



# HR LIAISON NETWORK NEWS

June 19, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

- June 19:
  - Electronic BVDs available
- June 20:
  - Electronic BVDs due by 4pm
- June 21:
  - Biweekly PVDs available online
- June 23:
  - Biweekly Pay Day
  - Monthly PVDs available
  - Biweekly EPAs due at noon  
*(early deadline due to July 4<sup>th</sup> holiday)*
- June 26:
  - PPRs print  
*(early deadline due to July 4<sup>th</sup> holiday)*

[Processing Schedules](#)  
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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### University Holidays Approved for 2017-2018

The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas A&M\* for fiscal year 2018:

- Thanksgiving: November 23-24, 2017
- Winter Break: December 25, 2017 – January 1, 2018
- Martin Luther King, Jr. Day: January 15, 2018
- Spring Break: March 14–16, 2018
- Memorial Day: May 28, 2018
- Independence Day: July 4, 2018

For information about factors considered when holidays are set visit [employees.tamu.edu/benefits/leave/holidays](http://employees.tamu.edu/benefits/leave/holidays).

\*Other campuses, agencies, and universities within The Texas A&M University System may have different schedules; [view here](#).

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**HR Liaison Network Summer Meeting – Coming Soon!**

No registration required for the upcoming meeting; instead, be ready to launch the meeting right from your own office. That's right, our next meeting will be virtual! Watch for the announcement in next week's HR Liaison Network News and then get ready to login to SSO to view the recorded HR Liaison Network Summer Meeting.

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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.



### Explore Your Brighter Workday

Are you ready to start exploring all the great features and capabilities of Workday? Check out the latest Workday motion story – **Explore Your Brighter Workday** – on the A&M System's [YouTube channel](#) or from [Workday & You](#) on the Human Resources and Organizational Effectiveness website.

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### Workday Help is Now Live!

The A&M System project team has launched **Workday Help** available through the [Single Sign On](#) (SSO) menu. This website is the link to training and help materials dedicated to our Workday solution including a number of options to help you Explore Your Brighter Workday. Check out *Get Started*, *Learn Workday*, *Use Workday*, *TAMUS Community* and *Get Answers* today!

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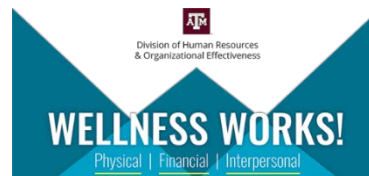
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## WELLNESS WORKS!

Please share the following information with employees in your department.

### Free Fitness Sessions for Texas A&M Faculty & Staff Employees

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our 41 [free fitness sessions](#) for Texas A&M faculty and staff brought to you by **WELLNESS WORKS!**



**NOTE:** All on-campus fitness sessions will be cancelled on Monday, July 3<sup>rd</sup> and Tuesday, July 4<sup>th</sup> in observance of Independence Day. Piranha Fitness Studio will operate according to their regular business hours on Monday, July 3, but will only have classes until 2:00 p.m. on July 4<sup>th</sup>. Classes will resume normal schedules on Wednesday, July 5<sup>th</sup>.

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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](#).

- **Food Drive for the Brazos Valley Food Bank**  
Faculty and staff 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](#).
- **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!  
To earn points, we need YOU to:
  - Register for MyEvide at [tamus.myevive.com](#) AND play "Game Day" – **Last one this Friday, June 23.**

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### 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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### **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**

There are two tasks for the performance management process for the 2017-2018 performance review period (April 2017 through March 2018). These include 1) Review Position Description and 2) Establish Performance Goals.

- 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: [employees.tamu.edu/compensation/path-help/](http://employees.tamu.edu/compensation/path-help/).
- 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 [EODinfo.tamu.edu/PATHways](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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### **PATHways Reports**

The PATH performance management reports will continue to be available by sending an email request to [hrbusinessservices@tamu.edu](mailto:hrbusinessservices@tamu.edu).

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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 [training.tamu.edu/Courses/Detail/2166](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 [training.tamu.edu/Courses/Detail/1988](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](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**

### **USCIS Number Needed for E-Verify**

The revised Form I-9 added the choice of providing one of three documents in #4 of the attestation located in Section 1 the Employee Information and Attestation. The Alien Registration Number/USCIS Number may not always be provided by the employee on the Form I-9 but is needed for E-Verify purposes. Guardian, the

electronic Form I-9 system, has added an option for adding the USCIS Number when the employer completes Section 2. The attached document provides details on how to add the USCIS Number on an electronic and paper Form I-9.

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## TIP OF THE WEEK

### Verify Personal Information Before Annual Enrollment

Is your contact information up-to-date? Hopefully employees can answer the question with a resounding “Yes!” before the university rolls into the July annual enrollment period for insurance benefits. If not, employees are encouraged to take a minute to view their Personal Data tab in HRConnect by logging in through SingleSignOn at [sso.tamus.edu](http://sso.tamus.edu).

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

HR LIAISON  
NETWORK  
MEETINGS:

June 26, 2017