PEEPS AGENDA
Tuesday, February 23, 2016 – 8:30am
Room 3002 Emerging Technologies Building

1. Sick Leave Donation Forms - Ninette
2. FMLA process - Ninette
3. Offer letters (Benefits language for temps and 4.5 month lecturer appointments) – Damon
4. Pay Plan and FLSA Updates – Damon
5. SEBAC Representative - Damon
6. Performance Evaluations – Chantale

Reminders:
1. SSO password reset
   PEEPS who have update access as a SSO Departmental Administrator can reset passwords for employees. This is a great service to employees since SSO is the authentication portal for many hr-related applications, including HRConnect (W-2 and 1095 forms), TrainTraq, PATH, LeaveTraq and more. To reset a password, from the “Employee Status” tab, PEEPS can confirm if the account is locked and verify the employee’s UIN and email address before selecting “Reset Password” to generate a one-time use password. More information on resetting passwords can be found at http://it.tamus.edu/sso/help-system/key-concepts/administrator-navigation/status/.
2. OGAPS additional hours form has been updated (reduced to 9 hours max. and Enjeti’s signature line added)
3. Staff Awards Due February 29
4. Staff Scholarships submission will be available March 21
5. 1095-C forms will be mailed to employees/retirees by the end of February. If an employee has elected to receive the form electronically through SSO, it is already available.

Wellness Updates:

Brown Bag Book Club: Boundaries
   Location: TSHB Conference Room 117
   Date/Time: Thursday, February 25  11:30am – 12:30pm

E-Well Couch to 5K
   Join E-Well on our 8-week training for Race2Respond 5K on Saturday, April 23

Living Well Aware – Dr. Patricia Sulak
   Date:  May 25, 2016

Check out MyEvive, a new homepage for BCBS health insurance information:
https://myevive.com/tamus-login