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TIP OF THE WEEK
Wellness Works for You!

PAYROLL REMINDERS
January 28:
- PVDs available online
January 30:
- Biweekly pay day

Processing Schedules
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HUMAN RESOURCES
Registration Open for the HR Liaison Network Meeting
All HR Liaisons are invited to attend the spring network meeting on Thursday, February 5 in the General Services Complex. For your convenience, you can register for the morning (8:30-10:00 a.m.) or afternoon (3:00-4:30 p.m.) session. Check-in, enjoy light refreshments and network with your peers 30 minutes prior to each session. For more information and to register, please visit http://training.tamu.edu/courses/#HRLiaisonEvents online before 6:00 p.m. on Tuesday, February 3. Also, don’t forget to stick around for the HR Town Hall (Q&A session) after the meeting. HR staff will be glad to answer your questions.

HR/Payroll Software Demonstrations Continue
Demonstrations by Workday - the second of two vendor finalists for an HR/Payroll software system - begins tomorrow. We hope those of you who attended last week’s demonstrations by Oracle (PeopleSoft) will also be able to attend the Workday demonstrations so you can provide good comparative feedback into the selection process.

HR Liaisons have been kept apprised of this project because each of you on a regular basis use the various systems and facilitate numerous processes that could potentially be replaced or modified by a new software system. Your voice is valuable to the project’s success.

The HR Payroll Software Selection website will be updated regularly as we move through various phases towards implementation. Contact DeAnna White, deanna@tamu.edu, if you have questions or would like to provide feedback at any time.

Ensure Active Appointments for International Employees – Waiver Process
The deadline for international students to apply for waiver of the TAMU System Student Health Insurance Plan (SSHIP) is today, January 26. Graduate Student Employees actively employed with a current appointment and
enrolled in the Graduate Student Employee Health Plan with health coverage effective on or before January 1, 2015 are not required to apply for a waiver. They will be automatically waived for SSHIP based on reports generated from employment and enrollment information. Please ensure that all international student employment EPAs and appointment extensions are completed by February 2, 2015 for the student to be included in the Spring 2015 waiver process. International student employees with a health insurance coverage effective date after January 1, 2015 will be enrolled in SSHIP through August 31, 2015. Reimbursements will be processed by Academic Health Plans automatically in September 2015 for the period in which enrollment was maintained in both student health plan and the employee plan. International Student Services does not need to be notified directly by the student of their enrollment in the health plan or to request reimbursement of SSHIP.

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**New Semester Means New Employees for iBenefits**

At the beginning of each new semester there is an increase in newly hired benefit-eligible employees. Please remember all new benefit-eligible employees should be entered into iBenefits for their benefit enrollment and they must complete the enrollment process within 60 days of their benefit-eligibility date. If you need a refresher on how to enter an employee in iBenefits or edit the employee information after the document is created, please review the Processor Topics available at [https://it.tamus.edu/ibenefits/processor-topics/](https://it.tamus.edu/ibenefits/processor-topics/) online. Contact your designated Benefits Representative if you have questions or need additional assistance.

*Suggested Tip:* When you provide the new employee with the iBenefits instruction sheet, also stress that they have 60 days to make their benefits selections. Additionally, if the employee is a Graduate Student Employee, please reiterate that the default plan is not the Graduate Student Plan. They will incur a significant out-of-pocket premium should they get defaulted into the A&M Care Plan, including being charged a tobacco user premium of $30.00 per month.

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**Does Your New Employee Have Previous State Service?**

The beginning of a new semester means a lot of new hire processing. Do any of your new hires have previous State employment? On a monthly basis, Payroll Services sends all new hires a notification requesting previous state service and you can also help assure state service is recorded because it is used to calculate leave accruals and longevity pay. State Service forms are at [http://payroll.tamu.edu/](http://payroll.tamu.edu/) under the Employment Verification tab.

Additionally, if the employee is a transfer from another State agency, the Leave Transfer From Other State Agency form should be completed for any leave balance transfers. Individuals with previous State employment will need a little extra attention to ensure their leave is administered properly. Department leave administrators should review the accrual rates in LeaveTraq and make any manual adjustments once previous State service has been verified, update the six months of service flag, if applicable, and process the transaction for sick or vacation leave balance transfers. Employment with an Independent School District (ISD), Junior or Community College does not count as previous State employment for leave or State service credit. A list of state agencies can be found at: [http://www.window.state.tx.us/taxbud/expbyco10/counties/cntyagy.html](http://www.window.state.tx.us/taxbud/expbyco10/counties/cntyagy.html).

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*Please share the following two articles with employees in your department.*

**Flu Prevention**

The increased number of flu cases across the nation continues to make news headlines, especially here in Texas. Benefit Services reminds you that it’s not too late to get your flu vaccine – it’s free if you are enrolled in the A&M Care or Graduate Student Employee Health Plan. Contact your medical provider’s office, medical clinic or local pharmacy for flu vaccine availability. Please remember that a pharmacy must have the ability to file the flu vaccine as a medical claim with BlueCross BlueShield and not as a prescription through Express Scripts. For more information on flu prevention, including recommendations by the CDC for flu vaccination visit their website at [http://www.cdc.gov/flu/](http://www.cdc.gov/flu/) online.

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**Filing Taxes – New Information Required from IRS Regarding Benefits**

As part of the Affordable Care Act, individuals are now required to answer information regarding their health insurance coverage when filing their taxes. The plans offered by the Texas A&M System meet the requirements for minimum essential coverage.

When filing your taxes, you will have to verify full-year coverage by checking the applicable box on the specific tax form. If you have not had coverage (including coverage outside Texas A&M System policies) for the full tax year, then additional forms and processes will be necessary.
Additional information may be obtained from:
- www.healthcare.gov/taxes

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

TrainTraq Assignments – Export Controls & Embargo Training
TrainTraq course no. 2111212 (Export Controls & Embargo Training – Basic Course) will be assigned to all TAMU department heads in the near future. Department heads who have completed this training in the past two years will not receive a new assignment. For more information about export controls, visit: http://exportcontrols.tamu.edu/. Questions about export control training or export controls should be directed to exportcontrols@tamu.edu.

ANNOUNCEMENTS

Blood Drive
Engineering Human Resources would like to invite all Texas A&M University employees to participate in the E-Well Blood Drive – A Gift from the Heart on February 3, 2015 from 10:00 a.m. to 1:30 p.m. at TEES headquarters on William D. Fitch Parkway. For more information, please visit http://tees.tamu.edu/personnel/events/e-well-blood-drive/ online.

TIP OF THE WEEK

Wellness Works for You!
Do you want to enhance your quality of life in the new year? It’s easier than you think to incorporate physical, financial and interpersonal well-being with Texas A&M University's Wellness Works program sponsored by Human Resources. Visit http://employees.tamu.edu/benefits/wellness/ to view current, future and on-going events along with various wellness resources. Let Wellness Works help you get started on the road to a well-rounded healthy lifestyle today!