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

March 16, 2015

HUMAN RESOURCES
Staff Appreciation Week March 23-27
Revised HR Web Forms/Docs

PATHWAYS PERFORMANCE MANAGEMENT
How do I change an employee’s supervisor for the performance evaluation? – and –
My employee is not listed under “My Employees’ Review” – What do I do?
Revising the Performance Plan
PATHways Training and PATH Demos

TIP OF THE WEEK
Enjoy the Spring Break Holiday!

PAYROLL REMINDERS
March 16:
- Monthly EPAs due at noon
March 17:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES

Staff Appreciation Week March 23-27
Please support the University Staff Council and Human Resources as we celebrate the 2nd annual Staff Appreciation Week, to be held March 23-27. Faculty, staff and students are invited to attend the “Celebrating Staff Kick-off Rally” 11:30 a.m. – 2:00 p.m. on Tuesday, March 24 at the War Hymn Monument outside of Kyle Field.

Click the links below for details about this event and the other activities:

- Monday: Discount Meal Deal Day
- Tuesday: Kick-off Rally & Maroon & White Wellness Walk
- Wednesday: West Campus Carnival Day (Olsen Pavilion)
- Thursday: Main Campus Carnival Day (Rudder Plaza)
- Friday: Departmental Staff Appreciation Day

Learn more on the Staff Appreciation Week website at u.tamu.edu/StaffAppreciationWeek.

Revised HR Web Forms/Docs
- One-Time Merit Payment Request
- Spring Career Fairs
- Summer Insurance Premium Q&A
- Wellness Councils of America Health Bulletins
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

How do I change an employee’s supervisor for the performance evaluation? – and –
My employee is not listed under “My Employees’ Review” – What do I do?
If an employee is displaying an incorrect supervisor in the Performance Management module, an HR Liaison may use the Add/Change User action under the Position Management module to update the supervisor tab on the Position Description. For more information on how to do this, access the Add/Change User Access Position Management Section of the PATH Help webpage or send an email to HRComp@tamu.edu. This change takes place overnight.

Revising the Performance Plan
As a reminder, the performance plan must be created and acknowledged before the supervisor can begin the evaluation. Supervisors are able to revise the performance plan after the employee has acknowledged it. This feature provides flexibility for them to add, remove or edit performance goals as needed to reflect changing organizational priorities. Whenever a supervisor revises a performance plan, the employee will have an action item in the PATH performance management system to acknowledge the revised plan. PATH will keep a record of the initial plan as well as all subsequent revisions.

PATHways Training and PATH Demos
Please encourage supervisors and employees to take advantage of the upcoming training opportunities.

PATHways Training
- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance, March 31, 8:30 to 11:30 a.m. [http://training.tamu.edu/Courses/Detail/1590]
- (For Employees) PATHways to Success: Performance Management for Staff, March 24 from 1:00 to 4:30 p.m. [http://training.tamu.edu/Courses/Detail/1988]

PATH Performance Management Demo
- (Open to all) PATHways to Success: Performance Management Process Overview and PATH Demo, April 1, 10:00 to 11:30 a.m. [http://training.tamu.edu/Courses/Detail/1726]

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.

Enjoy the Spring Break Holiday!

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator
ldohnalik@tamu.edu | 979.862.3854

Human Resources Main Contact Information:
PHONE: 979.845.4141 MAIL STOP: 1255 TAMU
MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP]

Next Network Meeting: June 25, 2015