

HR LIAISON NETWORK NEWS



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

April 25, 2016

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PAYROLL REMINDERS

April 25:

- Biweekly EPAs due at noon

April 26:

- PPRs print

April 27:

- PPRs available online

April 29:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

May 2:

- Monthly Pay Day

[Processing Schedules](#)

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HUMAN RESOURCES

Summer Premium – April 28 Deadline for Bi-Weekly Paid Employees

Please ensure EPA documents are processed or notifications sent to Benefit Services by April 28 for employment actions potentially impacting the benefits of any employee paid on the bi-weekly payroll.

The active funding source(s) on the May payroll will be charged the employer portion of the summer premiums (June-August) for employees who have their summer premiums deducted from their May payroll. See the "Funding Source for Summer Premiums" section located on the [summer insurance premium process timeline](#) website to request funding source changes. The active funding source(s) at time of the payroll deduction will be used to pay the employer contribution for employees who have their premiums deducted from their paychecks processed throughout the summer.

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Reminder: PATH User Interface Update Coming April 28

On April 28, the PATH software vendor PeopleAdmin is launching an updated user interface that will impact the look of our PATH online system for postings, position descriptions and performance evaluations. The changes are mostly in appearance, such as colors and font sizes of headings. The functionality and procedures we use will not change. Section headings, relative locations of tabs, lists, search bars and buttons will remain the same. The videos and training materials on the PATH Help page will continue to have the current appearance until updates can be completed in the future. If you have any questions, please contact the HR PATH Administrator by email at PATHAdmin@tamu.edu or call (979) 845-4170.

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HR Guidance on Paid and Unpaid Interns and Other Volunteers

The federal Fair Labor Standards Act (FLSA) provides regulatory guidance for internships and volunteers at public sector organizations such as Texas A&M University. A resource page with HR guidance and relevant links has been developed to assist departments on the topics of interns (both paid and unpaid) and volunteers. See the information online at <http://employees.tamu.edu/compensation/resources/volunteers-interns-unpaid-internships>. Please contact HR Compensation at hrcomp@tamu.edu or (979) 845-4170 if you have questions.

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Save the Date: HR Liaison Network Summer Meeting

Please mark your calendars now and make plans to attend one of the sessions on *Tuesday, June 28, 2016* in the General Services Complex. Visit <http://employees.tamu.edu/liaisons/communications/> for previous meeting information and upcoming dates. Agenda and registration information coming soon!

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HR Liaison Continuing Education Reminder

Don't forget to complete your FY2016 continuing education credit before August 31, 2016. Several opportunities are available each month and can be found through the Employee & Organizational Development course schedule under "Employment Law" at <http://training.tamu.edu/schedule/> online. For more information and opportunities related to the continuing education credit, visit <http://employees.tamu.edu/liaisons/training/> or view a list of eligible classroom and online courses in the "After Certification" section of the [HR Liaison Network Training Curriculum FY2016](#). We hope you use this opportunity to refresh and broaden your current knowledge of HR Liaison topics.

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Please forward the following articles to employees in your department.

BCS Chamber Spring Job Fair Thursday, April 28

Human Resources participates in several local job/career fairs where our HR staff is available to speak to applicants about applying to jobs at Texas A&M and employment opportunities. If you have friends or family looking for a job, please encourage them to attend a career fair. Our next event is the BCS Chamber Spring Job Fair on Thursday, April 28, 12:00 p.m. at Hilton College Station. Details at <http://employees.tamu.edu/employment/prospective/career-fairs> online.

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Living WELL Aware Conference, May 25

Should you fire your doctor? TEES "Engineer Your Wellness" in sponsorship with Texas A&M System Wellness Initiative is hosting a free conference "Living WELL Aware" with Patricia Sulak, M.D., author of "Should I Fire My Doctor?" at the Gates Ballroom (MSC 2400), on Wednesday, May 25 from 8:30 a.m. - 12:45 p.m. Breakfast bars, whole fresh fruit, and water provided. [Register online](#) by Wednesday, May 18 and your name will be put in a drawing to attend lunch after the conference with Dr. Sulak and the other keynote speakers.

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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.



What's Happening with Project Helios

Business process design workshops continue with subject-matter experts participating from each system member. The integrations team continues to work on integration design documents and the data conversion team is focused on planning both the data mapping and data loading processes. Want to learn more? Visit <http://workday.tamus.edu/> online or simply click the Project Helios (Workday) link available on the Human Resources homepage <http://employees.tamu.edu/>.

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PATHWAYS PERFORMANCE MANAGEMENT

Viewing Completed Evaluations

Supervisors may view the evaluations they have completed this review period by doing the following:

1. Click on “My Employees’ Reviews” from the home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying “Open.”
2. Click on the Program drop-down from the left navigation pane and select “2015-2016 Annual Performance Program (TAMU).”
3. Click on the Open/Closed drop-down from the navigation pane and select “Complete.”

IMPORTANT – Please remind your supervisors that PATH permits only one evaluation per year per employee, so once an evaluation is submitted, it becomes permanent.

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Extension Request

Texas A&M requires all evaluations to be completed by May 31, 2016 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by HR Employee & Organizational Development and can be requested by sending an email to HRPATHways@tamu.edu. Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate Dean, Vice President, or designee. This approval should be placed in the employee personnel file; there is no need to send individual exceptions to HR EOD.

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PATHways Training and PATH Demos

There are a variety of ways to learn about the PATHways process and the PATH performance management system. Please encourage supervisors and employees to take advantage of the upcoming opportunities for training and assistance.

PATHways Classroom Training

- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance, May 4, 8:30 a.m. to 12:00 p.m. <<http://training.tamu.edu/Courses/Detail/2166>>

PATH Hands-on Help Session April 26

- 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 Tuesday, April 26 between 8:30 to 11:30 a.m. in the General Services Complex, Suite 2201.

Online Training and Demos

- *PATHways to Success: Performance Management Process Online Overview can be accessed in TrainTraq: [TrainTraq Course 2112082](#).*
- PATHways Overview Online Tutorial (10 minutes) can be accessed from the “Important Dates” box near the top of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.
- PATH Performance Management System Online Demo (19 minutes) can be accessed from the “Important Dates” box near the top of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.

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.

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PAYROLL SERVICES

Relocation and Housing Hunting Allowance Payment Guidelines

Effective April 18, 2016 the new relocation and housing allowance payments guidelines will be implemented. You can find the guidelines and required form on the Payroll Services [homepage spotlight](#) or the [forms list](#). If you have any questions email payrollprocessing@tamu.edu.

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Moving an Active Employee: Promotion vs Transfer

Have you been moving your employees correctly? Have you been handling promotions as transfers? Now is the time to review *System Regulation 31.01.01 Compensation Administration* <http://policies.tamus.edu/31-01-01.pdf> and

Promotion (per *System Regulation 31.01.01, Section 2.3.1*): when an individual moves from one position to another position **requiring higher qualifications, a higher rate of pay and a title change**.

Transfer (per *System Regulation 31.01.01, Section 2.3.4*): when an individual moves from one position to another, both of which are assigned the **same salary range, title or organization level**.

Effective **May 1, 2016**, Payroll Services will begin rejecting EPAs created for promotion or transfer that do not meet regulation and rule criteria. Please contact a member of your payroll processing team at payrollprocessing@tamu.edu should you have any questions.

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TIP OF THE WEEK

Evaluations Should be Discussed Between Supervisor and Employee

HR Liaisons can remind supervisors not to let today's technology substitute for "old fashioned" face-to-face discussion essential for enhancing communication and building good relationships. The supervisor should draft the performance evaluation and then meet with each employee to discuss the evaluation ratings and areas needing improvement. Changes can be made to the evaluation until the evaluation is complete. In PATH, this occurs when the supervisor selects "Complete," making it available to the employee to view online and acknowledge. Visit <http://EODinfo.tamu.edu/pathways/> for more information.

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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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