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

August 3, 2015

**HUMAN RESOURCES**
- Termination EPAs Needed to End Benefits Coverage
- End of Fiscal Year LeaveTraq Reminders
- Annual Enrollment Follow-Up: Check your Annual Enrollment Document
- Annual Enrollment Follow-Up: Dependent Verification
- WELCOA Health Awareness Bulletins
- August HR Poster – “WELCOME”
- Revised HR Web Forms/Docs

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**
- Training Compliance Reports for August – As of August 1, 2015

**ANNOUNCEMENTS**
- 2015 Business Seminar

**TIP OF THE WEEK**
- Need to Know Who to Call in HR? Use the Online Directory

**PAYROLL REMINDERS**
- August 3:
  - Monthly payday
  - Supplements & EPA due at noon
- August 4:
  - PPRs print
- August 5:
  - PPRs available online
- August 6:
  - Supplements PVD available online
- August 7:
  - Supplemental payday
  - Supplements due at noon
  - Uploads due at 1pm
  - TimeTraq due at 4pm

**HUMAN RESOURCES**

**Termination EPAs Needed to End Benefits Coverage**
An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of FY2015 and will not be included in the budget for FY2016. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel benefit coverage. Please make sure that termination EPAs are processed in a timely manner.

**End of Fiscal Year LeaveTraq Reminders**
It’s that time of year again to complete and update all LeaveTraq records as we move toward the next fiscal year. Please note the following items as FY2016 approaches:

- LeaveTraq allows you to process or revise leave transactions entered in the previous fiscal year; therefore, you will lose the ability to process or revise leave transactions for FY 2014 on September 1, 2015. Accordingly, please make sure pending transactions for FY 2014 are completed prior to August 31, 2015. Note: A rejected document is not considered to be completed. The document is still active and requires an appropriate action.
- For budgetary reasons, all leave entries for FY2015 activity should be completed as soon as possible.
- LeaveTraq provides an automated process to lapse excess vacation balances at the end of the fiscal year in accordance with System Regulation 31.03.01 – Vacation. Please note that any lapse will affect both sick and vacation leave balances, and that two transaction entries will be required if the automatic transactions entered by the LeaveTraq program need to be cancelled, reversed, or adjusted.
Thank you, in advance, for your attention to these details. Your timely review and consideration of these matters will ensure that your employees have up-to-date accrual balances and will also provide your department with accurate fiscal year-end financial reports. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

Please forward the following three benefits-related messages to employees in your department.

Annual Enrollment Follow-Up: Check your Annual Enrollment Document
Annual enrollment has officially closed and benefit changes will become effective starting September 1, 2015. Employees are encouraged to confirm their annual enrollment selections by viewing their annual enrollment document under the “My Documents” section in iBenefits by following the below steps. Please note that the “My Benefits” section shows current benefit coverage, so the annual enrollment changes will not show under that section until after September 1, 2015.

1. Log into SingleSignOn (SSO) at https://sso.tamus.edu
2. Choose iBenefits from the SSO menu
3. Select “My Documents” tab
4. Locate Annual Enrollment document type with effective date 9/1/15
5. Click on Overview button on the left to view benefit selections and verify document status
6. The document must be in a Submitted (Valid) status in order for the changes to be recorded

Employees who identify that their benefit selections do not reflect their desired benefit changes for FY2016 or those who wanted to make changes but whose document status is not in a submitted status should contact their Benefits Representative immediately for further assistance. As a reminder, your Benefit Representative can be located by using the “FIND YOUR HR REP/LIAISON” button on our website at http://employees.tamu.edu/ online.

Annual Enrollment Follow-Up: Dependent Verification
If you requested to add a newly enrolled dependent to your insurance plan(s), that dependent will not be enrolled in insurance coverage until the dependent verification process is complete. Employees must provide the proper dependent verification documents to Benefit Services by August 15, 2015 to ensure information is provided to the insurance carriers so coverage is activated in their systems for the September 1, 2015 effective date. A complete list of eligible dependent verification documentation is available online.

WELCOA Health Awareness Bulletins
The Wellness Council of America (WELCOA) is one of the nation’s premier resources for workplace wellness. The August monthly WELCOA Health Awareness Bulletins are posted online for your use. Read the monthly bulletins then take the quiz for a chance to win prizes!

August HR Poster – “WELCOME”
This month’s HR marketing campaign poster highlights “WELCOME”! We know that working at Texas A&M is truly unique. To welcome our new employees and get them off to the right start we offer our New Employee Welcome Orientation (TAMUNEW) which informs them of our rich history, traditions, values and resources. This workshop lays a solid foundation for a successful career at A&M. Please print this poster and post it in your department during August to help welcome new employees and make them aware of TAMUNEW!

Revised HR Web Forms/Docs
- WELCOA Health Awareness Bulletins for August
- August Marketing Poster: “WELCOME”
- Network News Archive – last week’s issue posted

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for August – As of August 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**
- 90 (54%) 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 1.9% from 908 to 891.
- The total number of past due employees decreased 0.8% from 501 to 497.
- The total number of past due Faculty employees decreased 5.4% from 74 to 70.
- The total number of past due Budgeted Staff employees decreased 8.8% from 137 to 125.
- The total number of past due Wage Staff employees decreased 2.8% from 180 to 175.
- The total number of past due Graduate Assistant employees increased 14.3% from 14 to 16.
- The total number of past due Student Worker employees increased 15.6% from 96 to 111.

**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 – 99.1%
  - Ethics – 98.9%
  - Information Security Awareness – 97.7%
  - Orientation to the A&M System – 99.5%
  - Reporting Fraud, Waste and Abuse – 99.4%
  - Required Training for Athletics Task Workers – 94.0%

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**ANNOUNCEMENTS**

**2015 Business Seminar**
Brazos Valley Society for Human Resource Management (SHRM) will host the 2015 Business Seminar on September 15, 2015 from 8:15 a.m. to 4:45 p.m. at the Phillips Event Center. Register by Tuesday, August 25 and receive the early bird special – a $10.00 discount! This is a great opportunity to gain valuable information on the latest developments in employment law, hiring practices, employment legislation, and dealing with multigenerational differences in the workplace. Seminar session descriptions and registration details can be found at [http://bv-shrm.shrm.org/events/2015/09/bv-business-seminar-2015](http://bv-shrm.shrm.org/events/2015/09/bv-business-seminar-2015) online. As an added bonus, HR Liaisons attending the seminar can receive their continuing education credit for FY2016.

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**TIP OF THE WEEK**

**Need to Know Who to Call in HR? Use the Online Directory**
Now that annual enrollment for benefits has ended and the new year is right around the corner, employees may have lingering questions about any number of benefits, retirement or human resource-related issues. HR Liaisons, who receive comprehensive training on hr-related topics, may be comfortable answering many questions, but probably not all questions; that's when employees can turn to their assigned representatives in Human Resources. Use the online HR contact directory ([http://employees.tamu.edu/findliaisons/](http://employees.tamu.edu/findliaisons/)) to know exactly who to call or email for assistance with any HR need.

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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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ldohnalik@tamu.edu | 979.862.3854

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PHONE: 979.845.4141 MAIL STOP: 1255 TAMU
MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](http://employees.tamu.edu/findliaisons/)
Next Network Meeting:
September 22, 2015