HUMAN RESOURCES

Eliminated Staff Positions – Reuse Eliminated PINs or Request New Position?

The following guidance was developed by Human Resources in collaboration with Payroll Services, to assist departments in determining whether you can use a vacant staff position (PIN) or whether you must request a new position. After the Authorization to Fill process replaced the Exception to the Hiring Freeze process in fall 2014, the Standard Administrative Procedure 33.99.01.M0.03 Elimination of Vacant Positions was temporarily suspended. Effective immediately and until that SAP is formally revised, the following guidance will apply.

<table>
<thead>
<tr>
<th>Department</th>
<th>Position Type</th>
<th>Status of PIN</th>
<th>Time Since Date Vacated</th>
<th>Action for Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Staff</td>
<td>Eliminated in current or previous FY</td>
<td>More than 2 years</td>
<td>Recreate the position; cannot use previous PIN</td>
</tr>
<tr>
<td>Academic</td>
<td>Staff</td>
<td>Eliminated in current or previous FY</td>
<td>Less than 2 years</td>
<td>Can re-use the PIN up to 2 years from date vacated</td>
</tr>
<tr>
<td>Nonacademic</td>
<td>Staff</td>
<td>Eliminated in current or previous FY</td>
<td>Any duration since date vacated</td>
<td>Recreate the position; cannot use previous PIN*</td>
</tr>
<tr>
<td>Nonacademic</td>
<td>Staff</td>
<td>PIN was not eliminated but was vacated in a prior FY and was not included in current FY budget</td>
<td>Any duration since date vacated</td>
<td>Recreate the position; cannot use previous PIN*</td>
</tr>
</tbody>
</table>

*Exceptions will be considered on a case-by-case basis until the Elimination of Vacant Positions SAP is revised and removed from suspended status.

Consideration for an exception may be given if the position was posted or reclassified before November 16, 2015. There is no change in process for positions such as faculty and research that are typically eliminated upon vacancy and have a
new PIN created by EPA (or RPA for Research) for each new hire.

If you have any questions or would like to discuss an exception, please contact Human Resources, Classification & Compensation at (979) 845-4170 or by email at hrcomp@tamu.edu. If you have any questions about the process of eliminating PINs and the approvals required if a position is subject to hiring authorization, please call your payroll processor or email them at payrollprocessing@tamu.edu.

Nominations Due Nov. 30 for the President’s Meritorious Service Awards
The Annual President’s Meritorious Service Awards Program nomination period is open and accepting nominations through the online process until Monday, November 30. To nominate an individual or team, please visit http://employees.tamu.edu/pmsa. Questions may be referred to the HR Recognition staff at emprecognition@tamu.edu or (979) 845-7995.

Project Helios Powered by Workday
Want to keep up with the happenings surrounding Project Helios? Projects Coordinators and Change Champions will begin meeting on a monthly basis in January. The Texas A&M University Project Coordinators (Barbara Bayer/Laura Dohnalik) and Change Champion (Jeannie Laird) will continue to engage the University community as Project Helios progresses. In the meantime, please visit http://it.tamus.edu/projecthelios/ to review the guiding principles, meet the team and partners, view the current FAQs and read the various announcements, news and notes.

PAYROLL SERVICES

Early Deadlines due to Thanksgiving Holidays
Supplements are due by noon, uploads are due by 1 pm and TimeTraq is due by 4 pm on Wednesday, November 25, 2015 for the December 4th payday. Please make sure a department approver will be available to submit.

January 2016 Pay Date
Please share this information with employees in your department.
The Biweekly and Monthly payday of January 1, 2016 will be moved to Monday, January 4, 2016. This is due to January 1, 2016 being both a Federal Reserve and University holiday.

TIP OF THE WEEK

Holiday Pay Eligibility
Did you know that 15 minutes can make the difference between being eligible for holiday pay or not? It's true – with a little more explanation of course. An employee must work or be in a paid leave status for any portion of the day before a holiday and any portion of the day after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. As the winter break holidays are upon us, now is a great time to remind employees of holiday leave and eligibility information at http://employees.tamu.edu/benefits/leave/holidays/ on the HR website.