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

November 30, 2015

HUMAN RESOURCES

Reminder: PMSA Nomination Period Ends Today
Benefits Orientation Session
BCS Chamber Nutrition Lunch and Learn – Limited Tickets Available at No Cost
Benefit Briefs Newsletter
Total Compensation Letters – Available Soon in HRConnect
Benefits While Traveling
December/January are Peak Retirement Months – Plan Ahead for a Smooth Transition

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation December 9 – Register by Wednesday, December 2

TIP OF THE WEEK

Starting Up a Personnel File for New Hire

PAYROLL REMINDERS

December 1:
 Monthly pay day

December 2:
 PVDs available online

December 3:
 Biweekly EPAs due at noon

December 4:
 PPRs print
 Biweekly pay day

Processing Schedules
Payroll Reports

HUMAN RESOURCES

Reminder: PMSA Nomination Period Ends Today
The President’s Meritorious Service Awards Program nomination period is closing today, Monday, November 30. To nominate, please visit http://employees.tamu.edu/pmsa. Questions concerning these awards may be referred to Human Resources at emplrecognition@tamu.edu or (979) 845-7995.

Benefits Orientation Session
New employees are encouraged to attend a Benefits Orientation held prior to the New Employee Welcome – NEW – Orientation Session. The next Benefits Orientation Session will be held Wednesday, December 9, 2015 from 10:00-11:30 a.m. in the General Services Complex. To register, visit http://training.tamu.edu/schedule/ online.

BCS Chamber Nutrition Lunch and Learn – Limited Tickets Available at No Cost
Wellness Works is partnering with the BCS Chamber of Commerce to help sponsor their Nutrition Lunch & Learn on Tuesday, January 12, 2016. Human Resources will make a limited number of tickets available to HR Liaisons interested in attending this event. Please contact Sarah Tobola at s-tobola@tamu.edu or (979) 862-4956 if interesting in securing one of these available tickets at no cost to you. Details on the event are included below:

Date: Tuesday, January 12, 2016
Time: 11:45 a.m. – 1:30 p.m.
Location: RC Slocum Nutrition Center (2nd floor of Bright Football Complex)
Event Activities: Panel discussion and special meal created by Chef D.C
Program Speakers:
• Dr. Nicolaas Deutz, Professor and Director of the Center for Translational Research in Aging & Longevity, Department of Health & Kinesiology. His clinical interest is using nutritional supplements to treat malnutrition in older adults and during acute and chronic disease states.
• Mr. Cliff Latham, Exercise Physiologist, with more than 24 years’ experience as a fitness & weight loss expert, university professor, strength and track and field coach where he was named Eight-Time Conference Coach of the Year.
• Ms. Erin Simmons, a second year Ph.D. student in the Department of Nutrition and Food Science
at Texas A&M University. Her dissertation focuses on revisiting protein intake recommendations for athletes and active individuals utilizing newly developed methodologies for measuring muscle protein synthesis.

- Moderator – Mr. Charlie Lima, Owner of BoomFit and College Station CrossFit. Author of *You Can Be Fit: Charlie’s 7 Strategies for Taking Back Your Life Right Now*. Personal coach and trainer for the past twelve years in B/CS.

**Please share the four articles below with employees in your department.**

**Benefit Briefs Newsletter**
System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles: Affordable Care Act – Dependent Social Security Numbers Needed, The Affordable Care Act & Filing Your Tax Return, New Coverage – 3D Mammograms, Grace Period Ending for Flexible Spending Accounts, Check Your Mailing Address in HR Connect, TDA/DCP contribution limits for 2016, SEBAC Meeting Highlights, and Check the Progress of Your Future. You may view this newsletter online.

**Total Compensation Letters – Available Soon in HRConnect**
Do you know how much your benefits are worth and do you know your TOTAL compensation from Texas A&M? It is important to understand that your compensation is not just what you receive and see in your paycheck each payday. Total Compensation Letters help explain the value of ALL compensation provided to you as an employee of Texas A&M. These letters will be available in HRConnect; System Benefits Administration will send an email announcement soon once the letters become available.

**Benefits While Traveling**
As the semester winds down and the holidays approach, many employees may travel to far-off places, or to see family and friends. This is a great time to remind individuals of the resource document “Guide to Using Your Benefits While Traveling”. We recommend employees print this document to keep on hand while traveling just in case they experience problems. More information on employee benefits packages are at [http://employees.tamu.edu/benefits/general/](http://employees.tamu.edu/benefits/general/).

Whether you are traveling to far off lands or just traveling around town, it is important to know which facilities, providers and doctors are considered “in-network” to get the most benefit out of your health plan. BlueCross BlueShield (BCBS) has a downloadable app to help locate network providers or you may use the provider finder on their online website [www.bcbsxt.com](http://www.bcbsxt.com). Just because a facility or provider states that they accept most major insurance plans – including BlueCross – they might not be a contracted or network provider. Always ask if they are part of the BCBS network to ensure you will receive in-network benefits.

**December/January are Peak Retirement Months – Plan Ahead for a Smooth Transition**
Many employees choose to retire during December or January which is an extremely heavy month for retirement processing. If you are considering retiring in December/January, you are encouraged to contact Retirement Services at (979) 862-4028 to schedule your retirement counseling session. You will receive an email in advance of your scheduled appointment with appropriate forms and a list of paperwork/items you should bring with you to make the counseling session most productive.

In addition, please be aware that if you participate in the Teacher Retirement System (TRS), it will take approximately two months to receive your first annuity payment. The university provides the final report of earnings at the end of the month in which your last paycheck was received. All earnings must be reported to TRS before the retirement can be certified and the TRS paperwork processed. You are encouraged to plan for this time delay.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**New Employee Welcome (TAMU NEW) Orientation December 9 – Register by Wednesday, December 2**
*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, December 9 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](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.

TIP OF THE WEEK

Starting Up a Personnel File for New Hire
It's the end of a successful hiring process and the selected new employee is just about ready to start their new position. Before moving on to other tasks, be sure to set up the new employee’s personnel file. The official personnel file, which will follow the employee throughout their career at the university, should have signed versions of several documents, including the application and offer letter. Review the checklist at http://employees.tamu.edu/relations/official-records/reference/.

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:

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