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

October 19, 2015

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**TIP OF THE WEEK**

**Strong Passwords Protect Your Personal Information**

**HUMAN RESOURCES**

**Identity Protection Campaign Challenges You to the “Game of Aggie LIFE”!**

It's National Cyber Security Awareness Month and to celebrate it Human Resources is collaborating with Texas A&M Information Technology to promote identity protection awareness via the 2015 Identity Protection Campaign October 19-30. We challenge you to test your identity protection skills in the Game of Aggie LIFE. Whether you travel down the college or career path, challenge yourself with Aggie-themed questions to discover if your identity is at risk. Start the game at IT.tamu.edu/AggieLIFE for a change to spin to win!

**Sharing Information is Important!**

A liaison is described as one that establishes and maintains communication for mutual understanding and cooperation – facilitator, go-between, partner, representative, assistant, delegate, YOU! As an HR Liaison – a partner with Human Resources – you are the bridge that links HR to employees on campus and are considered the department’s go-to person for HR-related topics. HR encourages you to share any and all information provided to you in the weekly HR Liaison Network News with employees in your department. Information sharing is a good thing!

**Benefit Enrollment Window Expiring; Default Coverage Pending**

As a reminder, employees have 60 days from their date of hire into a benefit-eligible position to make their benefit selections online before they are defaulted into the A&M Care insurance plan and designated as a tobacco user. There is a relatively large number of employees hired at the beginning of the fall semester who have not completed their online enrollment and whose benefit enrollment window is about to expire. Email reminders have been sent to these employees. Please encourage new hires to complete their enrollment during their 60-day enrollment window to avoid the default coverage which includes a tobacco user designation.
Hire, Retain, and Advance People with Disabilities

Every day, people with disabilities can and do add value to America’s workplaces. However, in both good economic times and bad, people with disabilities have far fewer job opportunities than the general population. Inspired to change these realities, the Campaign for Disability Employment, "My Disability Is One Part of Who I Am" aims to promote the hiring, retention and advancement of people with disabilities and dispel negative stereotypes about disability and employment. When we are inclusive of people with disabilities – in recruitment, retention, and advancement – we benefit from a wider pool of talent, skills, and creative business solutions. October is Disability Employment Awareness month and Texas A&M Human Resources asks that you join us and learn more about what you and your department can do to support these efforts. Visit employees.tamu.edu/managers/disability-campaign and use the tools and resources.

HR Liaison Network Homepage Updates

The HR Liaison Network homepage employees.tamu.edu/liaisons has an updated look. We listed the links on the page in bullet format to make it easier for you to find what you need. Anytime you have a suggestion on how to improve our website please let us know by emailing HR-feedback@tamu.edu! We are here for you!

Pink Together for Breast Cancer Awareness Month!

Human Resources and Payroll Services staff wore PINK October 15 to show our support for Breast Cancer Awareness Month! Did you know that about 85% of breast cancers occur in women who have no family history of breast cancer? Remember, early detection saves lives! For valuable resources and information about health care costs associated with breast cancer screenings go to our Wellness Works site at http://employees.tamu.edu/benefits/wellness and view the flyer. Please feel free to use this flyer in your department, newsletters, and websites.

President’s Meritorious Service Awards Program Ceremony Planned for February 29, 2016

The 29th annual President’s Meritorious Service Awards Program ceremony has been scheduled for February 29, 2016. The nomination period will open soon so start gathering information now for your nomination packet. Watch for a formal announcement regarding the nomination period and additional information about the program or check back to our website at employees.tamu.edu/pmsa for updates. Questions concerning this staff award may be referred to Human Resources at emplrecognition@tamu.edu or (979) 845-7995.

Flexible Spending Account Grace Period for FY2015 Funds Expiring

Did you participate in the flexible spending account during FY2015? Do you still have a remaining balance in your FY2015 account? Are you unsure? You can view your current balance by accessing your online account through PayFlex’s website. If you have a remaining balance, you can still incur expenses that can be claimed against the FY2015 balance through the grace period which ends on November 15, 2015. All eligible expenses for FY2015 must be incurred by November 15 and the claims for reimbursement must be filed by the December 31, 2015 claims submission deadline. A comprehensive list of both eligible and ineligible expenses may be found at the PayFlex website.

PAYROLL SERVICES

Requesting a GLACIER Password for Nonresident Alien Tax Compliance

GLACIER is a system designed to efficiently and effectively collect information, make tax residency and treaty determinations, manage paperwork, maintain data, and file reporting statements with the IRS for foreignnationals employed by the university. To request a GLACIER password, HR Liaisons should send the following information regarding the foreign national via email to internationaltax@tamu.edu:

- First, middle and last name
- UIN
- Email address
- Pay period (monthly or biweekly)
- Hiring department
Payroll Services will process the information and send the GLACIER password to the employee via email. For more information on the GLACIER system and international tax, visit http://payroll.tamu.edu/tax/international-tax/ online.

Nonresident Alien Tax Issues and the GLACIER Processing System
Does your department process payments to foreign nationals? If so, consider enrolling in the upcoming session of Nonresident Alien Tax Issues and the GLACIER Processing System (211283) on October 28 from 8:00-9:00am in the General Services Complex. This course will review the GLACIER software program used to insure tax compliance on payments made to foreign nationals, along with the related rules and regulations. Visit the Employee & Organizational Development course schedule to register.

TIP OF THE WEEK

Strong Passwords Protect Your Personal Information
October is National Cyber Security Awareness Month. Protecting A&M work-related and personal information requires active participation by each Texas A&M employee. One way you can help create a safer digital world is to have a strong password for the Single Sign-On access to HRConnect and all other online applications used in your duties. Use passwords that are a mix of capital and lower case letters, numbers and symbols, and do not share the password with other individuals. For more password tips visit Texas A&M Information Technology knowledge base security at https://tamu.service-now.com/tamu-selfservice/knowledge.do and stay current with the System-required Information Security Awareness Training.

Next Network Meeting: February 16, 2016

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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