

HR LIAISON NETWORK NEWS



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

July 11, 2016

HUMAN RESOURCES

[New Graduate Student Employee Benefits Orientation](#)
[Assistance Needed Preparing for Workday Transition](#)
[Required and Recommended Workplace Posters](#)
[Year-end Processing Resources](#)
[Annual Enrollment Benefits Fair, July 12 & 13](#)
[Updating Spouse Gender Information in iBenefits](#)
[Flexible Spending Account Reminders for Annual Enrollment](#)
[Benefits Services – Help Us Help You](#)
[WELCOA Health Awareness Bulletins](#)

PROJECT HELIOS POWERED BY WORKDAY

[What is Project Helios?](#)
[Project Activities](#)
[Getting Everyone Ready to Use Workday](#)

PATHWAYS PERFORMANCE MANAGEMENT

[Creating SMART Performance Goals](#)
[Upcoming PATHways Training](#)

PAYROLL SERVICES

[Inactive Wage Employee Report](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

[Training Compliance Reports for July – As of July 1, 2016](#)

TIP OF THE WEEK

[HRConnect Department Admin Role](#)

PAYROLL REMINDERS

July 13:

- Biweekly PVDs available online

July 14:

- Monthly EPAs due at noon

July 15:

- Biweekly Pay Day

July 18

- Electronic BVDs available
- Biweekly EPAs due at noon

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

HUMAN RESOURCES

New Graduate Student Employee Benefits Orientation

A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The sessions on Monday, August 22, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the [orientation flyer](#) with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at benefits@tamu.edu or (979) 862-1718.

[Top](#)

Assistance Needed Preparing for Workday Transition

As mentioned in the [July 5 edition](#) of HR Liaison Network News, Human Resources needs assistance maintaining accurate employee information in Single Sign-On (SSO) as we begin to transition the data to [Workday](#). A new section has been added to the HR Liaison [Common Processes](#) portion of the HR website – Workday Transition / Resources. HR Liaisons are encouraged to review the information regarding *Employee / Manager Assignments in SSO* and *Employee HRConnect Records*.

Please review [Workday Transition / Resources](#) frequently for updates. If you have questions or need assistance, contact Laura Dohnalik at ldohnalik@tamu.edu or (979) 862-3854.

[Top](#)

Required and Recommended Workplace Posters

Federal and State regulations require employment law posters to be prominently displayed in conspicuous locations so as to be accessible to all employees and applicants. Visit <http://employees.tamu.edu/liaisons/required-posters/> online to ensure your department is in compliance with the latest workplace posters.

[Top](#)

Year-end Processing Resources

It's summer and while the students may be on a break, we still have a whole lot of things happening in the departments. Please review the [year-end processing resources](#) to ensure you stay up-to-date with several action items leading up to the end the fiscal year. Budget, payroll and benefit tasks are ramping up!

[Top](#)

Please forward the following five (5) articles to employees in your department.

Annual Enrollment Benefits Fair, July 12 & 13

Plan to attend the Annual Enrollment Benefits Fair on Tuesday, July 12 or Wednesday, July 13 from 10:00 a.m. - 2:00 p.m. in the General Services Complex, assembly room 101A. Breakout sessions will feature an overview of the annual enrollment changes and updates from BlueCross BlueShield and Express Scripts. Vendors from our medical, dental and other insurance plans, plus several businesses participating in the employee discount program, [PerksConnect](#), will be available. See the fair flyer [HERE](#) for the presentation schedule. Visit the fair to register for prizes, receive giveaways and learn about your valuable benefits provided by Texas A&M University.

[Top](#)

Updating Spouse Gender Information in iBenefits

When you log into iBenefits to review your benefits and make changes for FY2017, you may encounter an error *One of more Dependents is Incomplete or Invalid*. To capture accurate information in our database, spouse gender is now a required field. Please take the opportunity to update your spouse's gender during annual enrollment in iBenefits. This action will clear the invalid status on your annual enrollment document. Detailed instructions [HERE](#).

[Top](#)

Flexible Spending Account Reminders for Annual Enrollment

As required by IRS regulations, enrollment in a flexible spending account must be reelected each benefit year as this spending account will not automatically continue. If you wish to participate in a flexible spending account (either the healthcare or dependent care account), please make sure that you enroll through iBenefits during annual enrollment. A few reminders related to the flexible spending account:

- The maximum contribution amount under the healthcare account is \$2,550.
- Contributions for the FY2017 benefit plan year cannot be used for services incurred prior to the September 1, 2016 effective date.
- The deduction term for contributions should be selected based on the FY2017 budget information effective September 1, 2016 not considering any future summer appointments that are not portrayed in the budget.
- IRS limits married spouses to a combined total contribution of \$5,000 to the dependent care account.

[Top](#)

Benefit Services – Help Us Help You

Benefit Services is committed to providing excellent customer service. Because of the increased volume we experience during annual enrollment, Benefit Services appreciates extra patience this time of year. In order to help us help you, we request individuals needing personalized assistance to call in advance as many questions can be covered over the phone. If a face-to-face visit is appropriate, calling in advance allows us to schedule an appointment and inform you of any necessary documents and information to bring with you to your appointment.

We are working diligently to ensure that calls are answered and messages returned in a timely manner. If you cannot reach someone immediately when calling our office, please leave a message with your name, UIN and phone number. We assure you that your call will be returned as quickly as possible.

[Top](#)

WELCOA Health Awareness Bulletins

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. HR is posting the monthly WELCOA Health Awareness Bulletins online for your use (employees.tamu.edu/benefits/wellness/health-bulletins). Read the monthly bulletins, then take the quiz for a chance to win prizes!

[Top](#)

PROJECT HELIOS POWERED BY WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



What is Project Helios?

Project Helios is the name of the project focused on replacing the A&M System's legacy mainframe payroll and HR systems with [Workday](#). The goal is to replace the current Budget/Payroll/Personnel (BPP) system and many of the apps you see when you log into Single Sign-On.

[Top](#)

Project Activities

- [Configure and Prototype](#) continues in July.
- Work continues to clean up HR, payroll and benefits data focusing on filling in missing data (like work location) and making data more accurate.
- Project communication continues! In June, CEOs/Presidents, CFOs, CAOs, HROs and CIOs participated in a pulse check survey.



[Top](#)

Getting Everyone Ready to Use Workday

The Project Helios team is actively planning on how to reach out to faculty, staff, student workers and everyone who needs to know about Workday. Here's a sneak peek at what's to come...stay tuned!



- What is Workday and what does it mean to you?
- What you can see
- What you can do
- FAQs

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

Creating SMART Performance Goals

The Plan stage of the PCER (Plan, Coach, Evaluate, Reward) model of Performance Management encourages the creation of SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals, which are documented in the employee's Performance Plan. Goals differ from an employee's ongoing job duties as encompassed in the position description. Performance goals are specific work-related achievements to be accomplished within a specified time frame. They are often project based and are intended to help the organization move forward, typically with a focus on improving processes or implementing changes. A helpful guide to SMART goals can be found under the Resources heading of the PATHways page: <http://EODinfo.tamu.edu/PATHways>

[Top](#)

Upcoming PATHways Training

Please make note of the following classes for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional classes as interest indicates.

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: August 16 from 8:30 to 12:00 or October 17 from 1:00 to 4:30. Employees can register for either session at <http://training.tamu.edu/Courses/Detail/2166>.
- PATHways to Success: Performance Management for Staff: September 8 from 1:00 to 4:30. Employees can register at <http://training.tamu.edu/Courses/Detail/1988>.
- PATHways to Success: [Performance Management Process Overview](#) (Online - TrainTraQ Course 2112082)

For assistance with PATHways and the online PATH Performance Management system, please visit the website at <http://EODinfo.tamu.edu/PATHways>, review the FAQs at <http://EODinfo.tamu.edu/PATHways/faq/>, or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

[Top](#)

PAYROLL SERVICES

Inactive Wage Employee Report

The June Inactive Wage Employee Report is now available on the Payroll Services imaging system (http://imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

[Top](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for July – As of July 1, 2016

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 81 (48%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 2.4% from 1577 to 1615.
- The total number of past due employees decreased 0.9% from 910 to 902.
- The total number of past due Faculty employees decreased 34.1% from 255 to 168.
- The total number of past due Budgeted Staff employees decreased 4.4% from 159 to 152.
- The total number of past due Wage Staff employees increased 22.8% from 333 to 409.
- The total number of past due Graduate Assistant employees decreased 30.4% from 23 to 16.
- The total number of past due Student Worker employees increased 12.1% from 140 to 157.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.5%
 - Ethics – 98.3%
 - Information Security Awareness – 97.3%
 - Orientation to the A&M System – 99.2%
 - Reporting Fraud, Waste and Abuse – 98.7%
 - Required Training for Athletics Task Workers – 84.0%

[Top](#)

TIP OF THE WEEK

HRConnect Department Admin Role

HR Liaisons with the HRConnect Department Admin role can access the emergency contact information of their department's employees through HRConnect on the SSO menu. (Remember, you will need to change your role from *Employee* to *Dept Administrator* in the top right-hand corner of HRConnect.) For more information on how to access the information, please review the Key Concepts for Department Administrators available through HRConnect Help at <http://it.tamus.edu/hrconnect/help-system-overview/key-concepts/key-concepts-dept-admins/> online.

[Top](#)



Next Network Meeting:
October 27, 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:

Laura Dohnalik, Liaison Administrator @ ldohnalik@tamu.edu OR 979.862.3854

Human Resources Main Contact Information:

PHONE: 979.845.4141 **MAIL STOP:** 1255 TAMU

MAIN OFFICE LOCATION:

750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](#)