

HR LIAISON NETWORK NEWS



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

December 12, 2016

HUMAN RESOURCES

[Reminder: PMSA Nomination Period Ends Today](#)
[Benefits Orientation Session – Tuesday, December 13](#)
[Human Resources Office Hours](#)
[List of Classified and Non-Classified Titles Remaining On Website Temporarily](#)
[PATH Clean-up of Outdated Pending Actions](#)
[Flexible Spending Account Claims Submission Deadline Reminder](#)

PROJECT HELIOS POWERED BY WORKDAY

[Say Hello to Workday!](#)
[Security Role Mapping](#)

PAYROLL SERVICES

[TimeTraq Due Week of December 19, 2016](#)
[EPA Payroll Corrections](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

[Training Compliance Reports for December – As of December 1, 2016](#)

TIP OF THE WEEK

[Reminder about Holiday Pay](#)

PAYROLL REMINDERS

December 12:
● Monthly EPAs due at noon
December 13:
● Supplements due at noon
● Uploads due at 1pm
● TimeTraq due at 4pm
December 14:
● Electronic BVDs available
December 15:
● Electronic BVDs due by 4pm
December 16:
● Biweekly EPAs due at noon
● Biweekly PVDs available online
● PPRs print
December 19:
● PPRs available online
December 20:
● Monthly PVDs available online

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

Reminder: PMSA Nomination Period Ends Today

The Annual President's Meritorious Service Awards Program nomination period is closing today, Monday, December 12 at 5pm. To nominate, please visit <http://employees.tamu.edu/pmsa>. Questions concerning these awards may be referred to Human Resources at emplrecognition@tamu.edu or (979) 845-7995.

[Top](#)

Benefits Orientation Session – Tuesday, December 13

The next [Benefits Orientation Session](#) will be held Tuesday, December 13 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.

[Top](#)

Human Resources Office Hours

Please be aware that the staff of Human Resources will be attending a holiday celebration on Wednesday, December 14 from 3:30-5:00 p.m. In addition, minimal staff will be available to answer incoming phone calls from 3:00-5:00 p.m. on Thursday, December 15 as we celebrate the contributions of Janelle Ramirez and wish her well in retirement. We will resume regular office hours on Friday, December 16 and will return phone calls and emails as quickly as possible. Human Resources would like to thank you for your support and understanding.

[Top](#)

List of Classified and Non-Classified Titles Remaining On Website Temporarily

The new [System-Wide Pay Plan titles](#) are officially in effect, and HR Liaisons and supervisors are encouraged to review the PDF lists of titles in use at Texas A&M University. The list also includes staff titles excluded from the Pay Plan and new title codes for faculty and student titles that were implemented as part of the unified title listing across the A&M System. Though the old [Classified](#) and [Non-Classified](#) titles are now inactive and no longer being used, we are leaving the prior lists on our website temporarily for access to historical data.

For questions regarding the new pay plan, please contact HR Classification and Compensation at (979) 845-4170 or payplan@tamu.edu.

[Top](#)

PATH Clean-up of Outdated Pending Actions

When the new System-wide Pay Plan titles were loaded to the PATH online system the week of December 1, the titles didn't load successfully to some active position descriptions. While we are still researching why this occurred, it appears to be related to actions in progress at the time of the load. Some of these actions on positions were started as long as two years ago, and perhaps had been routed to an employee or supervisor and were not submitted to HR or transitioned to an approved workflow state. The vendor, PeopleAdmin, was not able to automatically cancel pending actions older than a certain date. Therefore, HR will be working to clean up pending actions, starting with the oldest items (2+ years), and then updating the PDs to reflect the new titles. We will contact you if cancelling the pending action will have a consequence. Please note that cancelling the action may send an email notification and you may disregard those emails.

For questions regarding PATH, please contact HR Classification and Compensation at (979) 845-4170 or PATHAdmin@tamu.edu.

[Top](#)

Flexible Spending Account Claims Submission Deadline Reminder

Employees have until December 31, 2016 to file claims using any remaining balance from their FY2016 Healthcare Flexible Spending Account for eligible expenses that were incurred on or before November 15, 2016. Claims must be received at PayFlex by December 31 to be eligible for reimbursement. Options for filing a claim are included online at www.payflex.com through the express claim option or by printing a paper claim form available for download from their website and faxing or mailing directly to PayFlex. Unsure if there is an account balance? Log into the [PayFlex](#) website to check account history and balance information.

[Top](#)

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!

You may have heard – The Texas A&M University System is replacing its legacy mainframe payroll and human resources systems with Workday. Visit our YouTube channel at <https://www.youtube.com/watch?v=j7w2i80JcMk> to see enhancements Workday will bring to your role as an HR, Payroll or Benefits employee.

Our third motion story which highlights Workday's employee self-service functions will be available in January. Stay tuned!

[Top](#)

Security Role Mapping

Supervisory Organizations are being assigned along with several roles needed in the Workday environment. The security role mapping process for The Texas A&M University System is expected to continue through April 2017. For a list of current security role definitions, please visit <http://employees.tamu.edu/liasons/common-processes/workday-transition/>. HR will continue to update the list as roles are added throughout the mapping process.

[Top](#)

PAYROLL SERVICES

TimeTraq Due Week of December 19, 2016

Please make sure a Department Approver or their delegate will be available to submit the #17-09 TimeTraQ for their ADLOC(s) to Payroll Services before they leave for the Winter Break. If you have any questions concerning the early deadline please contact your processing team or email payrollprocessing@tamu.edu.

[Top](#)

EPA Payroll Corrections

As a reminder, Payroll Services *does not* require an EPA for payroll corrections; however, SRS requires EPAs for payroll corrections when their accounts are used. Due to the title code changes for the new system-wide pay plan made effective 12/1/16, retroactive EPAs are causing extra work on the creator and approver side. Canopy has many edits and they cause errors with retroactive actions for which old title codes need to be used. It is recommended you do not process EPAs for retroactive payroll corrections unless you are required. This will avoid errors and extra work.

[Top](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for December – As of December 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

- 86 (50%) of the 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 1.0% from 1990 to 1970.
- The total number of past due employees increased 9.4% from 897 to 981.
- The total number of past due Faculty employees increased 50.2% from 211 to 317.
- The total number of past due Budgeted Staff employees increased 4.5% from 154 to 161.
- The total number of past due Wage Staff employees decreased 2.6% from 302 to 294.
- The total number of past due Graduate Assistant employees increased 20.9% from 43 to 52.
- The total number of past due Student Worker employees decreased 16.0% from 187 to 157.

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 – 98.0%
 - Ethics – 97.9%
 - Information Security Awareness – 96.6%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.5%
 - Required Training for Athletics Task Workers – 85.5%

[Top](#)

TIP OF THE WEEK

Reminder about Holiday Pay

An employee must work or be in a paid leave status for any portion of the scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A specific exception for the winter break stipulates that an employee will be paid for the designated December holidays if s/he is in a paid status or working for any portion of the last scheduled workday before the holiday period begins. The employee will be paid for a designated January 1 holiday if s/he returns to work (or is in a paid leave status) for a portion of the next scheduled work day following the holiday. A “portion” of a scheduled work day, for holiday pay eligibility purposes, is defined to be at least 15 minutes. As the Winter break holiday is upon us, now is a great time to remind employees of holiday leave information available at <http://employees.tamu.edu/benefits/leave/holidays/> on the HR website.

[Top](#)

**HR LIAISON
NETWORK MEETINGS:**

- 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

Human Resources Main Contact Information:

PHONE: 979.845.4141 **MAIL STOP:** 1255 TAMU

MAIN OFFICE LOCATION:

*750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](#)*