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

November 2, 2015

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations Open for President’s Meritorious Service Awards Program</td>
<td>November 2:</td>
</tr>
<tr>
<td>Hiring Red, White &amp; You! Veteran’s Hiring Event Nov. 12</td>
<td>Monthly payday</td>
</tr>
<tr>
<td>HR Liaison Common Processes – Getting Started, Helpful Resources</td>
<td>November 4:</td>
</tr>
<tr>
<td>Revised HR Web Forms/Docs</td>
<td>PVDs available online</td>
</tr>
<tr>
<td></td>
<td>November 6:</td>
</tr>
<tr>
<td></td>
<td>Biweekly payday</td>
</tr>
</tbody>
</table>

| PAYROLL SERVICES                                                                | Processing Schedules                  |
| Employee Personal Data Form                                                     |                                        |
| Year End Quickly Approaching, Missing Social Security Numbers Need to be Found  |                                        |

| EMPLOYEE & ORGANIZATIONAL DEVELOPMENT                                           | Payroll Reports                        |
| New Employee Welcome (TAMU NEW) Orientation November 11                          |                                        |
| Training Compliance Reports for November – As of November 1, 2015                |                                        |

| TIP OF THE WEEK                                                                 |                                        |
| Voting is a Leave Benefit for Eligible Employees                               |                                        |

---

**HUMAN RESOURCES**

**Nominations Open for President’s Meritorious Service Awards Program**

Nominations are now open for the 29th Annual President’s Meritorious Service Awards. These awards are presented to recognize and reward individuals for their meritorious service to our great university. We are honored to announce several enhancements to this year’s program. The number of awards will increase from 15 to 25 individuals with each person receiving $1,000, a commemorative plaque, and a gold lapel pin. To demonstrate our gratitude and appreciation to our extended Aggie Family, employees of SSC/Chartwells will also be eligible for this prestigious award. In addition, two outstanding work teams will be recognized with a team commemorative plaque and each member will receive a cash award of $200, a lapel pin and a framed certificate of recognition. Please nominate one of our deserving Aggie Family members. Nominations are due by Monday, November 30. Individual and team nominations may be submitted through the nomination process found online at [http://employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa). Award recipients will be honored at a special award ceremony with President Young on Monday, February 29, 2016. Please post this [promotional flyer](http://employees.tamu.edu/employment/prospective/career-fairs) in your office. Questions may be referred to the HR Recognition staff at empirecognition@tamu.edu or (979) 845-7995.

**Top**

**Hiring Red, White & You! Veteran’s Hiring Event Nov. 12**

Proudly supporting and hiring Veterans! Visit the Texas A&M HR booth at the "Hiring Red, White & You Job Fair” Thursday, November 12, 10:00 a.m. - 2:00 p.m. at Workforce Solutions - 3991 E 29th St Bryan. This Job Fair connects Texas veterans and their spouses with Texas employers who value the experience, discipline and other exceptional qualities inherent with a military background. More at [http://employees.tamu.edu/employment/prospective/career-fairs](http://employees.tamu.edu/employment/prospective/career-fairs)

**Top**

**HR Liaison Common Processes – Getting Started, Helpful Resources**

Don’t forget to visit the [HR Liaison](http://employees.tamu.edu/hr- liaison) portion of the [Human Resources](http://employees.tamu.edu/hr) website for resources to assist with the HR Liaison role. New employee onboarding, employee performance management, exit processing, required workplace posters, year-end processing and more processes are available for quick review. Check out the details of the HR Liaison common processes today!

**Top**
Revised HR Web Forms/Docs
- President’s Meritorious Service Awards documents - new
- 2015 University Workforce Profiles - new
- Network News Archive – last week’s issue posted

PAYROLL SERVICES

Employee Personal Data Form
The Employee Personal Data Form has been updated and can be found at Employee Personal Data Form online. The revised form should begin to be used immediately to avoid delays in processing. EPAs will be rejected if an old Employee Personal Data Form is attached. A new form will need to be completed by the employee and attached to the EPA before Payroll Services can add the employee to payroll.

Year End Quickly Approaching, Missing Social Security Numbers Need to be Found
Sent on behalf of Texas A&M University Tax Compliance & Reporting
With the fall weather comes the urgent need in Tax Compliance & Reporting to gather not just leftover candy, but also missing SSNs. If you requested a temp ID for an employee then ask yourself, “Have I received a copy of the SSN yet? And, did I send that copy to Payroll Services?” Tax Compliance & Reporting is getting a bit antsy about reporting to the IRS with missing SSNs, because the IRS really likes to impose fines on Texas A&M University which would trickle down to your departments. So, if you are not sure, please send the SSNs again to Payroll Services, as the stack of GLACIER documents and the potential W-2s to be filed without an SSN is growing. Contact your payroll processor in Payroll Services if you are not certain as to an employee’s SSN status.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation November 11 – Please Register by Thursday, November 5
Please forward this information to all hiring supervisors and encourage them to register their new employees.
The next session of New Employee Welcome (TAMU NEW) Orientation will be held Wednesday, November 11 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD’s registration site: http://training.tamu.edu/schedule/#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

Training Compliance Reports for November – As of November 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
- 89 (53%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 15.1% from 1149 to 1322.
- The total number of past due employees increased 12.3% from 633 to 711.
- The total number of past due Faculty employees increased 26.3% from 99 to 125.
- The total number of past due Budgeted Staff employees decreased 10.6% from 151 to 135.
- The total number of past due Wage Staff employees increased 4.7% from 211 to 221.
- The total number of past due Graduate Assistant employees decreased 18.4% from 49 to 40.
- The total number of past due Student Worker employees increased 54.5% from 123 to 190.

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 – 98.7%
  - Ethics – 98.5%
  - Information Security Awareness – 97.6%
  - Orientation to the A&M System – 99.1%
Reporting Fraud, Waste and Abuse – 99.1%
Required Training for Athletics Task Workers – 91.4%

TIP OF THE WEEK

Voting is a Leave Benefit for Eligible Employees

*Please share with employees in your department.*

The right to vote is a fundamental human right in America and supported by Texas A&M System regulations through paid leave time. Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day, Tuesday, November 3. Employees should notify their supervisor prior to Election Day if they do not have sufficient time to vote on their own time. For more information, visit our leave page on the HR website. For details about the elections, visit [brazosvotes.org](http://brazosvotes.org) 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:

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

**Human Resources Main Contact Information:**

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](#)