

# HR LIAISON NETWORK NEWS



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

June 6, 2016

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## PAYROLL REMINDERS

June 6:  
● Biweekly EPAs at noon  
June 7:  
● PPRs print  
June 8:  
● PPRs available online  
June 10:  
● Supplements due at noon  
● Uploads due at 1pm  
● TimeTraQ due at 4pm

[Processing Schedules](#)  
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## HUMAN RESOURCES

### Family Medical Leave Act Reminder: Notification Requirements

The employer must notify an employee and designate leave as qualifying or non-qualifying for Family Medical Leave Act (FMLA) leave in writing within five (5) business days when sufficient information has been received to determine if an absence was the result of an FMLA-related reason. Likewise, FMLA leave that is denied or delayed must be in writing. Benefits Services must be contacted before a department delays or denies an employee's request for FMLA leave.

Additional information regarding our responsibilities under FMLA may be found at <http://employees.tamu.edu/benefits/leave/fmla/> online. Please contact Benefit Services at (979) 862-1718 if you have any questions about Family Medical Leave.

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### HR Liaison Advisory Resource Group Applications Available June 13, 2016

HR Liaisons are invited to lend their voice for the *HR Liaison Advisory Resource Group* (HRLARG). This committed of HR Liaisons has been established by Human Resources to collaborate and provide feedback of HR- and payroll-related processes for continuous improvement and new initiatives in programs, services and best practices. Applications will be available June 13 through July 8 at <http://employees.tamu.edu/liaisons/advisory-resource-group/> online. This is an opportunity for you to give your voice to your program. Please accept the challenge!

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### HR Liaison Network Meeting – Registration Opening Soon!

Registration for the June 28 HR Liaison Network Summer Meeting will be open Monday, June 13 through Friday, June 24. Watch your inbox for more information!

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**Please forward the following five (5) articles to employees in your department.**

### **WELLNESS WORKS! Lunch N Learn, June 7**

The COVIA Health Lunch & Learn session on Bone and Breast Health scheduled for June 7 ([EVENT FLYER](#)) is tomorrow and TrainTraq registration is closed. If you are interested in attending this popular session, please contact [wellness@tamu.edu](mailto:wellness@tamu.edu) to check if space is available. If you are unable to attend the Lunch N Learn, but still interested in learning more about the state-of-the-art mobile mammography and bone density suite – join us for informal tours between 1:00-2:00. The mobile suite will be located at the General Service Complex (GSC) on the west side of the building near the campus bus shuttle drop-off.

Do you know that women who work outside the home are much less likely to get their recommended mammography screenings? WELLNESS WORKS!, in an effort to help women maintain their physical health, will bring the COVIA Health mobile mammography suite to campus throughout the year to help working women stay current on their recommended preventive screenings for early detection. Please contact [wellness@tamu.edu](mailto:wellness@tamu.edu) with any questions.

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### **Onsite Preventive Checkup Appointments – Limited Spaces Available**

Free, quick and confidential preventive health checkups, administered by Catapult Health will again be offered right here on campus! Appointments are available June 20-22 in the General Services Complex for employees and their covered spouses enrolled in the A&M Care health plan. Take time right now to sign up at [www.TimeConfirm.com/TAMUGSC](http://www.TimeConfirm.com/TAMUGSC). Remember, completion of a Catapult Health Preventive Checkup will qualify as your [annual wellness exam](#) for the purposes of the Texas A&M System Wellness Incentive Program

*Note: if you go to the website and no times are visible for a specific date that means that they are full. Consider checking back for cancellations. If you're unsure about this opportunity, let us remind you of some of the details.*

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### **Annual Enrollment Information Coming Soon – Save the Date for Benefits Fair**

Annual enrollment is held annually in July. As we approach annual enrollment, more communications will be sent to employees and information will be posted to our website as available. Please mark your calendars now to attend one of the Annual Enrollment Benefits Fairs on Tuesday, July 12 or Wednesday, July 13 from 10:00 am - 2:00 pm. You will have the opportunity to visit with the insurance carriers directly along with the PerksConnect employee discount program!

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### **WELCOA Health Awareness Bulletins**

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. HR is posting the monthly WELCOA Health Awareness Bulletins online for your use ([employees.tamu.edu/benefits/wellness/health-bulletins](http://employees.tamu.edu/benefits/wellness/health-bulletins)). Read the monthly bulletins then take the quiz for a chance to win prizes!

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### **“HR EXPRESS” Newsletter, Summer 2016 Issue**

All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the summer issue include;

- *Readership Survey Results*
- *Personal Identity Theft Benefit*
- *Annual Enrollment*
- *Wellness Exam Incentive Program*
- *Wellness Release Time*
- *HR Calendar of Events*
- *and much more.*



Read the full issue at [employees.tamu.edu/HREXPRESS](http://employees.tamu.edu/HREXPRESS) online. The HR newsletter is published three times a year with spring, summer and fall issues. We want two-way communication; let us hear from you! Please, give us suggestions for future articles, ask questions or give general feedback by emailing [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu).

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We would like to thank you for the support you have provided your departments throughout the performance evaluation period. Congratulations for a job well done! Below is information regarding the end of the 2015-2016 performance review period as well as the beginning of the 2016-2017 period.

### **PATH System Availability**

For performance evaluations requiring extensions, please be assured that the 2015-2016 program will remain open for a period of time beyond the May 31, 2016 deadline. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Please note that supervisors and employees may also receive PATH-generated emails for any tasks that are still outstanding after May 31. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. HR will communicate to HR Liaisons in advance of the formal closing of the 2015-2016 performance program.

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### **PATHways Launch of the 2016-2017 Performance Management Program**

The performance management program for the 2016-2017 performance review period (April 2016 through March 2017) will be available in PATH mid-June. At that time, supervisors will be able to create the performance plan in PATH for each of their employees in order to document their 2016-2017 performance goals. More information on the 2016-2017 PATHways launch will be included in next week's Liaison Network News.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at <http://EODinfo.tamu.edu/PATHways/> or contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## **PAYROLL SERVICES**

### **Payroll Services Closed on Thursday, June 9**

Payroll Services will be closed Thursday, June 9 for their annual retreat. Please mark your calendars and plan ahead for assistance you may need from our office. All calls will be returned the following business day, Friday, June 10. If you have an emergency and need immediate assistance that day, please send your question to [payroll@tamu.edu](mailto:payroll@tamu.edu).

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## **EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

### **Training Compliance Reports for June – As of June 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*

- 83 (50%) 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 7.1% from 1473 to 1577.
- The total number of past due employees increased 11.9% from 813 to 910.
- The total number of past due Faculty employees remained the same at 255.
- The total number of past due Budgeted Staff employees decreased 13.6% from 184 to 159.
- The total number of past due Wage Staff employees increased 48.0% from 225 to 333.
- The total number of past due Graduate Assistant employees decreased 30.3% from 33 to 23.
- The total number of past due Student Worker employees increased 20.7% from 116 to 140.

#### *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 – 98.3%
  - Information Security Awareness – 97.0%
  - Orientation to the A&M System – 99.5%
  - Reporting Fraud, Waste and Abuse – 98.8%
  - Required Training for Athletics Task Workers – 86.4%

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## TIP OF THE WEEK

### Benefits While Traveling

Summer months brings with it hot temperatures, but also travel plans for many employees. Whether traveling within Texas or across the ocean, be informed how traveling will impact benefits coverage, and the additional travel benefits that are available as employees of Texas A&M University. Review [Using Your Benefit While Traveling](#) 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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