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

March 9, 2015

**HUMAN RESOURCES**
- Commitment to Equal Employment Opportunity/Affirmative Action
- Summer Break – Holiday Pay Eligibility Reminder
- Successful Health & Wellness Fair
- TRS March Member Newsletter
- SEBAC Election Coming this Spring
- Form Teams Now! “Maroon & White” Wellness Walk: March 24
- Revised HR Web Forms/Docs

**PATHWAYS PERFORMANCE MANAGEMENT**
- Supervisor View Hierarchy
- Other User
- Self Assessment

**PAYROLL SERVICES**
- Step by Step I-9 Re-Verification Process

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**
- Coffee Conversations – Friday, March 13

**ANNOUNCEMENTS**
- Catering Services through AggieBuy

**TIP OF THE WEEK**
- Do Your Employees Know the Purpose of Performance Evaluations?

**PAYROLL REMINDERS**
- March 11:
  - EPAs due at noon
  - PVDs available online
- March 12:
  - PPRs print
- March 13:
  - Biweekly pay day
  - PPRs available online

**HUMAN RESOURCES**

Commitment to Equal Employment Opportunity/Affirmative Action

Last week, Texas A&M University’s commitment to equal employment opportunity/affirmative action for minorities, women, individuals with disabilities and veterans was disseminated by President Hussey to the campus community. To promote this commitment, and in compliance with Executive Order 11246, the university has developed an Affirmative Action Program that documents the policies, practices and procedures to support equal treatment for all applicants and employees and assure, in good faith, equal access and affirmative action for women, minorities, individuals with disabilities and veterans at all levels of its workforce. More information is available on the Human Resources website [http://employees.tamu.edu/managers/affirmative-action/](http://employees.tamu.edu/managers/affirmative-action/).

Spring Break – Holiday Pay Eligibility Reminder

As Spring Break is upon us, now is a good time to review holiday pay policies. Leave-eligible employees must work or be in a paid leave status for any portion of their last scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. Holiday breaks of less than five days are applied towards the Family Medical Leave Act (FMLA) balance for individuals currently on FMLA leave. Additional holiday information is available at [http://employees.tamu.edu/benefits/leave/holidays/](http://employees.tamu.edu/benefits/leave/holidays/) on the HR website.
Please forward the following four articles to employees within your department.

SUCCESSFUL HEALTH & WELLNESS FAIR

The Health & Wellness Fair was another big success with over 60 exhibitors in the vendor exhibit hall and informative “mini-chat” sessions and fun demonstrations. Congratulations to the winners (http://employees.tamu.edu/benefits/wellness/) of the Human Resources prize drawings. Thank you all for coming out to the fair. Don’t miss the additional spring Wellness Works events:

- **“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 “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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TRS MARCH MEMBER NEWSLETTER

TRS recently distributed their March newsletter which includes information relevant to TRS members such as planning ahead to make-your retirement process easier, changes to how your benefits are calculated, and important deadlines for verification of unreported service. Read these articles along with others from the March newsletter: http://www.trs.state.tx.us/about/documents/trs_newsletter.pdf.

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SEBAC ELECTION COMING THIS SPRING

The election process for the Texas A&M University representative on the SEBAC committee will begin following Spring Break. SEBAC is the System Employee Benefits Advisory Committee, which serves as an advisory group that studies the design, operation and administration of the various benefit plans and makes recommendations to System Benefits Administration on behalf of A&M System employees and retirees.

The election process will open on March 23 with a call for nominations; start considering now who you may want to nominate for this important committee – including yourself.

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FORM TEAMS NOW! “MAROON & WHITE” WELLNESS WALK: MARCH 24

Mark your calendars to attend the “Maroon & White” Wellness Walk on March 24. There will be two different teams meeting either at Wehner (the White team) or the Administration building (the Maroon team). No registration is required, so feel free to join at the location that is most convenient for you. Please wear a shirt that is your team’s color and meet at your site starting at 10:50am. The first 150 at each site will receive a free Wellness Works pedometer! All staff are invited to attend the “Celebrating Staff Rally” from 11:30am-12:00pm at the War Hymn Monument, even if you can’t participate in the wellness walk. View our flyer for details.

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REVISED HR WEB FORMS/DOCS

- Network News Archive – last week’s issue posted

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PATHWAYS PERFORMANCE MANAGEMENT

**Supervisor View Hierarchy**

Supervisors are now able to view the performance evaluations of their entire hierarchy (e.g., all employees reporting to any supervisor in their management chain of authority). This will allow, for example, a department head to view the evaluations of the entire organization. Instructions: To see reviews of employees reporting to a specific supervisor, click on the supervisor’s name in the “My Employees’ Reviews” panel, which will open up a list of the employees who report to that supervisor. (Supervisors’ names appear in blue font.) If any of those employees are supervisors themselves, the same steps can be followed to access the supervisor’s direct reports. To view an evaluation, simply click on “View Review” for the employee.

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Other User
• A supervisor can delegate certain PATH Performance Management functions by adding an Other User. The Other User has all the functionality that the supervisor has for the specified employee except for entering progress notes on the supervisor’s behalf (i.e., an Other User is able to Create a Plan, Create a Performance Evaluation, and Close a Performance Evaluation as the supervisor’s delegate for the specified employee). Progress notes are confidential, so only the person who entered the notes can read them. For example, the Other User cannot read progress notes entered by the supervisor, and vice versa.
• Update to last year: The Review History window, which can be viewed by the Supervisor, will record the Other User’s name, Action Completed, and date/time of the action.
• Detailed step-by-step instructions and video for Other User can be found at http://EODinfo.tamu.edu/PATHways.

Self Assessment
• As a reminder, PATH does not require the self assessment, though some departments and individual supervisors require that this is done. Please communicate to your employees whether this function is required or optional in your department.
• When a self assessment is in draft mode, an employee can continue to edit it and the supervisor is unable to view it. Once the employee submits the self assessment, no further edits can be made and it becomes viewable by the supervisor.
• The self assessment must be completed and submitted before the supervisor closes the evaluation in order for it to be available for future reference. Once the evaluation has been completed, draft self assessments will no longer be available!

PAYROLL SERVICES
Step by Step I-9 Re-Verification Process
Last week’s HR Liaison Network News discussed the reminder tools available in the Guardian electronic I-9 system and within the payroll system (B/P/P) for expiring Form I-9s. Steps for re-verification actions can be found in the attached document; instructions will also be available at http://payroll.tamu.edu/i-9/ soon.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
Coffee Conversations – Friday, March 13
All employees are invited to join us for coffee on Friday, March 13 from 8:30 to 10:00 a.m. in the GSC 101A.

Texas A&M University – Galveston: Aggies by the Sea
Presenter: Rear Admiral Robert Smith III, USN (Ret.), Chief Executive Officer, Texas A&M University at Galveston

Description: From the depths of the ocean to the shores and inland waterways, this island campus is nationally recognized for its ocean-oriented academic education, research and service. Its Maritime Academy, one of only six in the United States, prepares graduates for serving as officers aboard merchant vessels, cruise ships and in the U.S. Merchant Marine and Navy. Learn about Texas A&M University’s Galveston campus and its unique blend of engineering, marine sciences and maritime administration and transportation programs.

“Coffee Conversations: Hot Topics in Higher Education” is a no-cost series sponsored by Employee & Organizational Development to foster community among all Texas A&M System employees, helping them gain a deeper appreciation of how we are all working together toward a common goal and mission. Coffee Conversations offers employees an opportunity to network while learning about the many facets of Texas A&M University – its people, programs and contributions. The more we know, the greater our connection. Free conversation! Free coffee! Registration is required. Visit EODinfo.tamu.edu/coffee for more information or call (979) 845-4153.

ANNOUNCEMENTS
Catering Services through AggieBuy
Sent on behalf of Procurement Services

The America To Go AggieBuy punch-out catalog is now available to pilot users and will soon be available to the full campus. To date, approximately 90 local food establishments have requested contracts with more on the way. Benefits of ordering through the America To Go AggieBuy punch-out include:

- Automatic budget checking, account encumbering, and spend tracking in AggieBuy
- Significant reduction in accounting time, cost, and paperwork related to food ordering
- Greater consistency in applying Texas A&M policies, including insurance coverage
- Better ability to track and achieve progress on initiatives such as sustainability, health, and minority, women or local ownership

If you would like to recommend a caterer, become a pilot user, set-up a training for your department, or have other questions about the program, you may contact Reissa Leigh, our America To Go account manager (reissa.leigh@americatogo.com). For other questions, you may also contact Patty Winkler, Assistant Director in the Department of Procurement Services (979-845-4556 or p-winkler@tamu.edu). See attached document for further information.

TIP OF THE WEEK

Do Your Employees Know the Purpose of Performance Evaluations?
The performance evaluation is much more than simply “checking off boxes on a form.” This is a good time for employees to review Standard Administrative Procedures 33.99.03.M0.01, which informs them of the performance evaluation process. For more information on the Performance Management Process, visit the website at EODinfo.tamu.edu/PATHways.

Next Network Meeting:
June 25, 2015