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

February 23, 2015

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reminder – Procedures Related to Inclement Weather</td>
<td></td>
</tr>
<tr>
<td>Staff Awards Program Wednesday, February 25</td>
<td></td>
</tr>
<tr>
<td>Update Bookmarks for Employee Personal Data Form</td>
<td>February 25:</td>
</tr>
<tr>
<td>Affordable Care Act Information Website</td>
<td>▶ PVDs available online</td>
</tr>
<tr>
<td>Spring Wellness Events – Save the Date!</td>
<td>February 27:</td>
</tr>
<tr>
<td>Wellness Exam Incentive – Onsite Preventive Checkups Available</td>
<td>▶ Biweekly pay day</td>
</tr>
<tr>
<td>Revised HR Web Forms/Docs</td>
<td></td>
</tr>
</tbody>
</table>

PATHWAYS PERFORMANCE MANAGEMENT

| Self Assessment in PATH – Notification Email on March 2   | Processing Schedules               |
| PATHways Performance Plan Status Report                  | Payroll Reports                     |
| Why Can’t I See all my Employees?                        |                                    |

TIP OF THE WEEK

| Whether the Weather Impacts the Workplace               |                                    |

HUMAN RESOURCES

| Reminder – Procedures Related to Inclement Weather       |                                    |

Please remind employees of the procedures in place for a campus closure or delay for unsafe travel due to inclement weather. Updates, information and resources can be found online at the Human Resources website http://employees.tamu.edu/benefits/leave/closure, the Texas A&M homepage http://www.tamu.edu/, the campus emergency page http://emergency.tamu.edu/ or alerts from Code Maroon http://codemaroon.tamu.edu/.

Top

Staff Awards Program Wednesday, February 25

Interim President Dr. Mark Hussey invites you to the award ceremony honoring the recipients of the 2014-15 President’s Meritorious Service Awards (PMSA) on Wednesday, February 25, at 9:30 a.m. in Rudder Theatre. All faculty, staff and students are invited to attend the ceremony and reception to help us congratulate these recipients and thank them for their selfless service. A reception with refreshments will be held in the Rudder Exhibit Hall following the ceremony. Congratulations to the following staff members and team members who were selected for this honor!

- Betty Cotton, Biochemistry & Biophysics
- Sarah Edwards, Student Activities
- Sherry Escalante, Office of the Vice Chancellor and Dean of Engineering
- Edie Hammond, Enterprise Information Systems
- Mary Hein, The Bush School of Government & Public Service
- Nick Kilmer, Scholarships & Financial Aid
- Terence Krolczyk, Enterprise Information Systems
- Paulette Lesher, English
- Tawyna Moehlman, Recreational Sports
- Christi (Ramirez) Barrera, Sociology
- Spring Robinson, Marketing, Mays Business School
- Rachael Sears, Veterinary Large Animal Clinical Sciences
Faith Stringer, College of Architecture
Alexandra Tomecek, Physics & Astronomy
Holley Toschlog, Materials Science & Engineering

Team Recipient: University Police Crisis Intervention Team

Awards are funded through the generosity of The Association of Former Students. Visit the PMSA website for a link to watch the program live Wednesday.

Update Bookmarks for Employee Personal Data Form
As announced in the December 15 HR Liaison Network News, the Employee Personal Data form (HR 181, 9/14) used for onboarding new employees or making other employee personal information changes was revised earlier this fiscal year. Key changes include the new federal self-identification requirements for veterans and for individuals with disabilities. The correct version of the form is linked on the EPA Document Checklist for onboarding new employees at http://employees.tamu.edu/employees/onboarding/ or you can access it directly at http://www.tamus.edu/assets/files/hr/forms/181.pdf from the A&M System Office website. Please discard any former printed versions of the form and update your bookmarks.

Remember that if an employee requests reasonable accommodations for a disability, please visit http://employees.tamu.edu/ppr/ada/ for more guidance and contact information.

Affordable Care Act Information Website
Benefit Services developed a website (http://employees.tamu.edu/benefits/affordable-care-act/) devoted to the Affordable Care Act (ACA) to provide important information to departments and employees as we comply with this complex legislation. Included are key definitions, descriptions of the measurement periods, a chart on how breaks in service impact the measurement period, key department considerations for employment including impact on dual employment and information for employees to address their tax filing.

Please forward the following two wellness-related articles to employees within your department(s).

Spring Wellness Events – Save the Date!
Over the next several weeks you will have opportunities through Wellness Works to focus on your health and well-being and HR would like to encourage your participation!

- **Health & Wellness Fair: March 4 (flyer)**
  Health screenings, presentations, demonstrations, prizes and give-aways offered in the MSC. No registration required to attend.
- **"Maroon & White" Wellness Walk: March 24 (flyer)**
  A 30 minute power walk across campus with two teams, west campus vs. main campus, that meet-ups at the War Hymn Monument for a brief but exciting “Celebrating Staff Rally” to kickoff Staff Appreciation Week at Texas A&M! No registration required.
- **Water Cooler 5k Fun Run/Walk: April 9 (flyer)**
  Advance registration required for Texas A&M participants by March 23.
- **Walk Across Texas: Feb. 7 - April 4 (flyer)**
  Eight week physical activity program to encourage greater activity levels. You can still form teams and register! Use our Walking Map (1 Mile Routes on Campus) to plan your walks!

Wellness Exam Incentive – Onsite Preventive Checkups Available
As a reminder, the Texas A&M System wellness exam incentive is an on-going program and requires individuals enrolled in the A&M Care plan to complete an annual wellness exam to be eligible for the lowest medical premium rate for their insurance. Benefit Services has partnered with System Benefits Administration and other local Human Resources offices to make available on-site preventive checkups at multiple locations in the Brazos Valley. More information including location, times and the registration process is available online. These onsite preventive checkups will satisfy the wellness exam incentive program requirement.

Revised HR Web Forms/Docs
PATHWAYS PERFORMANCE MANAGEMENT

Self Assessment in PATH – Notification Email on March 2
Please let staff in your department know that on Monday, March 2, eligible non-faculty employees (see SAP 33.99.03.M0.01) will receive a PATH system-generated email informing them that they have an open action item. Upon clicking the link in the email and signing into SSO, they will see “Self Assessment” 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 March 1, this action will not yet be available until after these prerequisite steps are performed.

We recommend the self assessment as a way for employees to provide their supervisors with meaningful input about their job performance. While PATH does not require that employees complete the self assessment, supervisors and departments may choose to require it. Please let your employees know if the self assessment is a requirement in your department. (Instructions for completing a self assessment)

PATHways Performance Plan Status Report
HR Liaisons who would like to receive a Performance Plan Status Report can send a request to hrbusinessservices@tamu.edu. This report will show the completion status of performance plans for each employee in their department by ADLOC. As a reminder, performance plans must be completed and acknowledged before the performance evaluation is started; therefore, this report will be especially helpful to HR Liaisons in April and May.

Why Can’t I See all my Employees?
If the supervisor’s list of action items does not include each employee supervised, the supervisor should check “My Employees’ Reviews” in the left panel. This section always displays the supervisor’s current employees. If any employees are missing, supervisors should contact their HR Liaison to manually update the correct supervisor’s name in the PATH position management module. This update will take place overnight. Note: The “action items” list of the original and corrected supervisors will not reflect this change until the supervisor takes action (e.g., creates a performance plan or the supervisor evaluation) by selecting the employee from the “My Employees’ Reviews” list. Once an action is taken, the supervisor’s action items list will be updated the next day, and the employee’s name will drop off the original supervisor’s action items.

Step-by-step guides, videos, FAQs, resource documents and information on training and demos 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.

TIP OF THE WEEK

Whether the Weather Impacts the Workplace
It’s not a big shocker that many people here in central Texas are unaccustomed to traveling in icy or snowy conditions. Did you know the university has procedures on stand-by that allows the closure of campus due to inclement weather? For information on how it could impact the workplace or your employees, visit http://employees.tamu.edu/benefits/leave/closure/ on the HR web site. It’s a good idea to remind employees to stay tuned to local news, weather forecasts, or check the university’s web site when a wintry wonderland creeps up on the radar screen.
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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ldohnalik@tamu.edu | 979.862.3854

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MAIN OFFICE LOCATION:
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College Station, TX 77845-1255 MAP

Next Network Meeting:
June 25, 2015