

HR LIAISON NETWORK NEWS



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

February 13, 2017

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PAYROLL REMINDERS

February 15:

- Biweekly EPAs available online

February 16:

- Monthly EPAs due at noon

February 17:

- Biweekly Pay Day

February 20:

- Biweekly EPAs due at noon
- Electronic BVDs available

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Summer Insurance Premiums – Departments Are You Planning Ahead?

As a reminder, summer premiums are collected in advance for employees who work less than a twelve (12) month appointment and meet summer insurance eligibility. Therefore, these employees will pay their portion of the entire summer insurance premiums (June through August) with their May premiums to be deducted from the paychecks received for their May earnings.

Departments play a critical role in the summer premium process by ensuring that the appointment terms are accurate and that any additional summer appointments are processed and employment changes such as retirements are communicated to Benefit Services. Start now to identify any summer appointment changes, and encourage the impacted employees to plan ahead. Stay tuned for more information regarding the summer premium process.

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Periodically Encourage Monitoring of Vacation Balances

According to System Policy, an employee's vacation balance at September 1 that is greater than the maximum vacation carry over will be credited to sick leave hours. As we get closer and closer to the end of the fiscal year, Leave administrators are encouraged to periodically remind supervisors and employees to monitor leave balances in excess of the projected maximum carryover amount to ensure that employees will have adequate time to schedule time off before having vacation leave lapse over to sick leave. Employees may review their projected vacation hours balance by logging into LeaveTraQ and clicking the "Show Details" button. More information is available at <http://employees.tamu.edu/benefits/leave/vacation/accrual/> online.

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Please forward the following items to employees in your department.

Benefit Briefs Newsletter

System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles: Form 1095-C Reminder, Don't Forget Your Wellness Exam, Express Scripts Diabetes Program Changes, America Saves Week- Take the Pledge, Walk Across Texas, Direct and COBRA Billing Vendor Change, Moving Soon? And Blue365 EyeMed Vision Discount Program. You may view this newsletter [online](#).

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Long-Term Care Insurance Webinars Available

Long-Term Care insurance is now available under the [PerksConnect](#) voluntary benefits platform. As part of this new offering, a special one-time enrollment window is available January 19 through April 19, 2017 to eligible Texas A&M employees and their eligible spouses to enroll in individual long-term care insurance (policy provided by LifeSecure a BlueCross BlueShield organization) with simplified health screening. Visit the [PerksConnect Long-Term Care Insurance](#) webpage for details about the program including eligibility for simplified health screening, additional resources and to [register](#) for one of several informational webinars offered during the special enrollment period.

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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 latest edition of The Word on Workday is now available online at <http://employees.tamu.edu/workday/>. Review it to learn about what's new, configuring our Workday, testing our Workday, and our updates our choice. Texas A&M University will go live with Workday in December 2017 changing the way employees manage benefits, pay and personal information. Now is the time to start learning more about [Workday & You!](#)

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Workday Open Forum, February 16

Response has been great for the first Workday Open Forum; thank you to everyone that is registered to attend! Due to the overwhelming interest, the Workday Open Forum on Thursday, February 16 will be available through WebEx to allow even more participation. WebEx will be available for login beginning at 11:45 a.m.; the session will officially start for our online participants at 12:15 p.m. to allow time to grab a bite to eat! [View WebEx login instructions](#).

Please visit <http://employees.tamu.edu/workday/> for the complete schedule of upcoming Workday Open Forum events.

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WELLNESS WORKS!

Comprehensive Employee Health & Wellness Survey

The School of Public Health is conducting a comprehensive, employee health and wellness survey on behalf of *WELLNESS WORKS!* in the Division of Human Resources and Organizational Effectiveness. Dr. Marcia G. Ory, Professor and Associate Dean for Research, Health Promotion and Community Health Sciences, is conducting a study to gather data that will help us evaluate the effectiveness of our different health and wellness activities promoted by Texas A&M. The records of this survey will be kept private and not shared with your employers, nor will it be shared with the Division of Human Resources and Organizational Effectiveness. No identifiers linking you to this survey will be included in any sort of report that will be published. The target audience for this survey includes all active, budgeted faculty and staff in workstations M and H. We encourage employees who meet this criteria to complete the survey that was distributed via email this morning.

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Walk Across Texas – Form Your Team Now!

Employees and their friends and family have the opportunity to participate in the annual Walk Across Texas! program which will kick off February 18, 2017. This physical fitness program created by our own Texas A&M AgriLife Extension Service is an eight week program that encourages individuals and teams to monitor and track physical activity with the goal of earning enough miles to walk across the entire state of Texas (833 miles).

Walk Across Texas! kicks off this Saturday, February 18, 2017, at 10:00 am in the JC Penny Entrance of Post Oak

Mall in College Station (attendance in the kickoff event is not required for participation in Walk Across Texas!). **Walk Across Texas! will run from February 18 to April 15, 2017 this year.**

Interested in participating? Click [here](#) for additional information.

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PATHWAYS PERFORMANCE MANAGEMENT

Preparation for Performance Evaluations

The 2016/2017 performance evaluation period is approaching: April 1 through May 31, 2017. As a reminder, PATH will be used for all Texas A&M staff evaluations. Some steps you can take now to prepare your department(s) include:

- 1. Performance Plan** – Ensure that a performance plan has been created for all employees ([Creating the Performance Plan](#)). *A performance plan must be created by the supervisor and acknowledged by the employee ([Acknowledging the Performance Plan](#)) in PATH in order for the supervisor to create an evaluation.* The performance plan should reflect the performance goals ([Tips on Writing Performance Goals](#)) for the current performance review period, April 1, 2016 to March 31, 2017. HR Liaisons who would like to receive a Performance Plan Status Report can send a request to hrbusinessservices@tamu.edu.
- 2. Review Position Description** – If an employee's position description was not reviewed in PATH *last year* during the creation of the performance plan, encourage the supervisor and employee to "Review PD" in the PATH Position Management module ([Instructions on Reviewing a PD](#)). This activity ensures that the position description accurately reflects the job duties for which the employee will be evaluated.
- 3. Resources** – Refresh yourself on the performance management process by reviewing the [PATHways Roadmap](#) and reviewing the online demos, instructions and FAQs on the [PATHways website](#).

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PATHways Training and PATH Demos Now Available

Please encourage supervisors and employees to take advantage of the upcoming training opportunities and resources available for the upcoming performance evaluation process.

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 (<http://training.tamu.edu/Courses/Detail/2166>)
February 28 from 8:30 a.m. to 12:00 p.m.
March 29 from 1:00 to 4:30 p.m.
- PATHways to Success: Performance Management for Staff (<http://training.tamu.edu/Courses/Detail/1988>)
March 9 from 8:30 a.m. to 12:00 p.m.
- PATHways to Success: Performance Management Process Overview (online)
TrainTraq [Course 2112082](#)

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.

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PAYROLL SERVICES

Justification/Comments EPA Field

SRS has requested Payroll Services to encourage departments to make full use of the EPA comments when changes to a source account(s) is routed through the Division of Research. The Payroll Services, [A Guide to](#)

[Creating EPAs](#) (pages 18-19), discusses the specific fields of EPA Document Information. The *Justifications/Comments* field is defined as..."a place for the department to provide a detailed description of the reason the EPA was created".

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TIP OF THE WEEK

Reviewing Job Duties Each Year is Required

Each year supervisors and employees should review job duties to make sure they are accurate and understood. That's the purpose of a formal position description and the reason an annual review of job duties is so important to the success of a department's goals, as well as complying with university rules <http://rules-saps.tamu.edu/PDFs/33.99.03.M0.01.pdf> during the performance evaluation process.

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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:

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](#)