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

October 26, 2015

HUMAN RESOURCES
Self-Identification of Disability and Veteran Status
Fostering a Work Culture Welcoming ALL People
Voting Leave for Election Day
Early Detection Saves Lives!
Using Email to Send FMLA Notifications

PAYROLL REMINDERS
October 26:
- Biweekly EPAs due
October 27:
- PPRs print
October 28:
- PPRs available online
October 30:
- Supplements due at noon
- Uploads due at 1pm
- Time Traq due at 4pm

ANNOUNCEMENTS
Brazos Valley Society for Human Resource Management Monthly Program

TIP OF THE WEEK
Identity Protection Campaign Wraps Up October 30

HUMAN RESOURCES

Please share the following reminder with employees in your department(s).

Self-Identification of Disability and Veteran Status
Texas A&M University is committed to provide equal opportunity to applicants and employees who are veterans and/or who have disabilities. In order to do so, we need your help to update your "My Personal Data" tab in HRConnect which is accessed through Single Sign-On at sso.tamus.edu online. This information is only used for compliance with state and federal reporting requirements. When you update your disability status, you are only reporting that you have had in the past or currently have a disability. You are not asked to identify the disability, and this information is not shared with your supervisor or anyone else who does not have a need to know.

The federal government's Office of Federal Contract Compliance Programs has developed a short video explaining why it is important to provide this information; you may view it at the Self-Identification of Disability link found online at http://employees.tamu.edu/resources/diversity/. While in HRConnect, please ensure your veteran status is also correctly identified. If you have any questions, please contact Elizabeth Schwartz, Director of Workforce Management at (979) 845-0357 or eschwartz@tamu.edu.

Fostering a Work Culture Welcoming ALL People
As National Disability Employment Awareness Month comes to a close, HR would like to remind everyone that fostering a work culture welcoming of the talents of all individuals, including people with disabilities, promotes workplace success for everyone -- every day. At work, it's what people CAN do that matters. Focus on abilities, not disabilities!

Remember, employees with disabilities:
- Have talent.
- Help businesses gain a competitive edge through innovative thinking.
- Mirror an important and increasingly expanding customer base.
- Are experienced problem solvers with a proven ability to adapt.
- Value and want to work.

HR encourages you to promote the hiring, retention and advancement of people with disabilities and dispel negative
stereotypes about disability and employment, and remember this year’s theme, "My Disability Is One Part of Who I Am". Learn more at www.whatcanyoudocampaign.org. The site offers posters your department can use to show your support for the campaign. They are not dated so you may leave them posted throughout the year. For posters print them from here or order your own sets.

**Voting Leave for Election Day**

Election day is approaching. Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day, Tuesday, November 3. Employees wishing to use voting leave on November 3 should notify their supervisor prior to Election Day if they do not have sufficient time to vote on their own time. Supervisors may schedule voting leave by allowing the employee to:

- arrive to work later than normally scheduled in order to allow sufficient time to vote before the workday;
- leave work early without the expectation to return in order to allow sufficient time to vote; or
- take a longer lunch than is normally scheduled in order to vote.

Voting leave is not intended to be used for early voting. For more information, visit http://employees.tamu.edu/benefits/leave/other/ on the HR website. For details about the elections, visit http://www.brazosvotes.org online.

**Early Detection Saves Lives!**

October is almost over but Breast Cancer Awareness is ongoing. Please talk to your doctor about what screenings may make sense for you to get. Provider Finder® can help you make more informed health care decisions by viewing cost and clinical quality ratings from Blue Cross and Blue Shield as well as independent third parties. View this flyer for valuable resources and information about health care costs associated with breast cancer screenings.

**Using Email to Send FMLA Notifications**

Department Leave Administrators may choose to deliver Family and Medical Leave Act (FMLA) information, including the FMLA packet, reminder notices, etc., to an employee's email address, provided the employee agrees beforehand to receive information electronically. Read the procedures for sending FMLA information through email here. Please contact Benefit Services at (979) 862-1718 or benefits@tamu.edu if you have questions.

**ANNOUNCEMENTS**

**Brazos Valley Society for Human Resource Management Monthly Program**

Looking for a little extra professional development to help you in your HR Liaison role? Consider attending the local BVSHRM monthly educational luncheon. The November meeting is Thursday, November 5 and more information is available from the BV-SHRM website http://bv-shrm.shrm.org/. RSVP by noon on October 30.

*Check-up From the Neck Up: How Your Attitude Will Get You Sued* - Explore the myths and realities as employees evolve from your qualified applicant to the next employment law plaintiff. Can a bad attitude get you sued? Learn some valuable strategies to help keep your attitude in check while walking away with tips and attitude adjustments to minimize your chances of getting sued.

**TIP OF THE WEEK**

**Identity Protection Campaign Wraps Up October 30**

Don't forget to play the Game of Aggie Life (IT.tamu.edu/AggieLIFE) hosted by Texas A&M Information Technology to test your identity protection skills. While the Identity Protection Campaign concludes this week, identity protection awareness on campus continues throughout the year. For tips and resources to Protect Your Self, visit Texas A&M Information Technology at http://security.tamu.edu/ and Human Resources at http://employees.tamu.edu/spotlight/identity-protection-campaign/.
HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator @ ldohnalik@tamu.edu OR 979.862.3854

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