



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

June 7:

- Biweekly PVDs available online

June 9:

- Biweekly Pay Day

June 12:

- Biweekly EPAs due at noon

June 13:

- PPRs print

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Workday Preparations

FAMIS

Each department needs to review their *department head* and *sub department head* information in FAMIS (screen 860). This information will be used to determine the Workday Department Head and Cost Center Approver roles for the department. If updates are needed, please follow the procedures established by Financial Management Operations – Access and Security (979.458.5555 or accesshelp@tamu.edu).

SSO

Ensure each employee is setup with a primary manager (indicated by ✓) in SSO. Even if an individual does not submit LeaveTraq or TimeTraq, they need to have a *primary manager* established in SSO to transition into Workday. This should be the true employee/manager relationship and not a delegate. In situations where a delegate needs to be the approval manager, the actual manager should be designated as a *reader* with the blue check mark indicating primary manager. Instructions regarding the Employee / Manager Assignments in

SSO and Workday Manager Structure can be found here: employees.tamu.edu/workday/workday-hr-liaisons. Contact [Laura Dohnalik](mailto:Laura.Dohnalik) if you have questions.

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New Employee Welcome (TAMU NEW) Session June 14 – Please Register by Thursday, June 8

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, June 14 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: 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 979.845.4153.

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Cancelled: Benefits Orientation Session – Wednesday, June 14

Due to scheduling conflicts, the next [Benefits Orientation Session](#) originally scheduled for Wednesday, June 14 from 2:30 to 4:00 p.m. in the General Services Complex is cancelled. Employees who had previously registered are being contacted by Benefit Services to schedule individual consultations. If you have a new employee that you planned to register for this session, please contact Benefit Services at benefits@tamu.edu or 979.862.1718 to make arrangements.

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Annual Enrollment Information Coming Soon – Save the Date for Benefits Fair

Annual enrollment is held annually in July. As we approach annual enrollment, more communications will be sent to employees and information will be posted to our website as available. Please mark your calendars now to attend one of the Annual Enrollment Benefits Fairs on Thursday, July 20 or Friday, July 21 from 10:00 am - 2:00 pm. You will have the opportunity to visit with the insurance carriers directly along with vendors associated with the PerksConnect employee discount program.

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Training Compliance Reports for June – As of June 1, 2017

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

- 85 (49%) of the 172 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 7.9% from 1449 to 1334.
- The total number of past due employees decreased 6.3% from 704 to 660.
- The total number of past due Faculty employees decreased 5.4% from 204 to 193.
- The total number of past due Budgeted Staff employees decreased 18.6% from 183 to 149.
- The total number of past due Wage Staff employees increased 18.0% from 161 to 190.
- The total number of past due Graduate Assistant employees increased 11.8% from 17 to 19.
- The total number of past due Student Worker employees decreased 21.6% from 139 to 109.

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 – 98.4%
 - Ethics – 98.2%
 - Information Security Awareness – 97.3%
 - Orientation to the A&M System – 99.3%
 - Reporting Fraud, Waste and Abuse – 98.9%
 - Required Training for Athletics Task Workers – 93.9%

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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.



Workday: What's Staying and What's Going Away

The Texas A&M University System is replacing our existing payroll and human resource systems with Workday, which is a cloud-based application that allows you to manage your personal, payroll and benefits information through an intuitive, user-focused interface. Workday will go live in December 2017 and will be available through your SSO login. Many of our commonly used applications are staying in place while several others will be replaced by Workday.

- *Staying in Place:*
SSO, Business Objects, AggieBuy, eTravel/Concur, Glacier, Maestro, Time & Effort, TrainTraq
- *Going Away:*
BPP, EPAs, Guardian I-9, HRConnect, iBenefits, LeaveTraq, PeopleAdmin (PATH), TimeTraq

Learn more about the Workday transition by visiting [Workday & You](#).

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Workday Security Roles

Workday uses employee assigned *Security Roles* so that job responsibilities are clear and effective. Security Roles determine *what you can see and do* in Workday. Security Roles *are not job titles*. If you have not had a chance to do so, we encourage you to review the roles and definitions available under Resources at [Workday & You](#).

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How Can You Learn More about Workday?

Join your colleagues and the Texas A&M Workday project team members at the upcoming Workday Open Forum on Thursday, June 15 from 12:00-1:30 p.m. in Rudder 501. We'll discuss the progress being made along with the training and readiness strategy. [Registration](#) is encouraged but not required; WebEx will not be available for this session. Bring a lunch and get ready to talk Workday with us. We encourage open dialogue and welcome your feedback!

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What Can a MANAGER Do and See in Workday?

In Workday, managers have the *decision making authority, accountability and responsibility for staffing and employment events* for workers within their Supervisory Organization.

DO: create position, hire, change job, propose employee merit award, request one-time payment, request time off and leave of absence, termination, freeze/unfreeze job requisition, etc.

SEE: position title, business title, job details, hire dates, worker history, manager history, salary, allowances, pay change history, time off balance, time off requests, etc.

Managers will have more access to worker information in Workday than they do in our current systems. To learn more, visit Workday Manager Structure on [Workday & You](#).

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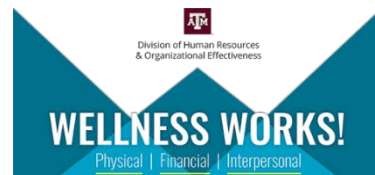
WELLNESS WORKS!

Please forward the following articles to employees in your department.

MyEvive – Register Today at tamus.myevive.com!

Are you taking advantage of the MyEvive tool? Do you know how this tool can benefit you? Use MyEvive to:

- Check your wellness exam incentive status.
- Access your health benefits directory.
- Manage your pharmacy benefits.
- Log in to your Blue Access for Members account.
- Access wellness tools through Well on Target® including courses on Weight Management, Managing Stress, Quitting Tobacco, etc.
- And more!



Additional information about MyEvive including how to register can be [found here](#).

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Join the A&M System Showdown, MyEvide Benefits 500 – “Help the Brazos Valley Food Bank Solve Summer Hunger!”

Throughout the month of June, all [campuses](#) and [agencies](#) in The Texas A&M University System will compete for the highest level of engagement on MyEvide during the MyEvide Benefits 500. Click [here](#) to learn more!

Texas A&M is currently in 12th place! We need your help to bring home the trophy and more importantly, the \$5,000 donation to the [Brazos Valley Food Bank](#). Help Texas A&M University be the first to cross the finish line! FAQs available [here](#).

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Dog Days of Summer! hosted by WELLNESS WORKS! Tuesday, June 13 | 10:30 a.m. - 12:00 p.m. | General Services Complex 101A

Join us for a therapeutic experience with some of the APWAP canines and learn more about this non-profit organization that continuously gives their gifts by:

- Enriching lives of Brazos Valley residents by enhancing their physical, social, and emotional well-being with the unconditional love of pets.
- Training pets for educational, rehabilitative, and emotional assistance purposes.

No registration is required. Additional information about this organization can be found at [Aggieland Pets With A Purpose](#).

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Texas A&M System Wellness Incentive Program – Annual Wellness Exam Requirement

As the target date for completion of your annual wellness exams approaches (June 30), you will see ramped up communications from Benefit Services, System Benefits Administration and BlueCross BlueShield reminding employees of the annual exam requirement to continue to qualify for the lower health insurance premium into the new benefit year. More information about the annual wellness exam can be [found online](#).

- Baylor Scott & White Health-University Drive Clinic will be offering special clinic hours *specifically* for individuals who are needing to complete their annual wellness exam (appointments required). These special clinic hours will be held on Saturday, June 10 at the University Drive location only (1700 University Drive East College Station, TX 77840). Appointments will be offered on a first-come, first-served basis. To schedule your appointment, call 979.207.3300.
- Brazos Valley Urgent Care is offering wellness exams for Texas A&M employees. No appointment is needed. Additional information found at [bvuc.net/our-services/texas-am-wellness-exams](#).

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PATHWAYS PERFORMANCE MANAGEMENT

We would like to thank you for the support you have provided your departments throughout the performance evaluation period. Below is information regarding the end of the 2016-2017 performance review period as well as the 2017-2018 period.

PATH System Availability

For performance evaluations requiring extensions, please be assured that the 2016-2017 program will remain open for a period of time beyond the May 31, 2017 deadline. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. HROE will communicate to HR Liaisons in advance of the formal closing of the 2016-2017 performance program.

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PATHways Performance Evaluation Status Report

Departments interested in receiving a status report of evaluations completed or still in progress can send a request for the Performance Evaluation Status report to hrbusinessservices@tamu.edu.

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2017-2018 Performance Management Process

The performance management process for the 2017-2018 performance review period (April 2017 through March 2018) will be done in Workday. At this time, supervisors can document their employees' 2017-2018 performance goals on the "PATHways Performance Goals for 2017-2018." This MS Word-fillable form is available in the Resources section of EODinfo.tamu.edu/PATHways. When Workday is implemented in December, the supervisor will be able to easily enter performance goals directly into Workday using the "copy/paste" functionality from the form.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or 979.845.4153.

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PAYROLL SERVICES

Last EPA Training Class for FY2017

Seats are still available for [Course 211221: Employee Payroll Action \(EPA\) Training](#) to be held Friday, June 9, 2017 from 8:30 a.m.-12:00 p.m. at the General Services Complex. If you have new EPA creators or other staff who may be substituting as creators or approvers during summer vacations and fiscal year rollover, this is a good opportunity for some hands-on training or a refresher. Please register soon to secure a spot.

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EPA Processing and Deadlines

Payroll Services internal procedure for processing EPAs is based on a first come, first serve basis depending on the payroll cycle. EPAs submitted on time, complete with all necessary documents and accurate according to rules, regulations and policy will be processed first. Deadlines for EPA, Upload, and Supplemental Submissions to Payroll Services are available year-round on our website at [Payroll Processing Calendars and Pay Schedules](#). It is important to be familiar with these deadlines. Payroll Services will make a great effort if time and workload permits, but cannot guarantee items received after each deadline will be processed to be on TimeTraQ or Monthly Payroll. We appreciate your understanding and cooperation.

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TIP OF THE WEEK

Benefits While Traveling

Summer months brings with it hot temperatures, but also travel plans for many employees. Whether traveling within Texas or across the ocean, be informed how traveling will impact benefits coverage, and the additional travel benefits that are available as employees of Texas A&M University. Visit [Guide to Using Your Benefits While Traveling](#) for more information.

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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

