

# HR LIAISON NETWORK NEWS



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

October 10, 2016

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- Biweekly Pay Day

October 17:

- Biweekly EPAs due at noon
- Electronic BVDs available

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## HUMAN RESOURCES

### Date Change and Addition of TTVN Access for System-wide Pay Plan and FLSA Informational Sessions

Due to a scheduling conflict, the **October 13** Informational Session about the System-wide Pay Plan has been moved to **Friday, October 14** at 1:30 p.m. in the Memorial Student Center 2400. Additionally, we have added TTVN broadcasting to two of our System-wide Pay Plan and FLSA Informational Sessions so that Texas A&M employees located outside of Brazos County may stream the event. TTVN will be accessible for the sessions scheduled on October 26, 9:30-11:00 a.m. and November 18, 9:30-11:00 a.m. Please visit our [schedule page](#) to access the TTVN links at the appropriate time.

For more information about the System-wide Pay Plan, go to <http://employees.tamu.edu/compensation/pay-plan/> or contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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### Save the Date: HR Liaison Network Fall Meeting, November 16

Make plans now to join us at the Memorial Student Center on the **morning of Wednesday, November 16** for the HR Liaison Network Fall Meeting. Highlights of the first meeting of FY2017 will include:

- Dr. Barbara Abercrombie, Vice President for Human Resources and Organizational Effectiveness: Vision for Human Resources and the HR Liaison Network
- Leslie Lenser, Change Management Director of the A&M System Project Leadership Team: Insight into Workday – Transition and Training
- Elizabeth Schwartz, Director of Workforce Management: Final Preparations and Impacts of the FLSA and System-wide Pay Plan Projects
- Recognition, Staff Engagement and more!

Registration details will be available soon. We look forward to sharing and networking with you, our HR partners!

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### **Notice of EPA Blackout Period, November 21 – 30**

The change to a single title code listing on December 1, 2016, requires a technical implementation process that has implications for EPA processing. In order to load the December 1 titles for all employees, there will be a system-wide period in which EPAs cannot be initiated beginning Monday, November 21 through Wednesday, November 30, 2016. During this date range, EPA creators will be able to initiate EPAs for the following actions: End of Term, Eliminate position, and Terminate employee. All other action types on EPAs will be restricted. This period, which includes the Thanksgiving holiday week, is typically a lower-volume period for EPAs and is necessary to avoid manual correction of load errors and minimize additional EPA creation by departments following the December 1 implementation. Please make note of this date and make plans to initiate EPAs early in November so that they can be cleared in payroll by Friday, November 18, in preparation for this restricted period. There will be additional information provided in the coming weeks regarding the technical implementation of the System-wide Pay Plan titles and a single title code listing for all Texas A&M System Members. If you have any EPA questions, contact Payroll Services at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) or (979) 845-2711. If you have other questions about the Pay Plan or single title code listing, please contact HR Classification and Compensation at [payplan@tamu.edu](mailto:payplan@tamu.edu) or (979) 845-4170.

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### **Update on PATH Transition Period Coming for System-wide Pay Plan Implementation**

As previously announced, Texas A&M University will be transitioning to a new set of staff titles and salaries called the System-wide Pay Plan effective December 1, 2016. The August 29 edition HR Liaison Network News indicated that there would be a transition period prior to December 1, during which reclassifications, new positions and PD updates could not be submitted to HR in the PATH online system.

**Update: This transition period for position description activity will not begin in October.** While testing and loading of information to the online PATH system will be in progress, as well as other implementation tasks, we will not limit submission of position actions in PATH during this period. HR staff will start prioritizing submitted actions based on whether the request impacts the FLSA overtime exemption. There will be some business days in late November, to be announced, in which we will request that departments limit their activity in PATH position descriptions, to minimize loading errors and the potential for manual re-work.

Changes that impact titles and position descriptions also impact postings of vacant positions. Stay tuned for more announcements this month about filling vacant positions between now and the December 1 implementation date.

Classification and Compensation is dedicated to addressing customer needs, even in the midst of so many changes, and we appreciate your patience. If you have any questions, please contact HR Classification and Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or (979) 845-4170.

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### **Human Resources Awareness Month**

Governor Greg Abbott has proclaimed October 2016 as Human Resources Awareness Month. This awareness campaign is conducted to highlight the important role human resources professionals play in today's workforce, fostering business excellence and promoting prosperity in Texas.

The staff of Texas A&M University Human Resources would like to say "*THANK YOU!*" to all our HR Liaisons for your invaluable contributions. We value your partnership in our human resources efforts and recognize that you wear many hats in your departments/colleges. Happy Human Resources Awareness Month!

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*Please share the following information with employees in your department.*

### **Financial Wellness Fair – October 20, Register Now**

As part of National Retirement Security Week and Financial Literacy Month, Texas A&M Human Resources is hosting the annual Financial Wellness Fair on Thursday, October 20 in the Memorial Student Center (MSC). This event includes an exhibit area with prizes plus several free information sessions including presentations by Texas Retirement System (TRS), the Social Security Administration and several financial advisors. Register in TrainTraq by Tuesday, October 18 for the session(s) of your choice. Visit <http://wellness.tamu.edu> for details.

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### **Free Medication Management Service by HomeMeds, October 21**

*WELLNESS WORKS!* and the Texas A&M Evidence-Based Resource Center invites you to a free presentation about the

Medication Management Service HomeMeds, on Friday, October 21 from 10am to 12pm in the General Service Complex, room 101. This is a free individual review of your current medications, which will be recorded and evaluated for potential interactions. The service will also include a blood pressure screening, and a short survey to determine your risk for a fall.

What should you bring?

- Any prescriptions medication that have been prescribed to you/or those you are taking.
- Any over-the-counter medications you are taking.
- Any vitamins and/or herbal supplements you are taking.
- Any ointments or creams you are using.

No registration is needed, please join us! If you have questions, please email [wellness@tamu.edu](mailto:wellness@tamu.edu).

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### **New FLSA Working Hours Workshop for Supervisors and Employees**

To support employees, supervisors, and HR Liaisons during the transition of employees from exempt to non-exempt status under the Fair Labor Standards Act, Human Resources is offering multiple sessions of a one-hour [FLSA Working Hours Workshop](#). Senior Classification and Compensation Analyst, John Williams will lead a presentation on what constitutes working hours for non-exempt employees under federal guidelines. Special topics will be covered, such as travel, flexible schedules, working from home using remote access, and other scenarios. No registration is necessary to attend. For a full schedule of dates and times, please visit <http://employees.tamu.edu/compensation/flsa/flsa-working-hours-sessions/>.

For more information, please visit <http://employees.tamu.edu/compensation/flsa/> and read the FAQs. To submit questions in advance, please email [payplan@tamu.edu](mailto:payplan@tamu.edu) or call (979) 845-4170 and reference the date of the event you plan to attend. We look forward to seeing you.

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### **Wellness Exam Incentive – Have you Completed the Requirement?**

The Texas A&M University System wellness exam incentive is an on-going program which requires employees and their covered spouses enrolled in the A&M Care plan to complete an annual wellness exam (also referred to as annual check-up or physical) in order to qualify for the lowest medical premium rate for their insurance avoiding the extra \$30 monthly premium differential. Texas A&M University currently has 91% of our employees and covered spouses recorded as satisfying the requirement. Are you part of the 9% that has not completed the requirement? Help Texas A&M reach a 100% completion rate and save money from *your* paycheck by ensuring you and your spouse complete the required exam. Detailed information, including instructions for checking your current status, is available in the comprehensive [FAQ](#) on the [WELLNESS WORKS!](#) website.

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### **Benefit Briefs Newsletter**

System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles: FY16 FSA Deadlines, Know Your Benefits, TRS Employee Contribution Rate, Healthways Silver Sneakers Fitness Program, Flu Season Preparation, Breast Cancer Awareness Month, Urgent Care vs. Emergency Room, National Retirement Security Week, and Easing the PayFlex Claim Process. You may view this newsletter [online](#).

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### **Covia Health Mobile Wellness Days**

Covia Health provides on-site, state of the art 3-D mammography and bone density screenings to eligible employees and spouses of Texas A&M. Location sites and dates are available on the [WELLNESS WORKS! website](#). For additional information regarding eligibility, insurance coverage, and registration process, please read the FAQs listed on the site.

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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.*



### **Project Helios Activities Update**

*Prototype 1 Review:*



**Next Steps:**

The functional team is taking everything discussed during the Prototype 1 review, including the parking lot and outstanding items, and configuring Prototype 2 which will be reviewed November 2016 through January 2017.

**Ongoing Tasks:**

- Matching everyone receiving a paycheck or benefits from the A&M System with the security role(s) that make sense for the work they need to do in Workday.
- The new Academic Advisory Committee kicks off in October. This new governance committee is joining the Executive Sponsors and the Executive Advisory Committee to bring faculty and research voices together to provide input to the Workday Leadership Team on key decisions that impact faculty and researchers.
- Work continues to clean up HR, payroll and benefits data focusing on filling in missing data and making data more accurate.

To learn more, visit [workday.tamu.edu](http://workday.tamu.edu). You can also link to the project site and read the latest edition of *The Word on Workday* from the Human Resources homepage (<http://employees.tamu.edu/>).

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**PATHWAYS PERFORMANCE MANAGEMENT**

**2016-2017 Performance Plans Due This Week**

Please remind your supervisors that Performance Plans for the 2016-17 performance management program are due on October 15, 2016. As a reminder, the supervisor creates the Performance Plan in the PATH Performance Management module, 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/>. HR Liaisons may contact [hrbusinessservices@tamu.edu](mailto:hrbusinessservices@tamu.edu) if they would like to receive a PATH Performance Plan Status Report. **Please also note that last year’s (2015-2016) Performance Management Program will close in PATH on October 15, 2016.**

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](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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**TIP OF THE WEEK**

**Today’s a Holiday?**

Yes, it’s Columbus Day! A day off work for some people, true, while the university community has a normal work day educating leaders of tomorrow. At Texas A&M, even though we don’t have Columbus Day off, we have great holiday benefits that may be viewed on the HR website all year long at <http://employees.tamu.edu/benefits/leave/holidays/> along with eligibility and special holiday 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](mailto:ldohnalik@tamu.edu) OR 979.862.3854**

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