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

April 8, 2013

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**HUMAN RESOURCES**

**Compensation-Related Issues for FY2014 Budget**

In preparation for the FY2014 budget, please be aware of the following regarding Classification & Compensation issues:

- Please note that this year, due to the PATH implementation, Classification & Compensation will **NOT** have deadlines for the submission and completion of new position and reclassification reviews.
- As a reminder, non-faculty equity adjustments must be reviewed and approved by Human Resources prior to being submitted to the Vice President or Provost for approval.

Should you have questions, please contact the Human Resources Classification and Compensation office at hrcomp@tamu.edu or 845-4170.

**SEBAC Election – Coming Soon to a Computer Near You!**

The System Employee Benefits Advisory Committee (SEBAC) nomination period is now closed. Human Resources received nominations for seven great candidates, one of which will be elected as the FY2014 and FY2015 SEBAC representative. The online ballot is being prepared; watch for the SEBAC election announcement later this week and be sure to remind all employees to cast their vote for the new SEBAC representative of their choice! For more information on SEBAC, visit http://employees.tamu.edu/sebac.aspx online.

**Healthcare Reform Update**

The Patient Protection and Affordable Care Act (commonly known as Healthcare Reform) was signed into law March 23, 2010. The comprehensive legislation is comprised of several phases, many of which have already been implemented at A&M; these include extending coverage to age 25 and covering preventative services at 100%.

There are two upcoming requirements that we want to make known to all employees: 1) reducing the maximum contribution under the healthcare spending account; and, 2) adjusting how benefit eligibility is determined.

1. **Effective September 1, 2013 - Change to Healthcare Spending Account Contribution Limits**
   The maximum amount an employee will be able to set aside in the healthcare flexible spending account will be $2500 for the upcoming benefit plan year starting September 1, 2013. Currently, the amount is $4800, so employees using this benefit may want to plan ahead for the reduction.

2. **Effective January 1, 2014 - Change in benefit eligibility determination**
The healthcare reform requires employers to offer coverage to employees who work 30 or more hours per week. Currently to be considered benefits-eligible, an employee must work at least 4.5 months and work at least 50% effort (20 hours per week).

Human Resources and the Texas A&M System Benefits Administration are aware of the conflict between the healthcare legislation and System Regulations as currently student status is specifically excluded when determining benefit eligibility under the current regulations. The legislation is complex and the implications of the 30-hour requirement are currently under review by the System personnel. As additional information becomes available, it will be shared with campus so departments can plan accordingly.

**Summer Insurance Premium Notifications – Do You Still Have Work to Do?**

This message is to provide information and instructions regarding summer insurance premiums for employees who are employed in an appointment of less than 12 months. On April 15, 2013 an email will be sent to employees who are employed for less than 12 months notifying them they have a Summer Insurance Premium letter available for download in HR Connect (accessed through Single Sign On). This letter explains the summer insurance premium process and indicates the premium amount owed for June through August 2013. Employees with questions regarding the content of the letter should contact Human Resources Benefits Services at benefits@tamu.edu or by phone at 862-1718. Questions related to their appointment duration should be handled within the department.

If your department plans to do any below-listed actions that would impact their summer insurance coverage, but you are not able to complete the EPA through Payroll by April 10, please complete the attached Excel file with the employee’s name, UIN, action to be taken, and the effective date. Please send the completed Excel file to Benefits Services, hrcompbenefits@tamu.edu by the April 10, 2013 deadline which will help ensure that the employees’ premium letter will be accurate.

- Adding an additional summer appointment for an individual who was budgeted for 9 or 10 ½ months which results in the employee receiving a paycheck each month during the summer. Be sure to indicate the summer appointment duration and effort level.
- Terminate an individual who is in an appointment for less than 12 months,
- Retire an individual who is in an appointment for less than 12 months,
- Reduce the appointment of an individual in a 12 month appointment to an appointment less than 12 months

If you make a change after the summer premium letters have been processed, the department will have the responsibility to inform the employee of any impact on their summer premiums accordingly.

**TrainTraq Reports – Course Assignments**

HR Liaisons with TrainTraq Dept Admin access are encouraged to periodically review the course assignments report for their department(s) and communicate with the identified employees. Best practice would indicate sending courtesy email reminders, especially to those employees with past due assignments. Monitoring the TrainTraq reports along with the monthly training compliance reports issued by Employee & Organizational Development can help keep your department and its employees in good standing. Visit [http://eodinfo.tamu.edu/other/required-training/completions-reports/](http://eodinfo.tamu.edu/other/required-training/completions-reports/) online.

**Have You Read the “HR EXPRESS” Newsletter, Spring Issue?**

If you haven’t had a chance to read the inaugural issue of the HR EXPRESS newsletter, now is your chance. Read the full issue at [http://employees.tamu.edu/HRexpress.pdf](http://employees.tamu.edu/HRexpress.pdf) online. Check out the articles; “TAMU Jobs” System Upgrades to PATH, Employee Discount Program Coming Soon, Blue Cross Blue Shield (BCBS) Web Portal Enhancements, and much more. Remember, the purpose of this newsletter is to keep employees on track with HR-related services and information that they need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area and encourage them to [give us feedback!](http://employees.tamu.edu/HRexpress.pdf) HR EXPRESS will be published three times a year. Look for the summer issue in May!

**TIP OF THE WEEK**

**Performance Evaluations Can Include Project Completions**
One of your employees has been recognized for their work on a project over the summer. Would this be included in this year’s performance evaluation? Yes, of course! Remember the performance evaluation year runs April 1 through March 31. Since the project was completed during that timeframe, it certainly can be included in the employee’s performance evaluation review. More information on the review period which this year begins April 1 and concludes May 31 is available at http://employees.tamu.edu/managers/evaluations.aspx online.

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