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

August 24, 2015

### HUMAN RESOURCES
- New Graduate Student Employee Benefits Orientation – Final Session
  Tomorrow August 25
- Department of Labor Proposes Change to Salary Minimum for Exemption
- Changes to Veteran’s Employment Preference Effective 9/1/15
- New Semester Means New Employees for iBenefits
- Postdoctoral or Graduate Student Fellows Benefit Process
- Termination EPAs Needed to End Benefits Coverage
- Reminder: Student Insurance Website
- HR Liaison Network Meeting – Registration Opening Soon

### PAYROLL REMINDERS
- August 26: PVDs available online
- August 28: Biweekly pay day

### PAYROLL SERVICES
- FY2016 EPAs for Wage Positions
- FY2016 Pay Schedules and Processing Calendars
- Roll to New FY Canopy Feature
- Using a PIN Created During FY2016 Prep Budget
- New Hire Documents
- Pay Periods and Dates for Biweekly Paid Employees to be Adjusted
- Overtime for Short Reporting Periods

### EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
- New TrainTraq Assignment – Required Emergency Alert System Notification

### ANNOUNCEMENTS
- 2015 Business Seminar

### TIP OF THE WEEK
- Required Education Means Verifying the Degree

### HUMAN RESOURCES

**New Graduate Student Employee Benefits Orientation – Final Session Tomorrow August 25**

A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The final session on Tuesday, August 25, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the orientation flyer with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at benefits@tamu.edu or (979) 862-1718.

**Department of Labor Proposes Change to Salary Minimum for Exemption**

As presented at the June HR Liaison Network Meeting, the U.S. Department of Labor has issued proposed revisions to Fair Labor Standards Act (FLSA) regulations. The proposed changes, announced on June 30, will have a significant impact on Texas A&M staff positions and overtime eligibility in 2016. The most significant aspect of the proposed changes is an increase in the exempt employee salary minimum from $455 per week/$23,660 per year to potentially as high as $970 per week/$50,440 per year. Once the changes are implemented, any currently exempt, salaried employee whose pay does not meet the salary minimum will be considered nonexempt and will become...
biweekly paid, complete time sheets and become eligible for overtime pay or compensatory time for hours worked over 40 in a workweek. Please note that an effective date has not been announced and the proposed salary minimum has not been finalized. Following the public comment period that ends in September, the Department of Labor will consider the feedback and issue final regulations within a period of time, ranging from 90 to 120 days. The effective date is typically six months after the final regulations are issued, so we estimate June 2016 as the earliest potential effective date.

Human Resources is conducting an initial impact analysis based on the proposed regulations, and will be communicating additional information in the future to University leaders, HR Liaisons and employees. If you have any questions, contact HR Classification and Compensation at hrcomp@tamu.edu or (979) 845-4170.

Changes to Veteran’s Employment Preference Effective 9/1/15

As reported at the HR Liaison Network Meeting in June, there are changes to state law regarding veteran’s employment that are effective September 1, 2015. The changes broaden the definition of veteran and have other implications for interviewing when there are applicants with veteran’s preference in your applicant pool. In addition, Rita Bowden, Manager of Recruitment and Workforce Planning, has been designated the Veteran’s Employment Liaison for Texas A&M University. Changes have been made to the Veteran’s Preference information on the Human Resources web site (http://employees.tamu.edu/employment/legal). We are also updating the Hiring Matrix and will be providing additional implementation guidance and related links in future editions of HR Liaison Network News.

For more information, please contact Rita Bowden, Manager of Recruitment and Workforce Planning, at rbowden@tamu.edu or (979) 862-1015.

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 review these Processor Tips and remember:

1. New employees must complete the enrollment process within 60 days of their benefit-eligibility date; otherwise, they will default into the A&M Care Plan as a tobacco user.
2. Employees wanting coverage for date of hire must complete enrollment within 7 days of date of hire; otherwise, the next available coverage effective date would be the first of the month following submission.
3. If the employee is a Graduate Student Employee, emphasize that the Graduate Student Plan is NOT the default plan. They will incur an additional out-of-pocket premium if they do not specifically enroll in the Graduate Student Plan or waive coverage.
4. Encourage new hires to register for the New Employee Benefit Orientation and New Employee Welcome.

Please contact your designated Benefits Representative (http://employees.tamu.edu/findliaisons/) if you have questions or need additional assistance.

Postdoctoral or Graduate Student Fellows Benefit Process

Section 1601.1021 of the Texas Insurance Code provides certain postdoctoral fellows or graduate student fellows eligibility to participate in the group insurance program under the Texas A&M University System policies. These individuals may enroll in the health, dental or vision group insurance plans, but do not qualify for the employer contribution for premiums.

Departments with qualifying individuals are encouraged to review the Postdoctoral and Graduate Student Fellow Benefit Eligibility & Enrollment Process information on the Human Resources website and complete the applicable certification form to document benefit eligibility and the required offer of benefits.

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.

Reminder: Student Insurance Website
System Benefits Administration developed a website to provide information and resources to assist students and individuals or offices that help students navigate through the student insurance enrollment process. Benefit Services will continue to assist our benefit-eligible employees, but the above website is a great tool for assisting students who do not qualify for employee benefits.

**HR Liaison Network Meeting – Registration Opening Soon**
It’s almost time for the HR Liaison Network Fall Meeting! Please mark your calendars now for Tuesday, September 22 and watch your inbox on September 7 for registration information and meeting details.

**PAYROLL SERVICES**

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

**FY2016 Pay Schedules and Processing Calendars**
The FY2016 biweekly and monthly pay schedules and September – November payroll processing calendar are now available at [http://payroll.tamu.edu/payroll-processing/calendar/](http://payroll.tamu.edu/payroll-processing/calendar/) online.

**Roll to New FY Canopy Feature**
The Roll to New FY feature in Canopy is available for all positions. 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>
</tbody>
</table>

| Document Type: Create or Re-activate Position. |

| Recommended Occupant Action: New Hire. |

| Current Occupant Action: Already Vacant. |

| Position Action: Re-activate Position. |

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

**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.

**Pay Periods and Dates for Biweekly Paid Employees to be Adjusted**
Employees who are paid biweekly should be aware that their pay periods and pay dates will be adjusted in September 2015 due to the university’s fiscal year end and the new insurance rates which are effective September 1, 2015.

The schedule shown below will allow employees to have their new out-of-pocket insurance premiums deducted over
two pay periods in September; which distributes the insurance costs throughout the month rather than subtracting it from a single pay period. This should help employees make adjustments to their personal monthly budgets.

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Pay Period</th>
<th>Number of Days</th>
<th>Deduction/Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28, 2015</td>
<td>August 6 – 19</td>
<td>10 working days</td>
<td>Insurance deducted (Old FY2015 rates)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No longevity paid</td>
</tr>
<tr>
<td>September 11, 2015</td>
<td>August 20 – 31</td>
<td>8 working days</td>
<td>No insurance deducted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No longevity paid</td>
</tr>
<tr>
<td>September 18, 2015</td>
<td>September 1 – 9</td>
<td>7 working days</td>
<td>Insurance deducted (new FY 2016 rates)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Longevity paid</td>
</tr>
<tr>
<td>September 25, 2015</td>
<td>September 10 – 16</td>
<td>5 working days</td>
<td>Insurance deducted (new FY 2016 rates)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No longevity paid</td>
</tr>
<tr>
<td>October 9, 2015</td>
<td>September 17 – September 30</td>
<td>10 working days</td>
<td>No changes</td>
</tr>
</tbody>
</table>

Please contact Payroll Services at payroll@tamu.edu should you have questions about this schedule.

**Overtime for Short Reporting Periods**

The new fiscal year starts September 1, regardless of what day of the week it falls. The last Reporting Period in the fiscal year ends with a short split work week. TimeTraq does not compute state/FLSA overtime across work week boundaries, this means that employees' time for the calendar week encompassing the fiscal year boundary must be examined for overtime and corrective adjustments made to employees time, if needed. A combination of TimeTraq's "Weekly Overtime Worked" report and Timesheet adjustment can be used to make these corrections. The report can be round on the report tab in TimeTraq.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**New TrainTraq Assignment – Required Emergency Alert System Notification**

At the beginning of September, Texas A&M employees will receive an automated TrainTraq assignment to take “Required Emergency Alert System Notification” (TrainTraq course no. 2111669).

Who will receive the TrainTraq assignment? All Texas A&M faculty and staff (except employees who have completed this course since August 1, 2015) will receive an email notification of the assignment and a single reminder 30 days later. New employees automatically receive this assignment upon hire. HR Liaisons do not need to assign this course or to follow up on overdue assignments; this course will not be tracked on the monthly training compliance reports.

What is the purpose of the assignment? The purpose of this online assignment is to notify employees about a state law (Texas Education Code §51.218) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page “course” (see attached screenshots) that will route them to a page on the Code Maroon web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail codemaroon@tamu.edu or call Help Desk Central at (979) 845-8300.

How can HR Liaisons help? You can provide advance notification to your departments of the new assignment. This might also be a good time to remind employees to review/update their emergency contact information online in HRConnect (https://sso.tamus.edu/).

You may direct employees with questions to EODinfo@tamu.edu.
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 online. As an added bonus, HR Liaisons attending the seminar can receive their continuing education credit for FY2016.

TIP OF THE WEEK

Required Education Means Verifying the Degree
The list of applicants has been narrowed down to the top candidate and there’s a sense of accomplishment at finishing up the job search; but wait, there’s a few more steps in the hiring process. If the position requires a degree or the candidate claims to have a degree, it’s time to order a degree verification in addition to any other reference checks or the required criminal background check. See the Hiring Supervisor’s Workbook and other resources available at http://employees.tamu.edu/managers/ 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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