

HR LIAISON NETWORK NEWS



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

April 11, 2016

HUMAN RESOURCES

[Spring Career Fairs](#)
[Summer Premium Notifications Set for This Week](#)
[Ready, Set, Go! 5k Follow-up](#)

PROJECT HELIOS POWERED BY WORKDAY

[The Word on Workday](#)

PATHWAYS PERFORMANCE MANAGEMENT

[Progress Notes](#)
[Deciding on the Correct Performance Evaluation Rating](#)
[New Employee? Underperforming Employee?](#)
[Decoding the Rating: In Development and Needs Improvement](#)
[PATHways Training and Help Session](#)

PAYROLL SERVICES

[Moving an Active Employee: Promotion vs Transfer](#)
[Inactive Wage Employee Report](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

[Coffee Conversations – Friday, April 15](#)

ANNOUNCEMENTS

[Staff Forum with President Young, April 20](#)
[Day to Ride, April 22](#)

TIP OF THE WEEK

[An Easy Way to View Position Descriptions](#)

PAYROLL REMINDERS

April 11:
● Biweekly EPAs due at noon

April 12:
● PPRs print

April 13:
● PPRs available online

April 14:
● Monthly EPAs due at noon

April 15:
● Supplements due at noon
● Uploads due at 1pm
● TimeTraq due at 4pm

April 18:
● Electronic BVDs available

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

HUMAN RESOURCES

Spring Career Fairs

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.

- **GettingHired.com Virtual Online Career Fair** – Wed., April 13 - 11:00 a.m. - 2:00 p.m.
- **Veterans in Government Open House-Austin 2016** – Thurs., April 21 - 10:00 a.m. - 2:30 p.m. - Palmer Events Center, Austin, TX
- **BCS Chamber Spring Job Fair** – Thurs., April 28 - 12:00 p.m. - 4:00 p.m. - Hilton College Station

Details at <http://employees.tamu.edu/employment/prospective/career-fairs> online.

[Top](#)

Summer Premium Notifications Set for This Week

The summer premium notification email will be distributed by System Benefits Administration around April 15. Employees currently listed with an appointment less than 12 months will receive the notification that their

summer premium letter is available electronically through HRConnect. The letter explains how the affected employee will pay their summer insurance premiums, the payment options, and the premium amount owed for June through August 2016. Employees not enrolled in benefits or those who do not have an employee portion of premium to be deducted from the paycheck will not receive a notification.

The [summer insurance premium Q&A](#) helps address many of the general questions and may continue to be shared with your employees. The [summer insurance premium process timeline](#) provides a detailed timeline, payroll dates and resources documents. Questions related to *appointment duration* should be handled within the department. Employees with questions regarding the *content of the letters* should contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

[Top](#)

Ready, Set, Go! 5k Follow-up

Way to go, Texas A&M employees! Over 90% of the 309 participants in this year's Bryan/College Station Chamber of Commerce Water Cooler 5K Fun Run/Walk were from Texas A&M! View photos on HR's social media pages: facebook.com/TAMU.HR or twitter.com/tamuhr. See the KBTX-TV3 video [online here](#). Remember, healthy workforces are more productive and have fewer absences!

[Top](#)

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.



The Word on Workday

The A&M System continues to prepare for our Workday implementation which is currently in the Architect phase. What does this mean and how is it happening? To learn more, visit the April 2016 edition of [The Word On Workday](#) available from the Workday website at <http://workday.tamus.edu/>. For your convenience, a Project Helios (Workday) link is also available from the [HR homepage](#).

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

Progress Notes

Individuals can delete their Progress Notes at any time during the current performance review period; however, once the review period is complete, they can no longer be revised or deleted. Employees will always have historical access to the Progress Notes they have entered, even after the performance review period has ended. Supervisors will have historical access to the Progress Notes they have entered for their respective employees *only as long as they continue to be their supervisor of record* (i.e., when an employee terminates or changes positions, the supervisor's Progress Notes are no longer available in PATH).

[Top](#)

Deciding on the Correct Performance Evaluation Rating

As supervisors complete their employees' performance evaluations and prepare to discuss the past year's work and performance objectives, they will carefully consider the performance rating that best reflects an employee's efforts and achievements. A helpful resource for the supervisor to review and share with their employees is the list of rating scale definitions provided online at http://EODinfo.tamu.edu/media/309487/pathways-rating_definitions.pdf.

[Top](#)

New Employee? Underperforming Employee?

Decoding the Rating: In Development and Needs Improvement

Selecting an appropriate rating for a performance factor requires some consideration. It is often easy to tell when an employee has achieved expectations or even gone above and beyond to earn a higher rating. Likewise, it is sometimes painfully obvious when an employee needs to take corrective action to improve performance. But what rating should supervisors give newly hired employees and those who are underperforming? A helpful resource differentiating the two ratings can be found online at

http://EODinfo.tamu.edu/media/642174/Decoding_Needs_Improvement_Rating.pdf.

[Top](#)

PATHways Training and Help Session

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

Two PATHways Supervisory Workshop Dates Added:

- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance (<http://training.tamu.edu/Courses/Detail/2166>)
May 4 from 8:30 a.m. to 12:00 p.m. or May 10 from 1:00 to 4:30 p.m.

PATHways Demo:

- (Instructor-led) PATHways to Success: Performance Management Process Overview and PATH Demo (<http://training.tamu.edu/Courses/Detail/1726>)
April 25 from 1:30 to 3:00 p.m.

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 Tuesday, April 26 between 8:30 to 11:30 a.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. For assistance, please contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

[Top](#)

PAYROLL SERVICES

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 *University Rule 31.01.01.M7 Employee Compensation Administration* <http://rules.tamu.edu/PDFs/31.01.01.M7.pdf>.

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.

[Top](#)

Inactive Wage Employee Report

The March Inactive Wage Employee Report is now available on the Payroll Services imaging system (http://imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

[Top](#)

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Coffee Conversations – Friday, April 15

All employees are invited to join us for coffee on Friday, April 15 from 8:30 to 10:00 a.m. in the GSC 101A.

Understanding & Supporting our Student Veterans: Serving Well Those Who Have Served!

Presenters: Col. Gerald "Jerry" L. Smith '82, USMC (Ret), Director, Veteran Resource & Support Center and Bridgette Ingram '99, Director, Scholarships & Financial Aid and Veteran Services Office

Description: Texas A&M strives to be a veteran friendly campus, but what does this mean? This session will help us gain a better understanding of our student veterans, their perspectives, and the university's veteran support services. Col. Smith will also address some common stereotypes and offer tips on how we can all support our Veterans. Bridgette Ingram will address maximizing veteran benefits and financial resources.



"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 for more information or call (979) 845-4153.

[Top](#)

ANNOUNCEMENTS

Staff Forum with President Young, April 20

The University Staff Council invites you to attend "A Conversation with Texas A&M President Michael Young" on Wednesday, April 20 from 10:00 a.m. to 11:00 a.m. in the Bethancourt Ballroom, Memorial Student Center. You may ask questions in person at the forum or by emailing staff@tamu.edu in advance. Watch from any device at <http://tx.ag/MKYtalk> (link active April 20). A reception will be held following the forum. All staff are invited and encouraged to attend.

[Top](#)

Day to Ride, April 22

Celebrate Earth Day by switching from horse power to pedal power. Join Transportation Services, Texas A&M University and the Environmental Issues Committee on Friday, April 22 for the first annual "Day to Ride"! Ride your bike to school or work, running errands, for exercise or just for fun in a local park! Biking saves gas, keeps you active and helps save the environment! For more information visit, transport.tamu.edu/alternative/bicycles/services.aspx and check out #DayToRide! on Facebook at facebook.com/daytoride, where information on safe bike routes, special events, and updates are available.

[Top](#)

TIP OF THE WEEK

An Easy Way to View Position Descriptions

Are employees and supervisors having a hard time accessing their position description through PATH? There is a very easy way to access PDs from within Performance Management. Whether employees are trying to access their PDs while completing their Self Assessments or a supervisor is trying to access an employee's PD to complete a Performance Evaluation, they can view the PDs as follows:

1. Access the action Self Assessment or Supervisor Evaluation.
2. Click on the employee title found below the employee name, top left of the page.
3. After viewing the PD, click the back button on the browser to continue completing the Self Assessment or Supervisor Evaluation.

For assistance, visit EODinfo.tamu.edu/PATHways or contact HRPATHways@tamu.edu.

[Top](#)



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](#)