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

February 16, 2015

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Processing Schedules
Payroll Reports

**HUMAN RESOURCES**

**HR/Payroll Software Demonstrations Ending Soon**
HR Liaisons have been kept apprised of the HR/Payroll Software Selection project because each of you on a regular basis use the various systems and facilitate numerous processes that could potentially be replaced or modified by a new software system. The software demonstrations from two vendor finalists – Oracle (PeopleSoft) and Workday – for an enterprise-wide software system wraps up this week at the A&M Kingsville campus. Feedback surveys were sent out for the demonstrations already given and we hope HR Liaisons who viewed the demonstrations here in College Station had an opportunity to weigh in on the proposed software solutions.

The project’s evaluation team is completing reference checks and site visits over the next few weeks and will use all information collected during the RFP process to present final recommendations in March. See the [HR Payroll Software Selection](http://www.tamu.edu/hr/payroll) website for more information. If you have any questions or would like to provide feedback at any time, please contact DeAnna White at deanna@tamu.edu.

**Have You Read the “HR EXPRESS” Newsletter?**
Please share the following with all employees in your department.

Have you read the HR EXPRESS newsletter <employees.tamu.edu/HR-EXPRESS> for information about:
- Can Employee Relations & Policy & Practice Review Help You?
- SEBAC Election Coming This Spring
- Setting SMART Goals
- EOD Team Receives Innovation Award
Remember, the purpose of our HR 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.

**PATHWAYS PERFORMANCE MANAGEMENT**

**Preparation for Performance Evaluations**

The 2014/2015 performance evaluation period is approaching: April 1 through May 31, 2015. As a reminder, PATH will be used for all Texas A&M staff evaluations. Some steps you can take now to prepare your department(s) include:

1. **Performance Plan** – Ensure that a performance plan has been created for all employees ([Creating the Performance Plan](#)). A performance plan must be created by the supervisor and acknowledged by the employee ([Acknowledging the Performance Plan](#)) in PATH in order for the supervisor to create an evaluation. The performance plan should reflect the performance goals ([Tips on Writing Performance Goals](#)) for the current performance review period, April 1, 2014 to March 31, 2015. Performance Plan Status Reports will be available by request toward the end of February from HR Business Services.

2. **Review Position Description** – If an employee’s position description was not reviewed in PATH last year during the creation of the performance plan, encourage the supervisor and employee to “Review a PD” in the PATH Position Management module ([Instructions on Reviewing a PD](#)). This activity, formerly referred to as “Certify PD,” ensures that the position description accurately reflects the job duties for which the employee will be evaluated.

3. **Resources** – Refresh yourself on the performance management process by reviewing the PATHways Roadmap and reviewing the online demos, instructions and FAQs on the PATHways website.

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

**PATHways Training and PATH Demos Now Available**

Please encourage supervisors and employees to take advantage of the upcoming training opportunities and resources available for the upcoming performance evaluation process.

- **PATH Demos:**
  - (Instructor-led) PATHways to Success: Performance Management Process Overview and PATH Demo ([http://training.tamu.edu/Courses/Detail/1726](http://training.tamu.edu/Courses/Detail/1726))
    - March 25 from 10:00 to 11:30 a.m.
  - (Online videos) PATHways Overview and PATH Performance Management module ([EODinfo.tamu.edu/PATHways/](http://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/1590](http://training.tamu.edu/Courses/Detail/1590))
    - March 31 from 8:30 to 11:30 a.m.
    - March 24 from 1:00 to 4:30 p.m.
  - PATHways to Success: Performance Management Process Overview (online) TrainTraq [Course 2112082](http://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.

PAYROLL SERVICES

Delegation of Authority for Graduate Assistant Salary Increases
As per section 5.1.5 of University Rule 31.01.01.M2, Salary Increases Not Awarded through the Regular Budget Cycle, these increases route to the Associate Provost for Graduate Studies for final approval. The approval has been delegated to Department Heads per the attached memorandum.

TIP OF THE WEEK

Reviewing Job Duties Each Year is Required
Have you ever watched a movie where the hero says, “Don’t thank me. It’s just part of my job”? No doubt in the movie the characters knew exactly what their job duties were and everyone around was in agreement. Piece of cake when one scriptwriter is writing everyone’s part. In the real world, there must be a meeting of the minds by multiple people on multiple duties. That’s the purpose of a formal position description and the reason an annual review of job duties is so important to the success of a department’s goals, as well as complying with university rules http://rules-saps.tamu.edu/PDFs/33.99.03.M0.01.pdf during the performance evaluation process.

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:
June 25, 2015