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

**April 15, 2013**

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Update on TAMU Jobs Upgrade to PATH</strong></td>
<td>April 15:</td>
</tr>
<tr>
<td><strong>Summer Premium Notifications</strong></td>
<td>Electronic monthly payroll available</td>
</tr>
<tr>
<td><strong>Legislative Session</strong></td>
<td>EPAs due at noon</td>
</tr>
<tr>
<td><strong>Employees, Vote for Your SEBAC Rep</strong></td>
<td>April 16:</td>
</tr>
<tr>
<td><strong>Like the New Look of Your HR Liaison Network News?</strong></td>
<td>Electronic monthly due at 4pm</td>
</tr>
<tr>
<td><strong>PAYROLL SERVICES</strong></td>
<td>PPRs print</td>
</tr>
<tr>
<td><strong>New Form I-9 Requirements</strong></td>
<td>April 17:</td>
</tr>
<tr>
<td></td>
<td>PPRs available online</td>
</tr>
<tr>
<td></td>
<td>April 19:</td>
</tr>
<tr>
<td></td>
<td>Supplements due at noon</td>
</tr>
<tr>
<td></td>
<td>Uploads due at 1pm</td>
</tr>
<tr>
<td></td>
<td>TimeTraq due at 4pm</td>
</tr>
<tr>
<td></td>
<td>Monthly PVD available online</td>
</tr>
<tr>
<td></td>
<td>Processing Schedules</td>
</tr>
<tr>
<td></td>
<td>Payroll Reports</td>
</tr>
</tbody>
</table>

**PAYROLL REMINDERS**

- April 15: Electronic monthly payroll available
- EPAs due at noon
- April 16: Electronic monthly due at 4pm
- PPRs print
- April 17: PPRs available online
- April 19: Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm
- Monthly PVD available online

**HUMAN RESOURCES**

**Update on TAMU Jobs Upgrade to PATH**

Human Resources is still in the determination phase of setting the new go-live date for the PATH launch. Therefore, new transition dates for position description and posting activities in the current TAMU Jobs system have not been determined. Please keep the following information in mind regarding pending activity in TAMU Jobs:

- Departments are encouraged to **proceed as quickly as possible to fill any vacant positions** that are currently posted or on-hold in TAMU Jobs. It is currently anticipated that the deadline for filling positions in the current TAMU Jobs system will be shortly after launch and may be as early as the end of May.

- Departments are encouraged to **proceed as quickly as possible with any Position Description activities**, such as update or certify PD actions, in TAMU Jobs that are related to completion of performance evaluations. When transition dates are announced, the dates will include a period of time in which employees and supervisors cannot perform such PD actions in TAMU Jobs, in preparation for the move to PATH.

We hope you'll find the new comprehensive functionality in PATH worth the wait. Human Resources will continue to provide updates as the project continues to progress.

**Summer Premium Notifications**

The summer premium notification email was distributed to 1,983 employees today (April 15), notifying those employees currently listed with an appointment less than 12 months that their summer premium letter is available electronically through HRConnect. The letter explains how the affected employee will pay the summer insurance premiums, the payment options, and the premium amount owed for June through August 2013. Employees with questions regarding the content of the letters should contact Human Resources Benefits Services at benefits@tamu.edu or by phone at 862-1718. **Questions related to appointment duration should be handled within**
The attached summer premium question and answer document was developed to help address many of the general questions and may be shared with your employees.

**Legislative Session**

The 83rd Legislature is in session and as with all legislative years, there are numerous bills filed in both the House and Senate. Many departments throughout campus, including Human Resources, have been tasked with evaluating the proposed legislation and performing bill analysis to determine the potential impact on the University and our employees.

HR wants you to be aware that there is a bill (SB 1458 / HB 1884) that proposes retirement changes to help make the Teacher Retirement System (TRS) fund actuarially sound. The proposed bill changes the retirement requirements. The rule of 80 will still be in effect, but the individual will have to be 62 years old to retire to get the full annuity; an individual can retire earlier, but it will cost 5% per year in the annuity payment. The legislation does include grandfathering provisions for those who are age 50, have 25 years of service or meet the rule of 70 as of August 31, 2014 prior to the proposed effective date. Remember, this bill has not been passed; it is pending.

As significant legislation passes, HR and other offices across campus will communicate with the campus community accordingly. In the meantime, individuals interested in reviewing pending legislation may utilize the State bill search website (http://www.capitol.state.tx.us/Search/BillSearch.aspx) to view and search pending legislation. As a reminder, State resources (which include computer resources and employee’s time during work hours) may not be used for political purposes to lobby for or against any specific legislation.

**Employees, Vote for Your SEBAC Rep**

The ballot to elect the Texas A&M University representative to The Texas A&M University System Employee Benefits Advisory Committee (SEBAC) was sent electronically to the email addresses on record for all Texas A&M University benefits-eligible employees, graduate assistants and retirees on Wednesday, April 10. Human Resources encourages all eligible employees and retirees to vote in this election. SEBAC is an advisory group that makes recommendations to The Texas A&M University System administration on various issues relating to your employee benefit programs, including health insurance. The group is responsible for working with the System Benefits Administration Office and others concerned with benefits issues to advise about the benefits programs that will be offered to Texas A&M System employees and retirees. Voting to elect the SEBAC Representative will close at 5:00 p.m. on Monday, April 22. If you did not receive an online ballot, contact HR Benefits Services at benefits@tamu.edu or 979-862-1718.

**Like the New Look of Your HR Liaison Network News?**

It’s spring and we could not think of a better time to brighten up your weekly news source. As a reminder, HR Liaisons are encouraged to share information from your weekly HR Liaison Network News (LNN) with employees within the department(s) as appropriate. The SEBAC article above is a great example of a news worthy item to share with employees. We hope you enjoy the fresh, subtle changes and continue to provide feedback at hrnetwork@tamu.edu.

**PAYROLL SERVICES**

**New Form I-9 Requirements**

The following information applies to the Form I-9 located on the Payroll Services website at http://payroll.tamu.edu/i-9/ online.

**Section 1 – Employee Information and Attestation:** If an employee obtained the admission number from Customs and Border Protection (CBP) in connection with their arrival in the United States, they need to also record information about the foreign passport used to enter the United States (number and country of issuance). If an employee obtained the admission number from USCIS within the United States, or entered the United States without a foreign passport, they must write “N/A” in the Foreign Passport Number and Country of Issuance fields. **(Please Note:** A Form I-94 issued by the CBP will have “CBP Form I-94” on it. A Form I-797 issued by USCIS will have USCIS on it.)

**Section 2 – Employer or Authorized Representative Review and Verification:** Employers must enter 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. Under Certification, if the employer does not have a street number and name, the address section should contain a narrative description of the location (i.e. building name and suite or room number).

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Coffee Conversations – Final Fall Session
All employees are invited to join us for coffee on Friday, April 19 from 8:30 to 10:00 a.m. in the GSC 101A.

**Protecting Our Cost: The Texas Sea Grant Program**

*by Dr. Pamela Plotkin, Director of the Texas Sea Grant Program*

Do you know that Texas A&M is one of the few academic institutions in the nation to hold triple federal designations as a land-grant, sea-grant and space-grant university? In this month’s session, Dr. Plotkin will present an informative overview of what the Texas Sea Grant Program does, from teaching aboard its innovative floating classroom to supporting hurricane preparedness and protecting the Texas coast. Learn how Texas A&M is involved in promoting the understanding, wise use and stewardship of Texas coastal and marine resources.

“Coffee Conversations: Hot Topics in Higher Education” is a no-cost series sponsored by Employee & Organizational Development to foster community among all Texas A&M system employees, helping them gain a deeper appreciation of how we are all working together toward a common goal and mission. Free conversation! Free coffee! For more information, access: [http://EODinfo.tamu.edu/HotTopics](http://EODinfo.tamu.edu/HotTopics) online. Questions can be directed to [EODinfo@tamu.edu](mailto:EODinfo@tamu.edu) or (979) 845-4153. **Registration is required:** [http://training.tamu.edu/Courses#SeminarSeries](http://training.tamu.edu/Courses#SeminarSeries).

TIP OF THE WEEK

Performance Evaluations for Recently Hired Employees
The Performance Review period covers the 12-month period from April 1 through March 31, annually, and is intended to include even our most recently hired employees. Although an evaluation for a new employee may not cover a full 12 months, it would provide the employee with feedback on their performance from date of hire to March 31. The supervisor’s feedback to the new employee may emphasize more developmental activities to encourage building their skill in the new setting. More information on the review period and process, which concludes on May 31, is available at [http://employees.tamu.edu/managers/evaluations.aspx](http://employees.tamu.edu/managers/evaluations.aspx) online.

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact: Laura Dohnalik, Liaison Administrator
[ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) | 979.862.3854

Human Resources Main Contact Information:
PHONE: 979.845.4141  MAIL STOP: 1255 TAMU
MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX  77845-1255  [MAP](http://employees.tamu.edu/managers/evaluations.aspx)