

HR LIAISON NETWORK NEWS



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

September 26, 2016

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PAYROLL REMINDERS

September 28:

- Biweekly PVDs available online

September 30:

- Biweekly Payday

October 3:

- Monthly Payday
- Biweekly EPAs due at Noon
- Supplementals and EPAs due at Noon for Catch-up Supplemental Payday of 10.07.2016

October 4:

- PPRs Print

[Processing Schedules](#)

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HUMAN RESOURCES

Update on FLSA Notifications

As announced in prior HR Liaison Network News, Human Resources sent individual notifications to employees who had been identified as potentially changing to non-exempt (overtime-eligible) status. More than 85% of the notifications were due to the employee having an actual salary rate below the \$47,476 threshold. Some employees, however, are in titles changing to non-exempt on December 1 and therefore received a notification even if the salary rate was above the threshold. While notifications of new pay plan titles will take place in October, **attached is a title comparison list** which may help HR Liaisons understand why such employees were notified. In addition, review the revised the FAQs found at <http://employees.tamu.edu/compensation/flsa>.

Please also make plans to attend the [Pay Plan and FLSA informational sessions](#); schedule is linked from the FLSA webpage. Human Resources Classification and Compensation staff have been answering questions submitted to payplan@tamu.edu and we sincerely appreciate your patience as we strive to respond to each inquiry. Please call 979-845-4170 or email payplan@tamu.edu for further information.

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Assistance Needed for Workday Transition

Human Resources needs your help maintaining accurate employee information in Single Sign-On (SSO) as we begin to transition the data to [Workday](#). HR Liaisons are encouraged to review the information regarding *Employee / Manager Assignments in SSO* and *Employee HRConnect Records* found on the HR website under Common Processes called Workday Transition / Resources.

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.

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

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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.

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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.

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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.

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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 pay, 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.

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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> 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:

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