

# HR LIAISON NETWORK NEWS



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

**June 20, 2016**

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## PAYROLL REMINDERS

June 20:

- Biweekly EPAs due at noon
- Electronic BVDs available

June 21:

- Electronic BVDs due by 4pm
- PPRs print

June 22:

- PPRs available online

June 24:

- Monthly PVDs available online
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

[Processing Schedules](#)  
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## HUMAN RESOURCES

### HR Liaison Advisory Resource Group Needs YOU!

Don't miss your opportunity to work more closely with your HR partners! The HR Liaison Advisory Resource Group (HRLARG) is a great way to share and learn best practices from across campus while collaborating and providing feedback to Human Resources. To learn more, visit <http://employees.tamu.edu/liaisons/advisory-resource-group/> and apply today! Application process closes Friday, July 8.

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### Last Chance to Register for the Network Meeting

Don't miss the opportunity to attend the HR Liaison Network Summer Meeting on Tuesday, June 28. Visit <http://training.tamu.edu/schedule/#HRLiaisonEvents> before 6:00 p.m. on **Friday, June 24** to register. The morning session currently has 22 seats available and less than a dozen in the afternoon...register fast!

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### Pending Documents in LeaveTraq

Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner. Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers.

To see documents that are pending manager approval, administrators should be in their administrator role and select the *Pending Docs* tab. A drop-down box will appear, and *Docs Needing Mgr Approval* should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents.

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**Please forward the following four (4) articles to employees in your department.**

#### **Have You Read the Summer “HR EXPRESS” Newsletter?**

Read the HR EXPRESS summer newsletter at [employees.tamu.edu/HR-EXPRESS](http://employees.tamu.edu/HR-EXPRESS) for information about:

- *Staff Appreciation Week Follow-up*
- *What’s Happening with Project Helios?*
- *Voluntary Benefits with PerksConnect*
- *Cultural Competence on Campus*
- *Performance Goals*
- *and much more.*



Remember, the purpose of our HR newsletter is to keep employees on track with HR-related services and information they need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area and take a moment to read it yourself!

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#### **COVIA Health Mobile Mammography and Bone Density Screenings, June 29 & 30**

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, has scheduled COVIA Health to provide state-of-the-art 3D mobile mammography and bone density screenings right here on campus. On June 29 & 30 the mobile suite will be located at the General Services Complex on the west side of the building near the campus shuttle bus drop-off. See [flyer](#) with registration information. Please contact [wellness@tamu.edu](mailto:wellness@tamu.edu) with any questions.

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#### **Sick Leave Pool Regulation Revisions**

The Sick Leave Pool Regulation ([System Regulation 31.0 6.01](#)) was recently updated and approved with two notable changes:

1. The waiting period (the minimum amount of time an employee must be absent related to the specific condition) has been reduced from 160 hours to 80 hours for a full-time employee. The waiting period for part-time leave eligible employees is prorated based on current percent effort.
2. The condition of pregnancy and childbirth will now be treated as any other illness or condition for Sick Leave Pool purposes, as the restricting stipulation limiting eligibility to only difficult pregnancies and childbirths has been removed.

These two significant changes to the Sick Leave Pool Regulation will allow more employees to benefit from the generosity of fellow coworkers who have donated their hours to the sick leave pool. More information on sick leave pool and other leave benefits is available [online](#). Please contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718 with any questions regarding the revisions to the sick leave pool.

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#### **Annual Enrollment – Health Plan Enhancements and Premiums Announced**

The FY2017 health plan premiums have been finalized by the System Benefits Administration Office and are available at <http://employees.tamu.edu/benefits/annual-enrollment/>. Effective September 1, several health plan enhancements will help employees experience lower out-of-pocket costs.

Plan enhancements for the A&M Care health plans:

- Reduction in the office visit copay for primary care and specialist from \$30/\$45 to \$20/\$30 respectively
- Reduction of annual deductible to \$400
- Reduction in full-time employee out-of-pocket premium rates in most coverage level tiers (only slight increase at employee + family level)

An announcement will be sent electronically to all benefit-eligible employees when the annual enrollment system is available through iBenefits. The following are some things that you can do now:

1. Review, and update if necessary, your contact information in HRConnect. Having this information updated in advance of annual enrollment will ensure you receive important communications.
2. Mark your calendar and "Save the Date" for the Texas A&M University-sponsored annual enrollment meetings which will be held on July 12 and July 13. See [flyer](#) for more information.
3. Review the Health Plan Premiums for FY2017 and Frequently Asked Questions posted on the [annual enrollment website](#).

Please use this information as you plan for your benefit selections during the annual enrollment period which runs from July 1 through July 31. Additional resources and information will be posted to the HR website as soon as the information is available. For questions, contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

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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 is Project Helios?

Project Helios is the name of the project focused on replacing the A&M System's legacy mainframe payroll and HR systems with Workday. The benefits of using Workday include:

- 24/7 access to information over a secure network
- Employee and manager self-service, enabling individuals to update or access their information privately from any computer or mobile device with internet access
- Positions our organization to make changes and upgrades more readily in the future
- Supports the unique needs of higher education

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/>>.

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 [Brandy Kosh](#).

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## PATHWAYS PERFORMANCE MANAGEMENT

### Performance Management 2016-2017 Activation in PATH

The Performance Management Program for 2016-2017 is now accessible in PATH, which allows supervisors to create a performance plan for each of their employees. The first two PATH activities for this review period are: 1) Review Position Description and 2) Create Performance Plan. You may view and print a "PATHways Roadmap" that provides a one-page overview of the 2016-2017 performance management process with important dates at [http://eodinfo.tamu.edu/media/345941/PATHways-2016\\_roadmap.pdf](http://eodinfo.tamu.edu/media/345941/PATHways-2016_roadmap.pdf).

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### Supervisor Email Notifications

All supervisors of staff employees should have received an email the morning of June 15 from [jobpath@tamu.edu](mailto:jobpath@tamu.edu) notifying them that they have performance management action item(s). The number of action items ("Supervisor Creates Performance Plan") listed in the email should correspond to the number of the supervisor's direct reports. Please note that while the due date specified in PATH is October 15, 2016, we highly encourage supervisors to complete this activity as soon as possible, since the plan reflects the performance expectations for the review period April 2016 through March 2017. For more information on the 2016-2017 Activation, please refer to <http://employees.tamu.edu/spotlight/PATHways/>.

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### **Creating the Performance Plan – Best Practice**

Best practice suggests that the supervisor and employee work collaboratively to create and discuss the employee's performance goals before the supervisor completes the Performance Plan in PATH. After having a planning discussion, the supervisor, who has final authority for setting performance expectations, accesses the PATH Performance Management module, selects "Create the Performance Plan," and enters the employee's performance goals. When the supervisor completes the plan, the employee accesses PATH to select "Acknowledges the Plan." This process serves to document mutual understanding of the supervisor's expectations (i.e., the criteria by which the employee will be evaluated at the end of the review period).

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### **Caution! Use the Correct PATH Performance Program (2015-2016 or 2016-2017)**

Some supervisors will now have two evaluation programs in PATH: 2015-2016 and 2016-2017. It is imperative they select the correct program, as follows:

- 2015-2016: Supervisors who have not yet completed the 2015-2016 performance evaluations in PATH should ensure they select this program to complete the process for last year's evaluation.
- 2016-2017 Performance Management Program: Supervisors should select this program to "Create the Performance Plan" for the current review period.

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

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## **PAYROLL SERVICES**

### **I-9 and E-Verify Presentation**

Payroll Services recently presented a new I-9 and E-Verify presentation at CSBA in order to discuss "How to Avoid I-9 Violations and E-Verify TNCs". The [presentation](#) and [handout](#) are now available on the Payroll Services website.

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### **Employee Payroll Action Assistance**

A new resource "Employee Payroll Actions (EPA) – A Guide to Creating an EPA Document the Right Way" is now available on the Payroll Services website at <http://payroll.tamu.edu/>. It is spotlighted as "Electronic Payroll Action NEW" or you can select from the Resources Menu under Training at <http://payroll.tamu.edu/resources/training/>. If you are a creator or approver, or if you're a back-up that needs a refresher, please review this invaluable guide to help navigate through the EPA process.

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## **IN CASE YOU MISSED IT...**

### **Changes to System Regulation**

The System Policy Office announced last week changes to the following human resources-related regulation.

- ▶ *System Regulation 33.99.04, Promotions, Transfers and Voluntary Moves* – REVISED to update formatting to the current template; minor editorial revisions to provide consistency and clarity, and other changes to conform to system style guidelines.

For details, see <http://policies.tamus.edu/33-99-04.pdf>.

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### **New University Rule and SAP Update**

University Risk and Compliance recently released the following human resources-related rule and SAP.

- ▶ *University Rule 34.06.02.M1, Carrying Concealed Handguns on Campus* – NEW will become effective August 1, 2016. See <http://rules-saps.tamu.edu/PDFs/34.06.02.M1.pdf> for details.
- ▶ *University SAP 31.02.13.M0.01, Wellness Programs* – NEW describes employee wellness programs coordinated by Texas A&M University, Texas A&M at Galveston and Texas A&M Health Science Center and information related to Wellness Release Time. See <http://rules-saps.tamu.edu/PDFs/31.02.13.M0.01.pdf> for details.

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## TIP OF THE WEEK

### HR Liaison Network News – It's Not Always Just for Liaisons

Are employees getting the latest news about their benefits, pay, training or other HR-related information? HR Liaisons can easily help distribute valuable information each week through the HR Liaison Network News. Although the weekly news is targeted for liaisons, bits and pieces, or sometimes the entire content, can be forwarded to employees for reminders, deadlines, new news or simply as an FYI. Of course, crucial decision-making information, such as annual enrollment, deserves the broadest communication methods possible and HR Liaisons can be our partner in that endeavor by sharing the HR Liaison Network News or pointing employees to <http://employees.tamu.edu/liaisons/news-archive/> online.

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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**

**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](#)