



HR LIAISON NETWORK NEWS

July 24, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

- July 24:
 - Biweekly EPAs due at noon
- July 25:
 - PPRs print
- July 26:
 - PPRs available online
- July 28:
 - Supplements due at noon
 - Uploads due at 1pm
 - TimeTraq due at 4pm
- August 1:
 - Monthly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HROE Welcomes Kelly Peck to Our Team

Join us in welcoming Kelly Peck, our new Employment Relations Business Partner for Organizational Consulting and Resolution Management! Kelly has 12+ years of higher education experience, having worked in the registrar's office and performed HR generalist responsibilities at other universities. She has her Bachelor's degree in Natural Resources with a human dimension specialization. We are excited to have Kelly join our team and bring a broad range of employment relations knowledge with a high skillset in interpreting and implementing complex policies and procedures. Welcome, Kelly!

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Workday Campus Communications – Pulse Check Responses

Thank you, HR Liaisons, for your response to the recent Workday Pulse Check survey! Texas A&M had 181 HR departmental processors / HR Liaison participants. Here are some of the *Agree/Strongly Agree* highlights:

- 81% understand the [vision and objective](#) of implementing Workday
- 85% know where to find information about [news, events and activities](#) related to [Workday](#)
- 73% believe that The Texas A&M University System can successfully implement Workday

72% communications are simple and easy to understand
71% actively promote and support the Workday project

We still need your help promoting Workday! Please be sure to pass along all information found in the Workday section below to all employees – staff, faculty, student – in the colleges/divisions/departments you represent each week. In addition, please alert employees to the following resources: [Workday & You](#), workday.tamus.edu and [Workday Help](#) (available on the SSO menu). You may direct questions and feedback to any of the Texas A&M Workday Contacts (b-kosh@tamu.edu | bbayer@tamu.edu | ldohnalik@tamu.edu).

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Core HR/Payroll/Benefits Workday Security Roles

These core HR/Payroll/Benefits roles will be held within HROE and Payroll Services except where noted differently below. For details on each role, visit [Workday Help](#) (select *Get Started* then *Workday and You*).

- Benefits Partner
- Compensation Partner
- Faculty Partner (Dean of Faculties)
- Graduate Studies Partner (Office of Graduate & Professional Studies)
- HR Partner
- Payroll Partner
- Recruiting Partner
- Retiree Partner
- Safety Partner (Environmental Health & Safety)
- Talent Partner
- Workers Compensation Partner

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Successful Annual Enrollment Benefits Fair

We had close to 500 employees and retirees attend last week's Annual Enrollment Benefits Fair. If you missed it, you can access the presentations [online](#). Door prize winners are being notified via email and will be posted online when available. Visit employees.tamu.edu/benefits/annual-enrollment to view the health plan premiums and frequently asked questions about annual benefit enrollment. If you need further assistance, contact Benefit Services at (979) 862-1718 or benefits@tamu.edu.

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Please forward the following four (4) articles to employees in your department.

Flexible Spending Account Reminders for Annual Enrollment

As required by IRS regulations, enrollment in a flexible spending account must be reelected each benefit year as this spending account will not automatically continue. If you wish to participate in a flexible spending account (either the healthcare or dependent care account), please make sure that you enroll through iBenefits during annual enrollment.

A few reminders related to the flexible spending account:

- The maximum contribution amount under the healthcare account is \$2,600.
- Contributions for the FY2018 benefit plan year cannot be used for services incurred prior to the September 1, 2017 effective date.
- The deduction term for contributions is 12 months.
- IRS limits married spouses to a combined total contribution of \$5,000 to the dependent care account.

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Annual Benefit Enrollment Closing Soon

The annual benefit enrollment period will close on Monday, July 31; benefit selections in iBenefits as of that date will represent your benefit coverage for Fiscal Year 2018. It is important that you review your iBenefits selections and ensure that your annual enrollment document is listed in a "*valid and submitted*" status in order for benefit changes to be recorded in the system. Documents in a non-submitted status will expire and cancel at the close of annual enrollment on July 31, 2017.

- New dependents requiring dependent eligibility verification should upload the [dependent verification documentation](#) in iBenefits as soon as possible. Dependents that have not been verified prior to the start of the benefit plan year on September 1 *will not* be enrolled in coverage.

Annual Benefit Enrollment (Open Enrollment) information can be found at employees.tamu.edu/benefits/annual-enrollment online.

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Updating Spouse Gender Information in iBenefits

When you log into iBenefits to review your benefits and make changes for FY2018, you may encounter an error *One of more Dependents is Incomplete or Invalid*. To capture accurate information in our database, spouse gender is a required field. Please take the opportunity to update your spouse's gender during annual enrollment in iBenefits. This action will clear the invalid status on your annual enrollment document. Detailed instructions [HERE](#).

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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 Help – Use Workday

Don't forget to visit Workday Help accessible from your [SSO menu](#) for all currently available and future Workday resources. The *Use Workday* section of [Workday Help](#) provides a directory of the video help and job aids that will be available in October to employees (faculty/staff), managers/supervisors, student workers and retirees. As a reminder, everyone receiving a paycheck from The Texas A&M University System will begin using Workday in December. It's a great time to explore your brighter Workday through Workday Help!

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Say Goodbye to HRConnect, Say Hello to Workday

A new resource is available to remind employees that we will [say goodbye](#) to HRConnect, TimeTraq, LeaveTraq, iBenefits and more on December 17, 2017. We will [say hello](#) to our new HR/payroll and benefits tool, Workday! The flyer documents several activities, who's affected by the activities, what system they are currently completed in and identifies the associated Workday worklet. Check it out today under Resources on [Workday & You](#).

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Workday Videos

Did you know you could watch a quick two minute video to learn more about the new Workday application? In fact, there are currently five different videos available to help you visualize your new Workday.

[Say Hello to Workday](#)

[Say Hello to Workday: Employees](#)

[Say Hello to Workday: HR, Payroll and Benefits Employees](#)

[Say Hello to Workday: Managers](#)

[Explore Your Brighter Workday](#)

Check them out today along with the other resources at [Workday & You](#).

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WELLNESS WORKS!

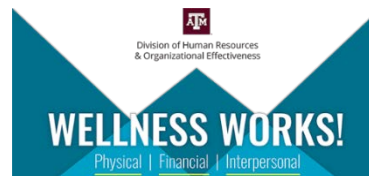
Please share the following information with employees in your department.

Diabetes Self-Management Workshop – Last Chance to Register

Informational Session / Brown Bag Lunch

Tuesday, July 25 | 12:00 p.m. – 1:00 p.m. | General Services Complex (GSC)

Room 101A



Join *WELLNESS WORKS!* and the Texas A&M Evidence-Based Programs Resource Center for an informational session about the FREE, 6-week program that is designed to provide support to anyone who has diabetes, pre-diabetes, or loves someone who does. Join us and learn more about this interactive group learning experience that focuses on:

- Techniques to cope with symptoms of diabetes

- Suitable exercises for maintaining and improving your strength
- Healthy eating
- Appropriate use of medication
- Working more effectively with your health care providers
- Participants will make weekly action plans, share experiences, and help each other solve problems they encounter in creating and carrying out their self-management program

To register for the workshop informational click [here](#). Light refreshments provided by *WELLNESS WORKS!*. For more information about *WELLNESS WORKS!*, visit wellness.tamu.edu.

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Lunch & Learn: Relax, Refresh, Renew!

Presented by Pure Bliss Spa Licensed and Experienced Professionals
Monday, July 31 | 12:00 p.m. - 1:00 p.m. | General Services Complex 101A
Light lunch provided by Pure Bliss Spa.

WELLNESS WORKS! encourages you to take time from your busy schedule to learn about the importance of self-care. Join us for an educational presentation on the different forms of personal care and rejuvenation offered through Pure Bliss Spa. Lunch provided - RSVP [here](#) for the Lunch & Learn. Learn more about Pure Bliss Spa by visiting their website. Visit wellness.tamu.edu to learn about more *WELLNESS WORKS!* programs.

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Living WELL Aware at Texas A&M - Essential Element #7: *Forgive: Family, Friends, Foes - Ourselves*

The July video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #7: *Forgive: Family, Friends, Foes - Ourselves*** available via TrainTraq.

- Texas A&M University, Workstation M – [Watch Video Here](#)
- Texas A&M Health Science Center, Workstation H – [Watch Video Here](#)

To review past Essential Elements, check out our [online newsletter archive](#).

**Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

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PAYROLL SERVICES

Biweekly Pay Period Change

The Texas A&M University System is transitioning to a new HR/payroll system called Workday in December 2017. As part of the implementation, the biweekly pay period will change beginning September 1, 2017.

CURRENT Biweekly Pay Period: Thursday – Wednesday

NEW Biweekly Pay Period (effective September 1, 2017): Sunday – Saturday

Please help ensure all biweekly paid employees are aware of this upcoming change. If you have questions, email payroll@tamu.edu.

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TIP OF THE WEEK

Contact Information

Don't miss out on important updates! Ensure your personal contact information, including emergency contacts is up-to-date in [HRConnect](#) today.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

HR LIAISON
NETWORK
MEETINGS:

TBA for FY2018