

# HR LIAISON NETWORK NEWS



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

**March 21, 2016**

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## PAYROLL REMINDERS

March 21:

- Electronic BVDs available

March 22:

- Electronic BVDs due by 4pm

March 23:

- Biweekly PVDs available online

March 25:

- Biweekly Pay Day
- Monthly PVDs available online

March 28:

- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon for catch-up Supplemental Pay Day of April 1, 2016

[Processing Schedules](#)

[Payroll Reports](#)

## HUMAN RESOURCES

### Early Release on Friday, March 25

An early release was announced for Friday, March 25. Department Leave Administrators should work with employees of their departments to update leave records as applicable due to the early release at noon on Friday, March 25. TimeTraq has already been updated to include the 4 hours early release based on the standard 8:00am - 5:00pm work schedule. Employees working outside the standard schedule or essential personnel required to work during the early release may need to have their timesheet reviewed and manually updated accordingly. (For assistance, HR Liaisons can review slides 32-37 of the [How to Use LeaveTraq](#) presentation available at <http://eodinfo.tamu.edu/other/university/leavetraq-program/> online.)

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- o The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- o Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 System Holidays](#).
- o Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time.

Work and Scheduling During a Holiday or Release Time:

- o Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be "essential" for purposes of working during an early release or declared holiday.
- o An employee who works during a holiday or early release time:

- will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
- may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions.
- o An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
  - will be given state compensatory time off to be taken off within the next 12 months; and/or
  - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

**TimeTraq Reminders:**

- o The early release hours will appear in the employee's timesheet by opening the timesheet and clicking the 'Save' button. The entry of the four (4) hours from the Holiday/Early Release Schedule will not automatically remove any regular work hours already entered by the employee.
- o Graduate Assistant Non-Teaching positions are not eligible to receive holiday hours. However, TimeTraq views these positions as budgeted employees and therefore assigns the Texas A&M University standard holiday schedule.
  - Department administrators need to remove the standard holiday/early release scheduled in each Graduate Assistant's Employee Overview in TimeTraq; removing it for these positions will prevent holiday hours from posting to future timesheets when a holiday occurs.
  - If the holiday hours have posted to a Graduate Assistant's timesheet, either the Manager or Department Administrator can remove the holiday hours by viewing the Work Events of the Timesheet Overview.
  - Contact Payroll Services at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) if you have any TimeTraq questions.

For more information, please visit <http://employees.tamu.edu/benefits/leave/holidays/special/> on the Human Resources website.

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***Please forward the following article to employees in your department.***

**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 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>.



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**PROJECT HELIOS POWERED BY WORKDAY**

*Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.*

**Workday Factsheet**

The Project Helios team is making progress on the transition to Workday which will affect *all employees* including faculty, staff, student employees and retirees. Please take a few minutes to review the [Workday Factsheet](#) to get answers to the following questions: *Why Workday? What does Workday do? When will it go live? What does Workday replace?* More information will be shared in the upcoming months...stay tuned!

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**Want to Learn More about the Project Helios Team and Workday?**

Visit <http://workday.tamus.edu/> online or simply click the Project Helios link available on the Human Resources homepage < <http://employees.tamu.edu/> >.

You may also contact any of the following individuals for further information:

*Project Coordinators* are the eyes and ears of the Project Team who keep each institution and agency

connected to the project. Texas A&M University has two Project Coordinators – [Laura Dohnalik](#) (staff) and [Barbara Bayer](#) (faculty).

*Change Champions* are the eyes and ears of the Change Management Team and keep each institution and agency connected to the project. As a champion of the project, they focus on linking their institution or agency through communications, training and organizational readiness activities. Texas A&M University's Change Champion is [Jeannie Laird](#).

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## PATHWAYS PERFORMANCE MANAGEMENT

### Distribution A

A Distribution A will be released tomorrow announcing that the annual performance evaluation review period for Texas A&M University non-faculty employees begins April 1 and ends May 31, 2016. In addition, an all campus notification email will be sent on March 28. These announcements may generate performance management questions, so please remember to refer people to the instructions and resources on the PATHways webpage at [EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways).

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### Access to Previous Online Evaluations

- 2014-2015 Evaluations – Employees whose performance evaluations were completed in PATH last year (2014-2015 performance review period) and their current supervisors are able to view their evaluations in PATH. If an employee has changed supervisors, the current supervisor only will have access to the employee's past evaluation. To access evaluations from previous years in PATH, access the Performance Management home page and do the following:
  1. Click on "My Reviews" or "My Employees' Reviews."
  2. Select "2014 – 2015 Annual Performance Program (TAMU)" from the navigation pane Program drop-down.
  3. Select "Completed" from the navigation pane Open/Closed drop-down.
  4. Click on the "View Review" button for the evaluation.
  5. Click on the "Supervisor Evaluation" link on the navigation pane or "Supervisor Evaluation" icon. This will display the evaluation.
- Request Form – To request a copy of a previous performance evaluation, please complete the [Request for Copy of Performance Evaluation](#) form, which is found under Resources on the [PATHways webpage](#), and submit to Employee & Organizational Development.

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### PATHways Training and PATH Demos

Please encourage supervisors and employees to take advantage of the upcoming opportunities and resources for training and assistance.

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](#)

PATH Hands-on Help Session:

- A hands-on help session will be offered on a “drop-in basis” to help employees with their specific questions about the PATH performance management module. The session will be offered in a computer lab, and content will be tailored according to each employee’s specific questions and needs. No registration is needed. The session is “come and go”: employees may come by with their questions any time on Monday, April 11 between 1:30 to 4:30 p.m. in the General Services Complex, Suite 2201.

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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## TIP OF THE WEEK

### News You Can Use

Have you ever missed a weekly edition of HR Liaison Network News or remembered seeing something and need to recall the details? No worries...we’ve got you covered! Simply visit the Human Resources website at [employees.tamu.edu](http://employees.tamu.edu) and select the [HR Liaison Network News Archive](#) link available under Spotlight or if you are browsing the [HR Liaison Network](#) portion of the website, click on the [News Archive](#) option. From the archive, you can search by year/month to see the various topics or use the “search this site” box. Remember, the information in the weekly HR Liaison Network News is made available to help you in your HR Liaison role which includes sharing information that is relevant to all employees.

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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:

**Laura Dohnalik, Liaison Administrator @ [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) OR 979.862.3854**

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