

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

April 24, 2017

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PAYROLL REMINDERS

April 26:

- Biweekly PVDs available online

April 28:

- Biweekly payday

May 1:

- Monthly payday
- Biweekly EPAs due at Noon
- Supplementals & EPAs due at Noon for Catch-up Supplemental Payday of 5.05.2017

May 2:

- PPRs Print

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Summer Premium Notifications, Timeline and Additional Considerations

The summer premium letter notifications were sent by the A&M System Office to almost 2,000 employees on Friday, April 21. These summer premium letters inform individuals who are in an appointment of less than 12 months how they will pay the summer insurance premiums, the payment options, and the premium amount owed for June through August 2017. The [summer insurance premium Q&A](#) helps address many of the general questions and may continue to be shared with your employees. The [summer insurance premium process timeline](#) provides a detailed timeline, payroll dates and resources documents. Questions related to *appointment duration* should be handled within the department. Employees with questions regarding the *content of the letters* should contact HROE at benefits@tamu.edu or (979) 862-1718.

Please ensure that you process EPA documents and notifications to Benefit Services for employment actions potentially impacting benefits by the published deadlines. *NOTE: May 5 is the deadline for EPA processing or notifications to Benefit Services for any employment actions impacting employees on the bi-weekly 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 [new 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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Funding Source for Summer Premiums; Change Deadline is May 16

Eligible employees who are in less than 12 month appointments will have their summer insurance premiums charged proportionately to the account(s) on which their May earnings were processed, even if they are put in a separate summer appointment. *Note: The employee must be working on the sponsored project to have his/her summer insurance charged to the project (SRS flag = Y on screen 6).*

IMPORTANT NOTE: If a change in the funding account for the summer insurance premiums is necessary, please submit a memo with the employees' name, UIN, the correct account to update and apply the insurance premiums and the time period for the applicable change. Submit a signed memo with appropriate signature authority to Tax Compliance and Reporting, Mail Stop 6003, Attn: Karen McDade by May 16.

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HR Liaison Roles in Workday

HR Liaisons will continue to provide HR and payroll-related services to departments after the transition into Workday. In addition to their own employee role, HR Liaisons could also have the following Workday roles:

- Absence Partner
- HR Contact
- I-9 Processor
- Recruiting Coordinator
- Talent Analyst
- Timekeeper

Security role mapping to each of the roles will be based on the HR Liaisons' current SSO/BPP/FAMIS access. To review the definition of each of these roles, visit employees.tamu.edu/workday and select *Roles and Definitions* under Resources.

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Workday Training for HR Liaisons and Distributed Managers

General Awareness Training will be rolled out via TrainTraQ the week of September 18. It will consist of two online courses. *Targeted Awareness Training* and *Hands-On Skills* will follow during the week of October 16. Watch for more information and details in the coming months.

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Workday Elevator Speech

Hosting a division or department staff meeting soon? Drafting a *What's New* communication for employees? If so, please include the Workday [elevator speech](#). It provides a quick glimpse of what's going and staying when Workday launches in December 2017. All employees being paid by Texas A&M University – staff, faculty, student employees – need to be aware of this important change affecting their benefits, pay and personal information.

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Reminder: Proposed Salaries on Postings

Currently when creating a new posting in PATH, the salary field is automatically populated by the pay grade associated with the position title. We would just like to gently remind departments that this number must be replaced with the specific salary the department wishes to use for advertising the position. Staff titles may be advertised at the full lower band salary range, any amount within that range, a flat rate, or simply "commensurate with experience." Filling in this information will expedite the posting of your position.

If you have any questions, please contact Classification & Compensation at payplan@tamu.edu or 979-845-4170.

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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.



The Word on Workday

The latest edition of *The Word on Workday* is now available online at employees.tamu.edu/workday/. Review it to learn about what's new, securing our information and learning Workday. Texas A&M University along with the entire A&M System will go live with Workday in December 2017 changing the way employees manage benefits, pay and personal information. Now is the time to start learning more about [Workday & You!](#)

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Workday Open Forum

Workday awareness is spreading across campus! Attendance at the forum continues to grow each month as new information is released to help prepare the campus community for the launch of Workday in December 2017. If you haven't had an opportunity to join these interactive sessions, please visit [Workday & You](#) to find upcoming monthly open forums along with presentation material from previous forums.

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Workday Pulse Check

The project team periodically sends out pulse checks to individuals mapped to a Manager and/or HR Liaison role to gauge their understanding and support of the Workday implementation. It is important that the project team receive this feedback to help prepare future communications and training efforts. Please watch you inbox for **Workday Pulse Check #3**, available for **Managers May 15 – May 27** and for **HR Liaisons May 16 – May 21**.

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WELLNESS WORKS!

On Campus Preventive Health Checkup Appointments

Register for the May 1, 2, or 3 preventive health checkups held at the General Services Complex. These are free, quick and confidential preventive health checkups administered by Catapult Health. Appointments are available for employees and their covered spouses enrolled in the A&M Care health plan. Completion of this checkup qualifies as your annual wellness exam for the purposes of the [Wellness Incentive Program](#). **Register [here](#)**.

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PATHWAYS PERFORMANCE MANAGEMENT

Performance Evaluation Reminder

Please remind your supervisors that if they supervise eligible non-faculty employees (see [SAP 33.99.03.M0.01](#)) the evaluation for their employees should be available via their Action Items in PATH. Supervisors may view their action items by doing the following:

1. Sign into SSO.
2. Click on PATH Portal Access Total HR.
3. Click on Go to Performance Management module.

Upon clicking the link they will see "Supervisor Evaluation and Meeting with Employee" 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 April 1, this action will not yet be available until after these prerequisite steps are performed.

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Viewing Completed Evaluations

Supervisors may view the evaluations they have completed by doing the following:

1. Click on "My Employees' Reviews" from the home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying "Open."
2. Click on the Program drop-down from the left navigation pane and select "2016-2017 Annual Performance Program (TAMU)."
3. Click on the Open/Completed drop-down from the navigation pane and select "Completed."

IMPORTANT – Please remind your supervisors that PATH permits only one evaluation per year per employee, so once an evaluation is submitted, it becomes permanent.

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Extension Request

Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by Human Resources &

Organizational Effectiveness and can be requested by sending an email to HRPATHways@tamu.edu. Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate Dean, Vice President, or designee. This approval should be placed in the employee personnel file; there is no need to send individual exceptions to Human Resources & Organizational Effectiveness.

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PATHways Demo and Training

Please encourage supervisors and employees to take advantage of the upcoming opportunities and resources for training and assistance.

PATH Demos:

- (Online videos) PATHways Overview and PATH Performance Management module (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>)

May 17 from 8:30 to 12:00 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. For assistance, please contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

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PAYROLL SERVICES

Retirement and Benefit Eligibility for Less than 12 Month Appointments During Summer

Please be advised that full-time budgeted employees that are hired during the final months of the fiscal year are eligible for Texas Optional Retirement Program (ORP) and the Teacher Retirement System of Texas (TRS) and medical benefits if their appointment for Fiscal Year 2018 is for at least 4.5 months and at least 50%. The attached document has instructions on how to process these employees to assure that they receive these benefits.

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TIP OF THE WEEK

Evaluations Should be Discussed Between Supervisor and Employee

HR Liaisons can remind supervisors not to let today's technology substitute for "old fashioned" face-to-face discussion essential for enhancing communication and building good relationships. The supervisor should draft the performance evaluation and then meet with each employee to discuss the evaluation ratings and areas needing improvement. Changes can be made to the evaluation until the evaluation is complete. In PATH, this occurs when the supervisor selects "Complete," making it available to the employee to view online and acknowledge. Visit EODinfo.tamu.edu/pathways/ for more information.

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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:

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