March 25, 2013

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

**Human Resources**
- [Nominations Open for SEBAC Representative](#)
- [Changes to the PayFlex Debit Card](#)
- [Forms Streamlined for New Optional Retirement Program (ORP) Enrollees](#)

**Payroll Services**
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**Tip of the Week**
- [Employee Input, Comments and Rebuttal: 3 Opportunities to Speak Up!](#)

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**HUMAN RESOURCES**

**Nominations Open for SEBAC Representative**
It is time to begin the nomination and election process for the University’s representative to the System Employee Benefits Advisory Committee (SEBAC). SEBAC is an advisory group that makes recommendations to The Texas A&M University System administration on various issues relating to employee benefits. The group is responsible for working with the System Risk Management/Benefits Administration Office to advise about the benefits programs and packages offered to A&M System employees and retirees. Texas A&M University employees are encouraged to submit nominations. A SEBAC nomination form is available at [http://employees.tamu.edu/SEBAC.aspx](http://employees.tamu.edu/SEBAC.aspx) along with information about the representative’s duties and the election process. **The deadline for nominations is 5:00 p.m., Monday, April 1.** Once the nominations have been confirmed, a slate of candidates and information about voting procedures will be distributed. Please distribute this information to all employees within your department or unit, including graduate students, who are eligible for benefits. Questions can be directed to HR Benefits Services at benefits@tamu.edu or by phone at 979-862-1718.

**Changes to the PayFlex Debit Card**
Human Resources was recently notified about some changes to the PayFlex debit card. Employees enrolled in the PayFlex account, who selected the debit card option, received an email last week detailing the changes.

1. Any newly issued debit cards will now need to be activated upon receipt before they can be used at a merchant or provider’s office.
2. The debit card will now require a PIN number when used at a merchant or provider’s office. You may obtain a PIN number by calling Card Services at 1-888-999-0121 on or after April 1, 2013.
Forms Streamlined for New Optional Retirement Program (ORP) Enrollees

In a recent announcement from Teacher’s Retirement System (TRS) of Texas, the “Election to Participate in the Optional Retirement Program” form (TRS 28) and the “Application for Refund for Participants in the Optional Retirement Program” (TRS 29) are being combined into a single “Election to Participate in Optional Retirement Program and/or Refund” form (TRS 28). The combined form will be more efficient for the participants, reporting entities, and TRS. The ORP notification packet that is sent to those newly eligible for ORP is being modified accordingly.

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 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, March 27, 2013

- PVDs Available On Line for #13-15

Friday, March 29, 2013

- Biweekly Pay Day # 13-15

New Form I-9 Tip

On the newly released Form I-9 located at http://www.uscis.gov/files/form/i-9.pdf, employers must enter in Section 2 (Employer or Authorized Representative Review and Verification) the last name, first name and middle initial, if any, that the employee entered in Section 1 (Employee Information and Attestation). This will help to identify the pages of the form should they get separated.

TIP OF THE WEEK

Employee Input, Comments and Rebuttal: 3 Opportunities to Speak Up!

Most employees are eager (and encouraged) to contribute their “two-cents” before, during and after the performance evaluation review and discussion. Before: The evaluation process often starts with an employee’s input/self-evaluation that provides the reviewer with a list of accomplishments, challenges, and initiatives in the past year. During: In the evaluation instrument itself, the employee may insert comments or further reflection on the supervisor’s assessment. After: In some circumstances, the employee may wish to follow up with a separate rebuttal or more formalized response to the supervisor’s specific ratings or supporting examples. For more information about the performance evaluation process, visit http://employees.tamu.edu/managers/evaluations.aspx.

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 ldoehnalik@tamu.edu or 979.862.3854.