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

February 2, 2015

HUMAN RESOURCES
HR Liaison Network Meeting This Week!
TrainTraq Assignments – HIPAA Training
Summer Insurance Premiums – Departments Are You Planning Ahead?
2015 Texas A&M Climate Matters Conference
February HR Poster – “HEALTH”
Brown Bag Lunch & Learn Series
Walk Across Texas – Form Your Team Now
Summer Insurance Premiums – Are You Planning Ahead?
“HR EXPRESS” Newsletter, Spring 2015 Issue
Revised HR Web Forms/Docs

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
Training Compliance Reports for February

TIP OF THE WEEK
In the Event of an Emergency

PAYROLL REMINDERS

February 2:
- Monthly pay day
- Supplements & EPAs due
February 3:
- PPRs print
February 4:
- PPRs available online
February 5:
- PVDs available online
February 6:
- Supplements pay day
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

HR Liaison Network Meeting This Week!
Seats are still available for the morning session (8:30-10:00 a.m.) of the HR Liaison Network Spring Meeting on Thursday, February 5. If you have not reserved your spot, please visit http://training.tamu.edu/courses/#HRLiaisonEvents online and register before 6:00 p.m. on Tuesday, February 3. We look forward to seeing you there!

TrainTraq Assignments – HIPAA Training
Federal law requires that employees who have access to Protected Health Information (PHI) must receive training on Health Insurance Portability and Accountability Act (HIPAA) guidelines concerning the privacy and security of PHI. To comply with this law, the System Benefits Administration Office is requiring A&M System employees with certain levels of admin access to HRConnect, iBenefits or BPP to complete TrainTraq course number 11009 (HIPAA for HRC Benefits Processors and Administrators). The training must be completed before being granted administrative access to these systems and every three years thereafter.

HR liaisons with a department admin role in HRConnect who have never completed this training or who last completed this training more than one year ago may receive an assignment later this week. Questions about the online assignment should be directed to hrnetwork@tamu.edu.

Summer Insurance Premiums – Departments Are You Planning Ahead?
As a reminder, summer premiums are collected in advance for employees who work less than a twelve (12) month appointment and meet summer insurance eligibility. Therefore, these employees will pay their portion of the entire summer insurance premiums (June through August) with their May premiums to be deducted from the paychecks received for their May earnings.
Departments play a critical role in the summer premium process by ensuring that the appointment terms are accurate and that any additional summer appointments are processed and employment changes such as retirements are communicated to Benefit Services. Start now to identify any summer appointment changes, and encourage the impacted employees to plan ahead. Stay tuned for more information regarding the summer premium process.

2015 Texas A&M Climate Matters Conference
Human Resources is proud to be a sponsor of the 2015 Texas A&M Climate Matters Conference: A Dialogue on Climate, Inclusion and Respect. The conference, hosted by The College of Education and Human Development, the College of Veterinary Medicine and Biomedical Sciences and the Dwight Look College of Engineering, represents an exciting opportunity to learn strategies for fostering cultures of climate, diversity and equity in the workplace. Human Resources encourages your participation at the conference which will be held on March 9-10, 2015 at the MSC Betancourt Ballroom. For registration info and a full program schedule, visit: http://climatematters.tamu.edu.

February HR Poster – “HEALTH”
This month’s HR marketing campaign poster highlights “HEALTH”! HR encourages employees to engage in healthy lifestyles, such as exercise, eating right and getting plenty of sleep. To assist you in staying healthy, HR has several upcoming Wellness Works events scheduled this spring: Walk Across Texas (Feb. 7 - April 4), Health & Wellness Fair (March 4), the Maroon & White Wellness Walk (March 24) and the Water Cooler 5K Fun Run (April 9). And come spend your lunch with us tomorrow for the Brown Bag Lunch & Learn Series Feb. 3 - "Benefits of Walking". Please print this poster and post it in your department’s break room or common work space during February as a reminder to get more out of life by staying healthy and learn more about our resources and programs for physical, mental and financial wellness.

Please share the following four articles with all employees in your department.

Brown Bag Lunch & Learn Series
Join us tomorrow for our next Brown Bag Lunch & Learn series event focusing on the benefits of walking as we prepare to kick off the Walk Across Texas program. No registration needed; just bring your lunch and learn with us!

FEBRUARY 3  - Walking: More Than Just One Foot in Front of the Other
12:00 - 1:00 p.m.  |  General Services Complex (GSC)
Room 101  |  750 Agronomy Road

Do you know the benefits of walking and are you getting the most out of your walking exercise program? Learn tips and strategies to enhance your walking experience, maintain motivation and prevent injuries from Instructional Professor Kirsten Brekken with the Department of Health & Kinesiology. Also included will be a Walk Across Texas program overview. Let your steps lead to a healthier you!

View this and other Wellness Works events at employees.tamu.edu/benefits/wellness.

Walk Across Texas – Form Your Team Now
Employees and their friends and family have the opportunity to participate in the annual Walk Across Texas! program which will kick off February 7, 2015. This physical fitness program created by our own Texas A&M AgriLife Extension Service is an eight week program that encourages individuals and teams to monitor and track physical activity with the goal of earning enough miles to walk across the entire state of Texas (830 miles).

Interested in participating? Form a team of eight, choose a team captain, complete the registration process by Friday, February 13 (select Texas A&M University as the organization) and start logging those miles! See FLYER for additional information on the program along with registration links.

Summer Insurance Premiums – Are You Planning Ahead?
As a reminder, summer premiums are collected in advance for employees who work less than a twelve (12) month appointment and meet summer insurance eligibility. Therefore, if you are in an appointment less than 12 months
and will not receive pay for the entire summer, your portion of the summer insurance premiums (June through August) will be deducted with your May premiums on the paycheck(s) received with your May earnings.

Although the summer is several months away, we want to give you time to:

1. Work with your department to make any appropriate updates to your employment including additional summer appointments.
2. Plan ahead and budget for the extra summer premium deductions from your May paycheck.

Individualized notices will be sent to you in April if you have an appointment less than 12 months (as of the date that report is run) which will notify you of the actual summer premium to be deducted from your May paycheck.

“HR EXPRESS” Newsletter, Spring 2015 Issue

All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the spring issue include:

- **Dealing With Tragedy In The Campus Community**
- **Should Social Media Be Used In Recruitment?**
- **Texas A&M Staff Appreciation Week, March 23-27**
- **Healthy Resolutions: Let Wellness Works Help!**
- and much more.

Checkout our featured employees for the “Working at A&M” section: Tamra Ray, Andy Armstrong, and Jovana Guillen. Do you like “Working at A&M” and want to be a featured employee for the newsletter or do you know someone would make a great feature? Let us know by emailing HR-feedback@tamu.edu anytime! Read the full issue at [employees.tamu.edu/HREXPRESS](employees.tamu.edu/HREXPRESS) online. The next issue will be published in May.

Revised HR Web Forms/Docs
- **Brown Bag Lunch & Learn Series Feb. 3 - “Benefits of Walking” Flyer** (new)
- **Save the Dates: March 23–27 is Staff Appreciation Week** (new)
- **Walk Across Texas Flyer** (new)
- **Maroon & White Wellness Walk Flyer** (new)
- **Wellness Councils of America Health Bulletins** (new)
- **“HR EXPRESS” Spring Newsletter** (new)
- **February HR Marketing Poster: “HEALTH”** (new)
- **Network News Archive – last week’s issue posted**
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