### HUMAN RESOURCES

**New HR Liaison Advisory Resource Group Announced for FY2014**

Thanks to everyone who submitted an application for the open two-year appointments on the HR Liaison Advisory Resource Group (HRLARG). We were pleased to see the great interest in joining the membership and had a tough selection process with such quality applications. The members for FY2014 are Mary Helen Coady (Health and Kinesiology), Amy Coleman (Athletics), Beth Haferkamp (Student Affairs), Claudia Orum (Real Estate Research Center), Jan Pfannstiel (Libraries), Gib Sawtelle (CIS), Lee Starnes (Academic Affairs Business Services), Lansa Stevens (Dean of Science), Renee’ Weidemann (Research) and Joey Wylie (Health Science Center College of Medicine). Human Resources is excited to begin working with this group of HR Liaisons in September to brainstorm and provide feedback on our processes and programs.

We would also like to say “Thank You” to Kelley Ervin (Transportation Services), Mary Schubert (Liberal Arts) and Janie Williams (Athletics) for their service the past two years. We look forward to your continued support and contributions to the HR Liaison Network!

### Sample FY2014 Salary Memos

Once the Board of Regents has approved the budget, departments may want to provide employees with an individualized salary memo for the new fiscal year. Sample salary memos are now available online in the Compensation Resources section of the following page: [http://employees.tamu.edu/employees/positions/default.aspx](http://employees.tamu.edu/employees/positions/default.aspx). The direct link to the sample memos is [http://employees.tamu.edu/docs/employment/hiring/546SplSalaryMemo.doc](http://employees.tamu.edu/docs/employment/hiring/546SplSalaryMemo.doc) online. Should you have questions, please contact the Classification and Compensation office at hrcomp@tamu.edu or 845-4170.

### PAYROLL REMINDERS

<table>
<thead>
<tr>
<th>Date</th>
<th>Reminder</th>
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<tbody>
<tr>
<td>August 14</td>
<td>Monthly and biweekly EPAs due at noon</td>
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<tr>
<td></td>
<td>PVDs Available online</td>
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<tr>
<td>August 15</td>
<td>Electronic monthly payroll available</td>
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<tr>
<td>August 16</td>
<td>Biweekly Pay Day</td>
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<tr>
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### TIP OF THE WEEK

Required Education Means Verifying the Degree

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**August 12, 2013**

### PAYROLL SERVICES

- Fiscal Year 2014 Calendars and Schedules
- Estimated Time
- Monthly Paid Allowances
- Employee Payroll Actions (EPAs) for Fiscal Year 2014

### EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

- Training Compliance Reports – Effective August 12, 2013

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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. Top

New Semester Means New Employees for iBenefits
At the beginning of each new semester there is an increase in newly hired benefit-eligible employees. Please remember ALL newly benefit-eligible employees should be entered into iBenefits for their benefit enrollment and they must complete the enrollment process within 60 days of their benefit-eligibility date. If you need a refresher on how to enter an employee in iBenefits or edit the employee information after the document is created, please review the Processor Quick Links available at https://apps4.system.tamus.edu/help/ibenefits/ online. Contact your designated Benefits Representative if you have questions or need additional assistance. Top

TRS Newsletter
TRS recently sent out the August 2013 TRS News. The newsletter includes a legislative update impacting TRS members, information on death & survivor benefits, increase in cost to purchase TRS service credit effective September 1, annual statements and TRS benefits handbooks to be mailed, reasons to reinstate withdrawn service, and active member group presentations. Read these articles and more in the August 2013 TRS News. As a reminder, employees of Texas A&M University are covered under the Texas A&M System-sponsored health program; therefore the TRS Care information is not applicable. Top

COBRA Form Updated for FY2014
The COBRA form (https://www.tamus.edu/benefits/hr/COBRA-2013/tamu-cobra2013-form111.pdf ) has been updated to include the premiums for FY2014. Please make sure that you are using the most recent version of the COBRA form for any COBRA notifications handled at the department level. As a reminder, the departments are responsible for the COBRA notification process for any employment related COBRA event excluding terminations. Therefore, the department should be providing the COBRA form in the event of leave without pay, reduction in effort, and moving to student or wage positions. The COBRA form should be provided to the employee with the actual date of the qualifying event completed in the appropriate blank. A copy should also be sent to Benefit Services at benefits@tamu.edu for imaging into the benefits file. More information is available in the COBRA Guide located at http://employees.tamu.edu/docs/benefits/insurance/559COBRAGuide.pdf online. Top

Postdoctoral or Graduate Student Fellows
Section 1601.1021 of the Texas Insurance Code provides certain postdoctoral fellows or graduate student fellows eligibility to participate in the group insurance program under the Texas A&M University System policies. These individuals may enroll in the health, dental or vision group insurance plans, but do not qualify for the employer contribution for premiums.

Eligible individuals include:

Graduate Student Fellows - To qualify for Texas A&M University group insurance, you must hold one or more graduate student fellowships, awarded on a competitive basis that either singly or in combination provide a stipend valued at $10,000 or more per year. Your eligibility will continue as long as you hold the fellowship(s) and remain in good standing with a degree granting program.

Postdoctoral Fellows - To qualify for Texas A&M University group insurance, you must hold a postdoctoral fellowship(s) and currently receive a stipend from an applicable fellowship. Your eligibility will continue as long as you hold the fellowship(s).

Departments with qualifying individuals are encouraged to review the Postdoctoral and Graduate Student Fellow
Benefit Eligibility & Enrollment Process information on the Human Resources website and complete the applicable certification form.

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Administrative Leave - Granting and Reviewing Leave
There are a number of ways to reward an employee for outstanding performance and a job well done. As we complete the academic year, supervisors or managers may want to reward outstanding employees by granting administrative leave with pay under the University SAP 31.01.01.M5.01. As a HR Liaison or Department Leave Administrator, consider the following when reviewing current Administrative leave balances and evaluating future Administrative leave awards:

- An employee may only receive a total of 32 hours each fiscal year – check LeaveTraq records first prior to processing the Administrative Leave with Pay Application and Approval Form to see if the employee has already received the maximum award for the fiscal year.
- Fiscal year and start date impact the official fiscal year in which the award is credited and recorded – take that into consideration when processing the transaction to ensure you are crediting the intended fiscal year.
- Leave balances for Administrative Leave will carry forward into the next fiscal year without additional transactions being required in LeaveTraq.
- Administrative leave should be utilized within the 12 month period from the date of the award. Departments wishing to authorize an exception allowing an extension of the 12 month period should maintain the proper approvals on file. No transaction or information will be necessary in LeaveTraq directly.
- Administrative leave is specific to the department in which it was earned and does not get paid upon transfer or termination. Employees should be encouraged to request leave as administrative leave first to exhaust that balance before requesting leave as vacation leave.

More information on the procedures and required forms are available at http://employees.tamu.edu/managers/positions/flexibleCompensation/AdminLeaveWithPay.aspx online.

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PAYROLL SERVICES

Fiscal Year 2014 Calendars and Schedules
The payroll processing calendars and schedules for FY2014 are now available at http://payroll.tamu.edu/ online.

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Estimated Time
The arrival of the new fiscal year creates early deadlines in regards to the bi-weekly payroll for the pay date of August 30 (period covered – August 08 thru August 21) and the pay date of September 13 (period covered – August 22 thru August 31). Payroll Services does not recommend that estimated time be submitted for employees unless they have sufficient leave accumulated to cover the estimated days; nor should student workers submit estimated time.

If an employee has an adjustment to his/her estimated time which results in additional pay or works time which was not estimated, the department should adjust the hours on the next bi-weekly payroll. Then the payment for this time will be included on the next scheduled bi-weekly payday. If an employee does not work all the time estimated, leave should be recorded or an adjustment should be made to decrease the hours on the next bi-weekly payroll. Be sure to document any adjustments made in your records.

Payroll Services will not process an emergency check due to changes in estimated time. If you have any questions or concerns about this matter, please email payrollprocessing@tamu.edu or call the Payroll Processing Team that services your department.

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Monthly Paid Allowances
Monthly communication allowances and all others paid on the last biweekly payroll of the month will be paid on August 30, 2013. Make sure you communicate this to your affected employees. If you have any additional questions contact us at payrollprocessing@tamu.edu.

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Employee Payroll Actions (EPAs) for Fiscal Year 2014
Budgeted positions are tentatively scheduled to be rolled over from FY2013 Active Budget to FY2014 during the
weekend of August 17, 2013. Wage positions are tentatively scheduled to be rolled over from FY2013 Active Budget to FY2014 during the weekend of August 24, 2013.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports – Effective August 12, 2013
Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses. This past month saw an increase in compliance for most employee categories!

Summary
- 95 (56%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 6.4% from 732 to 779
- The total number of past due employees decreased 1.9% from 359 to 352
- The total number of past due Faculty employees decreased 5.6% from 89 to 84
- The total number of past due Budgeted Staff employees decreased 6.4% from 109 to 102
- The total number of past due Wage Staff employees increased 1.7% from 58 to 59
- The total number of past due Graduate Assistant employees decreased 42.1% from 19 to 11
- The total number of past due Student Worker employees increased 14.3% from 84 to 96

Required Employee Training Compliance Key Performance Measure
- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.9%
  - Ethics – 98.7%
  - Information Security Awareness – 98.3%
  - Orientation to the A&M System – 99.2%
  - Reporting Fraud, Waste and Abuse – 99.2%

TIP OF THE WEEK

Required Education Means Verifying the Degree
The list of applicants has been narrowed down to the top candidate and there’s a sense of accomplishment at finishing up the job search; but wait, there’s a few more steps in the hiring. If the position requires a degree or the candidate claims to have a degree, it’s time to order a degree verification in addition to any other reference checks or the required criminal background check. See the TAMU Hiring Supervisor’s Workbook and other resources available at http://employees.tamu.edu/managers/Hiring/Default.aspx online.