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

September 26, 2016

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update on FLSA Notifications</td>
<td>September 28:</td>
</tr>
<tr>
<td>Assistance Needed for Workday Transition</td>
<td>Biweekly PVDs available online</td>
</tr>
<tr>
<td>Required and Recommended Workplace Posters</td>
<td>September 30:</td>
</tr>
<tr>
<td>Flu Vaccine Clinics September 28 &amp; 29</td>
<td>Biweekly Payday</td>
</tr>
<tr>
<td>A Week of “Fearless at 140” Events for Faculty and Staff, October 3-7</td>
<td>October 3:</td>
</tr>
<tr>
<td></td>
<td>Monthly Payday</td>
</tr>
<tr>
<td></td>
<td>Biweekly EPAs due at Noon</td>
</tr>
<tr>
<td></td>
<td>Supplementals and EPAs due at Noon for Catch-up</td>
</tr>
<tr>
<td></td>
<td>Supplemental Payday of 10.07.2016</td>
</tr>
<tr>
<td>PATHWAYS PERFORMANCE MANAGEMENT</td>
<td>October 4:</td>
</tr>
<tr>
<td>Performance Plans Due October 15</td>
<td>PPRs Print</td>
</tr>
<tr>
<td></td>
<td>Processing Schedules</td>
</tr>
<tr>
<td></td>
<td>Payroll Reports</td>
</tr>
<tr>
<td>PAYROLL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Recurring Supplemental Pay</td>
<td></td>
</tr>
<tr>
<td>TIP OF THE WEEK</td>
<td></td>
</tr>
<tr>
<td>New Employees Require a Manager</td>
<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

更新 FLSA 通知
在之前的 HR 联络员通讯中，人力资源部向可能改变为非豁免（加班合格）状态的员工发送了个人通知。超过 85% 的通知是由于员工工资率低于 $47,476 的门槛。然而，有些员工是由于在 12 月 1 日的标题更改为非豁免而得到通知的，即使他们的工资率高于门槛。虽然 FLSA 新标题的计划将在 10 月执行，但已附上标题比较列表，可帮助 HR 联络员了解为何某些员工收到通知。此外，也请参阅 http://employees.tamu.edu/compensation/flsa 中修订的常见问题解答。请计划参加 FLSA 信息会议；相关链接已发布在 FLSA 网站。

请将此信息告知您的部门

**PAYROLL REMINDERS**

- 9 月 28 日：
  - 每周 PVD 在线
- 9 月 30 日：
  - 每周发薪日
- 10 月 3 日：
  - 月发薪日
  - 每周 EPAs 于中午提交
  - 补充支付和 EPAs 于 10 月 7 日的补发日
- 10 月 4 日：
  - PPRs 打印

**PATHWAYS PERFORMANCE MANAGEMENT**

- 表现计划截止日期为 10 月 15 日

**PAYROLL SERVICES**

- 重复性津贴支付

**TIP OF THE WEEK**

- 新员工需要经理

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**TIP OF THE WEEK**

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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/liasons/required-posters/ online to ensure your department is in compliance with the latest workplace posters.

Please forward the following two articles to employees in your department.

Flu Vaccine Clinics September 28 & 29 – 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.

A Week of “Fearless at 140” Events for Faculty and Staff, October 3-7
In honor of Texas A&M University’s 140th birthday, Human Resources is hosting a week’s worth of events for faculty and staff to celebrate being Fearless at 140. Please join us in the celebration!

• Monday, October 3 - Fearless Giving Food Drive - Donate non-perishable food items for a chance to win! Would you like to win an exciting and interactive mini-conference for your whole department? Donate to our Fearless Giving Food Drive and your department/unit could win big! Staff and faculty are encouraged to begin collecting non-perishable food items immediately in their respective departments/units. Bring donations to the General Services Complex parking lot on October 3 to enter the random drawing. Give 20 cans or 200 cans, quantity doesn’t matter, just give! Benefiting The 12th Can and the Brazos Valley Food Bank. Details online.

• Wednesday, October 5 - Fearless in the Workplace Series: Fearless Leadership Workshop* - interactive and motivational session on the foundation for developing the three habits of fearless leadership.

• Thursday, October 6 - Fearless in the Workplace Series: Fearless Inclusion Workshop* - reflect on our university’s climate and learn about fearlessness in the workplace as it relates to diversity and inclusion.

• Friday, October 7 - Fearless Fitness Friday* – join various fitness activities, take tours of the Rec, enter prize drawings, relax poolside and then come to the new outdoor Rec Plaza for “WELLgating”, tailgate-style!

A variety of other campus events surrounding Texas A&M University’s 140th birthday celebration are planned as the Fearless On Every Front campaign roll-out continues. Learn more. *Registration is required through TrainTraq.

PATHWAYS PERFORMANCE MANAGEMENT

Performance Plans Due October 15
Please alert your supervisors that Performance Plans for the 2016-2017 performance review period should be completed by October 15. As a reminder, the supervisor creates the Performance Plan in the PATH Performance Management module (make sure to select the 2016-2017 program), which is then acknowledged in PATH by the employee. Best practice suggests that the supervisor and employee work collaboratively to create and discuss the employee’s performance goals before the supervisor completes the Performance Plan in PATH. Step-by-step instructions, video demos, and a Guide to SMART Goals can be accessed under the “Steps to the Performance Management Process” heading of the PATHways help page: http://EODinfo.tamu.edu/PATHways/. Liaisons may contact hrbusinessservices@tamu.edu if they would like to receive a PATH Performance Plan Status Report.

PAYROLL SERVICES

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 payment, the form will be due by Noon on 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 website and attach the necessary approvals. If you have questions, contact your payroll processing team at payrollprocessing@tamu.edu.
**TIP OF THE WEEK**

**New Employees Require a Manager**

Did you know that all new employees, including Graduate Assistants, need to have an employee/manager relationship setup in Single Sign-On? This relationship is needed for applications such as TimeTraq, LeaveTraq, TrainTraq and more. SSO Department Administrators need to make sure to add/update the employee's manager at the time of hire by following these easy steps: 1) select the *Dept Admin* tab in the top right-hand corner of the SSO menu, 2) select the appropriate employee, 3) click on the *Managers* tab, and 4) finally the *Add Manager* link. Visit [http://it.tamus.edu/sso/?s=adding+a+manager+for+an+employee](http://it.tamus.edu/sso/?s=adding+a+manager+for+an+employee) for more information.

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**HR LIAISON NETWORK MEETINGS:**

- November 16, 2016
- May 16, 2017
- June 26, 2017

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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