

HR LIAISON NETWORK NEWS



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

January 4, 2016

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PAYROLL REMINDERS

January 4:

- Biweekly Pay Day (moved from 01/01/2016)
- Monthly Pay Day (moved from 01/01/2016)
- Biweekly EPAs due at noon
- Supplements and EPAs due at noon

January 5:

- PPRs print

January 6:

- PPRs available online

January 7:

- Catch-up Supplemental PVD available

January 8:

- Catch-up Supplemental Pay Day
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

[Processing Schedules](#)

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HUMAN RESOURCES

Upcoming Retirement of Sylvia Coburn

Sylvia Coburn is retiring on January 15, 2016, with 18 years of Texas A&M University service in Human Resources. Sylvia currently serves as administrator for the online PATH system and was instrumental in the transition to online employment services in 2002. A reception to celebrate Sylvia's retirement will be held on Thursday, January 14, 3:00 p.m. to 4:30 p.m. in the General Services Complex 101B, with remarks at 3:30 pm. Please join us at the reception to congratulate Sylvia on her dedicated service and to wish her well in her future endeavors.

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Please forward the following two (2) messages to employees within your unit/area.

TRS Annual Statements

Have you received your TRS annual statement and the 2014-2015 salary appears wrong? TRS explains how a recent TRS rule change may impact the amount of compensation that is reported on your statement. The rule change requires employers to report compensation on the month in which it is paid instead of the month in which it is earned. If 2014-2015 will be one of the salaries used for your retirement calculation average, TRS will attribute the missing month when processing benefit calculations. However, your annual statement and information displayed in your MyTRS will not be updated to reflect that month of salary. Read the full article in the December 2015 TRS News, (http://www.trs.state.tx.us/about/documents/trs_newsletter.pdf), TRS annual statements mailed to active members (page 5). If you have any questions regarding your TRS account, contact TRS directly at (800) 223-8778.

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Naturally Slim Program Now Available to Employees/Spouses Enrolled in A&M Care Plan

Looking to get healthier in 2016? Wellness Works has some exciting wellness programs planned for 2016 including another offering of Naturally Slim, a 10 week online weight management program. The application period is January 4 through January 15 (program starts February 1). As part of this program, Texas A&M University Human Resources will again partner with FitLife to offer health evaluations including biometric screenings, an exercise plan and a Spring semester FitLife membership to participants accepted to the Naturally Slim program. For more information, visit our [Wellness Works](#) webpage and look for more exciting wellness programs coming soon.

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PAYROLL SERVICES

Guardian Form I-9 Requirements

Documentation provided by a new employee as evidence of identity and employment authorization for [Form I-9](#) should not be photocopied and uploaded into Guardian by the employing department. The exception is for an employee hired on or after 09/01/2015 presenting a document from List A (see below).

If presented, please *copy and upload* the following documents to the "OnDocs" tab in Guardian as prompted upon completion of the electronic Form I-9.

- US Passport
- Passport Card
- Permanent Resident Card (Form I-551)
- Employment Authorization Card (I-766)

More information regarding the Guardian Form I-9 can be found here: <http://payroll.tamu.edu/i-9/>.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for January

The monthly training compliance reports will be available in the January 11, 2016 edition of *HR Liaison Network News*. In the meantime, please contact EOD at EODinfo@tamu.edu if you have a question about the compliance statistics for your department(s).

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TIP OF THE WEEK

Review SSO Security Log; Report Suspicious Activity

Employees should regularly check the "Log" tab available from the Single Sign-On (SSO) menu. The *Security Log* details the date/time, IP Address, action, location, and ISP of each access. If an entry on the *Security Log* is questionable and a cause for concern, please use the "Report Problem" button to notify the security administrator. Together, we can help protect and secure our data. For more information, visit the following SSO help pages:

<http://it.tamus.edu/sso/my-security-log-shows-i-logged-in-from-a-different-city-should-i-report-it/>

<http://it.tamus.edu/sso/help-system/key-concepts/security/questionable-log-activity/>

<http://it.tamus.edu/sso/how-do-i-report-a-questionable-logon-activity/>

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Happy New Year 2016



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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