HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Benefits Fairs & Open Enrollment Meetings
Updated Pay Schedules and Calendar
Reported Time Report Updated
Payroll Services Email
Recruiting/Hiring Process Tips

WELLNESS WORKS!

Eat Well, Be Well! Being Mindful of Diet Fads
Naturally Slim® is Now On-Demand
EAP Employee Enhancement
Summer Fitness Session Schedule
Employee Health and Wellness Fair – SAVE THE DATE!

PAYROLL REMINDERS

July 23:
- Monthly Pay Calculations Results Report refreshed at 10:00am
- Monthly Lump Sum Payouts & Supplements due at 11:00am

July 24:
- Monthly Pay Calculations Results Report refreshed at 10:00am
- Current Monthly Workday BP approvals due at 5:00pm

July 25:
- Monthly Pay Calculations Results Report refreshed at 10:00am

July 26:
- #18-24 RETRO Timesheets & Workday Biweekly Retro Approvals due at 5:00pm

July 30:
- #18-24 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements Due at 11:00am
- #18-24 Pay Calculations Results Report available at 12:00pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Benefits Fairs & Open Enrollment Meetings
Make plans to attend the Open Enrollment Meetings and stop by to visit with our Benefit Services staff, insurance vendor representatives and others in the Vendor Exhibit Hall at the Benefits Fairs. Register for door prizes and pick-up some give-away items. View Benefits Fair Flyer for meeting schedule and fair details.

- BENEFITS FAIRS
  - Thursday, July 26 and Friday, July 27 | 10:00am – 2:00pm
    - General Services Complex, 101A | 750 Agronomy Road | College Station

- OPEN ENROLLMENT MEETINGS
  - Wednesday, July 25 | 1:00 – 3:30pm
    - Health Science Center | 8447 Riverside Parkway, Bldg. 1000 LL38 | Bryan
  - Thursday, July 26 | 12:00 - 3:30pm
Visit the Open Enrollment webpage for details about important change for FY2019, Steps for Open Enrollment in Workday, view premiums, plan description booklets, insurance carrier presentations, and more.

Updated Pay Schedules and Calendar
The System Office has updated end of fiscal year biweekly processing and removed pay period 18-27 (8.26.18 thru 8.31.18) and changed pay period 19-1 from a five day period (9.01.18 thru 9.08.18) to a full ten day period (8.26.18 thru 9.08.18). With Workday, we no longer have the two special shorter periods associated with fiscal year rollover. An updated Fiscal Year 2018 Biweekly Pay Schedule and updated August 2018 Payroll Processing Calendar are now available on payroll’s website. Additionally, the Fiscal Year 2018 Monthly calendar has been updated with a corrected due date. Please review these updates and make note of the new deadlines.

Reported Time Report Updated
Timekeepers – please note the Reported Time Report has been updated so that hourly terminated employees are included if they have time worked in the date range entered. A correction was made to the Modified By column that exclude managers listed on the time block because it is “Awaiting Action” of their approval. The actual last person to modify the time will be displayed on the report.

Payroll Services Email
Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be sent to our shared email at payrollprocessing@tamu.edu rather than emailing a processor individually. Even though you may be used to working with a particular processor, if they are emailed individually but are out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

Naturally Slim® is Now On-Demand
Learn how to lose weight and improve your health while eating the foods you love! WELLNESS WORKS! is happy to announce that Naturally Slim® on-demand is here! Employees now have the option to apply for the program at any time of the year! This online program helps change how you eat instead of what you eat. Plus, you will improve your health and reduce your chance of developing a serious, chronic disease, like diabetes or heart disease. And, it’s free for employees/retirees and spouses enrolled in the A&M Care, 65 PLUS or J plans! Visit the FAQs found here and apply at naturallyslim.com/tamus today!

**EAP Employee Enhancement**

*What’s in a Label?*

Food labels can sometimes be tricky to understand. What is the difference between “fortified” and “enriched” or “natural” and “organic?” It is important to learn how to make sense of these nutrition labels in order to maximize the health benefits from your diet.

Your Employee Support Program can help with:

- Articles on food labeling and nutrition
- Audio on nutrient-dense foods and healthy options
- FAQs on fat grams, coffee calories, and butter vs. margarine
- Resource link to a healthy eating quiz

Learn more about these helpful topics and more from your EAP. [Download the newsletter today!](#) Deer Oaks EAP services are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

**Summer Fitness Session Schedule**

The Summer fitness schedule for Texas A&M University faculty and staff employees will occur May 29 through August 3. Check out class times and locations [here](#)!

**Employee Health and Wellness Fair – SAVE THE DATE!**

*November 8 | Student Recreation Center*

WELLNESS WORKS! invites all faculty and staff employees to *Save the Date* for the 2018 Employee Health & Wellness Fair to be held on November 8 at the Student Recreation Center. The fair will be a come and go, conference-style event with lunch provided at the keynote session! Additionally, participants will be able to:

- Get a flu vaccine
- Participate in a sleep demonstration
- Attend employee fitness sessions
- Attend presentations on various health topics and innovations in wellness
- Win prizes
- And more!

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.4153 | 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