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

**August 11, 2014**

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### HUMAN RESOURCES

**Reminder: Registration Still Open for Informational Presentations on Dual Employment and Overtime**

Have you taken our short quiz about dual employment and overtime?

1. Did you know that Student Workers may be eligible to receive overtime if their hours worked, *in all campus jobs combined*, exceed 40 hours in a pay week?
2. Did you know that overtime is based on a single pay week and that you cannot average hours worked over the two weeks of a payroll period?
3. Did you know that Student Workers must have a Dual Employment Agreement on file if they have multiple jobs on campus?
4. Did you know that an employee (including Wage and Student Workers) who also works in another job for ANY State of Texas agency, not just within the TAMU System, must have a Dual Employment Agreement on file?
5. Did you know that a Dual Employment Agreement is only valid in a single fiscal year and that a new form must be completed if the dual employment continues into the next fiscal year?
6. Did you know that if an employee in your department is being paid $10.00 per hour and, in the same week, works in another department at $15.00 per hour, any overtime, including in your own department, is paid based on the higher rate of $15.00 per hour?

If you answered “No” to any of these questions, you might want to consider attending a presentation about dual employment and overtime by HR Classification & Compensation staff. The “Dual Employment Workshop” presentations are scheduled for Tuesday, August 19 and Thursday, August 28 at Rudder Tower and GSC. Register at this link: http://training.tamu.edu/Courses/Detail/1933 (click on the section number to register). Contact HR Classification & Compensation at (979) 845-4170 or hrcomp@tamu.edu for further information.

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New Graduate Student Employee Benefits Orientation

A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The session on Monday, August 25, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the orientation flyer with your new Graduate Assistants and encourage them to attend. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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Offer Letter Templates and Change to Waiting Period for the Employer Benefit Contribution

As mentioned in the July 23 special network news message, new benefits-eligible employees who have a start date on or after 9/1/2014 will have a waiting period of 60 days for employer benefit contributions. Please take note of this change when using the sample offer letters found on the HR website at http://employees.tamu.edu/managers/. The current sample letters still reflect the 90-day waiting period for new hires with a start date before 9/1/2014. Revised sample letters will be posted by the end of August to reflect the change to 60 days. Should you have questions, please contact the Recruitment and Workforce Planning office at jobpath@tamu.edu or (979) 845-5154.

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Pending Documents in LeaveTraq

Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner. Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers. As we approach the end of FY2014, it will be important to ensure that any pending items are addressed for FY2013 and FY2014. Access to FY2013 will cease once we begin a new fiscal year.

To see documents that are pending manager approval, administrators should be in their administrator role and select the Pending Docs tab. A drop-down box will appear, and Docs Needing Mgr Approval should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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Benefit Enrollment and iBenefits for Newly Hired International Students

International students are required to maintain health insurance and 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 $750 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 September 1, 2014 deadline for coverage to begin on September 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 $62.50 for insurance coverage August 17 through August 31. Employees enrolling in employee only coverage will see the following:
  a) Employee will pay $62.50 through the student fee statement for August gap-coverage premiums (August 18-31).

- **Alternative Option** – Employees enrolling in the Graduate Student Employee plan automatically cease once we begin a new fiscal year.

Employees enrolling in the Graduate Student Employee plan are no longer responsible for verifying that all international students satisfy this requirement. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.
Additionally, international students that arrive early will see a $62.50 charge for coverage from August 1 through August 16.
b) Employee will pay $125.00 through payroll deduction while waiting for the employer contribution.
c) Employer contribution will begin to cover the monthly premium of $125.00 the 1st of the month after the required waiting period and no further health insurance premium will be deducted from the employee’s paycheck. The waiting period is 90-days for employees hired before September 1st and 60-days for employees hired September 1st or later.

- **Alternative Recommended Option** – If the department cannot enter the employee timely into iBenefits or the employee does not select benefit coverage in iBenefits to begin by September 1, 2014 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” (November 1 or December 1 depending on the required waiting period). The employee will continue to have the $750.00 premium included on their student fee statement.
  a) Employee will pay $750.00 through the fee statement for Fall semester coverage through December 31, 2014. Additionally, international students that arrive early will also see a $62.50 charge for coverage from August 1 through August 16.
  b) Employer contribution will begin the 1st of the month following the required waiting period and the employer contribution will cover the monthly premium of $125.00 for employee only coverage. Employee will receive a partial refund of premiums for any dual coverage processed by Academic Health Plans at the end of the policy term.

*Because of the time constraints for international students to enroll in coverage to be included in the waiver process, departments should enter these individuals as a priority into iBenefits and encourage employees to make their benefit selections as quickly as possible. Please share this information with your new international student hires. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.*

**Medical Certification Forms Updated**

The Certification of Health Care Provider Forms for both the employee’s condition and family member’s condition have recently been revised and updated on the Human Resources website. The revisions bring our forms more in line with the Department of Labor form and include additional details regarding the need for leave and inability to perform the employee’s specific job. Additionally, the form allows for a location for the department to include their contact information to receive the completed form. As a reminder, medical information should be sent to the department HR Liaison directly and not the supervisor. The HR Liaison will work with the supervisor by sharing only relevant facts related to the duration of the leave and the expectations a supervisor needs to know from a staffing standpoint. Specific medical facts and diagnosis information should not be shared with the supervisor directly. Please ensure that you are utilizing the most recent versions of these forms when you are sending new FMLA packets or requesting updated medical certifications. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

**Upcoming Retirement of Michele Kinney**

Michele Kinney has decided to retire at the end of August with 21 years of service, all within Human Resources. Michele began her career with HR in 1993 with a Bachelor of Science degree from Texas A&M Interdisciplinary Studies. From 1993-2001 she worked in the HR Training unit where she managed and taught GED classes for Texas A&M employees. Nearly 250 A&M employees successfully graduated through the program, which opened many new opportunities for them. In recognition of her positive impact on employees, Michele was awarded the President’s Meritorious Service Award in 1997. In 2001, she became the Manager of Employee Relations and was promoted to Assistant Director in 2006. In February of this year, Michele was named the Interim Director for Policy & Practice Review. Her retirement will be a huge loss to HR and to the university.

A reception to celebrate Michele’s 21 years of service will be held on August 26, 2014, 2:00 p.m. to 4:00 p.m. in the General Services Complex, Assembly Rooms 101A-C, with remarks at 2:30 pm. Please join us at the reception to congratulate Michele on her dedicated service and to wish her well in her future endeavors.

*Please share the following Wellness Exam message with employees in your department.*

**Wellness Exam Incentive Program Completion Information – Are You Complete?**

Have you completed your wellness exam? Good news is that as a University, our completion rates are currently at 92.44% and continuing to grow. As a reminder, employees and their covered spouses enrolled in the A&M Care Plan on or before August 31, 2013 will need to have a wellness exam completed to pay the lowest premiums and
avoid paying the additional $30.00 monthly premium for their health insurance. Do you know your status? Are you part of the 92.44% who have been recorded as complete?

If you had an annual enrollment document for FY2015 in iBenefits, then that document will reflect your most current status as received by System Benefits Administration on the weekly file from BlueCross BlueShield. The annual enrollment documents are refreshed weekly to pull in the most recent completion data even if your document is in a canceled status. If you did not complete an annual enrollment document, your information will be reflected in iBenefits under the My Benefits tab once the new FY2015 information is initialized at the beginning of the new plan year on September 1. In the meantime, employees are encouraged to check their status (and have their spouses check their own status) via Blue Access for Members (BAM). Instructions for accessing BAM, along with additional information related to the Wellness Exam Incentive Program is available on the wellness exam website. Human Resources would like to be at 100% so no one is paying the additional $30.00 premium. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

**PAYROLL SERVICES**

### Tentative Prep Budget Roll to Active
Tentatively, Prep Budget Roll to Active is scheduled for the weekend of August 16, 2014 but users may not enter FY2015 budgeted EPAs until Monday, August 18, 2014.

### Wage Positions
Wage positions are tentatively scheduled to be rolled over from FY2014 Active Budget to FY2015 during the weekend of August 23, 2014.

### Roll to New FY Canopy Feature
The Roll to New FY feature in Canopy will be available Monday, August 18, 2014. The feature can be activated by selecting the "Roll to New FY" box when creating an FY2014 EPA. It allows FY2014 EPAs created after the weekend of August 16, 2014 to automatically roll to FY2015 without creating an additional EPA in FY2015. Make sure the annual term for the employee is reflected as either 9 or 12 in order for the feature to work for the FY2015 EPA.

### Monthly Paid Allowances
Monthly communication allowances and all others paid on the last biweekly payroll of the month will be paid on August 29, 2014. Make sure you communicate this to your affected employees. If you have any additional questions contact us at payrollprocessing@tamu.edu.

### Extended Pay Plan
Employees participating in the Extended Pay Plan received a communication last week regarding automatic re-enrollment for FY2015. However, participants can opt out of the plan by sending notification to Payroll Services. Additional information about the Extended Pay Plan can be found at [http://payroll.tamu.edu/resources/extended-pay-plan/](http://payroll.tamu.edu/resources/extended-pay-plan/).

### Estimated Time
The arrival of the new fiscal year creates early deadlines in regards to the bi-weekly payroll for the pay date of August 29 (period covered – August 7 thru August 20) and the pay date of September 12 (period covered – August 21 thru August 31). Payroll Services does not recommend that estimated time be submitted for employees unless they have sufficient leave accumulated to cover the estimated days; nor should student workers submit estimated time.

If an employee has an adjustment to his/her estimated time which results in additional pay or work time which was not estimated, the department should adjust the hours on the next bi-weekly payroll. Then the payment for this time will be included on the next scheduled bi-weekly payday. If an employee does not work all the time estimated, leave should be recorded or an adjustment should be made to decrease the hours on the next bi-weekly payroll. Be sure to document any adjustments made in your records.
Payroll Services will not process an emergency check due to changes in estimated time. If you have any questions or concerns about this matter, please email payrollprocessing@tamu.edu or call the Payroll Processing Team that services your department.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Hiring Supervisors: Strategies for New Employee Success Online Training**
A new online course for hiring supervisors is now available in TrainTraq. This course is not required, but we encourage all supervisors to take it, preferably between the offer date and the employee's first day of work. Hiring supervisors will receive an email from EODinfo@tamu.edu with the following text:

> Congratulations on the hiring of your new employee. Did you know that the experience of new hires during the first days, even hours, is critical to their achieving total and lasting success in their new position? A clear plan established by the Hiring Supervisor for welcoming and transitioning a new employee to the job is vital. Research has shown that with a deliberate and comprehensive transition plan in place, we can expect up to two and a half times improved performance from a new employee than without a plan! To learn more about this and about Texas A&M University's resources for welcoming and transitioning new employees, please review the online course Hiring Supervisors: Strategies for New Employee Success (TrainTraq #2112304). This informative tutorial, which can be completed in under 30 minutes, provides numerous ideas and resources developed just for you to help your new employee become successful as quickly and completely as possible.

Please share this with your supervisors. If you have questions, please feel free to contact EOD at EODinfo@tamu.edu or call (979) 845-4153. *Let EOD help you do your job better!*

**ANNOUNCEMENTS**

**2014 Business Seminar**
Brazos Valley Society for Human Resource Management (SHRM) will host the 2014 Business Seminar on September 16, 2014 from 8:00 a.m. to 4:30 p.m. at the Hilton Garden Inn. Register by Friday, August 15 and receive the early bird special – a $10.00 discount! This is a great opportunity to gain valuable information on the latest developments in employment law, hiring practices, employment legislation, and dealing with multigenerational differences in the workplace. Seminar session descriptions and registration details can be found at http://bv-shrm.shrm.org/events/2014/09/2014-business-seminar online. As an added bonus, HR Liaisons attending the seminar can receive their continuing education credit for FY2015.

**TIP OF THE WEEK**

**Required Education Means Verifying the Degree**
The list of applicants has been narrowed down to the top candidate and there’s a sense of accomplishment at finishing up the job search; but wait, there’s a few more steps in the hiring process. If the position requires a degree or the candidate claims to have a degree, it’s time to order a degree verification in addition to any other reference checks or the required criminal background check. See the TAMU Hiring Supervisor's Workbook and other resources available at http://employees.tamu.edu/managers/ online.
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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