SEBAC Election Closes Today – Please Vote!

Today is the last day to cast your ballot to elect the Texas A&M University representative to The Texas A&M University System Employee Benefits Advisory Committee (SEBAC). An election ballot was sent electronically on Wednesday, April 10, to the email address on record for all Texas A&M University benefits-eligible employees, graduate assistants and retirees. 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 your SEBAC Representative will close at 5:00 p.m. today, Monday, April 22. If you did not receive an online ballot, contact HR Benefits Services at benefits@tamu.edu or (979) 862-1718.

2014 Performance Plan—Goals and Objectives

Following the supervisor’s review of past performance and achievements during evaluation discussions this year, the supervisor and employee will turn their attention to establishing goals and objectives for the next performance period (2014). The goals and objective sections will not be included in the 2013 evaluation document-paper or online, but should be recorded and maintained for later transfer to the employee’s performance plan in the PATH performance management module when it becomes available. Supervisors may wish to use this worksheet to assist in capturing those goals and the activities needed to support performance objectives for each employee supervised.

Remember that a performance goal or objective is required for any rating of “In Development or Improvement Needed” or “Unsatisfactory” reflected on the evaluation. Need help? Contact Employee Relations at employee-relations@tamu.edu or (979) 862-4027.

Background Checks for Camps

As a reminder, the process for reviewing background checks for camp workers (paid or volunteer) is different than that of non-camp workers. System Regulation 24.01.06 Camps and Programs for Minors and University Rule 24.01.06.M0.01 Camps and Programs for Minors lay out offenses that are automatically disqualifying or ones that may be disqualifying. The changes are due to state law changes and the University must comply with these standards. The internal process also requires that Recruitment and Workforce Planning work through Student Activities and the Office of General Counsel to get clearance when certain offenses are found. The process to get results back to you may take longer than the normal processing time due to these extra reviews.

We encourage you to get requests in as soon as possible before the camp or event so results can come back to you.
Summer Premiums – Deadlines and Additional Considerations
The first deadline to complete Employee Payroll Actions (EPAs) or to return the summer premium list for those individuals paid on a bi-weekly schedule is Wednesday, May 1. If your department plans to do any of the actions below for a bi-weekly paid employee, but you are not able to complete the EPA before May 1, 2013, please complete the attached Excel file with the employee’s name, UIN, action to be taken, and the effective date. The deadline to make these changes for those paid on the monthly schedule is Friday, May 17, 2013.

- 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.

As a reminder, the funding source that is effective for May will be charged the employer portion of the summer premiums for employees who have their summer premiums deducted from their May payroll. If the employee has deductions throughout the summer months, the funding source that is effective at the time of the deduction will be charged the employer portion of the summer premium for that month.

Attached is the summer premium FAQ document that provides answers to many questions you or your employees might have in relation to the summer premium process. If you need further clarification, please contact Benefits Services at hrcompbenefits@tamu.edu or (979) 862-1718.

Benefit Briefs Newsletter
System Benefits Administration recently published their latest edition of Benefits Briefs with articles recapping the February SEBAC meeting, using a PIN with your PayFlex debit card, preventive care and a good relationship with your doctor, the specialty pharmacy advantage, and National Financial Literacy Month. You may view this newsletter at http://www.tamus.edu/assets/files/benefits/pdf/publications/newsletter/apr2013BB.pdf online.

TIP OF THE WEEK
What Training is Required … and Why?
Required employee training courses not only comply with State law and System policies, they also contribute to awareness of important issues affecting the workplace - it’s the right thing to do for all employees. More information on the course topics and how to complete the training is available at http://eodinfo.tamu.edu/other/required-training/ online.