

HR LIAISON NETWORK NEWS



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

March 14, 2016

HUMAN RESOURCES

[Spring Break – Holiday Pay Eligibility Reminder](#)
[Retirement Strategies for Women Financial Education Program](#)
[Staff Appreciation Week Feedback Survey](#)
[Registration Open for Water Cooler 5K Fun Run/Walk](#)

PATHWAYS PERFORMANCE MANAGEMENT

[How Do I Change an Employee's Supervisor for the Performance Evaluation? My Employee is Not Listed Under "My Employees' Review" – What Do I Do?](#)
[Revising the Performance Plan](#)
[PATHways Training and PATH Demos](#)

PAYROLL SERVICES

[Guardian Form I-9: Using Employment Authorization Document Form I-766](#)

TIP OF THE WEEK

[Wellness Works for You!](#)

PAYROLL REMINDERS

March 16:

Moved up due to Spring Break

- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due by 4pm

March 21:

- Electronic BVDs available

March 22:

- Electronic BVDs due by 4pm

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

Spring Break – Holiday Pay Eligibility Reminder

As Spring Break is here, 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/> on the HR website.

[Top](#)

Please forward the following three (3) articles to employees in your department.

Retirement Strategies for Women Financial Education Program

In collaboration with the Women's Resource Center in honor of Women's History Month, [Wellness Works](#) presents *Retirement Strategies for Women* on Monday, March 21 from 2:00-3:00 p.m. in the General Services Complex. Attend this free financial education session to help you learn from the past, focus on the present while planning for the future. No registration required. View the flyer for full details:

<http://employees.tamu.edu/media/796164/RetirementStrategiesforWomen.pdf>.

[Top](#)

Staff Appreciation Week Feedback Survey

In an effort to meet your needs and improve our Staff Appreciation Week events for next year we ask that you take a few minutes to complete this follow-up survey by Friday, March 25. Your responses to open-ended questions will remain anonymous and will not be shared publicly. <https://www.surveymonkey.com/r/TAMUSAW2016>

[Top](#)

Registration Open for Water Cooler 5K Fun Run/Walk

Texas A&M University is co-sponsoring the [Water Cooler 5K Fun Run/Walk](#) hosted by the B/CS Chamber of Commerce Health and Wellness Committee at 4:00 p.m. on Thursday April 7, 2016 at Wolf Pen Creek Park! As a title



B/CS CHAMBER OF COMMERCE
WATERCOOLER 5K
FUN RUN & WALK
APRIL 7, 2016
4:00 PM
WOLF PEN CREEK

sponsor, employees of Texas A&M University are encouraged to participate (with appropriate supervisor approval) in this fun physical activity event held during working hours to promote physical health. Join your coworkers and [register](#) by March 29! For more information, review the flyer available here: <http://employees.tamu.edu/media/795384/5krunflyer.pdf>.

[Top](#)

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.

[Top](#)

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. For instructions on how to revise a performance plan access the Steps to the Performance Management Process dropdown found on the PATHways website at EODinfo.tamu.edu/PATHways.

[Top](#)

PATHways Training and PATH Demos

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>)
March 30 from 1:30 to 3:00 p.m.
- (Online videos) PATHways Overview and PATH Performance Management module (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/2166>)
March 22 from 1:00 to 4:30 p.m.
- PATHways to Success: Performance Management for Staff (<http://training.tamu.edu/Courses/Detail/1988>)
April 8 from 8:30 a.m. to 12:00 p.m.
- PATHways to Success: Performance Management Process Overview (online)
TrainTraq [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.

[Top](#)

PAYROLL SERVICES

Guardian Form I-9: Using Employment Authorization Document Form I-766

Reminder that a copy of an Employment Authorization Document (EAD) card must be uploaded into Guardian in the OnDocs tab as required by E-Verify for pictorial comparisons.

Section 1: Employee will “attest, under penalty of perjury that I am...”. If selected “an alien authorized to work until” radial button, employee will enter expiration date that is on the EAD card. If this is selected then employee will choose (1.) and enter their Alien Registration Number/USCIS Number.

Section 2: Always enter the EAD *Form I-766* in List A. This form number is located on the back of the EAD card and has the individual's picture on the front of the card. The EAD document number is on the front, right side of the card below Card# and will start with three letters followed by 10 numbers. If the document number is not on front of card you can also find the number on the back of the card, third row from the bottom. Do not use the first set of numbers that start with USA, but use the second set of numbers starting with three letters, i.e. SRC#####.

[Top](#)

TIP OF THE WEEK

Wellness Works for You!

Do you want to enhance your quality of life? It's easier than you think to incorporate physical, financial and interpersonal well-being with Texas A&M University's *Wellness Works* program sponsored by Human Resources. Visit <http://employees.tamu.edu/benefits/wellness/> to view current, future and on-going events along with various wellness resources. Let *Wellness Works* help you get started on the road to a well-rounded healthy lifestyle today!

[Top](#)

Happy Spring Break!



Next Network Meeting:
June 28, 2016

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 OR 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](#)