



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

September 5:

- Biweekly EPAs due at noon

September 6:

- PPRs print

September 7:

- PPRs available online

September 8:

- Biweekly Pay Day
(final for FY2017)

September 11:

- Supplements due at 1pm
- Uploads due at 1pm
- TimeTraq due at 4pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

EPA Completion Deadline for ISS Premium Waiver Process - September 4

International students are required to maintain health insurance. Important benefit information has been added to the HROE website to address benefit enrollment for international graduate student employees *newly* hired into a benefit-eligible position. For more information regarding the two recommended options for their benefit enrollment, please visit Benefit Information for International Employees available here: employees.tamu.edu/benefits/insurance/benefit-information-for-international-employees.

Because of the time constraints for international students to enroll in coverage to be included in the ISS waiver process, departments should enter these individuals as a priority into iBenefits, ensure the EPA is fully completed by September 4, 2017 and encourage employees to make their benefit selections as quickly as possible (preferably no later than 7 days from date of hire). Please share this information with your new international student hires. Contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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Annual Enrollment Initialization Complete

Annual Enrollment Initialization has completed and employees may now see their FY2018 benefit selections under the *Current Benefits* section in HRConnect. It is critical that benefits-eligible employees are active in the FY2018 budget. If they are not in the budget, their insurance information will not be activated. Therefore, please process EPA budget actions as quickly as possible so that their benefit coverages will be updated accordingly.

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Vacation Hours Exceeding Carryover Limits

Excess vacation hours which exceed the allowable limit for the new fiscal year will be lapsed to sick leave in early September. A table of the excess carryover limits may be viewed [here](#). Please make sure all leave documents for FY2017 have been completed. You may contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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New Employee Welcome (TAMU NEW) Session September 13 – Please Register by Friday, September 8

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of [New Employee Welcome \(TAMU NEW\) Session](#) will be held Wednesday, September 13 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: training.tamu.edu/schedule/#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call (979) 845-4153.

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Benefits Orientation Session – Wednesday, September 13

The next [Benefits Orientation Session](#) will be held Wednesday, September 13 from 2:30 to 4:00 p.m. in the General Services Complex. All employees welcome. Employees can register on Professional Development's registration site: training.tamu.edu/schedule/#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call (979) 845-4153.

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Workday Business Process Demonstrations

Dushyant Shama of Deloitte Consulting recently facilitated two Workday business process demonstrations. If you were unable to participate, you now have an opportunity to view the recorded WebEx sessions through September 15.

HR Liaisons are asked to remember that the [statement of responsibility](#) which was completed during the HR Liaison designation process is in effect while viewing the WebEx sessions. These sessions should not be made available outside the HR Liaison Network.

Wednesday, August 23, Workday Sandbox recording - <https://vimeo.com/231117996/00b99ba2b1>

Thursday, August 24, Workday Sandbox recording - <https://vimeo.com/231119766/f42d7210b0>

Please note that *proxy* was used throughout the demonstration allowing the facilitator (one individual) to initiate, route, review and approve using the various security roles required for the business process. Proxy is for demonstration purposes only. After Go Live, individuals involved in the business process will be able to access Workday's process history at any time to review the status including the steps awaiting action and by whom.

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Workday Deep Dive Sessions

The A&M System project team will be discussing inbox filters, delegation and search committees in recruiting via WebEx from 1:30-2:30 p.m. on the following dates.

September 21 – Managing Work with Inbox Filters and Delegation

September 28 – Search Committees in Recruiting

[Join the Session](#)

Access code: 921 442 520

Password: helios

Join by phone: +1-415-655-0003 US toll

HR Liaisons are invited to add the sessions to their calendar and join in to learn more!

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Crosswalks Between Today's Tools and Workday

The *EPA to Workday Crosswalk* is now available on the Get Started portion of [Workday Help](#). HR Liaisons that currently work with EPAs are encouraged to review the crosswalk that represents the basic actions you take when processing an employee. The crosswalk lists EPA action, position or occupant action, EPA path action or doc type, Workday business process – reason code and key concepts including decision points. Check it out!

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Flexible Work Schedule Form Updated for FY2018

The Flexible Work Schedule Request for Hourly Employees form has been updated for FY2018 to reflect the new Sunday-Saturday workweek. The revised form and additional information about flexible work schedules can be found online at employees.tamu.edu/compensation/flexible-comp/schedules/.

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Please forward the following article to employees in your department.

Current FY2018 Benefits

Annual Enrollment Initialization has completed and you may now see your FY2018 benefit selections under the *Current Benefits* section in HRConnect. You are encouraged to ensure that the benefits reflected in your current benefits are your intended benefits for FY2018. More information is available on the website:

employees.tamu.edu/benefits/annual-enrollment/.

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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 Video Help and Job Aids

Beginning December 2017, all Texas A&M University System employees (staff, faculty, student employees, retirees) will begin using [Workday](#) for all their HR, payroll and benefit needs. Several job aids (*enter time, request time off, request leave of absence and dependent event*) are now available on the Use Workday portion of [Workday Help](#) to assist with the transition. The complete library of video help and job aids will be available by October.

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Explore Workday through Questions and Answers

Check out the Get Answers section on [Workday Help](#) for a list of common questions and answers regarding the Texas A&M University System's Workday implementation. Find answers to the following questions and more:

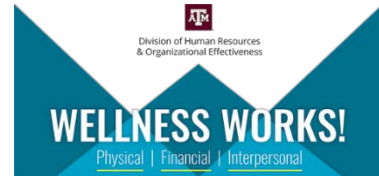
- *Why is the A&M System replacing its HR and payroll tools?*
- *Is our finance tool FAMIS being replaced by Workday?*
- *What is Workday?*
- *What are some of the benefits of Workday?*
- *Will Workday impact everyone in the A&M System?*
- *Who is considered a Manager in Workday?*
- *How will I learn to use Workday?*
- *What are the typical functions that are mobile enabled?*

Begin exploring your Workday today; visit [Workday Help](#) on the Single Sign-On (SSO) menu for more information.

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WELLNESS WORKS!

Please share the following information with employees in your department.



Informational: Chronic Pain Self-Management Workshop

Friday, September 15 | 10:00 a.m. - 11:00 a.m. | General Services Complex (GSC) Room 101A

WELLNESS WORKS! and the Texas A&M Center for Population Health and Aging cordially invite you to attend an informational about the FREE 6-week program that was developed at Stanford University to help and provide support to anyone who has chronic pain or love someone who does. Join us and learn more about this interactive group learning experience that focuses on teaching adults strategies to empower and improve overall wellbeing. Self-management workshops complement clinical care and are evaluated and approved by the CDC. This workshop meets weekly for 6 weeks for 2.5 hours. [Register here](#). For more information about *WELLNESS WORKS!* programs, visit wellnes.tamu.edu.

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Fall Prevention Awareness Event

Did you know that even though falls are the number one cause of injuries for older adults, falls are NOT a natural part of aging? Join The Texas A&M Center for Population Health and Aging (CPHA) to learn how you can take simple steps to prevent falls for yourself and loved ones. CPHA is hosting this FREE Fall Prevention Awareness Event on September 14, 2017 from 9:00am-12:00pm at the Brazos Center. For additional information, contact Meredith Martin at mmartin@sph.tamuhsc.edu or (979) 436-0606.

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Financial Wellness Counseling

Beginning in August, *WELLNESS WORKS!* will be facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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PAYROLL SERVICES

TimeTraq Overtime for Estimated Time

TimeTraq does not compute state/FLSA overtime for the estimated hours previously submitted for August workdays. This means that employee's estimated time against actual hours worked must be examined for overtime and corrective adjustments made to employee's time, if needed. A combination of TimeTraq's *Weekly Overtime Worked* report (found on the reports tab in TimeTraq) and timesheet adjustment can be used to make these corrections.

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TimeTraq Negative Adjustment for Prior Fiscal Year

The following link provides valuable information regarding timesheet adjustment concepts: it.tamus.edu/timetraq/help-system/key-administrator-concepts/timesheet-adjustment-concepts/. Please note negative adjustments CANNOT, in some cases, be made for a date in the previous fiscal year. This may happen because a bi-weekly paid employee receives a pay increase effective September 1 of the new fiscal year; therefore, a negative adjustment made during a September reporting period for a date in August will not match against the employee's current budget information.

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National Payroll Week: September 4-8, 2017

Throughout history, payroll has ensured that pay day is the best day of the week! National Payroll Week celebrates the hard work by America's 150 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately \$2.2 trillion, or 67%, of the annual revenue of the U.S. Treasury.

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Pay Periods and Dates for Biweekly Paid Employees to be Adjusted

Employees who are paid biweekly should be aware that their pay periods and pay dates will be adjusted in September 2017 due to the university's fiscal year end and the new insurance rates which are effective September 1, 2017.

The schedule shown below will allow employees to have their new out-of-pocket insurance premiums deducted over two pay periods in September; which distributes the insurance costs throughout the month rather than subtracting it from a single pay period. This should help employees make adjustments to their personal monthly budgets.

Pay Date	Pay Period	Number of Days	Deduction / Pay
September 1, 2017	August 10 – 23	10 working days	No insurance deducted No longevity paid
September 8, 2017	August 24 – 31	6 working days	No insurance deducted No longevity paid
September 15, 2017	September 1 – 9	6 working days	Insurance deducted (New FY 2018 rates) Longevity paid
September 29, 2017	September 10 – 23	10 working days	Insurance deducted (New FY 2018 rates) No longevity paid

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Graduate Assistants Working Greater than 50% Effort

Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT) and Graduate Assistant Research (GAR) are not allowed to work beyond 50% efforts without the approval of the Office of Graduate and Professional Studies. A [completed form](#) must be submitted to the Office of Graduate and Professional Studies from the hiring entity through the department giving the assistantship (if the hiring entity is not the department giving the assistantship).

- Domestic students are allowed to work no more than 10 hours per week beyond the assistantship anytime during the semesters provided they are correctly registered and the department giving the assistantship approves the extra hours.
- International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.
- International students are allowed to work extra hours during the summer or breaks in the semester (such as Spring Break, Thanksgiving week and Winter Break).

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Employee State Income Tax (SIT) Verification Form

The Employee State Income Tax (SIT) Verification form is one of the required forms for new employees that's listed on the EPA Document Checklist. As the new school year is upon us, please remember to submit this form for all employees with an out-of-state residence with the exception of those who reside in the below states. It is very important for the employee that we receive this form and all additional requested documents before the employee's first payroll. This will help avoid a possible tax liability on pay that was not properly taxed.

States that do not levy and income tax. SIT form not required:

- Alaska
- Florida
- Nevada
- New Hampshire
- South Dakota
- Texas
- Tennessee
- Washington (*not Washington D.C.*)
- Wyoming

Employee State Income Tax (SIT) Verification Packet:

payroll.tamu.edu/media/680721/318_employee_sit_verification_packet.pdf.

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TIP OF THE WEEK

Save The Date: October 20 - Texas A&M Employee Wellness Fair

8:30 a.m. - 3:00 p.m. | Student Rec Center - South Entrance near Olsen Field

Also, save these dates for the fall flu vaccine clinics for Texas A&M employees and their covered dependents.

- **October 4:** Walk-in Flu Vaccine Clinic, General Service Complex
- **October 5:** Walk-in Flu Vaccine Clinic, Koldus Building
- **October 12:** Drive-thru Flu Vaccine Clinic, Fan Field Parking Lot – off Research Parkway
- **October 20:** Walk-in Flu Vaccine Clinic, Wellness Fair at the Student Rec Center

Check back for updates about the fair and clinics on our newly renovated website, wellness.tamu.edu!

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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/liasons

HR LIAISON
NETWORK
MEETINGS:

TBD