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

September 2, 2013

HUMAN RESOURCES
A Silver Celebration: 25 Years of HR and the HR Liaisons Network!
Increasing Diversity in Recruiting Efforts – News & Reminders
Five (5) Day Posting Requirement and Posting Workflow Issues
Benefits Orientation Session Scheduled for September 11
NEW: External Employment Application and Approval Form
Annual Enrollment Initialization Complete
International Graduate Student Benefit Enrollment Process

PAYROLL SERVICES
National Payroll Week: September 2-6, 2013
EPA Processing
New Hire Documents
Pay Periods and Dates for Biweekly Paid Employees to be Adjusted

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
New Employee Welcome (TAMU NEW)
New Graphics and Illustration Certificate Program
EduEssentials – Employee Training Schedule
Training Compliance Reports for September

ANNOUNCEMENT / ASSISTANCE REQUESTED
Campus Lactation Room Locations

TIP OF THE WEEK
Today’s a Holiday?

HUMAN RESOURCES
A Silver Celebration: 25 Years of HR and the HR Liaisons Network!
Welcome to fiscal year 2014 and all the greatness that it entails, including a very special silver celebration! Human Resources is proud to celebrate our 25 year partnership serving the campus community with the HR Liaison Network. Please join us for this year-long silver celebration at the HR Liaison Network Meetings – November 7, 2013; March 4, 2014; and June 25, 2014. Thank you for all you do!

Increasing Diversity in Recruiting Efforts – News & Reminders
As we begin the new semester, we want to remind all our liaison partners that we need to make efforts to ensure our postings reach a diverse population. We have many resources to aid in that effort – automatic placement on HigherEdjobs.com, the Texas Workforce site (WorkinTexas.org) and the A&M System job board (http://apps.system.tamus.edu/jobsearch/). In addition, Recruitment staff manually places any job with an affirmative action goal on WorkplaceDiversity.com online.

We’re happy to let you know that we have added to our automatic diversity posting. Staff and Other postings are also placed on HERC (Higher Education Recruitment Consortium) at hercjobs.org online. Another added site is
GettingHired.com which targets the disabled population. All postings on our jobpath.tamu.edu site are automatically picked up and placed on this site. The entire posting displays however, as with all outside posting sites, interested applicants are directed back to our site to apply.

- Don’t forget our other diversity resources as we enter the new year: http://employees.tamu.edu/docs/employment/hiring/413AdvResources.pdf
- New diversity resources are also available through our membership in HERC as well as discounts for ad placement: http://www.hercjobs.org/jobseeker_tools/diversity_resources/
- You can also distribute postings to Texas A&M former student groups. Check the link below for a list of the groups and click on the displays to find contact information: http://www.aggienetwork.com/cn

Diversity efforts are about strengthening our work staff and efforts should be made with all postings, not just postings that have affirmative action goals. Please do your part to make us a highly valued employer and one that looks for top level talent from all possible sources! Contact Recruitment and Workforce Planning at jobpath@tamu.edu or (979) 845-5154 for assistance.

Top

Five (5) Day Posting Requirement and Posting Workflow Issues
PATH allows you to request an auto closing of your posting at the date of your choice if it is known. When you are ready to transition the posting to HR Review, all you need to do is add a note requesting a date to close the posting in the Comments to HR box or in the transition box when you are completing the transition. For example, if you request an auto close date of September 30, please be aware that the position will remain open until 11:59 pm-12 midnight.

If you are requesting an On Hold status as part of the workflow process, we will ensure the posting has been up for at least five (5) full calendar days to ensure we are getting this documented on the PATH history. As a reminder, you must not interview until you have placed a position On Hold. You may start your review process before a position is On Hold to ensure you have a good applicant pool. Once the position is On Hold and you start the interview process, you must fill the posting from that applicant pool or declare a failed search and cancel the posting. This is important because many significant reports are generated from this data used for affirmative action reporting and others. Additionally, by using a new posting when your search has failed, you will ensure that fresh applicants see your posting as well as it being placed again on all the posting sites ensuring a new look.

Please contact Recruitment and Workforce Planning at jobpath@tamu.edu or (979) 845-5154 for any assistance.

Top

Benefits Orientation Session Scheduled for September 11
All newly benefits-eligible employees are encouraged to attend this basic overview of the comprehensive insurance and retirement benefits package offered by the Texas A&M University System. Please encourage your new employees to register and attend the upcoming session on Wednesday, September 11 from 10:30-11:30 a.m. in the General Services Complex, room 101A.

Top

NEW: External Employment Application and Approval Form
There is a new form required for external employment. System Regulation 31.05.02, External Employment, governs all external employment of employees of Texas A&M University other than faculty covered by System Regulation 31.05.01, Faculty Consulting, External Employment and Conflicts of Interest, and includes external employment by faculty members that is not directly related to their professional discipline. Accordingly, Texas A&M University has a duty to ensure that external employment by employees does not interfere with the duties and responsibilities of the employees’ position with the University.

External employment may be authorized provided it meets the requirements stated in Section 1 of System Policy 31.05, External Employment and Expert Witness, and System Policy 07.01, Ethics. Employees should make application for approval of external employment using the new External Employment Application and Approval form at http://employees.tamu.edu/docs/wpResources/999ExternalEmplApp.pdf on the HR website. External employment applications may be approved by either a department head (nonfaculty employees) or dean (faculty). External employment approvals are valid only through August 31, regardless of when approved, and must be renewed each fiscal year. Questions regarding external employment should be directed to Human Resources, Policy and Practice Review at hrpolicy@tamu.edu for nonfaculty employees or the Office of the Dean of Faculties at dof@tamu.edu for faculty.

Top
Annual Enrollment Initialization Complete
Annual Enrollment Initialization has completed and employees may now see their FY2014 benefit selections under the Benefits Data Tab in HRConnect and My Benefits within iBenefits. Please share the following information with the employees in your department(s).

- **Review Benefit Record** - Employees are asked to review their benefit record to ensure that their intended benefit selections are correctly reflected. Employees should contact Benefits Services immediately at benefits@tamu.edu or (979) 862-1718 if they see a discrepancy between their intended benefits and their current coverage. To review current benefits:
  1. Log into SingleSignOn at https://sso.tamus.edu
  2. Choose iBenefits from the SSO Menu
  3. Use the My Benefits menu option to view current benefit coverage for FY2014
  4. Use the My Dependents menu option to view coverage for covered dependents (dependents requiring dependent verification that was not provided were NOT enrolled in coverage).

- **Premium Deductions** - Payroll premiums at the new FY2014 rates will be deducted from the paychecks according to the appropriate pay cycle:
  - **Bi-weekly pay cycle** – Payroll deductions at the new FY2014 rates begin with ½ of the September deductions taken on September 20 and ½ the deductions on September 27 (no deductions will occur on the September 13 paycheck unless an outstanding balance from FY2013 exists).
  - **Monthly pay cycle** – Payroll deductions at the new FY2014 rates will begin on October 1. The paycheck on September 3 includes premiums for August at the FY2013 rates.

International Graduate Student Benefit Enrollment Process
International Student Services (ISS) is planning to send an email notification to all international students this afternoon to address concerns related to the benefit enrollment process and the health insurance fee included on the student’s fall semester billing statement. This notification includes an extension of the deadline to complete the waiver process. Departments should ensure all new benefits-eligible Graduate Student employees are entered into iBenefits to make their benefits selections. These new employees who elect employer sponsored coverage on their employer contribution date and who have also been enrolled automatically in the Student Health Plan will receive a reimbursement directly from Academic Health Plan for any duplicated coverage.

PAYROLL SERVICES

National Payroll Week: September 2-6, 2013
National Payroll Week celebrates the hard work by America’s 156 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system they contribute, collect, report and deposit approximately $1.78 trillion, or 70.5%, of the annual revenue of the U.S. Treasury.

Please take a moment to complete the "Getting Paid in America" survey. The American Payroll Association (APA) uses the results to bring attention to payroll-related issues in publications like USA Today and The Wall Street Journal. Each person who takes the survey is automatically entered to win the grand prize -- a free paycheck and a trip for two to Las Vegas!

EPA Processing
Due to the beginning of the new fiscal year, Payroll Services is receiving a large number of EPAs every day. Payroll Services prioritizes EPA processing according to the biweekly or monthly payroll deadlines. If you have any questions, email your payroll processing team members.

Please remember the following EPA points:
- Payroll’s internal procedure is to process EPAs on a first come, first serve basis.
- EPAs need to have all backup documents attached when received in Payroll to avoid delays in adding employees to TimeTraq and/or Monthly Payroll.
- Due to the large number of EPAs received, an EPA is placed on hold or rejected if not complete, accurate or does not have all backup documents.
- Last minute EPA approval may not be possible on TimeTraq and/or Monthly Payroll due dates.
New Hire Documents
Remember to submit new hire documents for employees hired September 1, 2013 and processed during the Prep Budget Process. All paperwork needs to be received by Payroll Services on September 6, 2013 at noon to avoid payment delays.

Pay Periods and Dates for Biweekly Paid Employees to be Adjusted
Employees who are paid biweekly should be aware that their pay periods and pay dates will be adjusted in September 2013 due to the university’s fiscal year end and the new insurance rates which are effective September 1, 2013.

The schedule shown below will allow employees to have their new out-of-pocket insurance premiums deducted over two pay periods in September; which distributes the insurance costs throughout the month rather than subtracting it from a single pay period. This should help employees make adjustments to their personal monthly budgets.

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Pay Period</th>
<th>Number of Days</th>
<th>Deduction/Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30, 2013</td>
<td>August 8 – 21</td>
<td>10 working days</td>
<td>No Insurance deducted No longevity paid</td>
</tr>
<tr>
<td>September 13, 2013</td>
<td>August 22 – 31</td>
<td>7 working days</td>
<td>No insurance deducted No longevity paid</td>
</tr>
<tr>
<td>September 20, 2013</td>
<td>September 1 – 11</td>
<td>8 working days</td>
<td>Insurance deducted (new FY 2014 rates) Longevity paid</td>
</tr>
<tr>
<td>September 27, 2013</td>
<td>September 12 – 18</td>
<td>5 working days</td>
<td>Insurance deducted (new FY 2014 rates) No longevity paid</td>
</tr>
<tr>
<td>October 11, 2013</td>
<td>September 19 - October 2</td>
<td>10 working days</td>
<td>No changes</td>
</tr>
</tbody>
</table>

Please contact Payroll Services at payroll@tamu.edu should you have questions about this schedule.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) – Registration Required by Noon Friday
Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of New Employee Welcome (TAMU NEW) will be held Wednesday, September 11 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Registration is required by noon Friday, September 6. Employees can register on EOD’s registration site: https://training.tamu.edu/Schedule#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

New Graphics and Illustration Certificate Program
EOD has developed a new Graphics and Illustration Certificate Program, which is designed to help participants learn to create professional graphics for print and web projects. The program will help participants work through many steps of the graphic creation and editing process. They will learn the essentials including: cropping and resizing photographs, editing and retouching images, creating original graphics, working with color, and exporting the files into formats for web or print. Course topics will cover the following software applications: Adobe Photoshop and Illustrator. For more information, please visit our EOD site at: http://EODinfo.tamu.edu/programs/certificate/

EduEssentials – Employee Training Schedule
September’s EduEssentials was emailed to all Texas A&M employees on August 28; please let us know at EODinfo@tamu.edu if you did not receive it or would like another copy, and we’ll be glad to send it to you. We are highlighting several professional development workshops this month, including: Adobe Illustrator - Enhancing Graphics (Sept 4/5), Microsoft Word - Advanced (Sept 4/5), Microsoft Word - Mail Merge (Sept 10), Interpersonal Communication Skills (Sept 10), Designs for Effective Decision Making (Sept 11), Laserfiche (Sept 12), Lost in
Translation: Navigating Intercultural Communication in the Workplace (Sept 12), Coaching (Sept 18), Microsoft Access - Advanced (Sept 25/26), and Microsoft Access - Essentials (Sept 30/Oct 1).

To register for these and our other offerings, we invite you to visit EODinfo.tamu.edu. Let EOD help you do your job better!

Training Compliance Reports for September
The monthly training compliance reports will be attached to the September 9, 2013 edition of the HR Liaison Network News. In the meantime, please contact EOD at EODinfo@tamu.edu if you have a question about the compliance statistics for your department(s).

ANNOUNCEMENT / ASSISTANCE REQUESTED

Campus Lactation Room Locations
Please help identify departmental facilities that are exclusively dedicated for use as a “bona fide” lactation room. As an example, this would not include any room that is also a restroom or storage room, but is instead outfitted with those furnishings used by mothers for lactation purposes such as a table, chair, and ready access to a refrigerator and sink.

If you are aware of any lactation room locations, please email the building name, room number and a point of contact to Mr. Gib Sawtelle at gib@tamu.edu by Friday, September 6. Your assistance is greatly appreciated!

TIP OF THE WEEK

Today’s a Holiday?
Yes, it’s Labor Day! A day off work for some people, true, while the university community has a normal work day educating leaders of tomorrow. At A&M, even though we don’t have Labor Day off, we have great holiday benefits that may be viewed on the HR website all year long at http://employees.tamu.edu/employees/benefits/leave/holidays.aspx along with eligibility and special holiday information.

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