

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

April 3, 2017

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Employees Missing Primary Manager Assignments in SSO](#)

[Preparations for May 10 Workday Data Freeze](#)

[Summer Insurance Premium Process](#)

[Summer Insurance Premium Q&As Available Online](#)

[National Employee Benefits Day](#)

[Summer Insurance Premium Process](#)

WORKDAY

[Workday Open Forum, April 19](#)

[Manager Role in Workday](#)

WELLNESS WORKS!

[Living WELL Aware at Texas A&M - Essential Element #4: Halt Harmful Habits](#)

[Halt Harmful Habits Workshop](#)

PATHWAYS PERFORMANCE MANAGEMENT

[Printing Evaluations](#)

[What If There Are Two Supervisors?](#)

[PATHways Demo, Training and Help Session](#)

PROFESSIONAL DEVELOPMENT

[New Employee Welcome \(TAMU NEW\) Session April 12 – Please Register by Friday, April 7](#)

[Training Compliance Reports for April – As of April 1, 2017](#)

PAYROLL SERVICES

[Retroactive EPAs](#)

[UPDATE to UIN/BPP Base Record or Temporary ID Request forms](#)

[Inactive Wage Employee Report](#)

TIP OF THE WEEK

[HR Liaison Network News Archive](#)

PAYROLL REMINDERS

April 3:

- Monthly payday
- Biweekly EPAs due at Noon
- Supplementals & EPAs due at Noon for Catch-up Supplemental Payday of 4.07.2017

April 4:

- PPRs Print

April 5:

- PPRs available online

April 6:

- Catch-up Supplemental PVDs available

April 7:

- Catch-up Supplemental Payday
- Supplementals due at Noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Employees Missing Primary Manager Assignments in SSO

The Workday Project Team will be doing another data freeze from BPP/SSO into Workday on May 10. It is extremely important that HR Liaisons check the available reports in SSO frequently and make the appropriate assignments for employees within their respective departments. As a reminder, Workday requires the true employee/manager relationship, not just a delegate for the manager.

The following resources are [available online](#) to assist with this task:

- Instructions on how to run the Employee's Managers List report in SSO
- Instructions on how to add managers in SSO
- Workday Manager Structure – *Organizational Manager vs. Approval Manager* – how to designate the “true” primary manager

[Top](#)

Preparations for May 10 Workday Data Freeze

Data cleansing will be in full force throughout the month of April. HR Liaisons may see an increase in emails requesting assistance with various Workday-related tasks prior to May 10. Human Resources and Organizational Effectiveness appreciates your support and assistance as we work to transition the Texas A&M University campus community into Workday.

[Top](#)

Summer Insurance Premium Process

The summer premium process impacts employees who are employed in appointments totaling less than 12 months. Information and a detailed timeline is available [HERE](#) to explain the FY17 summer premium notification process with instructions on notifying Benefit Services of changes in employment that may impact how the summer premiums are handled for employees within your department. Employee with appointment less than 12 months will receive a summer premium notification letter on April 18, 2017.

The below types of employment actions may have an impact on the summer premium process; therefore, the EPA document to process these changes should be processed as quickly as possible (by April 11) to ensure accurate summer premium notifications.

- Adding an additional summer appointment for an individual who was budgeted for 9 or 10 ½ months which results in the employee receiving a paycheck each month during the summer. Be sure to indicate the summer appointment duration and effort level.
- Terminate an individual who is in an appointment for less than 12 months.
- Retire an individual who is in an appointment for less than 12 months.
- Reduce the appointment of an individual in a 12 month appointment to an appointment less than 12 months.

If your department plans to do any of the actions above, but you will not be able to complete the Employee Payroll Action (EPA) before April 11, please complete and return to Benefit Services the Excel file in the Resources Documents section of the Summer Premium [website](#). Please return to Benefit Services at benefits@tamu.edu by April 11, 2017 to help ensure that the premium letters will be accurate.

[Top](#)

Summer Insurance Premium Q&As Available Online

The summer premium process impacts employees with appointments of less than twelve months and generates questions from employees and HR Liaisons alike. Benefit Services has updated the [summer premium frequently asked questions online](#) to provide detailed information on the annual process and how premiums will be handled for summer coverage. Please provide this link to employees impacted within the department.

[Top](#)

Remember Use “P” Pay Type for Wage and Student Workers

Student and wage workers by nature of their positions are not considered benefit-eligible based on State benefit eligibility rules. When creating and submitting an Employee Payroll Action (EPA) form to hire an individual who currently is already working in a budgeted position into a wage or student worker position, please remember to select a “P” pay type on the EPA. The “P” pay type prevents incorrect premium deductions from being pulled through payroll under the wage or student worker pay.

[Top](#)

National Employee Benefits Day

Did you know that today is National Employee Benefits Day? This is a day to acknowledge benefits professionals for their dedication to providing quality benefits and the important role they play in their colleague’s well-being. Benefit Services staff within the Division of Human Resources and Organizational Effectiveness work hard to provide quality and timely service to faculty, staff, students and retirees. Please take a moment today to let your Benefit Representatives know that you appreciate all that they do for you and your employees.

Employee Benefits Day is also a great time to remind employees to be knowledgeable about the benefits available to them as employees of Texas A&M University. There is a wealth of information available on the benefits section of our [website](#); we encourage employees to review periodically.

[Top](#)

Please forward the following article to employees in your department.

Summer Insurance Premium Process

The summer premium process impacts employees with appointments less than 12 months. A notification (scheduled for April 18) will be sent via email to all employees who are currently identified to work less than a 12 month appointment to explain the summer insurance premium and provide the premium amount owed for June through August 2017 to be deducted from the May earnings. Employees with questions regarding the content of this letter should contact Benefit Services at benefits@tamu.edu or by phone at (979) 862-1718. Questions related to appointment duration should be handled within your department specifically. If you have an upcoming change in your employment that could potentially impact your summer premiums, please notify and work with your department [HR Liaison](#) accordingly.

Changes which might impact summer premiums include any of the following:

- Adding an additional summer appointments
- Ending employment
- Retiring
- Reducing the appointment or changing percent effort

Benefit Services has updated the [summer premium frequently asked questions online](#) to provide detailed information on the annual process and how premiums will be handled for summer coverage.

[Top](#)

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.



Workday Open Forum, April 19

Registration is open for the upcoming Workday Open Forum on Wednesday, April 19 from 8:30-10:00 a.m. in the General Services Complex, 101. Everyone is invited to join Texas A&M's project team members to learn the latest on Workday. [Register now](#) to attend this interactive session; feedback is always welcome! For a complete list of upcoming Workday Open Forums, please visit employees.tamu.edu/workday.

[Top](#)

Manager Role in Workday

An individual is automatically assigned the security role of *Manager* as the head of a supervisory organization (working group of manager and direct-report employees). In Workday, managers have the flexibility to *initiate*, *review* and *approve* 55 business processes. There are also specific roles designed to assist managers in performing their HR work (e.g., Timekeeper, Talent Analyst).

Examples of business processes where multiple roles can initiate, including Manger:

- propose compensation change
- assign costing allocation
- create position

Only initiated by the Manger security role:

- propose employee merit award
- get additional performance reviewers
- get additional manager evaluation
- complete manger evaluation for performance review

Steps only the Manager security role can approve or delegate:

- compensation – request compensation change; request one-time payment
- staffing – hire; submit resignation; switch primary job; title change
- time and absence – assign work schedule; correct time off; enter time; request time off

Manager training will kick off in September. To learn more now, join us for an upcoming [Workday Open Forum](#) and visit [Workday & You](#) and workday.tamus.edu for online resources.

[Top](#)

WELLNESS WORKS!

Living WELL Aware at Texas A&M - Essential Element #4: Halt Harmful Habits

The April video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #4: Halt Harmful Habits** available via TrainTraq.

- **Texas A&M University, Workstation M** – [click here](#).
- **Texas A&M Health Science Center, Workstation H** – [click here](#).

To review the January, February, and March Essential Elements, check out our newsletter archive found [online](#).

**Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

[Top](#)

Living WELL Aware at Texas A&M - Halt Harmful Habits Workshop

To coincide with this month's Essential Element #4 - Halt Harmful Habits, Blue Cross Blue Shield of Texas, the Brazos Valley Council on Alcohol and Substance Abuse (BVCASA), and **WELLNESS WORKS!** have partnered to bring you a special workshop to:

- Address multiple components of tobacco use including psychological/social factors, media influence, health/fatality rates, and consequences
- Discuss community-wide resources available to help you or a loved one halt tobacco use
- Discuss health plan resources available through Blue Cross Blue Shield of Texas
- Provide information about the Texas Quitline (yesquit.org) and the American Cancer Society's Freshstart program
- Share ways you can support your workplace and get involved in the community

Living WELL Aware at Texas A&M - Halt Harmful Habits Workshop

Monday, April 24th | 1:00 p.m. – 2:00 p.m.

General Services Complex (GSC) | Room 101A

[Register Here](#)

The workshop will be led by Mr. Alton Burton, Tobacco Prevention and Control Coordinator for BVCASA, and Ms. Kelley Melcher, Wellness Coordinator for Blue Cross Blue Shield of Texas.

Additional information about these organizations can be found at bvcasa.org and bcbstx.com/tamus.

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

Printing Evaluations

Print Instructions – The supervisor evaluation (draft and final) and the self assessment can be printed by doing the following:

1. Access the evaluation/self assessment.
2. Click on the Actions button, located at the top right.
3. Click on Print.

Increasing Font Size – The font size on printouts can be increased using Internet Explorer by doing the following:

1. Press Alt on the keyboard.
2. Select File from the top menu.
3. Select Page Setup...
4. Uncheck 'Enable Shrink-to-Fit' and click OK.
5. Print the document.

[Top](#)

What If There Are Two Supervisors?

When an employee's work is directed by more than one supervisor, one supervisor will be assigned as the primary supervisor, as indicated on the position description. Best practice recommends that at the beginning of the review year the supervisors discuss and agree on how their individual feedback will be incorporated into the performance plan and the evaluation. However, the primary supervisor has final responsibility for the evaluation.

[Top](#)

PATHways Demo, Training and Help Session

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

PATH Demos:

- (Online videos) PATHways Overview and PATH Performance Management module (EODinfo.tamu.edu/PATHways/)

PCER (Plan, Coach, Evaluate, Reward) Process of Performance Management Training:

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance (training.tamu.edu/Courses/Detail/2166)
April 13 from 8:30 to 12:00 p.m.
May 17 from 8:30 to 12:00 p.m.
- PATHways to Success: Performance Management Process Overview (online)
TrainTraq [Course 2112082](#)

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 11 between 1:30 to 4:30 p.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](#)

PROFESSIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Session April 12 – Please Register by Friday, April 7

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of New Employee Welcome (TAMU NEW) Session will be held Wednesday, April 12 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD’s registration site: training.tamu.edu/schedule/#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

[Top](#)

Training Compliance Reports for April – As of April 1, 2017

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

- 104 (55%) of the 189 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 7.0% from 1608 to 1496.
- The total number of past due employees decreased 4.4% from 723 to 691.
- The total number of past due Faculty employees increased 4.1% from 222 to 231.
- The total number of past due Budgeted Staff employees decreased 9.5% from 179 to 162.
- The total number of past due Wage Staff employees increased 9.5% from 137 to 150.
- The total number of past due Graduate Assistant employees decreased 29.6% from 27 to 19.
- The total number of past due Student Worker employees decreased 18.4% from 158 to 129.

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 – 98.2%
Information Security Awareness – 97.2%

Orientation to the A&M System – 99.2%
Reporting Fraud, Waste and Abuse – 98.8%
Required Training for Athletics Task Workers – 97.2%

[Top](#)

PAYROLL SERVICES

Retroactive EPAs

EPAs will longer allow retroactive iterations with a date prior to 12/1/2016. This is done to keep the data clean for the Workday conversion and avoid problems with paying employees due to referencing a title code that is no longer valid.

Next week – the evening of April the 6th, the change will be put into place. If you are using EPAs to document retroactive payroll corrections, you make these payroll corrections without the EPA process. The EPA process has always been for documentation only, it is not required.

[Top](#)

UPDATE to UIN/BPP Base Record or Temporary ID Request forms

The [UIN/BPP Base Record or Temporary ID Request](#) form has been revised and is available for use. The form is processed by Payroll and not international tax. Send forms and questions to payroll@tamu.edu (DO NOT include forms with SSN) or fax to 979-845-4134.

Questions on form or process, please contact Laura Ellis at 979-845-4127, email at lauraellis@tamu.edu, or Paul Castilleja at 979-845-7131, email at pcastilleja@tamu.edu.

[Top](#)

Inactive Wage Employee Report

The March Inactive Wage Employee Report is now available on the Payroll Services imaging system (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](#)

TIP OF THE WEEK

HR Liaison Network News Archive

Have you ever missed a weekly edition of HR Liaison Network News or remembered seeing something and need to recall the details? No worries...we've got you covered! Simply visit the [HR Liaison Network News Archive](#) online. From the archive, you can search by year/month to see the various topics or use the "search this site" box. Remember, the information in the weekly HR Liaison Network News is made available to help you in your HR Liaison role which includes sharing information that is relevant to all employees.

[Top](#)

HR LIAISON NETWORK MEETINGS:

- May 15, 2017
- June 26, 2017

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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