



HR LIAISON NETWORK NEWS

June 12, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

June 12:

- Biweekly EPAs due at noon

June 13:

- PPRs print

June 14:

- PPRs available online

June 15:

- Monthly EPAs due at noon

June 16:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

June 19:

- Electronic BVDs available

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Workday Pulse Check #2 for HR Departmental Processors / Liaisons

An email including a link to the Workday Pulse Check was distributed today to everyone currently mapped to the following security roles:

- Absence Partner
- HR Contact
- I-9 Processor
- Recruiting Coordinator
- Talent Analyst
- Timekeeper

Feedback is critical to the success of the project. Please take a few minutes to complete the short survey by the close of business on Friday, June 23.

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Workday Security Roles

Communications have been sent to individuals mapped to the various Workday security roles. Questions regarding the Workday roles may be directed to Laura Dohnalik at ldohnalik@tamu.edu or 979.862.3854.

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Termination EPAs Needed to End Benefits Coverage

An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of their appointment and will not be included in the budget for FY2018. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel benefit coverage. Please make sure that termination EPAs are processed in a timely manner. University SAP 33.99.01.M0.04, Employee Payroll Action Form Processing Upon Employee Resignation or Termination, addresses timely processing of EPA documents upon termination. Employees working in appointments of less than 12 months are eligible for summer insurance benefits if they 1) satisfy their appointment AND 2) have the reasonable expectation to return in the fall. To remain in compliance with the SAP, process the EPA document within 2 business days of the employee's notification to the department of their intent to not return with the date of notification provided in the EPA comments section. The EPA document will still reflect the termination date as the last day of their active appointment as required by Payroll Services, but benefit determination and timeliness will be calculated from the notification date.

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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.



Workday Video Help Courses

Video help courses have been identified to demonstrate specific Workday functions of common Employee, Retiree and Manager actions. Some of the topics include: change personal information, enter time, request/approve time off, change benefits, report safety incident, manage a delegation, screen candidates, business process status, manager worklets, viewing reports and more. The initial videos will launch in mid-July. For a complete list of video help topics, review the training catalog available at [Workday & You](#).

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WELLNESS WORKS!

Please share the following information with employees in your department.

Living WELL Aware at Texas A&M - Essential Element #6: Graciously Give Your Gifts

The June video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, *Essential Element #6: Graciously Give Your Gifts* available via TrainTraq.



- Texas A&M University, Workstation M – [Watch Video here](#)
- Texas A&M Health Science Center, Workstation H – [Watch Video here](#)

To review past Essential Elements, check out our [online newsletter archive](#).

**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).*

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Graciously Give Your Gifts in June!

To coincide with this month's Essential Element, *WELLNESS WORKS!* has partnered with the Brazos Valley Food Bank to provide opportunities for faculty and staff employees to *Graciously Give Their Gifts*.

- [A&M System Showdown - MyEvide Benefits 500](#)
During June, all campuses and agencies in The Texas A&M University System are competing for the highest level of engagement on [MyEvide](#) during the MyEvide Benefits 500. We need YOUR help to bring home the \$5,000 donation prize to benefit the [Brazos Valley Food Bank](#) – which would provide over 25,000 meals! Be sure to register for MyEvide and play Game Day every Friday in June.

- [Food Drive for the Brazos Valley Food Bank](#)
Staff and faculty are encouraged to donate non-perishable food items during June to help the Brazos Valley Food Bank Solve Summer Hunger! Donation bins are located in the General Service Complex (GSC) lobby. Units are encouraged to host their own food drives in their respective buildings - then make arrangements to deliver to the GSC. Can't make it to the GSC? Make a monetary [online donation](#).

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Dog Days of Summer! hosted by WELLNESS WORKS! - Tuesday, June 13

10:30 a.m. - 12:00 p.m. | General Services Complex 101A

Join us for a therapeutic experience with some of the APWAP canines and learn more about this non-profit organization that continuously gives their gifts by:

- Enriching lives of Brazos Valley residents by enhancing their physical, social, and emotional well-being with the unconditional love of pets.
- Training pets for educational, rehabilitative, and emotional assistance purposes.

No registration is required. Additional information about this organization can be found at [Aggieland Pets With A Purpose](#).

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Fitbit Corporate Wellness Program – Discount Storefront open through June 30

The discount storefront available through our Fitbit Corporate Wellness Program has been extended through June 30, 2017. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate.

[Additional information here](#).

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PATHWAYS PERFORMANCE MANAGEMENT

2017-2018 Performance Management Process

The performance management process for the 2017-2018 performance review period (April 2017 through March 2018) will be done in Workday. At this time, supervisors can document their employees' 2017-2018 performance goals on the "PATHways Performance Goals for 2017-2018." This MS Word-fillable form is available in the Resources section of <http://EODinfo.tamu.edu/PATHways>. When Workday is implemented in December, the supervisor will be able to easily enter performance goals directly into Workday using the "copy/paste" functionality from the form.

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Review Position Descriptions for the 2017-2018 Performance Management Process

The 2017-2018 performance management process formally begins with a review of the Position Description. This is particularly important since the employee's job duty performance will be evaluated at the end of the review period. Therefore, if an employee's position description has not been reviewed in PATH since April 1, 2017, please encourage the employee's supervisor at this time to access the PATH Performance Management module to initiate the review process. Detailed step-by-step instructions on reviewing and updating position descriptions can be found under the Position Management heading of the PATH Help page:

<http://employees.tamu.edu/compensation/path-help/>.

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Upcoming PATHways Training

Please make note of the following classes for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional classes as interest indicates.

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: July 20 from 8:30 to 12:00. Employees can register at <http://training.tamu.edu/Courses/Detail/2166>.
- PATHways to Success: Performance Management for Staff: June 26 from 1:00 to 4:30. Employees can register at <http://training.tamu.edu/Courses/Detail/1988>.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or 979.845.4153.

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PAYROLL SERVICES

EPA Employee Location and Check Distribution Fields

When you rehire an employee who previously worked for any department within The Texas A&M University System, remember to complete both the employee location and check distribution fields in the Occupant Information section of your EPA. If these fields are left blank on the EPA the system will revert back to the old information. Incorrect / old information in these fields may prevent assignment of employee training, prevent the employee from accessing AggieBuy, and will report inaccurate information to the campus directory. The only way to fix the problem if not caught with the first EPA will be to process a second EPA to correct the fields.

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TIP OF THE WEEK

Don't Lose Those Vacation Hours

As the summer season is upon us, now is a good time to evaluate if vacation hours could potentially roll over into sick leave. 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. 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/>.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

HR LIAISON
NETWORK
MEETINGS:

June 26, 2017