

HR LIAISON NETWORK NEWS



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

January 18, 2016

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PAYROLL REMINDERS

January 19:

- Electronic BVDs due by 4pm

- PPRs print

January 20:

- PPRs available online

January 22:

- Supplements due at noon

- Uploads due at 1pm

- TimeTraQ due by 4pm

- Monthly PVD available online

[Processing Schedules](#)

[Payroll Reports](#)

HUMAN RESOURCES

Benefit Enrollment and iBenefits for Newly Hired International Students on F-1 or J-1 Visa

International students in F-1 or J-1 status are required to maintain health insurance as a Texas A&M University system regulation and a visa regulation for J visa holders. International Student Services (ISS) is responsible for verifying that international students on F-1 or J-1 visa satisfy this requirement. Because of this requirement and the importance of compliance, the below information is provided specifically to address benefit enrollment for international students on F-1 or J-1 visa that have been newly hired into a benefit-eligible position.

International students on F-1 or J-1 visa are automatically charged for the system student health insurance plan in the amount of \$846.00 on their student fee statement which covers premiums 1/1/16-8/31/16. Below are the recommended steps for new benefit-eligible international student employees:

- ▶ Recommended Option – department will enter the employee into iBenefits and instruct the employee to sign up for coverage selecting the option to begin their employer coverage in iBenefits “on my employer contribution eligibility date” (in this case, it will be April 1, 2016). The employee will continue to have the \$846.00 premium included on their student fee statement.
- ▶ Employee will pay \$846.00 through the fee statement for coverage January through August 31, 2016.
- ▶ Employer coverage will begin on April 1, 2016 and the employer contribution will cover the monthly premium of \$141.00 *for employee only coverage*.
- ▶ Employee will receive a refund of premiums for any dual coverage processed by Academic Health Plans at the end of the original policy term (August 2016).

Note: The department has the ability to enter an employee into iBenefits without the EPA being fully approved once the UIN has been recorded in the payroll database. The Graduate Student Health Plan is the exact same coverage whether enrolled as a student or enrolled as an employee.

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New Semester Means New Employees for iBenefits

At the beginning of each new semester there is an increase in newly hired benefit-eligible employees. Please review

these [Processor Tips](#) and remember:

1. New employees must complete the enrollment process within 60 days of their benefit-eligibility date; otherwise, they will default into the A&M Care Plan as a tobacco user.
2. Employees wanting coverage for date of hire must complete enrollment within 7 days of date of hire; otherwise, the next available coverage effective date would be the first of the month following submission.
3. If the employee is a Graduate Student Employee, emphasize that the Graduate Student Plan is *NOT* the default plan. They will incur an additional out-of-pocket premium if they do not specifically enroll in the Graduate Student Plan or waive coverage.
4. Encourage new hires to register for the [New Employee Benefit Orientation](#) and [New Employee Welcome](#).

Please contact your designated Benefits Representative (<http://employees.tamu.edu/findliaisons/>) if you have questions or need additional assistance.

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Affordable Care Act (ACA) Benefit Eligibility Determination for Wage and Student Workers

When determining if a wage or student worker is considered “fulltime” and benefit-eligible according to ACA criteria, the hiring department must first consider – does the newly hired worker have a “reasonable expectation” to work on average 30 hours per week for 90 days? If the answer is affirmative, the individual meets the “fulltime” definition of ACA and must be offered benefits. *NOTE:* These individuals are NOT considered benefit-eligible by State definition and should NOT be entered into iBenefits. Please notify Benefit Services directly for any wage or student worker “reasonably expected” to work the average of 30 hours for 90 days by providing the name, UIN, email, start date, duration of employment and average hours to be worked to benefits@tamu.edu. Benefit Services will notify the employee of their benefit eligibility (including the 60-day waiting period for the employer contribution) and provide instructions on enrollment through a manual paper process.

Newly hired wage or student workers not “reasonably expected” to work on average 30 hours for 90 days will have their actual hours measured through their initial measurement period (twelve month period starting the first of the month following hire date) to determine benefit-eligibility as a variable employee.

More information on the Affordable Care Act including a detailed Q&A and flowchart is available [HERE](#). Contact Benefit Services at benefits@tamu.edu or (979) 862-1718 for additional information.

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Please forward the following two items to employees in your department(s).

Sign Up for Electronic Notification for Your 1095-C Tax Form

A new tax form, the [1095-C Employer-Provided Health Insurance Offer and Coverage](#) will be provided to all full-time, benefits-eligible employees and to part-time employees who were enrolled in the A&M Care Health Plan during 2015. Just like the Form W-2, you can choose to receive your 1095-C tax form electronically by logging into HRConnect, via <https://sso.tamus.edu/> and choosing the selection “*I’ll Get my 1095-C Electronically in HRConnect*”. While making your selection, please verify your email address is correct in the *My Contact Information* section to ensure you receive the notification when your 1095-C tax form is ready.

This new 1095-C tax form that identifies:

- the employee and the employer,
- which months during the year the employee was eligible for coverage,
- the cost of the cheapest monthly premium the employee could have paid under the plan, and
- which months the employee and any dependents had coverage in an A&M Care health plan.

More information regarding the 1095-C form may be obtained on the [IRS website](#).

Note: If you were enrolled in the Graduate Student Employee Health plan during calendar year 2015, in addition to a Form 1095-C, you will receive a Form 1095-B mailed to you by BlueCross and BlueShield of Texas, the insurance company that underwrites the Graduate Student Employee Health plan administered by Academic Health Plans.

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Identity Protection Resources

Human Resources is collaborating with Texas A&M Information Technology to promote identity protection awareness. We encourage all employees to be vigilant in safeguarding their identity at work, home and on the go. Resources on how to detect if your identity has been stolen and what to do if it has can be found at <http://security.tamu.edu/>. For more identity protection information, please visit

<http://employees.tamu.edu/spotlight/identity-protection-campaign> on the Human Resources website.

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PAYROLL SERVICES

Form W-4 (2016) / Employee's Withholding Allowance Certificate

The Internal Revenue Service has released an updated [Form W-4 \(2016\)](#) which is required for all new hires and active employee tax withholding updates or changes. Please shred or destroy your stock of W-4 (2015) forms so they are not inadvertently used and submitted. Make sure any pre-made new employee packets your department has on hand have the correct Form W-4 (2016) in them to help ensure the EPA is not rejected by Payroll Services.

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Supplements Routing through Dean of Faculties Office

Supplements for faculty or staff who are teaching college credit courses need to route through the Dean of Faculties Office to ensure the proper approvals have been obtained. Continuing Education supplements also need to route through their office to ensure the payments will not exceed the \$15,000 annual limit.

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ANNOUNCEMENTS

IRS Phishing Alert

Phishing is carried out through unsolicited email and/or websites that pose as legitimate sites and lure unsuspecting victims to provide personal and financial information. Please be aware that the IRS does not initiate contact with taxpayers by email, text messages or social media channels to request personal or financial information including requests for PIN numbers, passwords or similar access information. Report all unsolicited email claiming to be from the IRS or an IRS-related function to phishing@irs.gov. For more information on phishing and online scams, visit <https://www.irs.gov/uac/Report-Phishing>.

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TIP OF THE WEEK

Creating an iBenefits Record for New Benefit-eligible Employees

Did you know that creating the iBenefits record for new employees is a time sensitive task? When the department creates the iBenefits record for the new employee determines when the employee can elect to start their benefits, when the State Group Insurance Premium (SGIP) will begin contributing and more. What if the new employee is a transfer with no break in service from another Texas state agency or institution of public higher education? Do they have a waiting period for the employer contribution? There are many things to consider when it comes to employee benefits. Please review the important *Tips for HR Liaisons Using iBenefits* here:

<http://employees.tamu.edu/benefits/ibenefits/>.

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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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