Graduate Student Employee Orientation

Your guide to campuses, communities, benefits and requirements of TAMHSC
Who We Are

Texas A&M Health Science Center (TAMHSC), a unit of Texas A&M University and part of The Texas A&M System, is Transforming Health through innovative research and education in biomedical sciences, dentistry, medicine, nursing, pharmacy, public health and medical sciences.
Get to know TAMHSC

This orientation is meant to introduce you to our campuses and communities, provide you with valuable resources, and walk you through the essential requirements of becoming a Texas A&M University Health Science Center faculty or staff member.

You can navigate through the orientation, viewing links when appropriate or desired. Please print and fill out paperwork when requested and return to your Department HR Liaison.
Academic Units

TAMU Baylor College of Dentistry - TAMU-BCD
Texas A&M Baylor College of Dentistry is a synergistic environment where students learn dental medicine and life lessons from a diverse patient population.

College of Medicine - COM
Our College of Medicine enrolls 200 students per year across four campuses throughout Texas. We offer state-of-the-art facilities and technology, excellent faculty-to-student ratios, a forward-thinking curriculum, and a wide variety of clinical training environments in which to learn.
Academic Units

**College of Nursing - CON**
The College of Nursing is committed to addressing the critical nursing shortage across Texas through exceptional educational programs in Bryan and Round Rock. Students are provided with cutting-edge classroom technologies and simulated experiences, which include patients and virtual clinical activities.

**College of Pharmacy - COP**
The Irma Lerma Rangel College of Pharmacy, located on the Texas A&M University-Kingsville campus, was created in response to the shortage of pharmacists in the border region. Students are prepared for the practice of pharmacy as competent, caring, ethical professionals.
Academic Units

School of Public Health - SPH
The School of Public Health aims to improve the health of communities, with emphasis on rural and underserved populations, through education, research, service, outreach and creative partnerships. At the school, our professors care about impacting the community with their research as well as their students.

Office of Graduate Programs - OGP
The primary goal within the OGP is to educate the next generation of biomedical, public health, and clinical researchers and educators while promoting innovative research programs in the biomedical, clinical, and translational sciences.
Centers and Institutes

**Coastal Bend Health Education Center - CBHEC**
Located in Corpus Christi, CBHEC serves as a key resource for the Coastal Bend, providing health education for medical professionals and the greater community.

**Institute of Biosciences & Technology - IBT**
IBT, located in Houston, provides a bridge between TAMHSC investigators and scientists across the Texas Medical Center and the growing biotechnology sector by encouraging its scientists to transfer discoveries made in their laboratories to the marketplace.

**Clinical Learning Resource Center - CLRC**
CLRC trains and educates students with the latest tools and technology in a hospital environment to address the shortage of nurses and physicians alongside the needs of the health workforce throughout Texas.
Centers and Institutes

Rural & Community Health Institute - RCHI
RCHI serves as a bridge for healthcare professionals and their organizations with academic centers, policymakers and researchers to improve the quality and safety of patient care.

Clinical Science and Translational Research Institute - CST*R
CST*R Institute is a multi-institutional initiative of the HSC that promotes the highest quality clinical and translational research across Texas A&M and its partner institutions and trains the next generation of researchers.
Centers and Institutes

Center for Innovation in Advanced Development and Manufacturing - CIADM
Established in 2012 by the U.S. Department of Health and Human Services to enhance the nation’s emergency preparedness against emerging infectious diseases.
Campuses and Communities

HSC Campuses can be found in the following communities:

- Bryan-College Station
- Corpus Christi
- Dallas
- Houston
- Kingsville
- McAllen
- Round Rock
- Temple
Administrative Units

- Executive Office
- Academic Affairs
- Finance & Administration
- Governmental & Public Affairs
- Information Technology
- Institutional Effectiveness
- Registrar
- Student Business Services

Additional Information
Common University Acronyms | Faculty & Staff Resources
Benefits

Insurance

TAMHSC provides benefit-eligible employees a full package of benefits including medical, dental, vision, life, accidental death and dismemberment (AD&D), long-term disability, flexible spending accounts, and life insurance options. The Benefit Program Highlights Brochure gives an overview of all available benefit plans and the Employee Benefits Guide provides the general provisions and rates.

- Enrollment Timeline: 60 days from hire date or initial benefit eligibility date.
- The date you make your benefit selection impacts the date your coverage begins.
- Must enroll or waive benefits within 60-day enrollment window or you will be placed in the A&M Care Plan.

You may also enroll eligible dependents in health, dental, vision, dependent life and/or AD&D if you have that coverage yourself.

See more about specifics.
Retirement Resources

All employees of TAMHSC may take advantage of voluntary retirement programs. Some helpful resources:

- Retirement Planning and Calculators
- Voluntary Retirement Programs including Tax-Deferred Account (TDA) and Texa$aver Deferred Compensation Plan

For additional information, refer to Section 31 of System Policies and Regulations and TAMHSC Guidelines.
Extended Leave Information

The Family and Medical Leave Act is a benefit that allows employees to take up to twelve weeks of job-protected leave per fiscal year for the birth or adoption of a child, care of a child, spouse, or parent with a serious health condition, for the employees’ own health condition, or the care of a covered military service member.

For additional information, refer to Section 31 of System Policies and Regulations and TAMHSC Guidelines.
Training Requirements

In accordance with Texas A&M System policy, all TAMHSC employees are required to take training courses within 30 days of hire and at designated intervals.

Employees may also be required by their department heads and supervisors to complete additional training based on their specific job duties.

See System Regulation 33.05.02 - Required Employee Training
Training Requirements

Courses must be taken within 30 days of hire

- 99004 - Orientation to the A&M System*
- 99002 - Creating a Discrimination Free Workplace/EEO
- 99001 - Ethics
- 99003 - Reporting Fraud, Waste and Abuse
- 3001 - Information Security Awareness
- 11012 - FERPA
- 2111782 - HIPAA Privacy and Security for Physicians and Healthcare Providers (Previously course 11009)
- 2111212 - Export Controls & Embargo Training

*If you have had previous experience within the A&M System, either as a student or employee, you are not required to complete this course. Contact your departmental liaison or HR to have the course assignment removed. Additional training may be required periodically as assigned by your supervisor.
Training Requirements

Courses must be taken at designated time intervals*

- Every year
  - 11012 - FERPA
  - 2111782 - HIPAA Privacy and Security for Physicians and Healthcare Providers (Previously course 11009)

- Every two years
  - 99002 - Creating a Discrimination Free Workplace/EEO
  - 3001 - Information Security Awareness
  - 99001 - Ethics
  - 2111212 - Export Controls & Embargo Training

- Every four years
  - 99003 - Reporting Fraud, Waste and Abuse

*There are no exceptions. This includes all faculty, staff, student, wage, temp, research, graduate, etc. Additional training may be required periodically as assigned by your supervisor.
Single Sign On

- **Single Sign On** (SSO) is the system which handles your logon access to web-based applications and allows you to view benefit, payroll, training and leave information all in one spot.
- When initially accessing SSO, you'll find a **New Employees** link within the login box.
- You will need to have your UIN (universal identification number) in order to proceed through the password wizard to set up your password.
- After logging in, you will be presented with a list of applications including **HRConnect**, **iBenefits**, **TimeTraq** and **TrainTraq**.

**Note**: SSO allows you access to The Texas A&M University System resources. Your SSO and HSC passwords are independent of each other.
Additional Resources

- **HSC Alert** - TAMHSC offers a notification system which disseminates critical information during campus emergencies.
- **Employee Assistance Program** - This benefit covers 5 confidential short-term counseling visits and provides other resources as well. The benefit is provided at no cost to eligible employees and their families.
- **Risk and Misconduct Hotline** - The hotline is operated 24 hours a day, 365 days a year, and is available for all of us to ensure TAMHSC and The Texas A&M System continues to operate under the highest ethical standards and principles.
- **IT Information and Support** - The Office of Information Technology (OIT) offers many resources from technical support to self-help tutorials.
- **Parking Information** - TAMHSC manages for select locations including most Bryan/College Station and Dallas campuses.
Payroll and HR Services

Employee and liaison resources can be found at tamhsc.edu/payroll-hr.

For each of the respective areas, contact information is:

- Payroll: payroll@tamhsc.edu
- HR: hr@tamhsc.edu
- Benefits: benefits@tamhsc.edu
- Employment: employment@tamhsc.edu

**Important:** Your orientation is not complete until all of the following forms are filled out and submitted to your Department HR Liaison. Please continue.
Payroll and HR Required Forms

Following is a series of forms required to begin your employment with TAMHSC. Please click on each form link, complete, print and sign if applicable.*

**Important:** Most forms require that you print and fill them out. The complete set of signed forms should be returned to your Department HR Liaison.

*After printing each form, you may close the window and return to this orientation.
Payroll and HR Required Forms

1. **Employee Personal Data Form**
   Used to input data for all new employees. Please be sure to sign pages 2 and 3.

2. **Prior State Service Form**
   Used to verify previous State of Texas employment. All new employees are required to complete this form, even those who have no previous state service to report.

3. **Form W-4**
   Completion of this form is required to ensure the correct federal income tax from your pay. You should consider completing a new Form W-4 each year and when your personal or financial situation changes.
Payroll and HR Required Forms

4. Form I-9 - Please see your Department HR Liaison to complete the online I-9 form.

5. Direct Deposit Authorization - online
   You may enroll in direct deposit online in HRConnect which is accessed through Single Sign On. Once you login and choose HRConnect, select the Payroll Data tab. You may enroll at the end of this orientation. For more information, ask your Department HR Liaison.
Payroll and HR Required Forms

6. **Minor’s Employment Release** - complete **ONLY if you are younger than 19**.
The Texas Workforce Commission requires completion of this form to prove the eligibility of a minor to be employed.

7. **Workers’ Compensation Notice**
By signing this form, you acknowledge that Workers’ Compensation insurance is being provided by TAMHSC.

8. **Selective Service Registration Status** - All male employees are required to complete regardless of status.
Payroll and HR Required Forms

9. **New Employee Acknowledgement** - print, review and sign
Employees need to be aware of Federal and State laws, TAMHSC rules and The Texas A&M System regulations that affect them in the workplace.

10. **Data Use and Confidentiality Agreement** - complete and print
Used to acknowledge that your computer will be used for business purposes only.

11. **Conflicts of Commitment and Interest Form** - complete and print
Used to ensure compliance with **HSC Internal Policy 12.01.99.Z1.04**.
Retention of State Records

Texas Government Code Section 441.182 mandates that each state agency and local government entity shall have an on-going and active records management program, keeping and preserving state records until it is appropriate for them to be destroyed or archived.

Records retention is critical for:
- improving efficiency of recordkeeping
- ensuring access to public information
- reducing costs

TAMHSC must follow the [The Texas A&M University System Records Retention Schedule](#). You must include the following number on your New Employee Orientation Checklist: 563298
Helpful Links and Information

Biweekly Employee Payroll Calendar
Monthly Employee Payroll Calendar
Holiday Calendar
Annual Notice to Employees

Payroll and HR Services
- Payroll: payroll@tamhsc.edu
- HR: hr@tamhsc.edu
- Benefits: benefits@tamhsc.edu

Online Training Opportunities through Lynda.com
HSC eduSafe - consider adding this smartphone app that enables you to keep all TAMHSC safety and security information at your fingertips.

Common University Acronyms
Online Form and Paperwork

Please complete the New Employee Orientation Form on our website. Sign all paperwork and return to your Department HR Liaison.

Contact your Department HR Liaison with questions about:

- This orientation
- Parking
- ID badge
- Schedules
- Departmental dress code
- Policies on travel
- Any other work-related items
Welcome to Texas A&M Health Science Center!

You are strongly encouraged to complete your required training courses now. Instructions to begin required training.

If time permits, and your supervisor approves, please proceed to Single Sign On to begin.
Workday is Coming!

Welcome to the Texas A&M University Health Science Center!

Don’t get too comfortable with HRConnect, TimeTraq, LeaveTraq or iBenefits! On December 17, 2017, we are retiring our HR, payroll and benefits tools and moving to Workday.

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<thead>
<tr>
<th>Activity</th>
<th>Who is Affected</th>
<th>Current System</th>
<th>Workday Worklet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll in annual benefits</td>
<td>Faculty and Staff that receive Benefits</td>
<td>iBenefits</td>
<td>Benefits</td>
</tr>
<tr>
<td>View benefits information and deductions</td>
<td></td>
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<tr>
<td>Update a life event change* (i.e. marriage or dependents)</td>
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<tr>
<td>Add / Change beneficiary</td>
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<tr>
<td>Change home address</td>
<td>Faculty, Staff, Students</td>
<td>HRConnect</td>
<td>Personal Information</td>
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<tr>
<td>Add / Change emergency contact</td>
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</tr>
<tr>
<td>View paychecks (referred to as payslips in Workday)</td>
<td>Faculty, Staff, Students</td>
<td>HRConnect</td>
<td>Pay</td>
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<tr>
<td>View / update direct deposit information (up to five accounts)</td>
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<tr>
<td>View / update tax withholding</td>
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<tr>
<td>Request vacation and sick leave</td>
<td>Employees that are eligible for Vacation and Sick Leave benefits</td>
<td>LeaveTraq</td>
<td>Time Off</td>
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<tr>
<td>View vacation and sick leave balances</td>
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<tr>
<td>Approve time off requests</td>
<td>Faculty and Staff Managers and Supervisors (who manage at least 1 employee)</td>
<td>TimeTraq</td>
<td>Team Time Off</td>
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<tr>
<td>View team time off calendars (Manager security role only)</td>
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For more information, please visit Workday Help, which is available through your Single Sign On (SSO) menu.