, please read the FAQs listed on the site. To register for one of the following dates/locations, go to <https://tamurderjanuary.coviahealth.org/login> and use passcode 8139675.

Wednesday, January 25, 2017 | Rudder Tower
Thursday, January 26, 2017 | Scoates Hall

Eligible participants who register for services on these dates will receive a \$20 Target gift card upon completion of their screening!

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Onsite Preventive Checkup Appointments, Limited Spaces Available

Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered right here on campus! Appointments are available February 1 and February 2 in the General Services Complex for employees and their covered spouses enrolled in the A&M Care health plan. Take time now to sign up at www.TimeConfirm.com/TAMUGSC. Remember, completion of a Catapult Health Preventive Checkup will qualify as your [annual wellness exam](#) for the purposes of the Texas A&M System Wellness Incentive Program.

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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.*



New Year, New Efficiencies

Employees will notice a new alert when logging into Single Sign-On (SSO). *New Year, New Efficiencies – Workday is coming December 2017!* Human Resources & Organizational Effectiveness encourages all employees (staff, faculty, students) to follow the [Learn more](#) link to the Project Helios website to learn more about 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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You're Invited to the Workday Town Hall!

Human Resources & Organizational Effectiveness would like to extend an invitation to the upcoming Workday Town Hall to our campus community. The event will be hosted by members of The Texas A&M University System Office Workday project team and will take place on **Monday, February 27** with sessions available from 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m. at the General Services Complex. Each session will cover the following topics:

*What is Workday?
What You Can Expect in Workday
Workday Plays Well with Others*

If you are part of your college/division/department leadership team (through the Dean level); an Administrator or Department Processor for HR, Benefits, Payroll, or PeopleAdmin; create or approve EPAs; a Prep-budget Processor; or an employee curious about Workday, then you should attend the Workday Town Hall. Seating is limited; please register for the session of your choice now!

Monday, February 27 | 9:00 a.m.-12:00 p.m. [Register for Event Here](#) (Event Code Csth1)
Monday, February 27 | 1:00 p.m.-4:00 p.m. [Register for Event Here](#) (Event Code Csth2)

The detailed agenda is available on the attached flyers. Please distribute and/or post within the department. We'll see you at the Workday Town Hall!

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PAYROLL SERVICES

New Version of Form I-9

In August 2016, the Office of Management and Budget (OMB) approved proposed changes to Form I-9 which cleared the way for United States Citizenship and Immigration Services (USCIS) to release its latest form revision on November 14, 2016.

Guardian implemented the revised form January 19, 2017, and in conjunction with the new form requirements, multiple system enhancements that improve the I-9 processing and information capturing experience.

Four Guardian instructional tools are available on the Payroll Services website for your reference. They contain frequently asked questions and step-by-step Guardian system procedural instructions.

[Guardian Form I-9 In-Person Workflow](#)
[Guardian Form I-9 Release Highlights](#)
[Guardian Form I-9 Revision and FAQs](#)
[Guardian Form I-9 Location Manager Electronic](#)

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TIP OF THE WEEK

Looking to Get Fit in the New Year?

Human Resources & Organizational Effectiveness can help enhance your physical, financial and interpersonal wellness through *WELLNESS WORKS!* Visit <http://employees.tamu.edu/benefits/wellness/> to find resources and programs designed to help employees live healthier lifestyles.

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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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