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

November 10, 2014

**HUMAN RESOURCES**

**Veterans Day Tomorrow!**
**Reminder: PMSA Nomination Period Ends November 13**
**Revised HR Web Forms/Docs**

**PAYROLL SERVICES**

**I-9 Re-Verification Reminder Tools**

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**EOD Coffee Conversations – Friday, November 14**

**TIP OF THE WEEK**

**Veterans Support and Opportunities at Texas A&M**

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**HUMAN RESOURCES**

**Veterans Day Tomorrow!**

November 11th is Veterans Day! This national holiday honors people who have served in the U.S. Armed Forces. Human Resources is proud to participate in a local job fair that is focused on the employment of veterans and their spouses. The Texas Workforce Commission is hosting the third annual “Hiring Red, White & You!” statewide hiring fair on November 13, 2014 from 10:00 a.m. to 2:00 p.m. at the Center for Regional Services (CRS) located at 3991 East 29th Street, Bryan TX. In cooperation with 28 Workforce Solutions partners, “Hiring Red, White and You!” connects veterans and their spouses with Texas employers who value the experience, discipline and other exceptional qualities inherent with a military background.

HR participates in several local job/career fairs annually to promote Texas A&M open postings, potentially helping departments recruit a diverse pool of qualified applicants. If you know a Vet looking for a job, please encourage them to attend the hiring fair [<http://www.texvet.com/events/hiring-red-white-you-bryan>](http://www.texvet.com/events/hiring-red-white-you-bryan) and thank them for their service!

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**Reminder: PMSA Nomination Period Ends November 13**

Please share with employees in your department.

The Annual President’s Meritorious Service Awards Program nomination period is closing Thursday, November 13. We hope you will consider nominating one of our exceptional staff employees or a team for this award. Through the generosity of The Association of Former Students, individual staff employees will be presented a $700 cash award, a commemorative plaque, and a gold lapel pin. One outstanding work team will be recognized with a team commemorative plaque. Each team member will also receive a framed certificate, a $200 cash award, and a gold lapel pin. To nominate, please visit [http://employees.tamu.edu/recognition/pmsa/](http://employees.tamu.edu/recognition/pmsa/). Questions concerning staff awards may be referred to [emplrecognition@tamu.edu](mailto:emplrecognition@tamu.edu) or (979) 845-7995.

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**Revised HR Web Forms/Docs**
PAYROLL SERVICES

I-9 Re-Verification Reminder Tools
The Guardian Electronic I-9 System has a “to do list” that provides a dashboard displaying employee I-9s requiring additional task actions. You can view the task description in the Next Action column. The dashboard will also indicate time sensitive actions with a green (more than 30 days until task expiration), yellow (30 days or less), or red (task expired) button. For example, an international employee work authorization is expiring and a re-verification is necessary. A green, yellow, or red button will appear indicating the urgency of the task.

Paper I-9s submitted prior to the implementation of Guardian are maintained in the payroll system (BPP) with a work expiration date for international employees. A report is run on the 10th of each month that lists, within 120 days, if an employee’s work expiration is expiring. This report is available through the Payroll Reports Login. As a courtesy, Payroll Services will send an email reminder to departmental I-9 contacts alerting them of employees with approaching expiration dates. If you have any questions, please contact Laura Ellis at (979) 845-7127 or lellis@tamuds.tamu.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

EOD Coffee Conversations – Friday, November 14
All employees are invited to join us for coffee on Friday, November 14 from 8:30 to 10:00 a.m. in the GSC 101A. Registration is required.

Beam Me Up, Scotty!
Description: With all the recent news concerning cybersecurity and data breaches, we all ask ourselves if we are at risk. If so, what is the one thing you should know or do differently? Join guest presenters Cheryl Cato, Director, IT Infrastructure & Operations, Computing Information Services and Willis Marti, Director, Networking & Chief Information Security Officer, Networking and Information Security as they "initialize" discussion on today's top issues.

Registration: http://training.tamu.edu/Schedule#SeminarSeries

Please contact EOD (EODinfo@tamu.edu or 845-4153) with questions or registration assistance.

TIP OF THE WEEK

Veterans Support and Opportunities at Texas A&M
Take this opportunity to remind employees who served in the military of available benefits should they choose to further their education or expand their job opportunities. The Texas A&M University Veteran Services Office https://vso.tamu.edu/ and The Texas A&M University System Veterans Support Office http://www.tamus.edu/home/veterans/ have information and resources to help veterans access quality academic programs. The university also provides for a veteran's preference http://employees.tamu.edu/employment/legal in the hiring process and provides other protections, rights and benefits http://employees.tamu.edu/benefits/leave/military/ to those who serve our country.
Next Network Meeting:
February 5, 2015

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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