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

March 10, 2014

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HUMAN RESOURCES

HR Liaison Network Spring Meeting, A Silver Celebration
The crazy weather did not put a damper on last week’s Silver Celebration at the Memorial Student Center. We were unable to convene for the official welcome and keynote presentation, but the “lunch and learn” was a great kickoff and the afternoon was filled with 14 breakout sessions provided by 21 speakers on a wide range of topics. Thank you to the 175 participants that braved the cold to attend the meeting!

Meeting attendees received an email with a link to the meeting evaluation on Friday, March 7. Please take a moment and complete the evaluation by Friday, March 21. We appreciate your feedback!

Spring Break - Holiday Pay Eligibility Reminder
As the Spring Break is upon us, now is a good time to review holiday pay policies. Leave-eligible employees must work or be in a paid leave status for any portion of their last scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. Holiday breaks of less than five days are applied towards the Family Medical Leave Act (FMLA) balance for individuals currently on FMLA leave. Additional holiday information is available at http://employees.tamu.edu/benefits/leave/holidays/ on the HR website.
Scott & White Billing Practice Update
On February 26 an email notification was sent to all benefits-eligible employees communicating a recent change in billing practices by Scott & White related to provider based billing. According to a recent article in The Eagle, Scott & White has “reversed course on the fee hike”. Read the full article [here](#).

Employees are encouraged to contact Scott & White directly using the dedicated Scott & White line (979-207-0077) to have previous charges reviewed or for billing inquiries. As a healthcare consumer, at Scott & White or any other facility, you are encouraged to ask “how will the services be billed?” at the time of scheduling the appointment to determine your financial responsibility for services rendered.

Inclement Weather Leave Processing
Mother Nature has dealt the Brazos Valley a recent spell of wintry weather which has generated inquiries as to how to handle time and leave during such situations. The information below provides some guidance on the University’s official action related to closures/delays for inclement weather and the proper routing for leave requests.

The University was officially closed until 11:00 a.m. on Tuesday, March 4, 2014. Three hours were added into TimeTraq for Emergency Leave with Pay for Unsafe Working or Travel Conditions by the central administrator for the core University hours 8:00 a.m. - 5:00 p.m. Department Leave Administrators should make appropriate adjustments for those working a non-traditional schedule or who were already on approved leave. Employees who missed work beyond the official University closure/delay wishing to request additional emergency leave will need to route a leave request memo through the department head to their division Vice President for approval.

Please note the following procedures regarding the use of emergency leave and LeaveTraq documentation:
- Employees who were on approved sick or vacation leave on Tuesday will not have the leave changed to emergency leave.
- Eligible non-exempt (hourly) employees who were required to work during the University closure will receive equivalent compensatory time off in addition to being paid for the hours worked.
- Exempt (monthly) employees are not required to have emergency leave posted to their LeaveTraq account.
- The leave should be entered under leave type “leave of absence with pay” and “unsafe working or travel conditions”.

If you have questions, please contact Benefits Services at (979) 862-1718 or benefits@tamu.edu.

PERFORMANCE MANAGEMENT

Two Supervisors
When an employee’s work is directed by more than one supervisor, one supervisor will be assigned as the primary supervisor, as indicated on the position description. Best practice recommends that at the beginning of the review year the supervisors discuss and agree on how their individual feedback will be incorporated into the performance plan and the evaluation. However, the primary supervisor has final responsibility for the evaluation.

Other User
As a reminder, in PATH when an employee enters and/or submits information as Other User, it will appear that the entries/submission were made by the supervisor. Since PATH does not track who made the entries, we recommend that the person designated as Other User type his or her name in a comment field to indicate that the information was entered on behalf of the supervisor.

PAYROLL SERVICES

Biweekly Payday
Due to spring break on Thursday, March 13 and Friday, March 14, the biweekly payday will be Wednesday, March 12, 2014. The biweekly paychecks for March 12 will be mailed to departments on the morning of March 11. Please contact Judy Buchheit at 845-2713 with any questions.
**Internet Explorer Problems with Electronic I-9**

Guardian is having some technical difficulties with Internet Explorer and is currently working on resolving the issues. If you experience some problems creating an electronic I-9 or viewing information, try a different internet browser such as Google, Chrome or Firefox. We will let you know once Guardian has resolved the issue.

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**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**New Employee Welcome (TAMU NEW) – Registration Required by Noon Wednesday**

*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, March 19 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Registration is required by this Wednesday, March 12, at noon. Employees can register on EOD’s registration site: [http://training.tamu.edu/schedule/](http://training.tamu.edu/schedule/) (Employee Orientations). If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at 845-4153.

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**IN CASE YOU MISSED IT...**

**Changes to University Rule**

University Risk and Compliance announced today a change to a human resources related university rule.

- **University Rule 33.06.01.M1, Flexible Work Schedule** – DELETED
  Its contents were integrated into SAP 33.06.01.M0.03, Flexible Work Schedules. For details, see [http://rules-saps.tamu.edu/PDFs/33.06.01.M0.03.pdf](http://rules-saps.tamu.edu/PDFs/33.06.01.M0.03.pdf).

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**ANNOUNCEMENT**

**HRConnect Redesign Released by the A&M System Office**

The Texas A&M University System Business Computing Services office announced a redesign of HRConnect and released it to all employees on the SSO menu on March 8.

- The changes to the interface are intended to make it easier to navigate and find information.
  - Tabs – Easier to get to specific sections of the application
  - Quick links (bread-crumbs) – Provide backward navigation without having to “start-over” at the home page
  - Action Buttons – Provide edit/update ability
- While the interface is different than the previous version, it should seem familiar in the way that the information is categorized.
  - My Personal Data – Employment Data, Contact information
  - My Payroll – Paystubs, Direct Deposit, Tax forms
  - My Benefits – Insurance, Retirement
  - More Tools – Net Pay and Retirement Calculators
- The “Question Mark” icon at the top right corner of any page will open the HRConnect Help System web site.
  - The help site is available at any time by going to the URL, [http://bcs.system.tamus.edu/ESI/HRConnect/HelpSystem](http://bcs.system.tamus.edu/ESI/HRConnect/HelpSystem).
- A beta version of HRConnect with admin functionality should be available for testing in a few weeks. If you currently have HRConnect Admin and would like to participate in the testing, please contact Laura Dohnalik at ldothalik@tamu.edu.

Feel free to contact Payroll Services at payroll@tamu.edu or Human Resources at hr-feedback@tamu.edu should you have questions or feedback on this change.

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TIP OF THE WEEK

Using the UIN versus the SSN
Once an employee is added to payroll through an Employee Payroll Action (EPA), their assigned Universal Identification Number (UIN) should be the ‘go-to’ number for just about any action, form or process for human resources needs. Employees and HR Liaisons are encouraged to help protect confidential information by remembering the following three things: 1) use the UIN instead of Social Security Numbers (SSNs) when possible; 2) avoid saving SSNs electronically; and 3) encrypting confidential data prior to transmission. See TAMU SAP http://rules-saps.tamu.edu/PDFs/29.01.03.M1.20.pdf for more information.