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

**October 20, 2014**

**HUMAN RESOURCES**

*New Network Meeting Format a Hit!*  
*Good Workplace Practices for People with Disabilities Benefit Everyone*  
*Successful Retirement & Financial Planning Fair*  
*Flu Vaccine Clinic – Come Prepared; Get Vaccinated*  
*Revised HR Web Forms/Docs*

**PAYROLL SERVICES**

*Communication Allowance and Guidelines*

**ANNOUNCEMENTS**

*Identity Agent Program Information Now Online*

**TIP OF THE WEEK**

*Creditable State Service*

**PAYROLL REMINDERS**

October 20:  
- Electronic monthly payroll available

October 21:  
- Electronic monthly payroll due by 4pm

October 22:  
- PVDs available online

October 24:  
- Biweekly pay day
- Monthly PVDs available online

*Processing Schedules*  
*Payroll Reports*

**HUMAN RESOURCES**

*New Network Meeting Format a Hit!*  
Thanks to all who attended the first FY2015 HR Liaison Network Fall Meeting, and an even greater thank you for providing feedback on the changes we made to this year’s meetings. One of our goals was to assure the meetings were a good value for your time and respect the many tasks on your plate. The earlier start and shorter agenda received overwhelming thumbs up, with greater than 90% favoring the meeting length and time, and 78% liking the program agenda.

Another change was more deliberate networking and recognition opportunities. By definition, networking helps to establish a group of peers (HR Liaisons) and keep the group active through regular communication (HR Liaison Network Meetings) for mutual benefit (best practices for HR and payroll-related services). Through networking, liaisons have an opportunity to contribute to their own success and that of the department(s) they are designated to support. Based on the evaluation comments, the networking game was a valuable addition and will continue to be a part of the meetings. Thank you for allowing HR an opportunity to network with you each semester!

*Good Workplace Practices for People with Disabilities Benefit Everyone*  
Work environments that are flexible and open to the talents of all qualified individuals, including those with disabilities, actually promote workplace success for everyone. At Texas A&M, we believe that good workplace practices for people with disabilities benefit everyone and make good business sense. October is Disability Employment Awareness month and Texas A&M Human Resources is supporting the Campaign for Disability Employment, a collaborative effort to promote positive employment outcomes for people with disabilities. Visit the campaign’s employer page to learn how your department can capitalize on the talents of people with disabilities and access resources to assist in recruiting, retaining and advancing skilled, qualified employees. Expect. Employ. Empower. Visit employees.tamu.edu/managers/disability-campaign on the HR website for details.
Successful Retirement & Financial Planning Fair
The Retirement & Financial Planning Fair was another big success with our vendor exhibit hall and well attended sessions including a packed house for the Teacher’s Retirement System of Texas (TRS) presentation. We’ll have a full update next week and we’ll announce the winners of the prize drawings! Until then, check out photos from the event via the HR Flickr page. Thank you all for coming out to the fair!

Flu Vaccine Clinic – Come Prepared; Get Vaccinated
Please share with employees in your department.
All employees and their family members are encouraged to get a flu vaccine to help fight off the flu bug and stay healthy throughout flu season. To help employees stay healthy, Human Resources is sponsoring the annual Flu Vaccine Clinics on October 27 & 28 from 8:00 a.m. through 5:00 p.m. in the General Services Complex, room 101A. Consent forms are required. In order to save time, please come prepared by completing the consent and registration forms in advance and bring them with you to the vaccine clinic. View the clinic flyer for more information.

Revised HR Web Forms/Docs
Network News Archive – last week’s issue posted

PAYROLL SERVICES
Communication Allowance and Guidelines
Interim President Hussey announced recently that the Leadership Steering Committee appointed to review the PwC Comprehensive Administrative Review made the following recommendation:

Recommendation 10.5
Eliminate communication allowances for all employees of Texas A&M University. The only exceptions will be for individuals employed by the university in a first responder capacity or who are regularly required to come to campus to deal with emergencies outside working hours. Individuals who currently have a communications allowance and who earn less than $50,000 annually will be grandfathered.

This recommendation has been accepted by the President and Payroll Services has been instructed to cease payment of all communication allowances, except for those grandfathered employee who currently have a communications allowance and earn less than $50,000 annually. This action in effective with the payroll beginning November 1, 2014. For qualifying employees who are first responders or who are regularly required to come to campus to deal with emergencies outside working hours (regardless of annual salary), department heads, deans or vice presidents must complete a communication allowance request form and submit to Payroll Services no later than November 15, 2014.

Please review the attached communication allowance guidelines for more information.

ANNOUNCEMENTS
Identity Agent Program Information Now Online
Susan Neitsch with Texas A&M Information Technology introduced the new Identity Agent Program at the fall network meeting on September 30. HR Liaisons interested in the program are encouraged to register via TrainTraq (course number 2112334) for one of the upcoming training sessions scheduled for November 19 and December 3. For more information about this identity services program, please visit http://infrastructure.tamu.edu/ online.

TIP OF THE WEEK
Creditable State Service
Did you know that all employment within the Texas A&M University System, including time employed as a student...
worker, counts as creditable state service for a variety of employee benefits, such as longevity pay and vacation accrual. Read more here http://employees.tamu.edu/benefits/leave/longevity/ and be sure employees use the available resources to assure previous state employment has been verified and documented.

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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:

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Next Network Meeting:
February 5, 2015