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

July 22, 2013

**HUMAN RESOURCES**
- HR Liaison Continuing Education Reminder
- Annual Enrollment Benefits Presentations
- New Graduate Student Employee Benefits Orientation
- Flexible Spending Account Reminders for Annual Enrollment
- Reviewing Medical Claims and Explanations of Benefits (EOB)

**PAYROLL SERVICES**
- Retirement and Benefit Eligibility for Less than 12 Month Appointments during Summer

**TIP OF THE WEEK**
- HR Liaison Network News – It’s Not Always Just for Liaisons

**PAYROLL REMINDERS**
- July 22:
  - Electronic monthly payroll available
  - EPAs due at noon
- July 23:
  - Electronic monthly payroll due at 4pm
  - PPRs print
- July 24:
  - PPRs available online
- July 26:
  - Supplements due at noon
  - Uploads due at 1pm
  - TimeTraq due at 4pm
  - Monthly PVDs available online

More information about this requirement can be found on the Human Resources website at [http://employees.tamu.edu/managers/ liaisonResources/LiaisonTraining.aspx](http://employees.tamu.edu/managers/liaisonResources/LiaisonTraining.aspx) online.

**HUMAN RESOURCES**

**HR Liaison Continuing Education Reminder**
All currently certified HR Liaisons must complete one course from the HR Liaison training curriculum and/or employment law category offered through the Employee & Organizational Development course schedule each fiscal year to maintain active membership in the network. Courses such as Family Medical Leave Act – FMLA, Leave Policies and Procedures, Position Descriptions and Hiring Procedures, Workers’ Compensation Procedures, and Performance Development Process are available before August 31, 2013. Visit [http://EODinfo.tamu.edu/](http://EODinfo.tamu.edu/) to register today! More information about this requirement can be found on the Human Resources website at [http://employees.tamu.edu/managers/liaisonResources/LiaisonTraining.aspx](http://employees.tamu.edu/managers/liaisonResources/LiaisonTraining.aspx) online.

**Annual Enrollment Benefits Presentations**
Did you miss the annual enrollment benefits fair held last week? If so, you missed a great opportunity to visit with the insurance carrier representatives and to collect some of their goodies. However, you can still get information and view the carrier presentations online. Visit the A&M System Benefits Administration’s website to download and view the carrier presentations. Check out the photos and video from the annual enrollment benefits fair on the HR Facebook page at [https://www.facebook.com/TAMU.HR](https://www.facebook.com/TAMU.HR) online.

**New Graduate Student Employee Benefits Orientation**
A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The sessions on Monday, August 19, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the orientation flyer with your new Graduate Assistants and encourage them to attend.
Flexible Spending Account Reminders for Annual Enrollment

As required by IRS regulations, enrollment in a flexible spending account must be reelected each benefit year as this benefit plan will not automatically continue. If you wish to participate in a flexible spending account (either the healthcare or dependent care account), please make sure that you enroll through iBenefits during annual enrollment. A few reminders related to the flexible spending account:

- The maximum contribution amount under the healthcare account has been reduced to $2,500.
- If you want a debit card for the healthcare account, make sure you check the debit card option in iBenefits.
- Contributions for the FY14 benefit plan year cannot be used for services incurred prior to the September 1, 2013 effective date.
- The deduction term for contributions should be selected based on the FY14 budget information effective September 1, 2013 not considering any future summer appointments that are not portrayed in the budget.

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Reviewing Medical Claims and Explanations of Benefits (EOB)

Employees are always encouraged to review the explanation of benefits (EOB) provided by the insurance carrier for accuracy prior to paying charges to a provider’s office. If you have questions on how a claim was paid or processed, the health plan has a dedicated customer service department that can answer your questions – simply use the member services number on the back of your ID card. Below are a few situations A&M Care members should be aware of:

1. A clinic that is located in close proximity to a hospital may charge a hospital facility charge because they are licensed to operate as a department of the hospital. For example, an individual may go to a Primary Care Provider (PCP) or specialist and pay a $30 or $45 copay but also receive a bill or be asked to pay an additional amount (for example, $60) which is billed under the hospital services ID. Employees with A&M System coverage through the A&M Care plan seeing a clinic provider will not have to pay the additional hospital facility fee as BlueCross BlueShield has coded this charge to pay at 100%. If you have been or are charged a fee, contact customer service for further research and potential reprocessing of the claim.
2. As part of the A&M Care plan design, preventive services are covered at 100% when seeing a network provider. It is important that the medical claim filed with the insurance plan indicates the preventive service and includes a “V” code for processing to ensure a copayment is not charged. If a diagnosis or treatment for a condition is performed at the same time, a co-payment may be required for the medical services. Employees with questions on preventive services or with questions on how a claim was filed or paid should consult with member services at 1-866-295-1212.

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PAYROLL SERVICES

Retirement and Benefit Eligibility for Less than 12 Month Appointments during Summer

Please be advised that full-time budgeted employees that are hired during the final months of the fiscal year are eligible for Texas Optional Retirement Program (ORP) or the Teacher Retirement System of Texas (TRS) and medical benefits if their appointment for fiscal year 2014 is for at least 4.5 months and at least 50%. The attached document has instructions on how to process these employees’ to assure that they receive these benefits.

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TIP OF THE WEEK

HR Liaison Network News – It’s Not Always Just for Liaisons

Are employees getting the latest news about their benefits, pay, training or other HR-related information? HR Liaisons can easily help distribute valuable information each week through the HR Liaison Network News. Although the weekly news is targeted for liaisons, bits and pieces, or sometimes the entire content, can be forwarded to employees for reminders, deadlines, new news or simply as an FYI. Of course, crucial decision-making information, such as annual enrollment, deserves the broadest communication methods possible and HR Liaisons can be our partner in that endeavor by sharing the HR Liaison Network News or pointing employees to http://employees.tamu.edu/ online.

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HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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