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

January 21, 2014

HUMAN RESOURCES

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Whether the Weather Impacts the Workplace

PAYROLL REMINDERS

January 21:
- Electronic monthly payroll due at 4pm
- PPRs print

January 22:
- PPRs available online

January 24:
- Monthly PVDs available online
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES

Wellness Exam Incentive – Employee Communications to Ramp Up this Week
The Texas A&M System Wellness Exam Incentive communications will ramp up this week as the details of the program have now been finalized. In summary, the Wellness Exam Incentive establishes a requirement for individuals enrolled in the A&M Care plan to complete an annual wellness exam (also referred to as annual check-up or physical) in order to qualify for the lowest medical premium rate for the FY2015 (beginning September 2014) benefit plan year. Employees and spouses who are enrolled in the A&M Care plan must satisfy the requirement for the wellness exam incentive to qualify for the lower premiums. If the requirement is not satisfied, the employee (and spouse, if enrolled) will pay a higher monthly premium that includes a wellness differential of $30 per month for each individual (employee and spouse). Detailed information will be sent directly to A&M Care enrollees this week which will include a comprehensive FAQ document that explains the program in detail. We wanted to provide an advance notice to our HR Liaison partners that this communication would be forthcoming.

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Extended Deadline – Workplace Notices Compliance Review
The deadline for completing the survey on the display of workplace posters has been extended to Friday, January 24, 2014; so, if you have not yet had an opportunity to respond on behalf of your ADLOC Department, there's a few more days to wrap it up. As announced in the December 2, 2013 edition of the HR Liaison Network News, HR is conducting a bi-annual review of workplace posters through an online survey, followed by random on-site reviews in the Spring.

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.

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
Benefit Enrollment and iBenefits for Newly Hired International Students

A number of international students have signed up for their employer sponsored benefits through iBenefits to begin on their date of hire instead of February 1 as recommended below. The international student is already being charged the full insurance premium for January on their fee statement and should not select their date of hire in iBenefits. Selecting coverage on the date of hire will cause the employee to be charged the full insurance premium for January, again through their payroll deduction. Please review the following information that was previously provided regarding benefits for international students and help relay the information to your international student new hires accordingly.

International students are required as a condition of their visa requirements to maintain health insurance. International Student Services (ISS) is responsible for verifying that all international students satisfy this requirement. Because of the requirement for international students and the importance of compliance, the information below is provided specifically to address benefits enrollment for international students newly hired into a benefits-eligible position.

International students are automatically charged for the system student health insurance plan in the amount of $639 on their student fee statement. This fee may be adjusted for those who enroll in the Graduate Student Plan or submit a waiver request to Academic Health Plans due to alternative employer coverage. For new benefit-eligible employees, there are two recommended options for their benefit enrollment:

- **Preferred Recommended Option** – The department will enter the employee into iBenefits as quickly as possible and instruct the employee to sign up for coverage selecting the option “the first of the month following enrollment” in iBenefits. The employee must submit their iBenefits document by the February 1, 2014 deadline for coverage to begin on February 1 and to be included in the ISS premium waiver process. ISS will process the premium waiver automatically (student does not have to request a waiver if enrolling in the Graduate Student Employee plan) and will change the amount of the insurance fee to $106.42 for insurance coverage January 1 through January 31. For employee only coverage:
  a) Employee will pay $106.42 through the student fee statement for January premiums.
  b) Employee will pay $106.42 through payroll deduction for February, March and April while waiting for the employer contribution.
  c) Employer contribution will begin to cover the monthly premium of $106.42 beginning in May and no further health insurance premium will be deducted from the employee’s paycheck.

- **Alternative Recommended Option** – If the department cannot enter the employee timely into iBenefits or the employee does not select benefit coverage in iBenefits by February 1, 2014 for February coverage to be included in the premium waiver, then the employee should select the option to begin their employer coverage in iBenefits “on my employer contribution eligibility date” (in this case, it will be May 1, 2014). The employee will continue to have the $639.00 premium included on their student fee statement.
  a) Employee will pay $639.00 through the fee statement for coverage January through August 16.
  b) Employer coverage will begin on May 1, 2014 and the employer contribution will cover the monthly premium of $106.42 for employee only coverage. Employee will receive a partial refund of premiums for any dual coverage processed by Academic Health Plans.

Walk Across Texas – Form Your Team Now

*Please share with employees in the department.*

Employees and their friends and family have the opportunity to participate in the annual Walk Across Texas! program which will kick off on February 1, 2014. This physical fitness program created by our own Texas A&M AgriLife Extension Service is an 8 week program that encourages individuals and teams to monitor and track physical activity with the goal of earning enough miles to walk across the entire state of Texas (830 miles).

Interested in participating? Form a team of eight, choose a team captain, complete the registration process by Friday, February 14 (select Texas A&M University as the organization) and start logging those miles! Additional information on the program along with registration links may be found at [http://brazoswat.com](http://brazoswat.com) online.

HR Liaison Continuing Education Reminder

Don’t forget to complete your FY2014 continuing education credit before August 31, 2014. Several opportunities are available each month and can be found through the Employee & Organizational Development course schedule at [http://brazoswat.com](http://brazoswat.com) online.
For a list of eligible classroom and online courses, please review the “After Certification” section of the [HR Liaison Network Training Curriculum FY2014](http://training.tamu.edu/schedule/). We hope you use this opportunity to refresh and broaden your current knowledge of HR Liaison topics.

**Tom Owen’s Departure**

It's with mixed emotions that we announce the departure of Tom Owen to Qatar. Tom is the Director of Human Resources Policy and Practice Review. He has accepted the position of Director of Human Resources Services for the Qatar campus, effective February 1, 2014, and his last day in the office will be January 31.

As many of you may know, Tom worked in Qatar prior to coming to our office. We have been fortunate to have Tom as a vital part of our team for the past 3 years but, after much thoughtful consideration, he has decided to return to the middle east. Please join us in congratulating Tom and wishing him the very best in his new role at Qatar.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Important Notes for PATH Implementation – Thursday, January 23**

Performance Management will be launched this Thursday, January 23. Please notify your supervisors that they will receive an email from [jobpath@tamu.edu](mailto:jobpath@tamu.edu) with the subject, Your PATH Performance Management Items – 2013-2014 Annual Performance Program (TAMU). In the email, they will see that there is an open action item for each of their employees.

**Important:** We recommend that you alert supervisors that they should not take action in PATH until they receive further instructions from their HR Liaison. This will allow time for you and your management to discuss any department-specific procedures you may wish to implement and for everyone to view the website, attend a demo, and/or attend training. There is no urgency for completing the first action item, "Supervisor Creates Performance Plan," though this step is required in PATH before the supervisor can create the evaluation in April/May.

**Communications:** In addition to your internal communications, university employees will be notified of the launch of the PATHways Performance Management process through a Distribution A (today) and an all-employee email (tomorrow).

**Demos:** Since changes have been made to the PATH system since the November Liaison Network meeting, we encourage you to register for "PATHways to Success: Performance Management Process Overview and PATH Demo" on either February 3 from 3:00 to 4:30 or February 7 from 10:30 to noon ([http://training.tamu.edu/Courses/Detail/1726](http://training.tamu.edu/Courses/Detail/1726)). We will monitor enrollment and schedule additional demos as interest indicates.

For assistance with PATHways and the online PATH Performance Management system, visit the website at [http://eodinfo.tamu.edu/PATHways](http://eodinfo.tamu.edu/PATHways) or contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153. You may also review the detailed information that was sent to you in the January 14 special notice of the HR Liaison Network News ([http://employees.tamu.edu/liaisons/news-archive/](http://employees.tamu.edu/liaisons/news-archive/)).

**TIP OF THE WEEK**

**Whether the Weather Impacts the Workplace**

It's not a big shocker that many people here in central Texas are unaccustomed to traveling in icy or snowy conditions. Did you know the university has procedures on stand-by that allows the closure of campus due to inclement weather? For information on how it could impact the workplace or your employees, visit [http://employees.tamu.edu/benefits/leave/closure/](http://employees.tamu.edu/benefits/leave/closure/) on the HR web site. It's a good idea to remind employees to stay tuned to local news, weather forecasts, or check the university's web site when a wintery wonderland creeps up on the radar screen.
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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