

HR LIAISON NETWORK NEWS



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

August 1, 2016

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PAYROLL REMINDERS

August 1:
● Monthly Pay Day
August 2:
● PPRs print
August 3:
● PPRs available online
August 4:
● Catch-up PVDs available online
August 5:
● Catch-up Supplemental Pay Day
● Supplementals due at noon
● Uploads due at 1pm
● TimeTraQ due at 4pm

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HUMAN RESOURCES

Welcome Dr. Barbara Abercrombie, VP for HR & Organizational Effectiveness

Please join us in welcoming to Aggieland, Dr. Barbara Abercrombie, our new Vice President for Human Resources and Organizational Effectiveness at Texas A&M University. She was recently the Associate Vice Chancellor for Administration and Chief Human Resources Officer at the University of Arkansas at Fayetteville. Barbara was selected following a nationwide search conducted by a broad-based university advisory committee. She said "The fact that President Young created an advanced administrative position in human resources that reports directly to him reflects the immense value he places on his employees." Read more in this [Texas A&M Today article](#).

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Benefits Orientation Session – Wednesday, August 10

The next [Benefits Orientation Session](#) will be held Wednesday, August 10 from 10:00 to 11:30 a.m. in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call EOD at (979) 845-4153.

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HR Review of Pay Rates on Postings and Position Actions

As many have read in our [announcement](#) of the upcoming System-Wide Pay Plan and the FAQs, Texas A&M employees making less than the new starting salary rates established in the pay plan are receiving increases to

those new rates on September 1. As a result of this, HR is taking extra care when reviewing all new postings, new position requests and position reclassification actions to review proposed pay rates and ranges in comparison with the new pay plan. This review may slightly increase the time needed to process new postings and position actions during the month of August. We will contact the HR Liaison listed on the posting or position action if we have any questions or need to consult with you about the pay rate or range. We are working hard to ensure that any delays are minimal as we implement these changes. If you have any questions, please contact HR Classification and Compensation at hrcomp@tamu.edu or (979) 845-4170.

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Termination EPAs Needed to End Benefits Coverage

An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of FY2016 and will not be included in the budget for FY2017. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel benefit coverage. Please make sure that termination EPAs are processed in a timely manner.

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End of Fiscal Year LeaveTraq Reminders

It's that time of year again to complete and update all LeaveTraq records as we move toward the next fiscal year. Please note the following items as FY2017 approaches:

- LeaveTraq allows you to process or revise leave transactions entered in the *previous* fiscal year; therefore, you will lose the ability to process or revise leave transactions for FY2015 on September 1, 2016. Accordingly, please make sure pending transactions for FY2015 are completed prior to August 31, 2016. Note: A rejected document is not considered to be completed. The document is still active and requires an appropriate action.
- For budgetary reasons, *all* leave entries for FY2016 activity should be completed as soon as possible.
- LeaveTraq provides an automated process to lapse excess vacation balances at the end of the fiscal year in accordance with [System Regulation 31.03.01 – Vacation](#). Please note that any lapse will affect both sick and vacation leave balances, and that two transaction entries will be required if the automatic transactions entered by the LeaveTraq program need to be cancelled, reversed, or adjusted.

Thank you, in advance, for your attention to these details. Your timely review and consideration of these matters will ensure that your employees have up-to-date accrual balances and will also provide your department with accurate fiscal year-end financial reports. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions.

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HR Liaison Continuing Education Credit

Several HR Liaison training classes are available in the month of August, just in time to complete the FY2016 continuing education credit! Visit the Employment Law section of the Employee & Organization Development Course Schedule (<http://training.tamu.edu/schedule/>) to register. For more information and opportunities related to the continuing education credit, visit <http://employees.tamu.edu/liaisons/training/> online.

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Please forward the following three (3) articles to employees in your department.

Annual Enrollment Follow-Up: Check your Annual Enrollment Document

The Annual enrollment period has officially closed with any benefit changes becoming effective on September 1, 2016. You are encouraged to confirm your annual enrollment selections by viewing your annual enrollment document under the "My Documents" section in iBenefits by following the below steps. Please note that the "My Benefits" section shows *current* benefit coverage, so the annual enrollment changes will not show under that section until after September 1, 2016.

1. Log into Single Sign-On (SSO) at <https://sso.tamus.edu>
2. Choose iBenefits from the SSO menu
3. Select "My Documents" tab
4. Locate Annual Enrollment document type with effective date 9/1/2016
5. Click on Overview button on the left to view benefit selections and verify document status
6. The document must be in a *Submitted (Valid)* status in order for the changes to be recorded

Employees who identify that their benefit selections do not reflect their desired benefit changes for FY2017 or those

who wanted to make changes but whose document status is not in a submitted status should contact their Benefits Representative immediately for further assistance. As a reminder, your Benefit Representative can be located by using the “FIND YOUR HR REP/LIAISON” button on our website at <http://employees.tamu.edu/> online.

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Annual Enrollment Follow-Up: Dependent Verification

If you requested to add a newly enrolled dependent to your insurance plan(s), that dependent will not be enrolled in insurance coverage until the dependent verification process is complete. Employees must provide the proper dependent verification documents to Benefit Services by August 15, 2015 to ensure information is provided to the insurance carriers so coverage is activated in their systems for the September 1, 2015 effective date. A complete list of eligible dependent verification documentation is available [online](#).

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A&M Care Plan to Issue New ID Cards

With the change in copay amounts under the A&M Care Plan and the A&M Care J Plan effective September 1, new ID cards will be mailed to current members and new enrollees. The new ID card will reflect the lower copay amount of \$20/\$30 beginning September 1, 2016. In order to receive the ID card, please ensure your mailing address is correct in [HRConnect](#). As a reminder, ID cards are sent in the name of the primary policy holder only and will not include dependent names printed on the card. Dependent coverage is verified at time of service. A total of two (2) ID cards will be mailed initially; however, members may request additional cards online or by contacting member services.

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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's Happening with Project Helios?

As a reminder, Project Helios is the name of the project focused on replacing the A&M System's legacy mainframe payroll and HR systems with Workday. Currently, the Human Resources and Payroll Services subject-matter experts are participating in the Prototype 1 review sessions to see the business processes at work in Workday.

To learn more, visit <http://workday.tamus.edu/> online or simply click the Project Helios (Workday) link available on the Human Resources homepage <<http://employees.tamu.edu/>>. You may also contact any of the following individuals for further information:

Project Coordinators are the eyes and ears of the Project Team who keep each institution and agency connected to the project. Texas A&M University has two Project Coordinators – [Laura Dohnalik](#) (staff) and [Barbara Bayer](#) (faculty).

Change Champions are the eyes and ears of the Change Management Team and keep each institution and agency connected to the project. As a champion of the project, they focus on linking their institution or agency through communications, training and organizational readiness activities. Texas A&M University's Change Champion is [Brandy Kosh](#).

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PATHWAYS PERFORMANCE MANAGEMENT

Coaching Tips for Supervisors

Please share with your supervisors.

The Coaching stage of the PCER (Plan, Coach, Evaluate, Reward) model of Performance Management begins after the completion of the Performance Plan. During this stage, supervisors hold periodic performance discussions with their employees, and they provide necessary training, feedback and support in order to help ensure successful completion of goals. Here are some helpful tips to keep in mind as this stage begins.

- Keep Performance Plans Visible – It is important that supervisors review performance plans throughout the year and make any necessary changes to goals to help ensure that the plans remain current.
- Document Progress Notes – All supervisors need some type of documentation system to record notes on

employee progress. These notes serve as “memory joggers” when having performance discussions with the employee and can be vital when reviewing the year’s progress at the annual performance evaluation. PATH provides progress notes that can be utilized for performance documentation; however, this feature is optional and supervisors can choose whatever method of documentation best suits their needs. These notes, while private, can be subject to the open records act, so it’s important to practice good documentation standards. Information on documenting progress notes in PATH can be found in the Steps to the Performance Management Process section at <http://EODinfo.tamu.edu/PATHways/>.

- Hold Performance Discussions – Supervisors need to provide their employees with feedback during the year on progress they are making toward their performance plan. Some supervisors conduct mid-year performance discussions at the six-month mark or on a quarterly, or even monthly, basis. It is important to note that these discussions should *not* be documented under the Supervisor Evaluation tab in the PATH system. PATH only allows one evaluation, per employee, per review period. In order to help accommodate the documentation of these performance discussions, supervisors can use the Performance Feedback Form found in the Resources section at <http://EODinfo.tamu.edu/PATHways/>.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation August 10 – Please Register by Friday, August 5

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of *New Employee Welcome (TAMU NEW) Orientation* will be held Wednesday, August 10 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD’s registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

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Training Compliance Reports for August – As of August 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

- 89 (53%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 8.3% from 1615 to 1749.
- The total number of past due employees increased 4.0% from 902 to 938.
- The total number of past due Faculty employees decreased 0.6% from 168 to 167.
- The total number of past due Budgeted Staff employees decreased 9.2% from 152 to 138.
- The total number of past due Wage Staff employees increased 8.3% from 409 to 443.
- The total number of past due Graduate Assistant employees increased 25.0% from 16 to 20.
- The total number of past due Student Worker employees increased 8.3% from 157 to 170.

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 – 98.2%
 - Ethics – 98.2%
 - Information Security Awareness – 97.2%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.7%
 - Required Training for Athletics Task Workers – 82.8%

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Coming Soon – Updates to Information Security Awareness

The System-required course, *Information Security Awareness* (no. 3001), has been revised with new content provided by The Texas A&M System Information Security Officers Working Group and System Enterprise Applications. The updated course will be made available in TrainTraq on Monday, August 8, 2016. The new content addresses two-factor authentication, insider threats and The Texas A&M System Member Data Use Agreement.

Note that because of the extent of the revisions, employees who have started but not yet completed the course at

the time of the update will experience issues when they try to access the course again. The remedy is to clear the browser history and restart the course.

All assignments are still in effect, and all course reports will remain the same. For questions about the course, please contact EODinfo@tamu.edu.

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ANNOUNCEMENTS

2016 BV-SHRM Business Seminar

Brazos Valley Society for Human Resource Management (SHRM) will host the 2016 Business Seminar on September 13, 2016 from 8:00 a.m. to 5:00 p.m. at the Phillips Event Center in Bryan. This is a great opportunity to gain valuable information on the latest developments in social media in hiring, labor and employment law, overtime and healthcare laws, workforce skills gap and inter-generational communication. Seminar session descriptions and registration details can be found at <http://bv-shrm.shrm.org/news/2016/06/bv-business-seminar-2016> online. As an added bonus, HR Liaisons attending the seminar can receive their continuing education credit for FY2017.

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TIP OF THE WEEK

Non-Monetary Awards to Boost Retention

Are managers and supervisors aware that an employee can be given up to 32 hours of Administrative Leave to recognize outstanding performance or exceptional contributions on special projects? Go to <http://employees.tamu.edu/compensation/flexible-comp/administrative-leave/> for more information.

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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

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