October 08, 2003

HUMAN RESOURCES MEMORANDUM 04-01

TO: Administration
   Information & Technology Exchange Center
   Divisions/Centers

SUBJECT: Revised Forms

In order to comply with legislation passed this year and other procedural changes, it has become necessary to update TTI’s Leave Request Form and Personnel Time Report. The changes are as follows:

1. The 77th Legislature passed HB 89 which created a new type of leave called Donor Leave. Donor Leave allows leave eligible state employees to take up to five working days per fiscal year of paid leave to serve as bone-marrow donors and up to 30 working days per fiscal year to serve as organ donors. Donor Leave also allows a leave eligible employee to take time off, up to four times a fiscal year, to donate blood. The employee must obtain prior approval from their supervisor and provide proof of the donation for documentation purposes.

2. Pursuant to a policy designed to protect employees from identity theft, The Texas A&M University System has assigned all employees a Universal Identification Number (UIN). Employees can find their UIN using the HR Connect system. All employees must use their UIN on the Leave Request Form instead of their Social Security Number. Social Security Numbers will continue to be used on Personnel Time Reports as SSN is required on payroll documents.

The Leave Request Form (http://ttinet/benefits_employment/forms/4015.xls) and Personnel Time Report (http://ttinet.tamu.edu/benefits_employment/forms/4014.xls) were modified on 09/16/03 to accommodate the changes. Please begin using the revised forms immediately.

Employees who have a staff ID card that displays their Social Security Number may request a new card which displays only the name, department and title. To request a new ID card, please complete the Faculty/Staff/Retiree I.D. Form (http://ttinet.tamu.edu/benefits_employment/forms/Satff%20ID.pdf) and bring it to the TTI Human Resources Office for verification. A Human Resources staff member will sign the form before you take it to the Pavilion to have your picture taken and ID card processed.

If you have any questions, please contact the TTI Human Resources office at 979/845-9538.

Gregory Richmond
Human Resources Officer