

# HR LIAISON NETWORK NEWS



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

March 7, 2016

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## PAYROLL REMINDERS

March 9:  
● PVDs available online  
March 10:  
● Biweekly EPAs due at noon  
March 11:  
● Biweekly Pay Day  
● PPRs print  
March 14:  
● PPRs available online  
March 16:  
*Moved up due to Spring Break*  
● Supplements due at noon  
● Uploads due at 1pm  
● TimeTraq due by 4pm

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## HUMAN RESOURCES

### Spring Break – Holiday Pay Eligibility Reminder

As Spring Break is almost 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/> on the HR website.

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### Pending Documents in LeaveTraq

Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner. Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers. To see documents that are pending manager approval, administrators should be in their administrator role and select the *Pending Docs* tab. A drop-down box will appear, and *Docs Needing Mgr Approval* should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents.

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### Periodically Encourage Monitoring of Vacation Balances

According to System Policy, an employee’s vacation balance at September 1 that is greater than the maximum vacation carry over will be credited to sick leave hours. As we get closer and closer to the end of the fiscal year, Leave administrators are encouraged to periodically remind supervisors and employees to monitor leave balances in excess of the projected maximum carryover amount to ensure that employees will have adequate time to schedule time off before having vacation leave lapse over to sick leave. Employees may review their projected vacation hours balance by logging into LeaveTraq and clicking the “Show Details” button. More information is available at

<http://employees.tamu.edu/benefits/leave/vacation/accrual/> online.

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### HR Liaison Graphic

Last fall Human Resources introduced the newly revised HR Liaison signature graphic. Please take a few minutes to update your signature line with *[I'm an HR Liaison! Ask Me!](#)*

Old:

Laura Dohnalik | Liaison Administrator

*I'm an HR Liaison*

Human Resources | Texas A&M University  
1255 TAMU | College Station, Texas 77843-1255  
ph. 979.862.3854 | [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu)

New:

Laura Dohnalik | Liaison Administrator

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1255 TAMU | College Station, Texas 77843-1255  
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*[I'm an HR Liaison! Ask Me!](#)*

The new "*[I'm an HR Liaison! Ask Me!](#)*" graphic links to <http://employees.tamu.edu/findliaisons/> and needs to be placed at the bottom of the contact information as demonstrated in the example above. *[I'm an HR Liaison! Ask Me!](#)* should help employees in your area better identify you as their HR Liaison and first point of contact. Adding the link to the online directory points employees to other valuable resources available to them in Human Resources.

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## PATHWAYS PERFORMANCE MANAGEMENT

### Self Assessments Now Available

Non-faculty employees should have received a PATH system-generated email last week 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.)

- 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!

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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.
- Detailed step-by-step instructions and video for Other User can be found at <http://EODinfo.tamu.edu/PATHways>.

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### PATHways Training and PATH Demos Now Available

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/](http://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](http://EODinfo.tamu.edu/PATHways). For assistance, please contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

### Training Compliance Reports for March – as of March 1, 2016

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

- 82 (49%) 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 8.5% from 1369 to 1485.
- The total number of past due employees decreased 0.4% from 757 to 754.
- The total number of past due Faculty employees increased 4.8% from 249 to 261.
- The total number of past due Budgeted Staff employees increased 2.2% from 182 to 186.
- The total number of past due Wage Staff employees increased 8.1% from 197 to 213.
- The total number of past due Graduate Assistant employees decreased 26.3% from 38 to 28.
- The total number of past due Student Worker employees decreased 27.5% from 91 to 66.

#### 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 – 98.2%
  - Information Security Awareness – 97.4%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 98.6%
  - Required Training for Athletics Task Workers – 92.5%

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### Coffee Conversations – Friday, March 11

All employees are invited to join us for coffee on Friday, March 11 from 8:30 to 10:00 a.m. in the GSC 101A.

Staff Engagement Initiatives at Texas A&M: Why Staff are Important to President Young  
*Presenter:* Mary Schubert, Engagement Coordinator, Office of the President

*Description:* Often referred to as the “wheels on the bus,” staff at Texas A&M play an integral role in the success of the university. Ms. Mary Schubert, Engagement Coordinator in the Office of the President, will provide an overview of what engagement means, why it’s important to President and Mrs. Young, what initiatives are on the horizon, and why this is vital to the Aggie Family.



“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](http://EODinfo.tamu.edu/coffee) for more information or call (979) 845-4153.

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## 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](http://EODinfo.tamu.edu/PATHways).

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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:

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