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

January 2, 2014 – SPECIAL NETWORK NEWS MESSAGE

Welcome to 2014!
Happy new year and happy silver anniversary! It’s 2014! Human Resources is excited to celebrate 25 years of partnership (1989-2013) in serving the campus community with the HR Liaison Network. Mark your calendars for the Network Meeting – March 4, 2014, which will be a special silver celebration event!

Communication is key to our partnership and we pledge to continue sharing important information with you each and every week through HR Liaison Network News. Please reserve just a few minutes each week to read the information we are passing along to you. We also encourage you to share information with the employees in your department. We appreciate all you do to help us meet the HR needs of our employees. We’re here for YOU too, so please contact us anytime for assistance!

Ramirez Named Interim Associate Vice President for HR
With Kathy Symank’s departure, Ms. Janelle R. Ramirez has agreed to serve as the Interim Associate Vice President (AVP) for Human Resources and Administrative Services, effective January 1. Ms. Ramirez will provide leadership and oversight to the areas served by this AVP position and will ensure continuity of operations during this interim assignment. Please feel free to contact her at janelle@tamu.edu or (979) 862-1723 if you have any questions.

Processing Early Release Entries in LeaveTraq
President Loftin authorized an early release for Friday, December 20, 2013 effective 3:00pm. Department Leave Administrators should work with employees of their departments to update leave records as applicable.

Employees scheduled on vacation or sick leave
Employees on approved vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time. Please follow the below steps to update LeaveTraq or the applicable leave reporting system:

1. Cancel the original approved leave request document in LeaveTraq
2. Request employee to resubmit the leave request in LeaveTraq.
   • Submit as vacation or sick leave as applicable for any scheduled hours missed through 3:00pm on December 20th.
   • Submit as Leave of Absence With Pay then select Early Release as the leave type for scheduled work hours between 3:00-5:00pm on December 20th.
3. Leave document will be routed through the normal approval process

Identifying employees on leave December 20th
Use the Reports tab in LeaveTraq and run the report Adloc Usage Report for selected time period to determine which employees were on approved leave at the time of the early release.

Work and Scheduling During a Holiday or Release Time
• An employee who worked during early release time:
  o will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
  o may be paid for compensatory time on a straight-time basis where a department determines
that allowing compensatory time off would be disruptive to critical functions

- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
  - will be given state compensatory time off to be taken off within the next 12 months; and/or
  - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work

Available Voluntary Retirement Programs

*Please share this information within your department.*

Was one of your New Year’s resolutions to save more? Texas A&M University offers you an easy way to accomplish this goal and stick to your resolution by opening or increasing your contributions under our voluntary retirement plans. Employees can contribute to both a Tax Deferred Account 403b plan and a Texa$saver Deferred Compensation 457 plan with as little as $25.00 per month.

The general limit for contributions to both the 403b and 457 plans will each remain at $17,500.00 for the 2014 tax year with some additional catch-up provisions also available. More information on these voluntary retirement programs is available in the [Texas A&M University System Retirement Programs brochure](#). If you have questions, please contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) at 979-862-1718.

Target Data Breach Affects PayFlex Cards

*Please share this information within your department.*

PayFlex was notified of a security breach that affects one or more of your employees’ PayFlex Cards. The breach was connected to the unauthorized access to Target's payment card data for purchases in a Target store from November 27 to December 15, 2013.

This breach is a credit card breach and PayFlex debit cards are not usually compromised due to a Merchant Category Code “safety feature” inherently built in. To date, there has not been any reported fraudulent activity. However, as a precaution, we have identified the members who used their account debit card at Target during this time and we are deactivating their PayFlex cards immediately. New PayFlex Cards will be issued for these members and their dependents immediately. Members will need to pay for any expenses using another form of payment until their card(s) are received. Reimbursement of these expenses can be requested using the PayFlex Mobile application or the online member portal. PayFlex is mailing a communication to impacted employee(s) to the address on file.

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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:

**Laura Dohnalik, Liaison Administrator**

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