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HUMAN RESOURCES
Save the Date: HR Liaison Network Fall Meeting Coming Soon!
The first meeting of the new fiscal year will be held on Tuesday, September 22 in the General Services Complex. Please mark your calendars now and make plans to attend the morning or afternoon session. Watch for details about the agenda and registration information in upcoming editions of HR Liaison Network News.

Showcase Your Department at the HR Liaison Network Meeting
Last fall the HR Liaison Advisory Resource Group suggested a great way to highlight campus departments while rewarding members of the HR Liaison Network – issue a call for donations. If your department would like to contribute to the HR Liaison recognition efforts and has items that could be used as door prizes or speaker gifts at our network meetings, we’d love to hear from you! Contact Laura Dohnalik at ldohnalik@tamu.edu to make a donation on your department’s behalf. Human Resources will recognize sponsoring departments in the meeting program, ad marquee slides and on the HR website.

Important! Returning from Leave Without Pay Process
As each new semester approaches there are typically employees who may have been in a leave without pay (LWOP) status who are returning to an active paid status. It is critical for departments to submit an Employee Payroll Action (EPA) so the employee’s benefits and the employer contribution can be reinstated. Benefit coverage that was suspended during the leave will be reinstated on the exact date the employee returns to active status as indicated on the EPA. Premiums are not prorated; therefore, if the employee is returned to an active status with an August
effective date they (and the department) will be billed the entire premium for August. Timely EPA processing is always important, but especially for international students who need to provide verification of insurance coverage to International Student Services (ISS). Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

**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? When previous State employment is documented and recorded properly in the University database, it may increase the months of service used to calculate any potential leave accruals and longevity pay. On a monthly basis, Payroll Services sends all new hires a notification requesting their previous state service. State Service forms can be found 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 found at [http://employees.tamu.edu/benefits/leave/vacation/](http://employees.tamu.edu/benefits/leave/vacation/) 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 will need to 1) access LeaveTraq to check the accrual rates and make any manual adjustments once previous State service has been verified, 2) update the flag for the six months of service completed, if applicable, and 3) process the transaction for any 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 online.

**Understanding Benefit Enrollment Windows for New Hires**

Are you confused by the enrollment window for new hires to select their benefits? It can be confusing at times and is frequently misunderstood by new employees. All new benefits-eligible employees have a waiting period for the employer contribution unless they are a direct transfer from another State agency or Institution of Higher Education.

The employee has a 60-day enrollment window from date of hire in a benefits-eligible position to elect and enroll in benefits. During the benefit selection process, the employee will be able to choose the actual effective date of their coverage in iBenefits and will have the following options:

- **Date of Hire** – only available if the department HR Liaison creates the iBenefits document within 7 days of hire, a new month is not crossed before the selections are made and the employee submits their iBenefits document within the first seven days.
- **1st of the Month Following** – makes the effective date of coverage the first day of the month following when the benefit enrollment selections are submitted through iBenefits. It is very important to understand that benefit enrollments are not processed retrospectively. If the month has already begun then the coverage effective date will roll to the next available 1st of the following month.
- **Employer Contribution Date** – date that the employee qualifies for the employer contribution and is the first of the month following the waiting period which is now available the 1st of the month following 60 days of employment in a benefits-eligible position.

Do you have additional questions or are you uncertain if your employee is a direct transfer? Remember that your designated benefits representative ([http://employees.tamu.edu/findliaisons/](http://employees.tamu.edu/findliaisons/)) is available to assist in answering your benefits questions to help ensure that the employee has the correct iBenefits record for their benefit enrollment.

**PAYROLL SERVICES**

**FY2016 EPAs for Budgeted Positions**

EPAs can now be created for FY2016 budgeted positions only. Canopy will default to FY2015; entry of budgeted EPA’s for FY 2016 will require you to use the drop down menu and select FY 2016. The fiscal year default will be changed to FY2016 after FY2016 has been completed on September 4, 2015.

**Roll to New FY Canopy Feature**

The Roll to New FY feature in Canopy is available for budgeted positions only. It allows FY2015 EPAs to automatically roll to FY2016 without creating an additional EPA in FY2016. The feature can be activated by selecting the “Roll to New FY” box when creating a FY2015 EPA. Make sure the annual term for the employee is reflected as...
either 9 or 12 in order for the feature to work for the FY2016 EPA.

Using a PIN Created During FY2016 Prep Budget
To use a PIN created in Prep Budget FY2016, two EPA fields are critical. The first field is the PIN field. Enter the PIN created in FY2016. The second critical field is the Position Action. Select the position action “re-activate” for this field.

<table>
<thead>
<tr>
<th>Create Type: New Budgeted Position</th>
<th>PIN: FY2016 PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2015 Workstation: M</td>
<td></td>
</tr>
<tr>
<td>Document Type: Create or Re-activate Position.</td>
<td></td>
</tr>
<tr>
<td>Recommended Occupant Action: New Hire.</td>
<td></td>
</tr>
<tr>
<td>Current Occupant Action: Already Vacant.</td>
<td></td>
</tr>
<tr>
<td>Position Action: Re-activate Position.</td>
<td></td>
</tr>
</tbody>
</table>

For assistance, contact Payroll Services at payrollprocessing@tamu.edu or your processing team members.

Wage Positions
Wage positions are tentatively scheduled to be rolled over from FY2015 Active Budget to FY2016 during the weekend of August 22, 2015.

Estimated Time
The arrival of the new fiscal year creates early deadlines in regards to the bi-weekly payroll for the pay date of August 28 (period covered – August 6 thru August 19) and the pay date of September 11 (period covered – August 20 thru August 31). Payroll Services does not recommend that estimated time be submitted for employees unless they have sufficient leave accumulated to cover the estimated days; nor should student workers submit estimated time.

If an employee has an adjustment to his/her estimated time which results in additional pay or work time which was not estimated, the department should adjust the hours on the next bi-weekly payroll. Then the payment for this time will be included on the next scheduled bi-weekly payday. If an employee does not work all the time estimated, leave should be recorded or an adjustment should be made to decrease the hours on the next bi-weekly payroll. Be sure to document any adjustments made in your records.

Payroll Services will not process an emergency check due to changes in estimated time. If you have any questions or concerns about this matter, please email payrollprocessing@tamu.edu or call the Payroll Processing Team that services your department.

Graduate Student List
A list of Graduate Students in the FY2015 Active budget will be distributed during this week. The list should be used is processing EPA’s to re-appoint, terminate and make other changes to those listed as required. This year you also have the option to upload a spreadsheet directly through the budget office. Details will be sent via the budget listserv.

New Hire Documents
Remember to submit new hire documents for employees hired September 1, 2015 and processed during the Prep Budget Process. All paperwork needs to be received by Payroll Services on September 4, 2015 at noon to avoid payment delays.

Changes to I-9s and E-Verify
As mentioned in the special edition released earlier today, Governor Abbott has signed Senate Bill 374 requiring all state agencies, including institutions of higher learning, to E-Verify all new employees beginning September 1, 2015. Payroll Services will remain the primary source for completing the E-Verify process, but will depend on departments to assist at times.
Changes to Department Responsibilities:

1. Because we are an E-Verify Employer, the SSN field on the I-9 is required.
2. If the employee presents one of the four following documents as their List A document when completing the Form I-9, Payroll will be prompted in E-Verify to match the photo used on the I-9, with a photo in the E-Verify system. The department must make a copy of the List A document and upload the copy to the “OnDocs” tab in Guardian. You will be prompted to do so upon completion of the I-9.
   - US Passport
   - Passport Card
   - Permanent Resident Card (Form I-551)
   - Employment Authorization Card (I-766)
3. If the employee presents a List B document for the I-9, it **must contain a photograph**. (No need to retain a copy.)
4. If E-Verify produces a result of TNC (Tentative Non-Confirmation), meaning that the information entered in E-Verify did not match the records of USCIS or SSA, departments may need to meet with the employee and inform them of this result.

These changes are **EFFECTIVE IMMEDIATELY**. Starting today, if you complete an I-9, please follow the guidelines listed in this letter. More details on this announcement can be found on the **I-9 & E-Verify page** on the Payroll Services website. Please read the detailed message and keep an eye out for more updates to our website on this subject. If you have questions about this process, please send them to payroll@tamu.edu and we will be glad to assist.

**TIP OF THE WEEK**

**Non-Monetary Awards to Boost Retention**

Are managers and supervisors aware that an employee can be given up to 32 hours of Administrative Leave to recognize outstanding performance or exceptional contributions on special projects? Go to [http://employees.tamu.edu/compensation/flexible-comp/administrative-leave/](http://employees.tamu.edu/compensation/flexible-comp/administrative-leave/) for more information.

Next Network Meeting: **September 22, 2015**