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

### July 15, 2013

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Enrollment Benefits Fair – Tuesday &amp; Wednesday</td>
<td>July 17:</td>
</tr>
<tr>
<td></td>
<td>• PVDs available online</td>
</tr>
<tr>
<td></td>
<td>July 19:</td>
</tr>
<tr>
<td></td>
<td>• Biweekly Pay Day</td>
</tr>
<tr>
<td></td>
<td>• Monthly EPAs due at noon</td>
</tr>
<tr>
<td></td>
<td>Processing Schedules</td>
</tr>
<tr>
<td></td>
<td>Payroll Reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYROLL SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Personnel Action (RPA) Form or Memo for Source Changes</td>
<td></td>
</tr>
<tr>
<td>Form I-9 Email Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE &amp; ORGANIZATIONAL DEVELOPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Teaching Assistant (TA) Training for Graduate Assistants</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIP OF THE WEEK</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Reports with Supervisors to Increase Training Compliance</td>
<td></td>
</tr>
</tbody>
</table>

### HUMAN RESOURCES

**Annual Enrollment Benefits Fair – Tuesday & Wednesday**

Please share the below information with employees in your department.

- Annual Benefit Enrollment Fair & Meetings  
  *Tuesday, July 16 and Wednesday, July 17*  
  *10:00 a.m. through 2:00 p.m.*  
  *General Services Complex (GSC), Assembly Room 101A*

Breakout sessions will feature an overview of the annual enrollment changes and updates from BlueCross Blue Shield and Medco. See the fair flyer at [http://employees.tamu.edu/docs/benefits/AEbenefitFair.pdf](http://employees.tamu.edu/docs/benefits/AEbenefitFair.pdf) for the presentation schedule.

Visit the Vendor Exhibit Hall to meet with vendors from our medical, dental and other insurance plans plus our newest vendor for the employee discount program, Perks Connect!

Perks Connect will also be featuring some of their discount providers:
- Jamba Juice will provide delicious drink samples.
- A Healing Touch Massage & Spa will offer free massages and an esthetician to discuss their facial services, products and skin care tips.
- Outlaw Restaurant will give out food samples from their menu.
- Texas A&M Veterinary Medical Teaching Hospital will attend on the 17th and will discuss their services and the exclusive incentive offered to employees.

Annual Benefit Enrollment, July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY 2014 plan year, effective September 1, 2013. Enrollment is conducted online through the iBenefits option on the SingleSignOn menu. Learn more at [http://employees.tamu.edu/employees/benefits/ae.aspx](http://employees.tamu.edu/employees/benefits/ae.aspx).

To locate your Benefits Representative visit the HR website at [http://employees.tamu.edu/deptReps.aspx](http://employees.tamu.edu/deptReps.aspx) or call Benefits Services at 979-862-1718.
PAYROLL SERVICES

Research Personnel Action (RPA) Form or Memo for Source Changes
Effective immediately, the Division of Research will no longer require an RPA form or memo for source changes on research personnel positions. Departments are encouraged to carefully assign accounts for research salaries to avoid unauthorized use of funds, especially those pertaining to grants and contracts.

Any questions should be directed to the Division of Research office at (979) 845-1882.

Top

Form I-9 Email Address
Effective July 1, 2013, the U.S. Citizenship and Immigration Services (USCIS) will use the email address provided in section 1 of the Form I-9 for a Notice of Tentative Nonconfirmation (TNC Notice). A TNC occurs when there is a mismatch between the data on the Form I-9 and the data in the E-Verify database from Department of Homeland Security (DHS) and Social Security Administration (SSA). USCIS will send an email to employees only in these three scenarios:

1. **Initial Alert**: when a TNC occurs, employees who have provided an email address will receive an automatic email notifying them of a TNC.
2. **Gentle Reminder**: employees have eight federal working days to contest the TNC. If the employee decides he/she will contest the TNC, but fails to take action within four days, the employee will receive a reminder email.
3. **Post-Determination Reminder**: in certain TNC cases, some employees will be confirmed by DHS as work-authorized in the E-Verify system as part of their final determination. After the final determination is made, USCIS will automatically email the employee, as a friendly reminder, to encourage him/her to proactively correct their data with SSA to prevent future TNCs from recurring.

Payroll Services will continue to process E-Verify as it has and will contact the department of any TNC in addition to the employee receiving the email from USCIS. Payroll Services will not be copied on any email correspondence to employees from DHS. Employees may contact you in the department with questions. Feel free to have them contact Rosalie Nickles (Rosalie@tamu.edu) or Danny Grimes (d-grimes@tamu.edu) should they have questions on this.

Top

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Required Teaching Assistant (TA) Training for Graduate Assistants
In order to meet the requirements of the University TA training mandate, all TAs who will be teaching for the first time in the coming academic year, as well as TAs who have not previously completed TA training through the Center of Teaching Excellence (CTE), will begin to receive assignments via TrainTraq this month. TAs will need to complete two courses: Teaching Assistant Institute Preparation (TrainTraq course no. 2111828), which is an online course, and Teaching Assistant Institute (TrainTraq course no. 2111849), which is an in-classroom course taught by CTE. The goal of the Teaching Assistant (TA) Institute (formerly Teaching Assistant Training) is to provide training and support of new TAs across campus in their assignments as lecturers, lab instructors, recitation leaders, and course graders for their departments.

Employees who are in title codes 7550-Grad Asst Teaching and 7539-Grad Assist Lecturer, will automatically be assigned both courses in TrainTraq. The assignment notification email for the TA Institute (2111849) course will direct recipients to complete the online preparatory course before attending and provide the designated dates and times the institute is being held for each college. The TA Institute is a one-day event which will be offered on August 20, 21, and 22 from 8:00 am to 5:00 pm.

If your department has Graduate Assistants who are interested in attending the TA Institute but are not in the title codes mentioned above, or if you have any other questions about the TA Institute or training assignments, please contact CTE at 979-845-8392 or cte@tamu.edu.

Top

TIP OF THE WEEK

Share Reports with Supervisors to Increase Training Compliance
Training happens every day across campus, whether through one of the five System-wide training courses or job-related training at the department level. HR Liaisons are encouraged to regularly use TrainTraq to assign position- or department-specific training. Liaisons can also facilitate monitoring training completions by providing information to supervisors who have responsibility for overall employee development and can take action as appropriate. They can also remind supervisors that they, too, have access to assign training to their employees and view their transcripts. More information on System-wide training requirements is available on the Employee & Organizational Development website at http://eodinfo.tamu.edu/other/required-training/ 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 | 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

Next Network Meeting:
November 7, 2013