January 28, 2013

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

**Human Resources**
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- Attendance Encouraged – HR Liaison Network Spring Meeting
- New Method for Criminal History Check Begins Next Week
- News about Jim Kuhlmann
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- Updating Position Descriptions – It’s More than Job Duties

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**HUMAN RESOURCES**

**HR Liaison Continuing Education**
The HR Liaison Advisory Resource Group (HRLARG) along with the staff of Human Resources (HR) considers continuous learning about the HR Liaison role and changes that occur periodically in human resource administration to be highly important. For this reason, the continuing education initiative was announced at the HR Liaison Network Fall Meeting on October 31, 2012.

Just like many professional organizations, the HR Liaison Network encourages its members to remain in good standing after certification. All HR Liaisons should strive to maintain regular attendance at HR Liaison Network Meetings offered three times each fiscal year and complete one course from the HR Liaison training curriculum and/or employment law category offered through the Employee & Organizational Development course schedule each fiscal year to maintain active membership.

The benefit of remaining active is that HR Liaisons will remain knowledgeable, continue to receive the weekly HR Liaison Network News, and have access to the SingleSignOn applications needed to fulfill the HR Liaison role for the department. For more information on the network meetings and training, please visit [http://employees.tamu.edu/managers/liaisonResources/](http://employees.tamu.edu/managers/liaisonResources/) online.
**Attendance Encouraged – HR Liaison Network Spring Meeting**

You won’t want to miss the spring HR Liaison Network meeting, yet seats and materials are limited; ensure your spot by registering for the section of your choice (morning 9:00-11:45 a.m. OR afternoon 2:00-4:45 p.m.). The doors open 30 minutes prior to each section to allow time to check-in, enjoy light refreshments and network with your peers before the meeting. Topics to be covered include safety on campus, employment resources for veterans and the soon to be released Portal Access for Total HR (PATH). Register in TrainTraq by searching and selecting course number 2111847, HR Liaison Network Spring Meeting – February 7, 2013. Don’t delay, registration closes at noon on Tuesday, February 5.

**New Method for Criminal History Check Begins Next Week**

Recruitment and Workforce Planning would like to remind you that beginning **Monday, February 4, 2013** a new method will be used to process criminal history checks through our new vendor, LexisNexis. The new method, Candidate Data Capture, will allow Recruitment and Workforce Planning staff to directly email the candidate who has been offered the position. The email includes a link that allows the candidate to log in to a secure server to provide the information and approvals to process the check. The online system also gives the candidate all the required notices and copies of their completed forms in immediate email transaction.

This is how the new process works:

1. The department submits the revised Criminal Background Check Release Form (available online February 1) to Recruitment and Workforce Planning. (The new form no longer requires a social security number or birth date allowing departments to email or fax the form directly to HR.)
2. Be sure you give the candidate the information included with the form so they expect the email.
3. The check will not begin to process until the candidate has completed all information, including the consent form. It is **critical** the applicant immediately take action on the email and complete all required information so the criminal history check can be started.

For more information, please review the attached FAQ document. You may contact Recruitment and Workforce Planning at 845-5154 if you have any questions regarding this thorough, secure and efficient method.

**News about Jim Kuhlmann**

Many of you interact with Jim Kuhlmann, Leave Administrator, on a regular basis. Jim gave us permission to share the following information with you. Jim fell in his home earlier this month and anticipates being out of the office for an extended period. You are welcome to send get well wishes via email at benefits@tamu.edu or send cards to HR Benefits Services, Mail Stop 1255, Attn: Jim. We’ll be sure he receives the messages and cards.

Jim is a valued member of our HR team and we look forward to his return. In the meantime, please contact Benefits Services at 979-862-1718 or email benefits@tamu.edu for your leave questions, and join us in wishing Jim a speedy recovery!

**Flu Prevention**

The increased number of flu cases across the nation continues to make news headlines. The Centers for Disease Control (CDC) states that flu activity continues to remain high. Benefits Services would like to remind employees enrolled in the A&M Care Plan or the Graduate Student Employee Health Plan who did not participate in the employee free flu vaccine clinic last fall can still receive a free flu vaccine at their medical provider’s office or medical clinic. Flu vaccines at a pharmacy or retail provider are not covered for free because those providers do not file a claim with the health insurance plan. Employees should check with their medical provider, local medical clinic or other provider to check on availability of vaccines. More information on flu prevention, including recommendations by the CDC for flu vaccination, is available on their website at [http://www.cdc.gov/features/fluactivity](http://www.cdc.gov/features/fluactivity).
Summer Insurance Premiums – Are Employees Planning Ahead?
As a reminder, summer premiums are collected in advance for employees who work less than a twelve (12) month appointment and meet summer insurance eligibility. Therefore, these employees will pay their portion of the entire summer insurance premiums (June through August) with their May premiums to be deducted from the paychecks received for their May earnings (June 3 if paid monthly, or May 10 and May 24 if paid bi-weekly).

Why are we sending this announcement now? The answer is to give you time to:

1. Consult with your employees who work less than 12 months to assure that they are aware of the summer premium collection process.
2. Encourage these employees to plan ahead for the extra summer premium deductions in their paycheck.

Individualized notices will be sent in April to employees who are listed in the payroll system with an appointment less than 12 months as of the date that report is run. The notice will include the actual summer premium to be deducted from the May earnings paycheck.

GetFitTexas! State Agency Challenge – LAST DAY to Register
In the January 9, 2013 edition of Campus News and Updates, President Loftin encouraged employees to be physically active through the GetFitTexas! State Agency Challenge. As a supporter of this wellness initiative, Human Resources would like to remind all employees that today is the last day to register for the challenge.

To register, visit www.getfittexas.org before Tuesday, January 29, 2013. Employees may choose to register as an individual or set up a team and invite coworkers to join in the fun! Simply select Join Program under GetFitTexas! Online Activity Tracker and follow the online prompt.

Don’t miss out on participating in this easy program which encourages increased physical activity, simply track your activity levels and strive for 30 minutes of activity at least 5 days a week. Join Human Resources in the GetFitTexas! State Agency Challenge today!

PAYROLL SERVICES

Important Payroll Reminders
The processing schedules are posted and available at http://payroll.tamu.edu/payroll-processing/calendar/ online. Login at http://imgweb.tamu.edu/finance_dept/ to view reports online. If you have any questions or concerns please contact Payroll Services at payroll@tamu.edu or 845-2711.

Wednesday, January 30, 2013
- PVDs Available On Line for #13-11, Pay Day 2/1

Friday, February 1, 2013
- Biweekly Pay Day #13-11
- Monthly Pay Day

2012 W-2 Forms
W-2 forms are now available in HRConnect for those employees enrolled in electronic delivery of their W-2. For those employees NOT enrolled in electronic delivery, W-2s will be mailed by the IRS deadline of January 31, 2013. For your convenience, please visit http://payroll.tamu.edu/tax/w-2/faq/ for common questions and answers about your W-2, including how to request a new password for SingleSignOn.
New Online Course – Guidelines for Campus Security Authorities (Clery Act)
A new online course titled Guidelines for Campus Security Authorities – Clery Act (course no. 2111844) is now available in TrainTraq. This course has been created to provide guidance to Texas A&M University employees who are considered Campus Security Authorities (CSAs) under the Clery Act (Clery). The course summarizes Clery crime reporting requirements, explains CSA crime reporting responsibilities, and emphasizes the CSA’s role in campus safety. The course consists of a slide presentation and a 10-question quiz. A score of 80% or higher is required to get credit in TrainTraq for completing the course. The test may be retaken as needed.

All CSAs will be asked to complete the training annually. CSAs who were provided training materials last fall will be given a training completion date in TrainTraq corresponding to the date the email was distributed, so they will not be assigned the training until fall 2013. As new CSAs are identified, they will be assigned the TrainTraq course (HR Liaisons are not required to make these assignments). This course is also made available, but is not required, for all other Texas A&M employees. Employees may contact mas-clery@tamu.edu with questions.

ANNOUNCEMENTS

Student Employee of the Year – Nomination Deadline Approaching
Recognize your outstanding student employee by nominating him or her for the Student Employee of the Year Award. Please visit https://jobsforaggies.tamu.edu/NSEW.aspx to nominate your outstanding student employee! Nominations and all supporting documents must be received by the Student Employment Office by Friday, February 1, 2013 at 5:00 pm.

TIP OF THE WEEK

Updating Position Descriptions – It's More than Job Duties
Did you know that a position description should describe more than the daily job duties of an employee? Other particulars such as training costs, Fair Labor Standards Act (FLSA) exemption, necessary machines or equipment, as well as required and preferred qualifications, are all important pieces of what makes a thoroughly prepared position description more than just job duties. Liaisons and supervisors are encouraged to take the online course in TrainTraq named “Position Descriptions” for more information on writing position descriptions. A helpful resource on action verbs is also at http://employees.tamu.edu/docs/employment/hiring/535ActionVerbs.pdf online.

HR Liaison Network News is distributed weekly to departmental HR Liaisons. For questions about the HR Liaison Network, contact Laura Dohnalik, Liaison Administrator in Human Resources at ldohnalik@tamu.edu or 979.862.3854.