

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

March 6, 2017

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PAYROLL REMINDERS

March 6:

- PPRs available online

March 8 (early deadline):

- Supplements due at Noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

March 13:

- Biweekly PVDs available online

March 14:

- Monthly EPAs due at Noon

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Spring Break – Holiday Pay Eligibility Reminder

As Spring Break is almost here, 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 <http://employees.tamu.edu/benefits/leave/holidays/> on the HR website.

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Update: Staff Titles “Under Review” Will Remain Exempt

A federal appeal of the overtime regulation injunction has been further delayed until May 1, to provide the incoming Department of Labor and Department of Justice leadership with adequate time to consider the issues. In addition, System-wide Pay Plan titles that were identified as “under review” when the Pay Plan became effective December 1 have been confirmed as remaining exempt from overtime. Although federal legal proceedings have not fully concluded, it does not appear likely that the higher salary threshold for exemption will go into effect. Even if the injunction is lifted, it is possible that the Department of Labor will re-examine the regulations and consider a different

threshold. Such a process is lengthy and requires a schedule that includes a public comment period and minimum period of time before implementation.

Therefore, Classification and Compensation has updated the list of titles at <http://employees.tamu.edu/compensation/pay-plan/pay-plan-titles> to indicate the exemption status for those titles previously under review. We are developing communications to departments and those employees in titles that were identified as under review to confirm exemption. In addition, we have identified the employees who were hired with hourly rates in November due to the anticipated 12/1/16 salary threshold of \$47,476 for exemption, or in anticipation of the titles changing to non-exempt as part of the pay plan. HR will provide an email to departments to serve as HR approval and supporting documentation for an Employee Payroll Action (EPA) to change such employees to monthly-paid, exempt employees (not eligible for overtime). Departments should coordinate with employees for the effective date of the change, to minimize the transition impact of the change in pay frequency. If you have any questions, contact Human Resources Classification and Compensation at payplan@tamu.edu or 979-845-4170.

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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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Attention All Managers!

Do you have employees that report to you? If the answer is yes, you need to be aware that in Workday you will do HR, payroll and benefits activities differently. Start preparing now by learning more about Workday itself and your role as a manager in Workday. Watch the latest Workday motion story "[Say Hello to Workday: Managers](#)" available on The Texas A&M University System's YouTube channel (TAMUS Workday).

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WELLNESS WORKS!

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 <http://employees.tamu.edu/benefits/wellness/water-cooler-5k>.

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Living WELL Aware at Texas A&M - Essential Element #2: Critique Caloric Consumption

Have you had a chance to check out the February newsletter for Living WELL Aware at Texas A&M? If not, it is not too late! Check out our newsletter archive found at <http://employees.tamu.edu/benefits/wellness/livingwellaware/lwa-newsletters>.

Tune into this month's course, *Essential Element #3: Make Movement Mandatory* available via TrainTraq. Texas A&M University, Workstation M – click [here](#). Texas A&M Health Science Center, Workstation H – click [here](#).

**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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PATHWAYS PERFORMANCE MANAGEMENT

Self Assessments Now Available

Non-faculty employees should have received a PATH system-generated email last week informing them that they have an open action item. Upon clicking the link in the email and signing into SSO, they will see "Self Assessment" on their list of Action Items. (If the supervisor has not completed, and employee has not acknowledged, the performance plan, the self assessment will not yet be available; the employee will receive the notification email after acknowledging the performance plan.)

- As a reminder, PATH does not require the self assessment, though some departments and individual supervisors require that this is done. Please communicate to your employees whether this function is required or optional in your department.
- When a self assessment is in draft mode, an employee can continue to edit it and the supervisor is unable to view it. Once the employee submits the self assessment, it becomes viewable by the supervisor. If an employee submits the self assessment by mistake and needs to make further edits, contact the PATHways support team.
- The self assessment must be completed and submitted before the supervisor closes the evaluation in order for it to be available for future reference. Once the evaluation has been completed, draft self assessments will no longer be available.

Other User

- A supervisor can delegate certain PATH Performance Management functions by adding an Other User. The Other User has all the functionality that the supervisor has for the specified employee except for entering progress notes on the supervisor's behalf (i.e., an Other User is able to Create a Plan, Create a Performance Evaluation, and Close a Performance Evaluation as the supervisor's delegate for the specified employee). Progress notes are confidential, so only the person who entered the notes can read them. For example, the Other User cannot read progress notes entered by the supervisor, and vice versa.
- Detailed step-by-step instructions and video for Other User can be found at <http://EODinfo.tamu.edu/PATHways>.
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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 (<http://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 (<http://training.tamu.edu/Courses/Detail/1988>)
March 9 from 8:30 a.m. to 12:00 p.m.
March 27 from 1:00 to 4:30 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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PROFESSIONAL DEVELOPMENT

Training Compliance Reports for March – As of March 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

- 80 (47%) of the 170 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 10.8% from 1451 to 1608.
- The total number of past due employees decreased 2.6% from 742 to 723.
- The total number of past due Faculty employees decreased 0.9% from 224 to 222.
- The total number of past due Budgeted Staff employees increased 16.2% from 154 to 179.
- The total number of past due Wage Staff employees decreased 41.5% from 234 to 137.
- The total number of past due Graduate Assistant employees increased 50.0% from 18 to 27.
- The total number of past due Student Worker employees increased 41.1% from 112 to 158.

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 – 98.2%
 - Ethics – 98.1%
 - Information Security Awareness – 97.0%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.6%
 - Required Training for Athletics Task Workers – 97.4%

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PAYROLL SERVICES

March 2017 Biweekly Pay Date

Please share this information with employees in your department

The biweekly payday of Friday, March 17, 2017 has been moved up to Wednesday, March 15, 2017 due to the University Spring Break Holiday.

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ANNOUNCEMENTS

Save the Date: CSBA Conference May 15, 2017

Please mark your calendars now and make plans to attend the Committee of Senior Business Administrators (CSBA) Spring Conference, to be held on Monday, May 15, 2017, from 8:30 a.m. to 4:30 p.m. in the Memorial Student Center. The conference will include exciting keynote speakers and concurrent sessions as well as the 2017 Best in Business awards presentation. In addition, this conference will count as attendance credit for an HR Liaison Network meeting for HR Liaisons. Stay tuned for a detailed agenda and conference registration information coming soon.

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TIP OF THE WEEK

Do Your Employees Know the Purpose of Performance Evaluations?

The performance evaluation is much more than simply “checking off boxes on a form.” This is a good time for employees to review Standard Administrative Procedure [33.99.03.M0.01](#), which informs them of the performance evaluation process. For more information on the Performance Management Process, visit the website at

EODinfo.tamu.edu/PATHways.

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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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