

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

March 13, 2017

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PAYROLL REMINDERS

March 13:

- Biweekly PVDs available online

March 14:

- Monthly EPAs due at Noon

March 15:

- Biweekly payday

March 20:

- Biweekly EPAs due at Noon
- Electronic BVDs available

March 21:

- PPRs Print
- Electronic BVDs due by 4pm

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

Spring Break – Holiday Pay Eligibility Reminder

Spring Break is here and now is a good time to review holiday pay policies. Leave-eligible employees must work or be in a paid leave status for any portion of their last scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. Holiday breaks of less than five days are applied towards the Family Medical Leave Act (FMLA) balance for individuals currently on FMLA leave. Additional holiday information is available at [on the HR website](#).

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Staff Appreciation Week Feedback Survey

Thank you to everyone who made this year’s Staff Appreciation Week a huge success, especially President Young for his sincere gratitude, enthusiasm, and advocacy for staff. In an effort to meet your needs and improve our Staff Appreciation Week events for next year we ask that you take a few minutes to complete this follow-up survey by Friday, March 24. Your responses to open-ended questions will remain anonymous and will not be shared publicly.

[Take the survey here.](#)

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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 Open Forum, March 23

Registration is open for the upcoming Workday Open Forum on Thursday, March 23 from 12:00-1:30 p.m. in Rudder 501. Everyone is invited to bring a lunch and 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.

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WELLNESS WORKS!

ALL On-Campus Fitness Sessions CANCELED for Spring Break

Remember, **WELLNESS WORKS!** fitness classes held on-campus are canceled from Monday, March 13 through Friday, March 17. Piranha Fitness Sessions will run on a normal schedule. All classes will resume on Monday, March 20.

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Registration Open for Water Cooler 5K Fun Run/Walk – Deadline is March 28!

Texas A&M University is again co-sponsoring the Water Cooler 5K Fun Run/Walk hosted by the B/CS Chamber of Commerce Health and Wellness Committee at 3:00 p.m. on Thursday April 6 at Wolf Pen Creek Park! As a title sponsor, employees of Texas A&M University are encouraged to participate (with appropriate supervisor approval) in this fun physical activity event held during working hours to promote physical health. Texas A&M participants should register through Marketplace at <https://tinyurl.com/tamu5k> - \$15 per person. T-shirt included with registration. For more information, [visit here](#).

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Lunch & Learn: Airrosti Rehab Centers Monday, March 27

Learn how Airrosti can quickly eliminate back, neck and other chronic pain or acute injuries without surgeries, pharmaceuticals, or injections. Airrosti's goal is to make a dramatic impact on the first visit and resolve most conditions in an average of 3 visits (based on past patient outcomes). Lunch provided. RSVP [here](#).

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PATHWAYS PERFORMANCE MANAGEMENT

How do I change an employee's supervisor for the performance evaluation? – and – My employee is not listed under "My Employees' Review" – What do I do?

If an employee is displaying an incorrect supervisor in the Performance Management module, an HR Liaison may verify that the Supervisor field in the position description is up to date. If the supervisor field is displaying the incorrect supervisor, an HR Liaison may use the Add/Change User action under the Position Management module to update the supervisor tab on the Position Description. Once the supervisor field has been verified contact the PATHways support team at HRPATHways@tamu.edu to inform them of the issue. Supervisory updates will take place overnight.

For more information on how to update the Supervisor field, access the Add/Change User Access Position Management Section of the [PATH Help](#) webpage or send an email to HRComp@tamu.edu.

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Revising the Performance Plan

As a reminder, the performance plan must be created and acknowledged before the supervisor can begin the evaluation. Supervisors are able to revise the performance plan after the employee has acknowledged it. This feature provides flexibility for them to add, remove or edit performance goals as needed to reflect changing organizational priorities. Whenever a supervisor revises a performance plan, the employee will have an action item in the PATH performance management system to acknowledge the revised plan. PATH will keep a record of the initial plan as well as all subsequent revisions. For instructions on how to revise a performance plan access the Steps to the Performance Management Process dropdown found on the [PATHways](#) website.

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PATHways Training and PATH Demos

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 (training.tamu.edu/Courses/Detail/2166)
March 29 from 1:00 to 4:30 p.m.
April 13 from 8:30 to 12:00 p.m.
- PATHways to Success: Performance Management for Staff (training.tamu.edu/Courses/Detail/1988)
March 27 from 1:00 to 4:30 p.m.
- PATHways to Success: Performance Management Process Overview (online)
TrainTraj [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

EPA Payroll Corrections

As a reminder, Payroll Services does not required an EPA for payroll corrections; however, SRS requires EPAs for payroll corrections when their accounts are used. Due to the title code changes for the new system-wide pay plan made effective 12/1/16, retroactive EPAs are causing extra work on the creator and approver side. Canopy has many edits and they cause errors with retroactive actions for which old title codes need to be used.

It is recommended you do not process EPAs for retroactive payroll corrections unless you are required. This will avoid errors and extra work, including the creation of a second EPA to place the employee back in the new title code. For non-SRS payroll corrections covering a period before 11-30-2016 please send the forms [Payroll Cost Transfer Request](#) and [Transfer of Payroll Costs between Accounts Recap](#) to tax@tamu.edu or MS 6003 for processing
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TIP OF THE WEEK

WELLNESS WORKS! for You!

Do you want to enhance your quality of life? It's easier than you think to incorporate physical, financial and interpersonal well-being with Texas A&M University's *WELLNESS WORKS!* program. Visit employees.tamu.edu/wellness to view current, future and on-going events along with various wellness resources. Let *WELLNESS WORKS!* help you get started on the road to a well-rounded healthy lifestyle today!

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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:

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