March 11, 2013

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

**Human Resources**
- Sick Leave Pool Reminders
- Family Medical Leave Act – New Regulations
- LeaveTraq – New Leave Type

**Payroll Services**
- Important Payroll Reminders
- New Form I-9 Released

**Employee & Organizational Development**
- Announcing “Extreme Makeover – Website Edition”

**Tip of the Week**
- It’s Spring Break…Have Some Fun in the Sun!

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**HUMAN RESOURCES**

**Sick Leave Pool Reminders**
Sick Leave Pool (SLP) is an important benefit program for our employees who experience a catastrophic illness or injury and who have exhausted all of their current leave balances. Sick Leave Pool is administered according to System Regulation 31.06.01, based on State Legislation which prohibits the retroactive granting of SLP hours. According to the regulation section 4.3, “sick leave pool hours must be requested before the hours are needed or as soon as possible.” Therefore, it is critical that SLP requests are submitted to Benefit Services during the pay period in which the hours apply. Please submit the SLP request along with the supporting documentation to Benefit Services at benefits@tamu.edu or 979-862-3128. More information on the sick leave pool program is available on our website at http://employees.tamu.edu/employees/benefits/leave/SickLeavePool.aspx online. For additional questions, contact Sarah Tobola, (979) 862-4956.

**Family Medical Leave Act – New Regulations**
It has been 20 years since the Department of Labor implemented the Family Medical Leave Act and just recently issued new regulations that went into effect March 8. In addition to the newly revised workplace poster mentioned in the February 18 HR Liaison Network News, below is a summary of the regulations changes:

- **Required Notice** - As you read from a previous HR Liaison Network Newsletter, we now have an updated FMLA poster that is required to be posted with your required notifications.
- **Military Exigency Leave** – This is expanded to include: 1) military member of the National Guard and Reserves and Regular Armed Forces; 2) active duty requires deployment to a foreign country; 3) new
exigency leave category is created for parental care leave; 4) amount of time for Rest & Recuperation qualifying exigency leave increased from 5 to 15 days.

- **Military Caregiver Leave** – Definition of covered service member is expanded to include covered veterans. A covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

- **Serious Injury or Illness for a Current Service Member** – Definition is expanded to include illness or injury that existed before active duty began, but was aggravated by service in the line of active duty.

- **Serious Injury or Illness for a Covered Veteran** – Military caregiver leave expanded to include covered veterans and defined what constitutes a serious injury or illness for these veterans.

- **Eligibility Hours of Service** – Clarified all period of absence from work.

- **Minimum Increments of Leave** – Clarified that the employer may not require employee to take more leave than necessary to address the circumstances, also must track FMLA using the smallest increment of time used for other forms of leave.

- **Record Keeping** – Specified the employer’s obligation to comply with the confidentiality requirements of Genetic Information Non-Disclosure Act (GINA).

FMLA is complex and this is just a brief summary of the recent changes and we will be updating our FMLA webpage at [http://employees.tamu.edu/employees/benefits/leave/fmla/Default.aspx](http://employees.tamu.edu/employees/benefits/leave/fmla/Default.aspx) online. Additionally, a comprehensive FMLA training class is scheduled for early April through the TrainTraq registration system. If you have questions, you may call Benefits Services at (979) 862-1718.

**LeaveTraq – New Leave Type**
A new leave type has been added to LeaveTraq to facilitate help with manually tracking comp time earned by working a holiday for employees in the Integrated Ocean Drilling Program (IODP). This leave type is specific to the IODP department and should not be utilized by other departments as a replacement for the current process to credit State Comp time.

**PAYROLL SERVICES**

**Important Payroll Reminders**
The March processing schedule is posted and available at [http://payroll.tamu.edu/media/78087/calendar-cs-2013-03.pdf](http://payroll.tamu.edu/media/78087/calendar-cs-2013-03.pdf) online. Login at [http://imgweb.tamu.edu/finance_dept/](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.

Tuesday, March 12, 2013
- PVDs Available for #13-14, Pay Day 3/14

Thursday, March 14, 2013
- Biweekly Pay Day for pay period #13-14
- Monthly EPAs Due by Noon

**New Form I-9 Released**
On March 8, 2013, U.S. Citizenship and Immigration Services (USCIS) released a new Employment Eligibility Verification Form I-9. Employers should begin using the new Form I-9 with revision date 03/08/13 immediately for all new hires. The revision date is on the lower left of the new form (Rev. 03/08/13 N). If you completed a Form I-9 for an employee before the new one was available, you may attach it to the EPA. USCIS has given a 60-day grace period and allowed employers to use previously valid Form I-9 (Rev. 08/07/09Y and 02/02/09N) until May 7, 2013. After this date, employers must only use the new Form I-9 (Rev. 03/08/13 N).

The new revised Form I-9 makes several improvements designed to minimize errors in the form completion. The key revisions to Form I-9 Include:

- Form I-9 is now two pages (not including the form instructions and Lists of Acceptable Documents)
• Expanded instructions
• New fields for e-mail address, phone number and foreign passport (if applicable) in Section 1

For more information, please refer to the Federal Register notice or I-9 Central. You may obtain the new Form I-9 (Rev. 03/08/13 N) by visiting Payroll Services.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Announcing “Extreme Makeover – Website Edition”
Employee & Organizational Development is pleased to announce the unveiling of our new website at http://EODinfo.tamu.edu online. We have made many improvements to the content organization and navigation, and have also added a variety of training and development resources. We hope you’ll find that navigating our website is easier with our more intuitive menu at the top for our programs, services, and resources, and the quick links on all pages for our training calendar and schedule. We invite you to check out some of the new features, which are accessible from our home page:

• Supervisor and manager development resources
• Tools for creating an employee development plan and reinforcing employee learning
• Greater visibility of our technology resources, online training and training programs

Please let us know what you think about the new site by emailing us at EODinfo@tamu.edu. We hope our site will help you learn, grow, and succeed with EOD!

TIP OF THE WEEK

It’s Spring Break…Have Some Fun in the Sun!
Did you know that a little time in the sun can be good for you? Aside from getting a dose of fresh air, the sun supplies vitamin D which helps promote strong bones, boosts immunity and generally improves mood and lessens stress. Enjoy the long weekend outdoors, but keep in mind the American Cancer Society’s skin cancer prevention activities found at http://www.cancer.org/healthy/morewaysacshelpsyoustaywell/acs-skin-cancer-prevention-activities online.