## HUMAN RESOURCES

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## EMLOYEE & ORGANIZATIONAL DEVELOPMENT

| Training Compliance Reports for February – As of February 1, 2015 |

## TIP OF THE WEEK

| COBRA Forms – Remember When to Send |

## PAYROLL REMINDERS

| February 11: |
| PVDs available online |
| February 13: |
| Biweekly pay day |
| Monthly EPAs due at noon |

## HUMAN RESOURCES

**Important Information regarding the Anthem Data Breach**

A special network news message regarding the Anthem data breach was sent to HR Liaisons earlier this afternoon. Please make sure to share the message with all employees within your department(s). Additional information will be communicated as we learn more from the System Benefits Administration Office.

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**President’s Meritorious Service Awards Winners Announced**

The recipients of the 2014-15 [President’s Meritorious Service Awards](#) (PMSA) have been announced. Fifteen individual staff members and one team were selected for their meritorious service to Texas A&M University:

- Betty Cotton, Biochemistry & Biophysics
- Sarah Edwards, Student Activities
- Sherry Escalante, Office of the Vice Chancellor and Dean of Engineering
- Edie Hammond, Enterprise Information Systems
- Mary Hein, The Bush School of Government & Public Service
- Nick Kilmer, Scholarships & Financial Aid
- Terence Krolczyk, Enterprise Information Systems
- Paulette Lesher, English
- Tawyna Moehlman, Recreational Sports
- Christi (Ramirez) Barrera, Sociology
- Spring Robinson, Marketing
- Rachael Sears, Veterinary Large Animal Clinical Sciences
- Faith Stringer, College of Architecture
- Alexandra Tomecek, Physics & Astronomy
- Holley Toschlog, Materials Science & Engineering
University Police Crisis Intervention Team: Jonathan Blythe, Josh Deleon, Lee Elkins, Jennifer Enloe, John Kay, Ethan Patton, Adrian Shepherd, and Justin Vykukal.

The winners will be recognized at a special award ceremony held on Wednesday, February 25, 2015 at 9:30 a.m. in Rudder Theatre. A reception with refreshments will follow the ceremony. Family, friends and co-workers are encouraged to attend and celebrate with the recipients. Congratulations to these recipients for their selfless service to Texas A&M University.

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. The team will be recognized with a team commemorative plaque and each team member will also receive a framed certificate, a $200 cash award, and a gold lapel pin.

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Sick Leave Pool Extensions

Some employees require sick leave pool benefits beyond their initially awarded hours. Because hours are granted on the basis of a single condition, subsequent notes from a physician used to request an extension of an employee’s pool hours must include the applicant’s condition. The employee will be reminded of this requirement in a pool approval letter when necessary. An employee’s failure to have this information submitted in a requested extension of pool hours may, unfortunately, result in a delay or denial of hours in his/her pool application.

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Thank You for Attending the Spring Network Meeting!

We hope you enjoyed the networking and learning opportunities at the February 5 network meeting. Human Resources would like to thank the College of Liberal Arts for providing the door prizes. The meeting information is now available at [http://employees.tamu.edu/liaisons/communications/](http://employees.tamu.edu/liaisons/communications/) online. Meeting attendees are encouraged to complete the online meeting evaluation before 5:00 p.m. on Friday, February 20. Your feedback is important to us!

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Access to TAMU Jobs via SSO Ending April 30

When the Portal Access for Total HR (PATH) System was launched in May 2013, the previous software version, called TAMU Jobs on the SSO menu, remained accessible for viewing historical information that could not be transferred into PATH. Such historical information in TAMU Jobs includes previous versions of staff position descriptions, some performance evaluations and postings. This information will no longer be accessible via SSO or a web interface after Thursday, April 30, 2015. Departmental requests for historical information from TAMU Jobs will be handled by the current PATH Administrator beginning May 1 and the formatting of that information will be different from the current printer-friendly versions available through the web interface. If you previously used TAMU Jobs as the electronic storage for certain personnel-related records, please plan for this April 30, 2015 change in access and take action as may be appropriate for your department.

Additional resource information and guidance is being developed for HR Liaisons. Please contact the PATH Administrator at PATHadmin@tamu.edu or (979) 845-4170 with your questions so that we can address them in the information being developed.

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Please share the following four articles with employees within your department.

Save the Date – Wellness Works Health & Wellness Fair

Join us on Wednesday, March 4, 2015 for the second annual Health & Wellness Fair, part of the Wellness Works program. The Health & Wellness Fair will include a vendor exhibit area, demonstration area and mini informational sessions. The goal of the event is to provide the Texas A&M community with health and wellness information to help you make healthier life choices. Mark your calendar now to save the date for this fun and informative event. More information to be provided as the event approaches.

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Wellness Exam Incentive

The Texas A&M System wellness exam incentive is an on-going program. It requires individuals enrolled in the A&M Care plan to complete an annual wellness exam (also referred to as annual check-up or physical) in order to qualify for the lowest medical premium rate for their insurance. Employees and spouses who are enrolled in the A&M Care plan must satisfy the wellness exam incentive requirement by the target date of June 30, 2015 to qualify for lower premiums for the FY2016 benefit plan year beginning on September 1, 2015. The target date of June 30 allows enough time for claims processing and recording of the exam completion before the first payroll calculation with the
new premium rates for FY2016. Reminder, if the requirement is not satisfied, a higher monthly premium will be deducted from your paycheck that includes a wellness differential of $30 per month for each individual (employee and spouse) that is incomplete for the requirement. Detailed information is included in a comprehensive FAQ on the Wellness Works website.

**Walk Across Texas – Registration Open through February 13**
Walk Across Texas kicked off on February 7, but it is not too late to participate. Form a team now and register by February 13 to participate in this physical fitness program created by our own Texas A&M AgriLife Extension Service. The program 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) during the eight week program.

Form a team of eight with coworkers, family or friends, 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. Walking on campus? Use our new Walking Map (1 Mile Routes on Campus) to guide you with distances.

**Sick Leave Pool – A Benefit Available to Leave-Eligible Employees**
The University's sick leave pool is made up of generously donated hours to help Aggie employees and their families in their time of need. You may be eligible to qualify for up to 720 hours of paid sick leave pool benefits in the event you or an eligible family member suffer from a catastrophic illness or injury which has depleted your vacation, sick, and compensatory time hours. For more information regarding the sick leave pool including the current Sick Leave Pool balance, please visit the Sick Leave Pool webpage here.

**Revised HR Web Forms/Docs**
- Designation of Academic or Non-academic departments (for the Non-Faculty Hiring Authorization Process):
  - Texas A&M University
  - Health Science Center
  - Texas A&M Galveston
- HR Liaison Network Meeting information for February 5 (new)
- Network News Archive – last week’s issue posted

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Training Compliance Reports for February – As of February 1, 2015**
Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

**Summary**
- 85 (51%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 12.3% from 1316 to 1154.
- The total number of past due employees decreased 9.1% from 733 to 666.
- The total number of past due Faculty employees decreased 2.5% from 238 to 232.
- The total number of past due Budgeted Staff employees increased 28.6% from 133 to 171.
- The total number of past due Wage Staff employees decreased 2.9% from 136 to 132.
- The total number of past due Graduate Assistant employees decreased 29.8% from 57 to 40.
- The total number of past due Student Worker employees decreased 46.2% from 169 to 91.

**Required Employee Training Compliance Key Performance Measure**
- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.4%
  - Ethics – 98.4%
  - Information Security Awareness – 97.3%
  - Orientation to the A&M System – 99.5%
  - Reporting Fraud, Waste and Abuse – 99.4%
Required Training for Athletics Task Workers - 94.5%

TIP OF THE WEEK

COBRA Forms – Remember When to Send
Do you know when you as the department HR Liaison should be sending out a COBRA form? This form should be submitted for employment related actions that result in the employee losing benefit eligibility, such as: leave without pay; reduction in effort below 50%; or, transfer to a non-eligible position of student worker. Remember to send the COBRA form to the employee with a copy to Benefits Services. More information on COBRA is at http://employees.tamu.edu/benefits/insurance/cobra/ 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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Next Network Meeting: June 25, 2015

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