**Employee Resources Review**

**Name: Date:**

1. **Division of Research Employee Reference Manual**: Read and review the DOR Employee Reference Manual [here](https://rebs.dor.tamu.edu/wp-content/uploads/DOR-Employee-Reference-Manual_3.2020.pdf) .
   1. Read about five units within the Division of Research with which you are *not* familiar. List them.
   2. List three training courses that new hires are required to complete within thirty days.

* 1. What is the website address for the REBS office?
  2. How many months of continuous state service are required before you can use your accrued vacation hours?
  3. What kind of employee information can be found in Workday?

1. **Payroll and Timesheets**: Read and review Payroll Processing FAQs [here](https://payroll.tamu.edu/payroll-processing/payroll-processing-frequently-asked-questions/) .
   1. How can an employee view or print a pay slip from a previous pay period?

* 1. How does a biweekly employee get paid for hours submitted after the timesheet deadline?

* 1. How does a biweekly employee change the comp time option from banked to being paid out?

* 1. How does a manager delegate timesheet approval to someone else when they are going to be away from work?
  2. How does a manager know when a timesheet needs to be approved in Workday?

1. **Leave Policies and Guidelines**: Review each of the following items on the HROE Leave website found [here](https://employees.tamu.edu/benefits/leave/). Place a checkmark next to each topic as you review it and then answer the questions that follow. Please send questions or information that you do not understand to your [HR Liaison](https://rebs.dor.tamu.edu/wp-content/uploads/HRL-Contact-list.pdf).
   1. \_\_\_ Vacation
   2. \_\_\_ Sick Leave
   3. \_\_\_ Sick Leave Pool
   4. \_\_\_ Emergency Leave
   5. \_\_\_ Holidays
   6. \_\_\_ Educational Release Time
   7. \_\_\_ Wellness Release Time
   8. \_\_\_ Administrative Leave
   9. \_\_\_ Jury Duty
   10. \_\_\_ Other Paid Leaves (Voting Leave)
   11. \_\_\_ Flexible Work Schedules

* What determines the number of vacation hours accrued each month?
* Can you use newly accrued hours on the first day of the month?
* When is documentation required for sick leave?
* What happens to your sick leave hours when you resign?
* What happens to your vacation hours when you resign?
* How many hours must an employee miss to be eligible for sick leave pool?
* How many days off can a supervisor approve for the death of a family member?
* How does a leave-eligible employee ensure they will get paid for a holiday?
* How are employees compensated for working on a holiday?
* Can voting leave be used for early voting?

1. **Retirement**: Review information on mandatory and voluntary retirement options [here](https://employees.tamu.edu/benefits/retirement/).
   1. What is TRS? What is the website address for TRS?
   2. What is a Tax Deferred Account? Who can participate in a TDA?
   3. When you get ready to retire, what is the first thing you need to do?
   4. How do you know when you are eligible for retirement?
   5. How can you find out how much is in your TRS account?
2. **Helpful links on the REBS website** found [here](https://rebs.dor.tamu.edu/resources/hr-payroll-resources/). Read and review information on each of the links below and then answer the questions that follow.
   1. \_\_\_ Alternate Work Location
   2. \_\_\_ Employee Assistance Program
   3. \_\_\_ Employment Verifications
   4. \_\_\_ FMLA Procedures
   5. \_\_\_ Donating Sick Leave

* Is written approval required for an alternate work location?
* List three services that the Employee Assistance Program *Work/Life Solutions* provides:
* Who processes state service verifications?
* How does an employee receive information on FMLA (Family Medical Leave Act) and what is included in the packet?
* What is required to donate sick leave to a coworker?