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

December 16, 2013

HUMAN RESOURCES

Sneak-peak at the New HR Website
Introducing HRConnect 2
Home or Mailing Address Changes
Workplace Notices Survey Sent Today
End of Semester Employment Actions Impacting Benefits
January is a Peak Retirement Month – Plan Ahead for Smooth Transition
Flexible Spending Account Claims Submission Deadline for FY2013 Funds

TIP OF THE WEEK
Selective Service Registration

PAYROLL REMINDERS

December 16:
- PVDs available online for #14-08, Pay Day 12/20/13

December 17:
- Supplements due at noon
- Uploads due 1 pm
- TimeTraq due 4 pm #14-09

December 18:
- Monthly PVDs available online

December 20:
- Biweekly payday #14-08
- PVDs available online for #14-09, Pay Day 1/3/14

Processing Schedules
Payroll Reports

HUMAN RESOURCES

Sneak-peak at the New HR Website
FOR HR LIAISONS USE ONLY!
The new and improved HR website (employees.tamu.edu) will launch Wednesday, December 18 but we want to give HR Liaisons a sneak-peak at the site! Please don’t share this url with others, it’s for your eye’s only:
http://fdcgdev.tamu.edu. Please check out the site and let us know if you see any errors. We are working hard to ensure everything is working properly but if you see something askew please let us know by emailing HRfeedback@tamu.edu so we can correct it before launch day.

Introducing HRConnect 2
HRConnect (available through Single Sign On) has served us well over the years but we are excited to announce that HRConnect 2 is now available to employees! HRConnect 2 includes many of the same tools and functions that are available in HRConnect, but has a new look and feel to put this important information in a concise view right at your fingertips. HRConnect 2 is located on the Single Sign On menu and is your one-stop-spot to view your important personal information such as payroll details, contact information and benefit enrollment information.

Home or Mailing Address Changes
The change of semesters also brings with it address changes and it is a good time for employees to review their personal information. As a reminder, employees can update their home and mailing addresses online through the Personal Data tab of HRConnect or the new HRConnect 2 available from SingleSignOn at https://sso.tamus.edu/. While in the system, don’t forget to also review and update the email address. Once the update is recorded online, it will be electronically submitted to the insurance and benefits carriers, including Teacher Retirement System (TRS). Employees who are enrolled in Optional Retirement Program (ORP) or a voluntary Tax Deferred Account (TDA) or Texa$aver Deferred Compensation Plan (DCP) should initiate a change of address directly with their retirement
Workplace Notices Survey Sent Today
A survey was emailed today to HR Liaisons in order to conduct a university-wide compliance review of the display of workplace posters. HR conducts the survey every two years and follows it with on-site reviews of randomly-selected departments for confirmation.

A heads-up on this effort was provided at the Fall HR Liaison Network Meeting and also in several HR Liaison Network News articles. All university departments must display required workplace posters to ensure employees have access to information about their rights in the workplace and to comply with federal and state laws, and A&M System regulations. There are 13 required posters, and nine recommended posters, HR has assembled for your convenience on our website http://employees.tamu.edu/managers/liaisonResources/required/posters.aspx online.

We appreciate the efforts by HR Liaisons to keep the university in compliance with regulations on workplace notices, and thank you in advance for your support and cooperation as we seek innovative and effective ways to assure workplace posters are displayed campus-wide. Please contact hrbusinessservices@tamu.edu if you have any questions about this initiative.

End of Semester Employment Actions Impacting Benefits
The end of the semester usually means a heightened amount of employment changes within the departments which may have an impact on the employee’s benefits. Therefore, Benefit Services would like to remind HR Liaisons of the following employment actions impacting benefits:

Leave Without Pay (LWOP):
Please remember that going on LWOP is a COBRA-qualifying event; therefore, a COBRA form should be generated and sent to the employee. A copy of the form should also be forwarded to Benefits Services at MS 1255 or benefits@tamu.edu for imaging into the official benefits file. Additionally, an Employee Payroll Action (EPA) is needed if the LWOP will extend beyond 30 days. More information on the COBRA process is available at http://employees.tamu.edu/employees/benefits/HealthInsurance/COBRA.aspx online.

Terminations:
An EPA is needed to change an employee’s status from active to terminated which triggers the cancelation of benefits. Please remember to process EPA’s timely to ensure coverage is canceled appropriately. If you have an early-month termination, please continue to work with your designated benefits representative to ensure the insurance premiums can be taken out of the paycheck properly. The terminating employee’s benefits will go through the last day of the month they are in an active status provided all premiums are paid accordingly.

Retirements:
Benefit Services will send a signed Employee Retirement Acknowledgement Form to the department HR Liaison for any employee who has been confirmed retirement-eligible and has completed the proper retirement process through our office. This form will be sent approximately two weeks prior to the retirement date or as quickly as possible after the retirement counseling, whichever is later. This should be the trigger for the department to process the EPA to retire the employee. Benefit Services cannot code the benefit coverage until the EPA is processed, so it is critical this is processed timely. An EPA should not be coded as a retirement without the signed acknowledgement form attached to the EPA.

January is a Peak Retirement Month – Plan Ahead for Smooth Transition
Please distribute this information to all employees within your department or unit.
Many employees choose to retire during the month of January which is an extremely heavy month for retirement processing. If you are considering retiring in January, you are encouraged to contact Retirement Services now to schedule your retirement counseling session. You will receive an email in advance of your scheduled appointment with appropriate forms and a list of paperwork/items you should bring with you to make the counseling session most productive.

In addition, please be aware that if you participate in the Teacher Retirement System (TRS), it will take approximately two months to receive your first annuity payment. The university provides the final report of earnings at the end of the month in which your last paycheck was received. All earnings must be reported to TRS before the retirement can be certified and the TRS paperwork processed. You are encouraged to plan for this time delay.
Flexible Spending Account Claims Submission Deadline for FY2013 Funds
The deadline to submit reimbursement claims using FY2013 flexible spending account funds is December 31, 2013. This claims deadline is for contributions from the FY2013 benefit plan year and are for eligible expenses incurred on or before the November 15 deadline. Instructions for filing a claim along with the online claim submission form are available on the PayFlex website.

TIP OF THE WEEK

Selective Service Registration
When hiring a male to fill a vacant position, don’t forget the Statement of Selective Service Registration Status form needs to be completed by the applicant and submitted to Recruitment & Workforce Planning for non-faculty positions; a copy can be maintained in the personnel file. If appropriate, verify the registration at www.sss.gov online and print the online verification for the personnel file as well. For more information on the hiring process, visit the Hiring Supervisor’s Workbook: A Guide for Hiring a New Employee online.

Happy Holidays from the Staff of Human Resources!
We look forward to working with you in 2014.

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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Next Network Meeting:
March 4, 2014