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

June 16, 2014

HUMAN RESOURCES
HR Liaison Advisory Resource Group: Information Now Available Online
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PAYROLL REMINDERS
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TIP OF THE WEEK
Verify Personal Information Before Annual Enrollment

HUMAN RESOURCES
HR Liaison Advisory Resource Group: Information Now Available Online
Applications are being accepted through July 11 for the HR Liaison Advisory Resource Group (HRLARG). Human Resources would like to thank the outgoing members for their service: Mary Helen Coady, Beth Haferkamp, Lansa Stevens and Joey Wylie. Newly selected members will serve during FY2015-16. For more information, including a link to the application, please visit the HRLARG web page at http://employees.tamu.edu/liaisons/advisory-resource-group/.

Reminder: HR Liaison Network Summer Meeting Registration
Don’t miss your opportunity to register for and attend the HR Liaison Network Summer Meeting on Wednesday, June 25 in the General Services Complex. For your convenience, two sessions will be available to accommodate schedules. Please register at http://training.tamu.edu/schedule/ under HR Liaison Events before 5:00 p.m. on Monday, June 23 to save your seat and meeting materials. You won’t want to miss the latest updates regarding the Affordable Care Act, Title IX regulations, Wellness Works, FITLIFE, annual enrollment and more! Position your department now to be ready for the future. Join us!
HR Liaison Continuous Education Credit
As a reminder, HR Liaisons should maintain regular attendance at HR Liaison Network Meetings and complete at least one course each fiscal year to remain active in the HR Liaison Network. How can you make sure you remain active in the network?

Register (under HR Liaison Events) for the HR Liaison Network Summer Meeting and make plans to attend on June 25, 2014. Remember, you only need to register for one session – morning or afternoon. For details, review the continuing education information available at http://employees.tamu.edu/liaisons/training/ online.

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“HR EXPRESS” Newsletter
Have you read the HR EXPRESS newsletter for information about “Campus Climate Survey”, “Performance Goals”, “Behavioral Competencies”, and features on A&M employees! Read it today so you can be informed! The purpose of this newsletter is to keep employees on track with HR-related services and information they (and you too!) need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area. Read the full issue at http://employees.tamu.edu/HREXPRESS online.

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Family Medical Leave Act Reminder: Notification Requirements
The employer must notify an employee and designate leave as qualifying or non-qualifying for Family Medical Leave Act (FMLA) leave in writing within five (5) business days when sufficient information has been received to determine if an absence was the result of an FMLA-related reason. Likewise, FMLA leave that is denied or delayed must be in writing. Benefits Services must be contacted before a department delays or denies an employee’s request for FMLA leave.

Additional information regarding our responsibilities under FMLA may be found at http://employees.tamu.edu/benefits/leave/fmla/ online. Please contact Benefits Services at (979) 862-1718 if you have any questions about Family Medical Leave.

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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.

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University Closed Friday, July 4th in Honor of Independence Day
The University will be closed Friday, July 4th in honor of Independence Day, which is a day to celebrate the adoption of the Declaration of Independence. View the University Holiday Calendar at http://employees.tamu.edu/benefits/leave/holidays/. As a reminder, leave-eligible employees must be in a paid status before and after the holiday in order to qualify for holiday pay.

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Annual Enrollment Coming Soon – Health Premium Information Posted Now
Please share this important information with employees in your department.
Annual enrollment, the time to review benefit selections and make changes without a required qualified change of status, is almost upon us. Texas A&M University annual enrollment will run from July 1 through July 31. An announcement will be sent electronically to all benefits-eligible employees when the annual enrollment system is available through iBenefits. The following are some things that you can do now:

1. Review, and update if necessary, your contact information in HRConnect. Having this information updated in advance of annual enrollment will ensure you receive important communications.
2. Mark your calendar and “Save the Date” for the Texas A&M University sponsored annual enrollment meetings which will be held on July 14 and July 15. See flyer for more information.

Additional information will be posted to our website as soon as the information is available. For questions contact...
Enterprise-wide HR/Payroll System Feedback Process
Texas A&M University HR Liaisons received an email from Nick Ferrante, with the consulting company Advantiv, who is assisting with development of a request for proposal (RFP) to replace the legacy HR and payroll administration system and integrate multiple systems used by the various campuses and agencies. The email had the subject line “Welcome to the Texas A&M HCM Selection Project Requirements Definition Forum” and included information on how to log into DecisionDirector, the online application for collecting feedback.

The new system, referred to as a Human Capital Management (HCM) system, will take advantage of new technology that provides greater self-service, mobile access and functionality, the infrastructure for better reliability and security, and the flexibility for business and compliance reporting.

HR Liaisons were invited to participate in the feedback process of the RFP because each of you use on a regular basis the various systems and facilitate numerous processes that an HCM product could potentially replace or modify, e.g., LeaveTraq, TimeTraq, TrainTraq, iBenefits, I-9s, HRConnect, PATH, etc.; so your voice is valuable to the project’s success. You are encouraged to review the DecisionDirector sections on Applicant Tracking; Compensation; Human Resources Administration; Learning Management (training); Leave Management; Onboarding; Payroll’s Time Tracking/Timesheets; Position Control, Self Serve; and Talent and Performance Management.

The stakeholder validation process is expected to begin June 12 and close July 3, 2014. If you have any questions or comments, please feel free to contact DeAnna White, deanna@tamu.edu or (979) 845-6128.

Performance Management 2014/2015 Activation in PATH
The Performance Management Program for 2014/2015 is now accessible in PATH, which allows supervisors to create a performance plan for each of their employees. The first two PATH activities for this review period are: 1) Review Position Description and 2) Create Performance Plan. You may view and print a “PATHways Roadmap” that provides a one-page overview of the 2014/2015 performance management process with important dates at http://EODinfo.tamu.edu/media/345941/PATHways-2015_roadmap.pdf.

Creating the Performance Plan – Best Practice
Best practice suggests that the supervisor and employee work collaboratively to create and discuss the employee’s performance goals before the supervisor completes the Performance Plan in PATH. After having a planning discussion, the supervisor, who has final authority for setting performance expectations, accesses the PATH Performance Management module, selects “Create the Performance Plan,” and enters the employee’s performance goals. When the supervisor completes the plan, the employee accesses PATH to select “Acknowledges the Plan.” This process serves to document mutual understanding of the supervisor’s expectations (i.e., the criteria by which the employee will be evaluated at the end of the review period).

Caution! Use the Correct PATH Performance Program (2013/2014 or 2014/2015)
Supervisors will now have two evaluation programs in PATH: 2013/2014 and 2014/2015. It is imperative they select the correct program, as follows:

- 2013/2014: Supervisors who have not yet completed the 2013/2014 performance evaluations in PATH should ensure they select this program to complete the process for last year’s evaluation.
2014/2015 Performance Management Program: Supervisors should select this program to Create the Performance Plan for the current review period.

Upcoming PATHways Training
Please make note of the following classes and demos for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional sessions as interest indicates.

- **PATH Demos:**
  - (Instructor-led) PATHways to Success: Performance Management Process Overview and PATH Demo (for all employees): June 24 from 10:00 to 11:30, July 25 from 10:00 to 11:30. Employees can register at [http://training.tamu.edu/Courses/Detail/1726](http://training.tamu.edu/Courses/Detail/1726).
  - (Online videos) PATHways Overview (10 minutes) and PATH Performance Management module (19 minutes): [http://EODinfo.tamu.edu/PATHways/](http://EODinfo.tamu.edu/PATHways/).

- **Training on the PCER process of Performance Management:**
  - PATHways to Success: Supervisory Best Practices for Managing Employee Performance: July 10 from 1:30 to 4:30 and September 4 from 1:30 to 4:30 Register at [http://training.tamu.edu/Courses/Detail/1590](http://training.tamu.edu/Courses/Detail/1590).
  - PATHways to Success: Performance Management for Staff: July 17 from 8:30 to 11:30 and September 4 from 8:30 to 11:30. Register at [http://training.tamu.edu/Courses/Detail/1725](http://training.tamu.edu/Courses/Detail/1725).
  - PATHways to Success: Performance Management Process Overview (online) TrainTraq Course 2112082

- **Hands-on Help Sessions:**
  - A hands-on help session will be offered to help employees with their specific questions about the PATH performance management module. The session will be offered in a computer lab, and content will be tailored according to each employee's specific questions and needs. No registration is needed. The session is "come and go": employees may come by any time on July 1 between 9:00 to 11:30 in the General Services Complex, Suite 2201.

- **Step-by-step guides, videos, FAQs and resource documents:**
  - PATHways website at [EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways)

For assistance with PATHways and the online PATH Performance Management system, please visit the website at [http://EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways), review the FAQs at [http://EODinfo.tamu.edu/PATHways/faq/](http://EODinfo.tamu.edu/PATHways/faq/), or contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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**PAYROLL SERVICES**

**Guardian Electronic Form I-9**

**Completing Section 2, Employer or Authorized Representative Review and Verification**

Employers or their authorized representative must physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee’s documents.

**Employer Address**

The employer address for all I-9s including paper I-9s should be 750 Agronomy Road, College Station, TX 77843-1261. Do not enter your department address on section 2, employer address. Payroll Services will start rejecting I-9s with the incorrect address for correction.

**Other Names Used**

Make sure employees have provided all other names used, if any (including maiden name). If they have had no other legal names, they should write “N/A” and nothing else. This field should not be left blank nor with a dash.

**Documents for Form I-9 vs. Documents for a UIN/BPP Base Record**

For I-9 purposes, employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents found on the last page of Form I-9, to establish identity and employment authorization. For UIN/BPP base record purposes, employees may be required to provide a copy of the social security card and a government identification document that verifies date of birth. These are two different requirements for different purposes.
EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

HR Innovation Award
We are honored to announce that HR Employee & Organizational Development has received an HR Innovation Award from the College and University Professional Association for Human Resources (CUPA-HR) for the Diversity and Inclusion in the Workplace certificate program! Congratulations to Tami Overby, Jenny Smith, J. J. Macias, and Anne Mayer for their collective work on designing, developing and implementing this innovative – and now “nationally recognized” – program! The success of this program can also be attributed to a collaborative effort by the entire EOD team. The award will be presented in September at the annual CUPA-HR conference. Read more in this TAMUtimes article.

TIP OF THE WEEK

Verify Personal Information Before Annual Enrollment
Is your contact information up-to-date? Hopefully employees can answer the question with a resounding “Yes!” before the university rolls into the July annual enrollment period for insurance benefits. If not, employees are encouraged to take a minute to view their My Personal Data and My Benefits tabs in HRConnect by logging in through SingleSignOn at https://sso.tamus.edu. Stay tuned for more information on benefits enrollment, as available, at http://employees.tamu.edu/benefits/general/.

HR Liaison Network News 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 | 979.862.3854

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