



HR LIAISON NETWORK NEWS

May 15, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 15:

- Biweekly EPAs due at Noon

May 16:

- PPRs Print

May 17:

- PPRs available online

May 18:

- Monthly EPAs due at Noon

May 19:

- Supplements due at Noon
- Uploads due at 1pm
- TimeTraq due at 4pm

May 22:

- Electronic BVDs available

[Processing Schedules](#)

[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Summer Premium – May 19 Deadline for Monthly Paid Employees

Please ensure EPA documents are processed or notifications sent to Benefit Services by May 19 for employment actions potentially impacting the benefits of any employee paid on the monthly payroll.

The active funding source(s) on the May payroll will be charged the employer portion of the summer premiums (June-August) for employees who have their summer premiums deducted from their May payroll. See the "Funding Source for Summer Premiums" section located on the [summer insurance premium process timeline](#) website to request funding source changes. The active funding source(s) at time of the payroll deduction will be used to pay the employer contribution for employees who have their premiums deducted from their paychecks processed throughout the summer.

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Pending Documents in LeaveTraq

Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner.

Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers.

To see documents that are pending manager approval, administrators should be in their administrator role and select the Pending Docs tab. A drop-down box will appear, and Docs Needing Mgr Approval should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents.

Additional information about the [LeaveTraq Program is found online.](#)

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Please forward the following article to employees in your department.

Wellness Exam Incentive Program Reminders & Communications

As the June 30 target date for completion of your annual wellness exams approaches, you will see ramped up communications from Benefit Services, System Benefits Administration and BlueCross BlueShield reminding employees of the annual requirement in order to continue to qualify for the lower health insurance premium into the new benefit year. To assist with targeted communications, BlueCross BlueShield and MyEvide will be sending a mailing directly to members currently enrolled in the A&M Care Health Plan that do not have a completion recorded.

Additional information about the [annual wellness exam is found online.](#)

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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.



Join Us at the Workday Open Forum, May 18

Registration is open for the Workday Open Forum on Thursday, May 18 from 12:00-1:30 p.m. at the [Equine Complex](#), Andras A & B. Bring a lunch and join the Texas A&M University project team members as we explore the latest on project activities, discuss training development, pulse check and readiness results and the next steps leading up to the December implementation. The monthly forums are open to all employees – staff, faculty, students. Presentation material, discussion and Q&As vary each month. [Register here](#) or join [via WebEx](#) if you can't make it to the Equine Complex.

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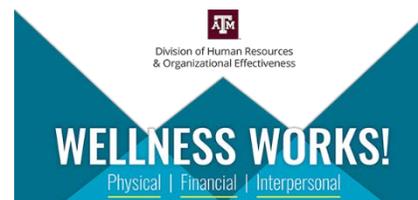
WELLNESS WORKS!

Please forward the following articles to employees in your department.

Free Fitness Sessions for Texas A&M Faculty & Staff

Maximize your [Wellness Release Time](#) with our free fitness sessions for Texas A&M faculty and staff, brought to you by **WELLNESS WORKS!** Sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

- [May 2017 Interim Fitness Schedule](#) - May 3 through May 26.
*WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.
- [Take the Fitness Survey! – Closes June 1](#)



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Fitbit Corporate Wellness Program – Discount Storefront open through June 30

The discount storefront available through our Fitbit Corporate Wellness Program has been extended through June 30, 2017. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate. [Additional information here.](#)

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Living WELL Aware at Texas A&M - Essential Element #5: Meticulously Manage Money and Minutes

The May video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, *Essential Element #5: Meticulously Manage Money and Minutes* available via TrainTraQ.

- Texas A&M University, Workstation M – [Watch Video here](#)
- Texas A&M Health Science Center, Workstation H – [Watch Video here](#)

To review past Essential Elements, check out our [online newsletter archive](#).

**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).*

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May Financial WELLNESS Workshops

To coincide with this month's *Essential Element #5 – Meticulously Manage Money & Minutes*, WELLNESS WORKS! has partnered with Lincoln Financial Group to bring four exclusive workshops to Texas A&M employees from all generations:

- Thursday, May 18 - Envision Your Financial Future: At the mid-point of your career?
- Thursday, May 25 - Baby Boomers Guide to Social Security
- Wednesday, May 31 - Is TRS Enough?

[Full details and registration here.](#)

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PATHWAYS PERFORMANCE MANAGEMENT

How do I change an employee's supervisor for the performance evaluation? – and – My employee is not listed under "My Employees' Review" – What do I do?

If an employee is displaying an incorrect supervisor in the Performance Management module, an HR Liaison may verify that the Supervisor field in the position description is up to date. If the supervisor field is displaying the incorrect supervisor, an HR Liaison may use the Add/Change User action under the Position Management module to update the supervisor tab on the Position Description. Once the supervisor field has been verified contact the PATHways support team at HRPATHways@tamu.edu to inform them of the issue. Supervisory updates will take place overnight.

For more information on how to update the Supervisor field, access the Add/Change User Access Position Management Section of the [PATH Help](#) webpage or send an email to HRComp@tamu.edu.

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Closing the Evaluation

The evaluation in PATH is not considered complete until the supervisor acknowledges the employee's comments and closes the evaluation. To do this, the supervisor should take the following steps:

1. Access the performance management home page and click on the action item "Supervisor Acknowledges Comments/Closes Evaluation" for the employee. This will take the supervisor to the performance program where the Complete button is located.
2. Click on the Approvals & Acknowledgements link located in the left navigation pane to view comments that the employee entered when acknowledging the performance evaluation. The comments that the employee entered, if any, will be located under "Employee Acknowledges Supervisor Evaluation."
3. View the comments, click on the back button on the web browser, and then click Complete. This will officially close the evaluation for the employee.

Step-by-step instructions and a video can be viewed under the "End of Performance Review Period" section within the "Steps to the Performance Management Process" dropdown of the PATHways webpage (EODinfo.tamu.edu/PATHways).

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Access to Last Year's (2015-2016) Evaluations

Employees whose performance evaluations were completed in PATH last year (2015-2016 performance review period) and their current supervisors are able to view their evaluations in PATH. If an employee has

changed supervisors, only the current supervisor will have access to the employee's past evaluation. To access evaluations from previous years in PATH, access the Performance Management home page and do the following:

1. Click on "My Reviews" or "My Employees' Reviews."
2. Select "2015 – 2016 Annual Performance Program (TAMU)" from the navigation pane Program drop-down.
3. Select "Completed" from the navigation pane Open/Completed drop-down.
4. Click on the "View Review" button for the evaluation.
5. Click on the "Supervisor Evaluation" link on the navigation pane or "Supervisor Evaluation" icon. This will display the evaluation.

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PATHways Training and Resources

Please encourage supervisors and employees to use these online resources for training and assistance.

- PATHways Overview and PATH Performance Management module (EODinfo.tamu.edu/PATHways/)
- PATHways to Success: Performance Management Process Overview TrainTraq [Course 2112082](#)

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

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PAYROLL SERVICES

Process for Hiring Less than 12 Month Appointments During Summer

Full time budgeted employees hired during the final months of the fiscal year are eligible for TRS, ORP, and medical benefits if the appointment period in the next fiscal year will be at least 4.5 months and at least 50% effort. See [Process for Hiring Less than 12 Month Appointments during Summer](#) for EPA creation guidelines. Contact payrollprocessing@tamu.edu should you have any questions.

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TIP OF THE WEEK

Pre-Employment Screening

Please be sure any tests given during the recruitment and interview process are job-related and have been validated and reviewed. HROE Recruitment & Workforce Planning is always happy to assist with validation and review of tests and to assist hiring supervisors. Please contact Rachel Jenkyn at 862-7164 or Rita Bowden at 862-1015 with any questions or concerns.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

**HR LIAISON
NETWORK
MEETINGS:**

June 26, 2017

