

HR LIAISON NETWORK NEWS



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

October 3, 2016

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PAYROLL REMINDERS

October 3:

- Monthly Pay Day
- Biweekly EPAs due at noon
- Supplementals and EPAs due at noon for catch-up Supplemental Pay Day of 10/07/2016

October 4:

- PPRs print

October 5:

- PPRs available online

October 6:

- Catch-up Supplemental PVDs available online

October 7:

- Catch-up Supplemental Pay Day
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

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HUMAN RESOURCES

"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!

Register through TrainTraq to attend these events:

- 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 are planned as the Fearless On Every Front (<http://fearlessfront.com>) continues. [Learn more.](#)

Today's Fearless Giving Food Drive was a big hit! We collected 2,000 pounds of food, literally a ton of food, to benefit our

internal Aggie family (The 12th Can) as well as our local community (Brazos Valley Food Bank). Check out our photos on [HR Twitter](#) or [HR Facebook](#)! Congratulations to the department of **Environmental Health and Safety, winner of the drawing** for the HR mini-conference! They were randomly selected from the 43 departments who contributed to the Fearless Giving Food Drive! Thank you to everyone who showed the Aggie core value of selfless service! #BeFearless

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System-wide Pay Plan Title Information Coming Soon

Human Resources is preparing information to share with departments and employees in mid-October regarding the new [System-wide Pay Plan](#) titles. The title changes to a single, standardized title code listing for all Texas A&M System Members will occur through a technical process on December 1, 2016, the same effective date as the change to non-exempt status for some positions. In preparation for that change, HR will provide departments with a list that includes the employee's current title, as well as December 1 title, for all positions that are included in the staff System-wide Pay Plan. Following the departmental distribution and posting of additional data to the HR website, employees will be notified via email from Human Resources. Specific dates in October for the communications will be provided via HR Liaison Network News when the dates are finalized.

In addition, we are planning for notifications in October and November to employees newly-identified as changing to non-exempt and eligible for overtime beginning December 1. The employee data from early September, used for the recent non-exempt notifications, did not capture new hires, terminations or other changes processed after the first week of September. Many of you have inquired about adding new employees to the list to be sure that they are notified formally by Human Resources, and this communication will address those concerns.

If you have not already attended one of the Pay Plan and FLSA informational sessions, please review the schedule at http://employees.tamu.edu/compensation/flsa/info_sessions_payplanflsa/ and make plans to attend. Attendees from the first two sessions have given positive feedback and asked excellent questions that are helping guide future communications. For further information, please email payplan@tamu.edu or 979-845-4170. The HR Classification and Compensation staff sincerely appreciate your patience as we strive to respond to each inquiry.

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Benefits Orientation Session – Wednesday, October 12

The next [Benefits Orientation Session](#) will be held Wednesday, October 12 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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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.



The Word on Workday, October Edition

The A&M System continues to prepare for our Workday implementation which is nearing the end of the Configure & Prototype phase. To learn what's new and how we are building Our Workday, visit the October 2016 edition of [The Word On Workday](#) available from the Workday website at <http://workday.tamus.edu/>. For your convenience, a Project Helios (Workday) link is also available from the [HR homepage](#).

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PATHWAYS PERFORMANCE MANAGEMENT

Performance Plans Due on October 15 – Reminder Emails Will Be Sent 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.

If supervisors have not yet completed the performance plan for one or more of their employees in PATH, they will receive the following system-generated emails, as applicable:

October 8: "You have at least one action item that is coming due."

October 15: "You have at least one action item that is due today."

October 17: "You have at least one action item that is now overdue."

No further reminder emails will be sent.

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 hbusinessservices@tamu.edu if they would like to receive a PATH Performance Plan Status Report.

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PAYROLL SERVICES

Inactive Wage Employee Report

The September Inactive Wage Employee Report is now available on the Payroll Services imaging system (http://imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation October 12 – Please Register by Friday, October 7

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, October 12 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 October – As of October 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

- 71 (42%) of the 169 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 12.3% from 1831 to 2057.
- The total number of past due employees increased 2.1% from 1002 to 1023.
- The total number of past due Faculty employees increased 5.9% from 202 to 214.
- The total number of past due Budgeted Staff employees increased 5.0% from 160 to 168.
- The total number of past due Wage Staff employees decreased 8.0% from 449 to 413.
- The total number of past due Graduate Assistant employees decreased 9.8% from 41 to 37.
- The total number of past due Student Worker employees increased 27.3% from 150 to 191.

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 – 97.9%
 - Ethics – 97.8%
 - Information Security Awareness – 96.8%
 - Orientation to the A&M System – 98.3%
 - Reporting Fraud, Waste and Abuse – 98.4%
 - Required Training for Athletics Task Workers – 80.4%

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TIP OF THE WEEK

Campaign for Disability Employment

October is Disability Employment Awareness Month and Texas A&M Human Resources asks that you join us and learn more about what you and your department can do to support these efforts. For tools and resources, visit employees.tamu.edu/managers/disability-campaign.

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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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