



Newsletter Readership Survey Results

Thank you to those who participated in our spring readership survey for the HR EXPRESS newsletter! Your feedback showed we are meeting our objectives to promote HR-related services and information, allow for employees to provide topics for articles, and provide news that's casual and upbeat but always informative.

Respondents said that they:

- read all three issues – 70%
- read all/most articles – 75%
- like having it published three times a year – 36%
- visited the HR website after reading an article – 82%

Newsletter sections people liked most were:

1. Featured Articles
2. To Your Benefit
3. HR Calendar Highlights

The newsletter rated high in readers learning more about HR programs and services; being helpful to career goals; and articles being a quick read by being just the right length.

Thank you for your feedback! We are reviewing your suggestions and making several improvements to the newsletter for FY2017.

Remember, faculty and staff can always give us ideas for articles or ask general HR questions by emailing HR-feedback@tamu.edu. The purpose of this newsletter is to keep you informed about Human Resources programs and services. We are here for you! If you missed a past issue, [visit our online archive](#).



*Congratulations **Paul Schafer**, Scholarships & Financial Aid, winner of our random drawing for completing the newsletter survey! He won a portable power bank charger for his cell phone. Thanks for reading the newsletter, Paul.*

HR News for Faculty & Staff



HUMAN RESOURCES
TEXAS A&M UNIVERSITY

NEWSLETTER CONTENTS:

- Readership Survey Results
- Personal Identity Theft Benefit
- Staff Appreciation Week Follow-up
- What's Happening with Project Helios?
- Annual Enrollment
- Wellness Exam Incentive Program
- Voluntary Benefits with PerksConnect
- Wellness Release Time
- Cultural Competence on Campus
- Performance Goals
- HR Calendar of Events

TEXAS A&M UNIVERSITY
HUMAN RESOURCES
General Services Complex, Suite 1201
750 Agronomy Road
College Station, TX 77843-1255
Mail Stop: 1255 | Phone: 979.845.4141

NEWSLETTER ONLINE:
employees.tamu.edu/HRexpress

FEATURED ARTICLES

Personal Identity Theft Benefit

This past year Human Resources has been collaborating with Texas A&M Information Technology to promote the annual Identity Protection Campaign here at Texas A&M.

Identity theft affects millions of Americans each year. One way to protect yourself is to enroll in a personal identity theft benefit. System Benefits Administration recently announced [ID Protection](#) for employees enrolled in the A&M Care Health Plan. This coverage is offered at no cost to you; however, you are not *automatically* enrolled and must register through MyEvive.

If you are not a member of the A&M Care Health Plan, enroll in voluntary coverage offered by Legal Shield through our PerksConnect Employee Discount Program. For less than \$20 a month, LegalShield can provide coverage to help faculty and staff protect their identity, monitor credit scores/reports and assist in restoration. Login to [PerksConnect](#) to learn more about LegalShield's identity theft services.

Visit security.tamu.edu for more about identity protection and how to protect yourself at work.



Staff Appreciation Week Follow-up – Bigger & Better!

Thank you to the University family for making the 3rd annual Staff Appreciation Week (SAW) at Texas A&M University a bigger and better week! We are very thankful to all of the administrators, managers, and faculty who took time to show their staff that they matter. Our hope is that this demonstration of gratitude will keep going throughout the year!

Over 12,000 employees RSVP'd for the daily events. For the 350 staff members who couldn't attend because they work non-traditional shifts, they were given a special recognition at their workplace.

The planning committee received amazing feedback both at the events and through our feedback survey. We are excited to see that 91% of departments hosted an appreciation event, an 11% increase over last year! [View the survey results online.](#) Open-ended responses are not made public but are used by the committee to make improvements for next year.

SAW 2016 was cosponsored by the Office of the President, Human Resources, University Staff Council, Chartwells, and SSC Services for Education. The SAW 2016 planning committee began meeting in October 2015 with representatives from the sponsoring departments and the Division of Marketing and Communications. Planning will start this summer for SAW 2017! So plan now and save the date for **Staff Appreciation Week - February 27 – March 3, 2017.**

Updates about SAW 2017 will be posted over the next several months at staffappreciation.tamu.edu. Also, watch for other special staff appreciation events held throughout the year, such as the recent [Staff Photo Day](#) that was held on May 21. More than 1,000 participants turned out to the Saturday event. Staff Photo Day built off the momentum of Staff Appreciation Week and confirmed the importance of holding events that engage entire families.



HR services

View a list of our HR services and contact info for our offices.

[LOOK HERE](#)

What is “Workday”?

The Texas A&M University System is replacing its legacy mainframe payroll and human resource systems with a new system called [Workday](#). It provides a unified finance, human resources, and student, faculty and staff lifecycle management cloud applications designed for the way people work in today’s organizations. This system will be modern, focused on users and streamlined, with common business processes across the A&M System.

You will benefit from Workday’s intuitive, web-based applications with self-service and mobile capabilities. Workday is designed to create a more nimble, process and data driven organization.

Many universities are adopting Workday because it is easy to use by HR and payroll employees, faculty, staff, managers and student workers; it supports what we do in higher education and it emphasizes a collaborative approach to designing business processes.

The Project Helios Team is making progress integrating our information into the Workday system with a target date to go live in December 2017.

[Learn more online](#) or 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 [Brandy Kosh](#).*

TO YOUR BENEFIT

Annual Enrollment in July – Start Planning Now

Annual Enrollment is July 1 – 31; the time to review and update your insurance selections for the next benefit plan year.

Some actions you can complete now to prepare for Annual Benefit Enrollment are:

- Verify personal information in [HR Connect](#) including email and mailing address.
- Track reoccurring or expected medical, dental, vision and hearing expenses to determine [healthcare spending account](#) contribution amount.
- Gather [dependent verification documents](#) for any dependents you want to add.

Current expectation, following the System Employee Benefits Advisory Committee ([SEBAC](#)), indicates that employee-only health premiums will remain flat with possible slight increases at other coverage levels. As information becomes available, including the finalized premium rates, it will be posted on the [Annual Enrollment website](#). Be sure to attend an [Annual Enrollment Benefits Fair](#) on either Tuesday, July 12 or Wednesday, July 13. This come-and-go format with breakout sessions is your opportunity to visit with the various insurance carriers and HR Benefit Services to get answers to your benefit questions.

Please review the annual enrollment communications that you receive and take appropriate actions by July 31 to ensure you have your desired benefits for the upcoming benefit plan year starting September 1, 2016.



Have You Had Your Wellness Exam?

Your wellness matters! The wellness exam incentive program encourages building relationships with health providers, increases awareness of your current health status and hopefully helps identify any health concerns earlier thus improving your quality of life. This exam is simply a routine physical or an annual check-up. The target completion date is June 30, 2016 to allow enough time for the claim to be processed and recorded before the September paychecks are calculated. Remember, if either you or your covered spouse do not complete the wellness exam incentive, you will pay a premium differential of \$30 per month until such time the wellness exam is recorded.

Have you had your exam, what is your status? Check your [MyEvive](#) account to view your current status and determine when you should have your next exam. If you have not already had or scheduled your appointment with a medical provider, please call and schedule it now. A limited number of spots remain available for the on-campus [Catapult](#) wellness exam screenings.

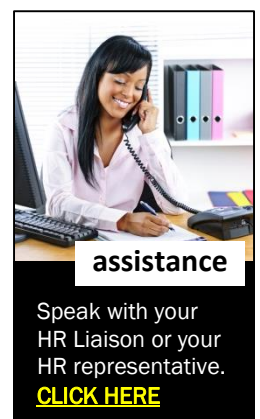
Detailed information is available on the [Wellness Works webpage](#) under “Physical” > “On-going Events”. Please ensure you (and your covered spouse) get your annual exam so that you qualify for the lower premium rate for your FY17 health insurance!

Voluntary Benefits with PerksConnect

As a University employee, you have access to a comprehensive benefit program through our group insurance plans. Did you know you and your family also have access to additional voluntary benefits because you work at the University? Through the PerksConnect Employee Discount Program, faculty and staff have access to local and national discounts PLUS voluntary benefit plans and group discounts on items such as:

- Nationwide Pet Insurance,
- Legal Shield legal services,
- identity theft prevention services,
- home and auto insurance and
- individual insurance plans:
 - Medical, dental and vision for dependents who traditionally do not qualify for participation in the group plans offered by The Texas A&M System. Coverage options also include life and accident coverage.

These voluntary benefit plans are individual plans offered by reputable organizations and made available to University faculty and staff at a discounted rate. To learn more or get a personalized quote on voluntary plans, just visit our [PerksConnect site](#) and login for access to these plans and additional discounts offered under the employee discount program.



TIPS FOR CAREER SUCCESS

Wellness Release Time

When you think about factors that drive success in your career, what comes to mind? Items such as education, training, professional development, mentors and coaches, determination, motivation and initiative play a major role, but did you know your personal health and wellness can also contribute to your career success?

Many of the benefits of exercise and physical activity can directly and indirectly influence career success:

- ✓ Increased production of neurochemicals that promote brain repair
- ✓ Lengthened attention span
- ✓ Boosted decision-making skills
- ✓ Improved memory and heightens energy levels
- ✓ Enhanced mood and self-confidence

A new, exciting program available to help you reach your wellness goals is [Wellness Release Time](#) which provides all full-time, benefits-eligible, Texas A&M employees the opportunity to use 30 minutes of their regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities.

“Wellness” is more than physical activity and exercise, but the saying “exercise is medicine” has been supported in numerous studies confirming that just 30 minutes of physical activity can have a significant impact on health outcomes and quality of life.

[Wellness Works](#), Texas A&M University’s worksite wellness program, will continue to be expanded over the coming months and years as we build a culture of wellness here on campus with a holistic approach focusing on physical, financial and interpersonal aspects of well-being.

“Wellness is the optimal state of health of individuals and groups. There are two focal concerns: the realization of the fullest potential of an individual physically, psychologically, socially, spiritually and economically, and the fulfillment of one’s role expectations in the family, community, place of worship, workplace and other settings.”
- The World Health Organization.

Focusing on your health and well-being not only impacts your personal quality of life, but can help you be more successful in your career!

COMMON GROUND

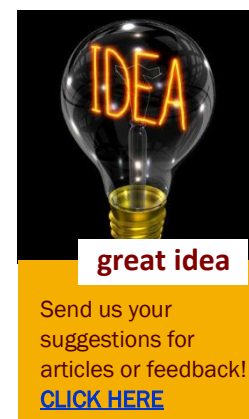
Cultural Competence on Campus

With the ever-increasing diversity at Texas A&M University, it is critically important that campus professionals are educated in cultural competence. Cultural competence is used to describe a set of skills, values and principles that acknowledge, respect and work toward optimal interactions between an individual and the various cultural and ethnic groups the individual might come in contact with.

President Young stated in the [Bryan-College Station Eagle](#), “I want to make this university a place where everybody who walks across campus—that includes students, staff and faculty—are able to have the best possible environment to realize their full potential.



Maximize your Wellness Release Time by working out at our Free Fitness Sessions in various locations on campus! [Class Schedule](#).



There should be an environment that is inclusive, that is welcoming, and that is supportive and even challenging.”

Employee & Organizational Development’s workshop on *Developing Cultural Competence in the Workplace* is an interactive session that raises broad-spectrum cultural awareness and provides skill development for individuals to interact and communicate cross-culturally in a respectful and effective manner.

Be a part of creating a welcoming and inclusive environment at Texas A&M so that students, staff and faculty are able to realize their full potential. [View the workshop profile and register online here.](#)

SUPER SUPERVISORS

Performance Goals – *Out With the Old, In With the New*

As the performance evaluation period comes to a close, it’s time to start considering performance goals for the 2016-2017 review period. Establishing clear performance goals with your employees helps them know what you expect, thus setting them up for success, and also supports their growth and motivation. Here are some guidelines to help you choose appropriate goals:

- **Goals should move the business forward:** A performance goal is meant to outline a specific work-related achievement. Instead of focusing on everyday tasks, incorporate short and long term projects and initiatives into performance goals. This allows the employee to make a meaningful contribution to the department’s continued success.
- **Keep them manageable:** It is important to have the right number of goals. Too few and the employee can become disengaged, too many and the employee can become overwhelmed. A good rule of thumb is to have from 4 to 6 performance goals.
- **Keep them SMART:** Make sure there are metrics in place so that the goal can be easily assessed and the employee will be held accountable. Using SMART language can help employees know what success will look like before they even start working on a goal. SMART objectives are:
 - **S**pecific
 - **M**easurable
 - **A**ttainable
 - **R**elevant
 - **T**ime-bound
- **Review, Review, Review:** It is important that performance goals are revisited with the employee throughout the performance review period. This will help ensure that the employee reaches a successful outcome, as well as allow for any necessary revisions due to changes in organizational goals or priorities.

As best practice, the supervisor and employee should jointly establish performance goals as well as discuss resources and support the employee may need to successfully achieve those goals. Refer to [Guide to SMART Goals](#) sheet for more quick tips.

HR CALENDAR OF EVENTS

Highlights for Summer/Fall FY15-16

JUNE

- 6/1 [Free Fitness Sessions](#) on campus, starting 6/1
- 6/8 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)
- 6/28 [HR Liaisons Network Summer Meeting](#)
- 6/30 [Wellness Exam Incentive Deadline](#)

JULY

- 7/1 [Annual Benefit Enrollment Opens](#)
- 7/4 [Holiday: Independence Day](#)
- 7/14 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)
- 7/12-13 [Annual Enrollment Benefits Fairs](#)
- 7/31 [Annual Benefit Enrollment Ends](#)

AUGUST

- 8/10 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)

SEPTEMBER

- 9/14 [Benefits Orientation](#)
& [New Employee Welcome Orientation](#)
- 9/20 [EOD Certificate Program Recognition Reception](#)
- 9/21-22 Flu Vaccine Clinic (*tentative dates*)

SAVE THE DATE

- 10/20 Financial Wellness Fair (*tentative dates*)

OTHER CAMPUS CALENDARS

- ▶ [Texas A&M Calendar of Events](#)
- ▶ [EOD Training Calendar](#)



UNIVERSITY HOLIDAYS FY15-16

Independence Day
July 4, 2016

The holiday schedule for FY2017 will be established by the Texas A&M System Board of Regents at their summer meeting.
[Details here.](#)

DIVISION OF
HUMAN RESOURCES AND
ORGANIZATIONAL EFFECTIVENESS



HUMAN RESOURCES
TEXAS A&M UNIVERSITY

HR MISSION:

We provide human resource programs, services and expertise that foster employee and organizational success.

HR CORE VALUES:

INTEGRITY - We demonstrate uncompromising commitment to honesty and accountability.
RESPECT - We treat all people with dignity, recognizing diversity and unique experiences, perspectives and contributions.
QUALITY - We strive for excellence in meeting our customers' expectations.
EXPERTISE - We develop and apply the highest level of knowledge and skills to address our customers' needs.

HR EXPRESS is published three times per year to promote HR-related services and information for Texas A&M University employees.



NEWSLETTER ONLINE:

employees.tamu.edu/HRexpress

NEWSLETTER SUGGESTIONS:

HR-feedback@tamu.edu