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

July 21, 2014

HUMAN RESOURCES
Annual Benefit Enrollment Ends July 31st
“HR EXPRESS” Newsletter, Summer 2014 Issue

PATHWAYS PERFORMANCE MANAGEMENT
Enhancement for PD Reviews – Now Available from the Performance Management Module
Mid-year Progress Reviews and Performance Evaluations
Upcoming PATHways Demo and Training

ANNOUNCEMENTS
2014 Business Seminar

TIP OF THE WEEK
Using the HR Search Box

PAYROLL REMINDERS
July 21:
- Electronic monthly payroll available online
- Biweekly EPAs due at noon

July 22:
- Electronic monthly payroll due at 4pm, not noon as incorrectly stated on the online calendar
- PPRs print

July 23:
- PPRs available online

July 25:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm
- Monthly PVDs available online

Processing Schedules
Payroll Reports

HUMAN RESOURCES
Annual Benefit Enrollment Ends July 31st
We had great attendance at the Annual Enrollment benefits fairs and meetings last week. Thank you for attending! Please remind employees that they have until July 31th to review their benefits and consider any changes to make for the FY 2015 plan year. View the Health Plan Premiums for FY2015 and frequently asked questions about Annual Benefit Enrollment at http://employees.tamu.edu/benefits/annual-enrollment/.

“HR EXPRESS” Newsletter, Summer 2014 Issue
Have you read the newest issue of the HR EXPRESS newsletter? Articles in the summer issue include; “Report My Concerns”, “HR Liaison Network 25th Anniversary”, “Retirement Planning”, “Performance Goals”, and much more. We also have a new section; “Working at A&M”, which will feature three employees each issue. Renee’ Weidemann, Gib Sawtelle, and Beth Haferkamp are our first employees to be highlighted!

Remember, 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.

PATHWAYS PERFORMANCE MANAGEMENT
Enhancement for PD Reviews – Now Available from the Performance Management Module
Supervisors and employees can review the position description from the PATH Performance Management module
as well as from the Position Management module. As a reminder, both supervisor and employee must review the position description on an annual basis, and it is the first step of the PCER (Plan, Coach, Evaluate, Reward) model of performance management.

Supervisors may initiate a review of a Position Description from within the Performance Management module as follows:

1. Click on “My Employees’ Reviews” located on the left navigation pane on the home page.
2. Click on the “View Review” button for the employee whose position description you are reviewing.
3. Click on the employee’s title, located just below the employee’s name on the top of the left pane of the Overview page.
4. Click on the “Review Position Description” link to start the review.

For additional instructions on initiating and completing a PD review, please refer to the detailed step-by-step instructions found here: http://employees.tamu.edu/media/263273/355Step-by-StepInstructions-ReviewPD.pdf.

Mid-year Progress Reviews and Performance Evaluations

Best practice suggests that supervisors hold periodic progress reviews with their employees throughout the year; some departments encourage their supervisors to give quarterly or semi-annual evaluations. Please remind your supervisors that PATH should not be used for mid-year evaluations since the system allows one evaluation per year per employee. Instead, the Performance Feedback Form, which is an MS Word-fillable document, can be used for mid-year evaluations and performance discussions. This document can be accessed from the Resources section of the PATHways webpage: http://EODinfo.tamu.edu/PATHways/.

Upcoming PATHways Demo and Training

- PATHways to Success: Performance Management Process Overview and PATH Demo (for all employees):
  - July 25 from 10:00 to 11:30 a.m.
  - Employees can register at http://training.tamu.edu/Courses/Detail/1726

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

ANNOUNCEMENTS

2014 Business Seminar

Brazos Valley Society for Human Resource Management (SHRM) will host the 2014 Business Seminar on September 16, 2014 from 8:00 a.m. to 4:30 p.m. at the Hilton Garden Inn. This is a great opportunity to gain valuable information on the latest developments in employment law, hiring practices, employment legislation, and dealing with multigenerational differences in the workplace. Seminar session descriptions and registration details can be found at http://bv-shrm.shrm.org/events/2014/09/2014-business-seminar online. As an added bonus, HR Liaisons attending the seminar can receive their continuing education credit for FY2015.

TIP OF THE WEEK

Using the HR Search Box

Can’t find what you need on the HR website? Have you tried using the search box? The site search box is a fast and easy way to find what you need on the HR site. Type “FMLA” and it will return the main FMLA page along with all the supporting documents and forms. If you know the number of an HR form or document, you can search using only the number. For example “566” will bring up the “Bona Fide Offer of Employment Memorandum”. HR form/doc numbers are found in the footer of all our documents. Visit http://employees.tamu.edu/ and give it a try!
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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Next Network Meeting:
September 30, 2014