

# HR LIAISON NETWORK NEWS



Human Resources &  
Organizational Effectiveness

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

February 27, 2017

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## PAYROLL REMINDERS

March 1:

- Monthly Pay Day
- Biweekly PVDs available online

March 2:

- Biweekly EPAs due at noon

March 3:

- Biweekly Pay Day
- PPRs print

March 6:

- PPRs available online

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Workday Project Team, System Integration Testing

The Division of Human Resources and Organizational Effectiveness (HROE) is pleased to announce that several of our staff members will be joining the Workday Project Team on a temporary basis beginning in March. Sarah Tobola, Rita Bowden, Nancy De Leon and Laura Dohnalik will be participating in the System Integration Testing which is an end-to-end test to check that individual components like our business process steps, integrations, and our employee's data are working together the way we want them to. These individuals will give us an "insider" perspective and an opportunity to provide direct feedback on the project while keeping Texas A&M's best interest in mind.

Sarah, Rita, Nancy and Laura will be dividing their time between their offices in the General Services Complex and the Workday Project Team office. We ask for your patience as response times from these individuals will be impacted. For the fastest response time, you email [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu) and your questions or concerns will be directed to other HROE staff who will be ready to assist you.

Please know that HROE is committed to ensuring all our customers continue to receive the highest level of service. We look forward to the valuable insight Sarah, Rita, Nancy and Laura will gain from working with the Workday Project Team during this important testing phase!

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### **Benefits Orientation Session – Wednesday, March 8, 2017**

The next [Benefits Orientation Session](#) will be held Wednesday, March 8 from 2:30 to 4:00 p.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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### **Changes in Employment that Impact Benefits Eligibility**

If you process changes to an employee's employment status making them eligible for the benefits programs, please remember to enter their information into iBenefits. This will allow the employee to make their important insurance selections or waive coverage. Examples of employment actions that can potentially make an individual benefit-eligible include: extending an appointment, transfer from wages or student positions, or increases in percent effort. If you have a question as to if a particular action makes an employee benefit-eligible, just call your designated benefits representative and they will guide you through the process. We want to ensure those who are eligible are given the opportunity to enroll.

Also, remember that any new hires for the Spring semester should have been entered into iBenefits. They will soon be approaching the close of their 60-day enrollment window so please help encourage these individuals to take action and submit their benefit selections to avoid the default benefit coverage.

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### **Annual Term Month Appointments; Impact on Summer Insurance Premiums**

Employees who work less than a 12-month appointment will receive a summer insurance premium notification in mid-April. This notification will explain how their summer insurance premiums will be handled. HR Liaisons should prepare now to ensure that the annual term month for the employee is properly reflected and any extensions or changes to appointments are processed or communicated to Benefit Services prior to the summer premium notifications. The detailed process for reporting these changes will be shared in March, but starting this work now will help make things easier when you are processing appointment changes, leave without pay (LWOP) and preparing for the end of the semester.

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*Please forward the following items to employees in your department.*

### **PMSA Event Kicks-Off Staff Appreciation Week at Texas A&M**

The President's Meritorious Service Award program will be held today, Feb. 27 at 3:30 p.m. at the MSC Bethancourt Ballroom followed by a reception which kicks-off of Staff Appreciation Week at Texas A&M! President Young will present these prestigious awards to recognize 25 outstanding individuals, two outstanding teams and two outstanding supervisors for their meritorious service to the University. If you can't attend, [watch it streaming live HERE](#). See the list of recipients on the [PMSA website](#).

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### **Department Appreciation Day Friday, March 4**

What does your office have planned for Friday? Friday, March 3 has been set aside for individual units to host special appreciation events/activities within their respective offices. The theme of these unit-level events/activities is "Aggie Spirit." President Young is encouraging 100 percent participation in unit-hosted events/activities and is adding an extra incentive to encourage participation. Two departments will be selected at random to receive a \$750 grant to be used for future staff appreciation and/or professional development efforts in 2017. In addition to the grants, one staff member from each of the winning units will be invited to serve on the following year's SAW planning committee. So, how does your unit enter to win the grant contest? Units are invited to share photos of their department events to be entered into a random drawing. [Read the full contest rules here](#). For ideas about what your office can do, [read these suggestions](#).

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## 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

All employees are encouraged to stop by the Workday Resource Table available during various Staff Appreciation Week events. Come say "hello" to Texas A&M's Project Coordinators and Change Champion and grab some resource information along with a reminder to "Say Hello to a brighter Workday" coming to Single Sign-On ([sso.tamug.edu](http://sso.tamug.edu)) in December 2017.

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### Data Protection in the Cloud: The Workday Way

Protecting and securing our customers' data is fundamentally important to Workday. Privacy and security at Workday are not add-on features; they are embedded in our service and business model. All Workday, customers are always on the same version of our software. This enhances our ability to innovate and our ability to protect our customers' data. We can respond to security threats quickly by pushing security updates to our entire customer base and ensuring common data handling standards. We also operate on a unified security model. This includes user access, system integration, reporting, mobile device, and IT access. Workday is an intuitive, cloud-based application. To learn more about Workday's security and privacy concepts, visit [employees.tamug.edu/workday](http://employees.tamug.edu/workday).

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## WELLNESS WORKS!

### Stress-Busting Program for Caregivers

Join us for an informational session on the 9-week program, *Stress-Busting Program for Caregivers*, hosted by Texas A&M Evidence-Based Programs.

Monday, March 6, 2017 | 1:30 p.m. – 2:30 p.m.  
General Services Complex (GSC) Room 101A

This program is designed to provide support to family caregivers of persons with Alzheimer's/dementia, cancer, chronic disease, illness or a disability. It is an interactive group learning experience that focuses on stress management and relaxation techniques, handling grief, loss or depression, finding time for yourself, choosing a path of wellness, and finding much needed support. Registration is required through TrainTraq by close of business on Friday, March 3. Register [here](#).

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### Living WELL Aware at Texas A&M - Essential Element #2: Critique Caloric Consumption

Have you had a chance to check out the February newsletter for Living WELL Aware at Texas A&M? If not, it is not too late! Check out our newsletter archive found at <http://employees.tamug.edu/benefits/wellness/livingwellaware/lwa-newsletters/>. Tune into this month's course, *Essential Element #2: Critique Caloric Consumption* available via TrainTraq.

Texas A&M University, Workstation M – click [here](#).

Texas A&M Health Science Center, Workstation H – click [here](#).

*\*Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H only).*

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### Comprehensive Employee Health & Wellness Survey – Deadline is this week, March 1, 2017!

The School of Public Health is conducting a comprehensive, employee health and wellness survey on behalf of *WELLNESS WORKS!* in the Division of Human Resources and Organizational Effectiveness. Dr. Marcia G. Ory, Professor and Associate Dean for Research, Health Promotion and Community Health Sciences, is conducting a study to gather data that will help us evaluate the effectiveness of our different health and wellness activities promoted by Texas A&M. The records of this survey will be kept private and not shared with your employers, nor will it be shared with the Division of Human Resources and Organizational Effectiveness. No identifiers linking you to this survey will be included in any sort of report that will be published. The target audience for this survey includes all active, budgeted faculty and staff in workstations M and H. We encourage employees who meet this criteria to complete the survey before close of business on March 1, 2017.

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## PATHWAYS PERFORMANCE MANAGEMENT

### Self Assessment in PATH – Notification Email on March 2

Please let staff in your department know that on Thursday, March 2, eligible non-faculty employees (see [SAP 33.99.03.M0.01](#)) will receive a PATH system-generated email informing them that they have an open action item. Upon clicking the link in the email and signing into SSO, they will see “Self Assessment” on their list of Action Items. Please note that if the supervisor has not completed, and employee has not acknowledged, the performance plan as of March 1, this action will not yet be available until after these prerequisite steps are performed.

We recommend the self assessment as a way for employees to provide their supervisors with meaningful input about their job performance. While PATH does not require that employees complete the self assessment, supervisors and departments may choose to require it. Please let your employees know if the self assessment is a requirement in your department. ([Instructions for completing a self assessment](#))

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### Self Assessment Requirements

The only rating required on the self assessment in PATH is the Overall Rating, though employees should check with their supervisors to see if there are unit-specific requirements. The employee has the ability to attach documents when the self assessment is in draft mode. Once the self assessment has been completed, the employee can no longer attach documents or make revisions, and the self assessment becomes viewable by the supervisor. If the self assessment is submitted by mistake contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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### Research Staff – Alternative Performance Evaluation Form

An [Alternative Performance Evaluation Form](#) for research staff is available on the Division of Research [Research Titles and Staffing](#) webpage. If approved by your department head and dean, this form may be used in accordance with Standard Administrative Procedure 33.99.03.M0.01 to meet the requirements for position description review and acknowledgement, for creating a performance plan, and to assess employee performance. Certain information from the form must be uploaded into the PATH system by the supervisor or other user.

Please note, University SAP 33.99.03.M0.01 requires that the performance plan be documented in the PATH system; this may be done by entering a note that a performance plan is on file rather than entering goals into the system. The SAP also requires that the evaluation be uploaded and that the overall rating be entered into PATH. A supervisor or designated other user must enter the required information into PATH; the employee must acknowledge these items in PATH, and the supervisor or other user must close the evaluation in PATH.

If you have any questions regarding performance evaluation for research staff, please contact [Research Enterprise Business Services](#) in the Division of Research at [RPA-Form@tamu.edu](mailto:RPA-Form@tamu.edu) or (979) 845-1882.

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### PATHways Training and PATH Demos Now Available

Please encourage supervisors and employees to take advantage of the upcoming training opportunities and resources available for the upcoming performance evaluation process.

PATH Demos:

- (Online videos) PATHways Overview and PATH Performance Management module ([EODinfo.tamu.edu/PATHways/](http://EODinfo.tamu.edu/PATHways/))

PCER (Plan, Coach, Evaluate, Reward) Process of Performance Management Training:

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance (<http://training.tamu.edu/Courses/Detail/2166>)  
February 28 from 8:30 a.m. to 12:00 p.m.  
March 29 from 1:00 to 4:30 p.m.  
April 13 from 8:30 to 12:00 p.m.
- PATHways to Success: Performance Management for Staff (<http://training.tamu.edu/Courses/Detail/1988>)  
March 9 from 8:30 a.m. to 12:00 p.m.  
March 27 from 1:00 to 4:30 p.m.
- PATHways to Success: Performance Management Process Overview (online)

TrainTraq [Course 2112082](#)

Step-by-step guides, videos, FAQs and resource documents are available on the PATHways website at [EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways). For assistance, please contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

### New Employee Welcome (TAMU NEW) Session March 8 – Please Register by Friday, March 3

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) Session will be held Wednesday, March 8 from 9:30 a.m. to 2:00 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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## PAYROLL SERVICES

### Guardian Changes for Completing Form I-9 Section 3

Guardian implemented the revised form I-9 January 19, 2017, and in conjunction with the new form requirements, multiple system enhancements that improve the I-9 processing and information capturing experience.

An enhancement that is causing confusion is the requirement to have information in box A and B of Section 3. You are now required to either enter appropriate information or N/A. The first row of a Section 3 must be completely filled out.

1. Box A in Section 3: New Name (if applicable), used to update an employee's legal name in the Guardian system and based on the employee's Social Security Card. If no name change, enter N/A either manually or by using the provided checkboxes.
2. Box B in Section 3: Date of Rehire (if applicable), used if employee has been E-Verified and is being rehired to the same TAMU System. If no rehire date, enter N/A either manually or by using the provided checkboxes.

USCIS Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy):
Smith <input type="checkbox"/> N/A	N/A <input checked="" type="checkbox"/> N/A	N/A <input checked="" type="checkbox"/> N/A	<input type="text"/>

Questions regarding the Form I-9 process should be submitted to Laura Ellis (845-4127 or [lauraellis@tamu.edu](mailto:lauraellis@tamu.edu)) or Paul Castilleja (845-7131 or [pcastilleja@tamu.edu](mailto:pcastilleja@tamu.edu)).

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## TIP OF THE WEEK

### Employee Input Encouraged

Employees are encouraged to contribute input during the performance evaluation process by completing a self assessment or following another department-specific method. This input provides the supervisor with the employee's summary of yearly accomplishments, challenges, and progress made toward initiatives over the past review year. While PATH does not require that this be done, supervisors and departments may elect to require self assessments of their employees. ([Instructions for completing a self assessment](#))

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**HR LIAISON  
NETWORK MEETINGS:**

- May 15, 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**

**Human Resources Main Contact Information:**

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

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