

# HR LIAISON NETWORK NEWS



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

January 25, 2016

## HUMAN RESOURCES

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## PAYROLL REMINDERS

January 27:  
● PVDs available online  
January 29:  
● Biweekly Pay Day  
February 1:  
● Monthly Pay Day  
● Biweekly EPAs due at noon  
● Supplementals & EPAs due at noon for catch-up Supplemental Pay Day of 02/05/2016

[Processing Schedules](#)  
[Payroll Reports](#)

## HUMAN RESOURCES

### HR Liaison Network Meeting Registration Opening Soon

Watch your email for an invitation later this week announcing the opening of registration. HR Liaisons are encouraged to attend the HR Liaison Network Spring Meeting on Tuesday, February 16, 2016. Topics will include staff engagement, campus carry, overtime regulations, A&M System pay plan and more. We hope to see you there!

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### Sick Leave Direct Donation Process

Direct sick leave donation from one employee to another employee is now available. A separate message is included below for distribution to employees in your department(s); please make sure to send it accordingly. HR Liaisons should be aware that this two-step process will be centrally administered by Benefit Services with the assistance of the HR Liaison/Department Leave Administrator. Benefit Services may need to reach out to you when determining eligibility for donations and to ensure that leave is being used for proper approved conditions. Detailed information on this new leave type is included on the [HR website](#). Questions can be addressed by contacting Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

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### Veterans in Government Event – Wednesday, February 10

In the ongoing efforts to reach out to veterans for potential employment opportunities, Human Resources is participating in the Veterans in Government Event at the Brazos County Expo Center on February 10 from 11:00 a.m. to 2:00 p.m. Representatives from all levels of government will be in attendance. This is a joint event in conjunction with the [Texas A&M Veteran Resources and Support Center](#) and the Texas Veterans Commission. Details are found on our [career fairs webpage](#). Bookmark this webpage for updates about upcoming career fairs.

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*Please share the following four (4) items with all employees in your department.*

### Sign Up for Electronic Notification for Your 1095-C Tax Form by Wednesday, January 27

The deadline to sign up for electronic notification of your 1095-C form is Wednesday, January 27. 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*” or by updating your status under the Payroll section using the tab for Form 1095-C. The electronic sign-up functionality in HRConnect will close on Wednesday, January 27. 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.

The [IRS requires employers to furnish the 1095-C form by March 31, 2016](#). Texas A&M employees can expect their 1095-C tax forms well in advance of the March 31 deadline with a target date of mid-February.

This new 1095-C tax form 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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### **Sick Leave Direct Donation Now Available**

Individual employees may voluntarily donate sick leave hours directly to another employee as authorized by Texas House Bill 1771. Human Resources recently received approval from the Texas A&M University System Office of General Counsel on a two-step process to complete the transactions and address possible tax implications for the donor. Sick leave donations will be considered a taxable event to the donor unless the situation qualifies as a medical emergency pursuant to IRS guidelines. For sick leave donation purposes, a medical emergency is defined as “a major illness or other medical condition that requires a prolonged absence from work (40 hours), including intermittent absences that are related to the same illness or condition”. The two-step process allows donors to make a donation contingent on medical emergency qualification to avoid tax implications. More information on sick leave direct donation is available on the [HR website](#), including the necessary [Sick Leave Direct Donation – Donor](#) and the [Sick Leave Direct Donation – Recipient](#) forms.

The sick leave direct donation process does not replace the ability to donate to the [sick leave pool](#). Contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718 if you have any questions.

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### **Teacher’s Retirement System of Texas (TRS) Benefits Handbook**

TRS has recently posted an updated version of the [Benefits Handbook](#) for their members. Retirement programs provide a vital benefit to employees and their families and the TRS handbook provides valuable information for understanding how your TRS retirement benefits work. Want to know when you might be eligible to retire and what your tier is? Want to know the formula for determining your retirement annuity? This information and much more is included in the handbook available on the TRS website

[http://www.trs.state.tx.us/benefits/documents/benefits\\_handbook.pdf](http://www.trs.state.tx.us/benefits/documents/benefits_handbook.pdf).

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### **“HR EXPRESS” Newsletter, Spring 2016 Issue**

All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the spring issue include;

- *Where Do I Report My Concerns?*
- *Readership Survey*
- *Identity Protection Resources*
- *Staff Appreciation Week*
- *Project Helios*
- *Healthy Resolutions: Let Wellness Works Help*
- *EOD Technology Programs and Resources*
- *Local Career Fairs*
- and much more.



Please give us your feedback by taking our [readership survey](#) for a chance to win a portable power bank charger! Read the full issue at [employees.tamu.edu/HREXPRESS](http://employees.tamu.edu/HREXPRESS) online. The next issue will be published in May.

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## TIP OF THE WEEK

### Ensure Employees Know Their Rights in the Workplace

Do employees know their rights in the workplace? Do they know where to get information on employment rights? In accordance with various state and federal laws, all A&M departments must ensure employees have access to information about their rights in the workplace. Visit the HR website for more information and a list of workplace posters at <http://employees.tamu.edu/liaisons/required-posters/> online.

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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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