### HUMAN RESOURCES

**Reminder: Use the Authorization to Fill Request Form**

When submitting a posting for a position that is subject to hiring authorization, please make sure you are submitting the *Authorization to Fill Request* form and not the formerly-used Hiring Freeze Exception Request form. In December the new form was posted to the HR website under Manager Resources, Non-Faculty Hiring Authorization Process: [http://employees.tamu.edu/managers/nonfaculty-hires/](http://employees.tamu.edu/managers/nonfaculty-hires/).

The new form will also be required in most cases for a position that is being posted again due to a failed search, if the original posting was approved using the *Hiring Freeze Exception Request*, or if the authorization to hire for the original posting has aged six months or longer.

If you have any questions, please contact Rita Bowden, Manager of Recruitment and Workforce Planning at rbowden@tamu.edu or (979) 862-1015.

### PAYROLL REMINDERS

- **March 2:**
  - Monthly pay day
  - Supplements & EPAs due
- **March 3:**
  - PPRs print
- **March 4:**
  - PPRs available online
- **March 5:**
  - Supplements PVDs available online
- **March 6:**
  - Supplements pay day
  - Supplements due at noon
  - Uploads due at 1pm
  - TimeTraq due at 4pm

### PATHWAYS PERFORMANCE MANAGEMENT

- Self Assessments Now Available
- Self Assessment Requirements
- Research Staff – Alternative Performance Evaluation Form

### PAYROLL SERVICES

- I-9 Re-Verification Reminder Tools

### EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

- Training Compliance Reports for March – As of March 1, 2015

### TIP OF THE WEEK

- Employee Input Encouraged

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**March HR Poster – “REWARDS”**

This month’s HR marketing campaign poster highlights “REWARDS”! Showing your employees the recognition they deserve can help assure you keep your top talent, whether individual employees or entire work teams. HR provides recognition resources such as certificates, cards, ideas and tips on our recognition website for your use. This may come in handy as we celebrate **Staff Appreciation Week** at Texas A&M March 23-27. Please [print this poster](#) and post it in your department’s break room during March as a reminder to reward and recognize employees.
Making Plans for Staff Appreciation Week

Last week a campus email was sent to all employees reminding them that the 2nd annual Staff Appreciation Week will be held March 23-27 here at Texas A&M University! The University Staff Council (USC) and Human Resources (HR) asked for support from Texas A&M leadership, from Vice Presidents to supervisors, to make the 2015 events as meaningful and successful as last year by 1) encouraging employee participation, 2) hosting a department-wide staff appreciation event, and 3) saying “thank you” by sending a brief quote to emprecognition@tamu.edu about why they appreciate their staff. Also, if your department can donate “giveaway” items or a door prize for our events, or if they can be an event sponsor, please contact Rose at rberryhill@tamu.edu. Learn more about Staff Appreciation Week online and please help the USC and HR by contacting your department’s leadership to see what plans they are making for this special week honoring staff.

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Please forward the following three articles to employees within your department(s).

Spring Wellness Events – Save the Dates!
Beginning with the Health & Wellness Fair on Wednesday, March 4, and over the next several weeks, you will have opportunities through Wellness Works to focus on your health and well-being. HR encourages your participation!

- **Health & Wellness Fair: March 4 (flyer)**: Health screenings, presentations, demonstrations, prizes and giveaways 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 meets at the War Hymn Monument (east side of Kyle Field) 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)**: Physical activity program coordinated by the BCS Chamber of Commerce Wellness Committee and co-sponsored by Texas A&M University. Advance registration required for Texas A&M participants by March 23.

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Wellness Exam Incentive – Onsite Preventive Checkups Booked
The on-site wellness checkup appointments offered through Catapult have all been filled. Additional dates may become available in the future, but you are encouraged to schedule an appointment with your personal physician or through a BlueCross BlueShield (BCBS) provider for a target completion date of June 30 in order to continue to receive the lowest premiums on your health insurance for FY2016. Completing the wellness exam by the target date of June 30 allows enough processing time for the claim to be filed by your provider, processed by BCBS and the completion status reported to System Benefit Administration before the first payroll calculation for FY2016.

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Anthem Data Breach – Additional Information
Benefit Services recently communicated information pertaining to the news release of the hacking and subsequent data breach impacting health insurer Anthem, the largest BlueCross BlueShield plan administrator. Our plan is administered by BlueCross BlueShield of Texas which is not part of Anthem; therefore, the eligibility information for our members was not compromised as part of the breach. However, members who sought medical services through the BlueCare network in the following states may be impacted: California, Colorado, Connecticut, Georgia, Indiana, Kentucky, Maine, Missouri, Nevada, New Hampshire, New York, Ohio, Virginia or Wisconsin. It is important to note that not all members who received care in these states have had their information compromised. Those impacted will receive written communication from BCBS notifying them their information was compromised and that they will receive 24 months of credit monitoring and identity repair services. Members can learn how to access these services at AnthemFacts.com. Please note that Anthem/BCBS will NOT call members directly regarding the breach asking for personal information. If you receive a call requesting personal information, it is a Phishing attempt to collect your confidential information. Hang up or report the call to authorities.

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Revised HR Web Forms/Docs

- Affirmative Action Plan
- Health & Wellness Fair: March 4 (flyer)
- Rewards Poster (new)
- Network News Archive — last week’s issue posted
Benefit Services has phased out its old fax line for WCI and will now use the Benefits fax number (979-862-3128) for all faxes. The fax number was updated in the following forms and documents:

- Sick Leave Pool Returned Hours Form
- Sick Leave Pool Donation Form
- Parental Leave Letter
- Workers’ Compensation Administration Manual
- Directions for Request for Paid Leave Form
- Directions for First Report of Injury Form

**PATHWAYS PERFORMANCE MANAGEMENT**

**Self Assessments Now Available**
Non-faculty employees should have received a PATH system-generated email this morning 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. (If the supervisor has not completed, and employee has not acknowledged, the performance plan, the self assessment will not yet be available; the employee will receive the notification email after acknowledging the performance plan.)

**Self Assessment Requirements**
The only rating required on the self assessment in PATH is the Overall Rating, though employees should check with their supervisors to see if there are unit-specific requirements. The employee has the ability to attach documents when the self assessment is in draft mode. Once the self assessment has been completed, the employee can no longer attach documents or make revisions, and the self assessment becomes viewable by the supervisor.

**Research Staff – Alternative Performance Evaluation Form**
An Alternative Performance Evaluation Form for research staff is now available on the Division of Research Research Titles and Staffing webpage. If approved by your department head and dean, this form may be used in accordance with Standard Administrative Procedure 33.99.03.M0.01 to meet the requirements for position description review and acknowledgement, for creating a performance plan, and to assess employee performance. Certain information from the form must be uploaded into the PATH system by the supervisor or other user.

Please note, University SAP 33.99.03.M0.01 requires that the performance plan be documented in the PATH system; this may be done by entering a note that a performance plan is on file rather than entering goals into the system. The SAP also requires that the evaluation be uploaded and that the overall rating be entered into PATH. A supervisor or designated other user must enter the required information into PATH; the employee must acknowledge these items in PATH, and the supervisor or other user must close the evaluation in PATH.

If you have any questions regarding performance evaluation for research staff, please contact Martha Tacket in Research Enterprise Business Services in the Division of Research.

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.

**PAYROLL SERVICES**

**I-9 Re-Verification Reminder Tools**
The Guardian Electronic I-9 System has a “to do list” that provides a dashboard displaying employee I-9s requiring additional task actions. You can view the task description in the Next Action column. The dashboard will also indicate time sensitive actions with a green (more than 30 days until task expiration), yellow (30 days or less), or red (task expired) button. For example, an international employee work authorization is expiring and a re-verification is necessary. A green, yellow, or red button will appear indicating the urgency of the task.
Paper I-9s submitted prior to the implementation of Guardian are maintained in the payroll system (BPP) with a work expiration date for international employees. A report is run on the 10th of each month that lists, within 120 days, if an employee’s work expiration is expiring. This report is available through the Payroll Reports Login. As a courtesy, Payroll Services will send an email reminder to departmental I-9 contacts alerting them of employees with approaching expiration dates. If you have any questions, please contact Laura Ellis at lauraellis@tamu.edu or (979) 845-7127.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for March — As of March 1, 2015
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
- 84 (50%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 12.5% from 1154 to 1298.
- The total number of past due employees increased 3.9% from 666 to 692.
- The total number of past due Faculty employees increased 9.9% from 232 to 255.
- The total number of past due Budgeted Staff employees increased 2.9% from 171 to 176.
- The total number of past due Wage Staff employees increased 12.1% from 132 to 148.
- The total number of past due Graduate Assistant employees decreased 42.5% from 40 to 23.
- The total number of past due Student Worker employees decreased 1.1% from 91 to 90.

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 – 98.3%
  - Ethics – 98.3%
  - Information Security Awareness – 97.2%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 99.1%
  - Required Training for Athletics Task Workers – 94.3%

TIP OF THE WEEK

Employee Input Encouraged
Employees are encouraged to contribute input during the performance evaluation process by completing a self assessment or following another department-specific method. This input provides the supervisor with the employee’s summary of yearly accomplishments, challenges, and progress made toward initiatives over the past review year. While PATH does not require that this be done, supervisors and departments may elect to require self assessments of their employees. (Instructions for completing a self assessment)
Next Network Meeting:
June 25, 2015