

# HR LIAISON NETWORK NEWS



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

**September 19, 2016**

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## PAYROLL REMINDERS

- September 19:
- Biweekly EPAs due at noon
  - Electronic BVDs available
- September 20:
- Electronic BVDs due by 4pm
  - PPRs print
- September 21:
- PPRs available online
- September 23:
- Monthly PVDs available online
  - Supplements due at noon
  - Uploads due at 1pm
  - TimeTraQ due at 4pm

[Processing Schedules](#)  
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## HUMAN RESOURCES

### A Conversation with Dr. Barbara Abercrombie

The University Staff Council will host a [forum](#) for the campus community with Texas A&M University's Vice President for Human Resources & Organizational Effectiveness, Dr. Barbara Abercrombie. Please make plans to attend the forum on Wednesday, September 21 at 10:00 a.m. followed by a reception at 11:00 a.m. in the Bethancourt Ballroom of the Memorial Student Center. All are welcome to attend!

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### Flu Vaccine Clinic – Come Prepared; Get Vaccinated

All employees and their family members are encouraged to get a flu vaccine to help fight off the flu bug and stay healthy throughout flu season. To help employees stay healthy, Human Resources is sponsoring [Flu Vaccine Clinics](#) on Wednesday, September 28 and Thursday, September 29. Additional information including event times, locations and required paperwork is available [online](#). To save time, please complete and print the paperwork in advance and bring it with you.

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### Save the Date: Financial Wellness Fair, October 20

October is Financial Planning Month; plan now to get your finances in order! Texas A&M Human Resources invites employees to attend the 2016 Financial Wellness Fair on Thursday, October 20 at the Memorial Student Center. The fair will include several free informational sessions and a vendor exhibit hall. These sessions may help you prepare for your retirement whether you are just starting a savings plan or are approaching retirement age. Details about advance registration and a session schedule will be posted soon on the HR website, but *Save the Date* for Thursday, October 20 now and plan to join us at the fair!

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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.



### Say Hello to Workday

It's no secret...The Texas A&M University System is moving to Workday! We are pleased to present the [Say Hello to Workday](#) video to our campus community. These are exciting times for us and we anxiously await the launch of Workday here at Texas A&M University. Workday will have a positive impact not only in Human Resources and Payroll Services, but for everyone – HR Liaisons, managers, faculty, staff, and student employees. Join us as we say hello to Workday!

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### Project Helios Resources

Want to learn more about Project Helios and the transition to Workday? 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

### Preparing to Close the 2015-2016 Performance Management Program in PATH

We are preparing to close the 2015-2016 Performance Management Program in PATH. After this time, any outstanding tasks related to employee evaluations that were due May 31, 2016 will need to be placed in the employees' personnel file. If there are any open or pending evaluations, we encourage you to notify the supervisor. Departments interested in receiving a status report of evaluations can send a request for the Performance Evaluation Status report to [hrbusinessservices@tamu.edu](mailto:hrbusinessservices@tamu.edu). For assistance with PATHways and the online PATH Performance Management system, please visit the website at <http://EODinfo.tamu.edu/PATHways> or contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## PAYROLL SERVICES

### Employee Location and Check Distribution

The employee location and check distribution fields on the Occupant Information section of the Employee Payroll Action (EPA) should always be completed for re-hires and promotions/transfers. If the fields are not updated the previous department's information will stay on the employee's record. This could cause problems with programs that use the fields to route documents such as Concur and Buy A&M.

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### Recurring Supplemental Pay

Employees who have recurring supplemental pay with equal monthly payments can be enrolled to automatically receive it every month rather than create and submit a supplement every month for payment. For example, an employee who will teach an extra class for the Fall semester and will get \$1,000 per month from September 1 – December 31. For September pay, the form will be due October 7, 2016 and paid on October 14, 2016. To enroll an employee, simply complete the [Recurring Supplemental Pay Enrollment Form](#) located on the Payroll Services [website](#) and attach the necessary approvals. If you have questions, contact your payroll processing team at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu).

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## TIP OF THE WEEK

### Creditable State Service

Did you know that all employment within The Texas A&M University System, including time employed as a student worker, counts as creditable state service for a variety of employee benefits, such as longevity pay and vacation accrual. Read more here <http://employees.tamu.edu/benefits/leave/longevity/> and be sure employees use the available resources to assure previous state employment has been verified and documented.

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**HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:**

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