



# HR LIAISON NETWORK NEWS

May 22, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

May 22:

- Electronic BVDs available

May 23:

- Electronic BVDs due by 4pm

May 24:

- Biweekly PVDs available online

May 26:

- Monthly PVDs available online
- Biweekly Payday
- Biweekly EPAs due at Noon \*
- Supplementals and EPAs due at Noon for Catch-up Supplemental Payday of 6.02.2017 \*

*\*Early deadline due to TAMU Memorial Day Holiday on May 29*

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Messages for Jim Kuhlmann's

Human Resources and Organizational Effectiveness invites you to join us in wishing Jim Kuhlmann well on his retirement after 21 years of service. Because Jim works remotely we are sending him a gift basket to his home in Austin and would like to include cards and letters from you, his HR Liaison colleagues and friends. Please mail your cards or letters via campus to MS 1255 ATTN: Pamela Praesel by May 31. You can also email messages directly to Jim ([jkuhlmann@tamu.edu](mailto:jkuhlmann@tamu.edu)).

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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.



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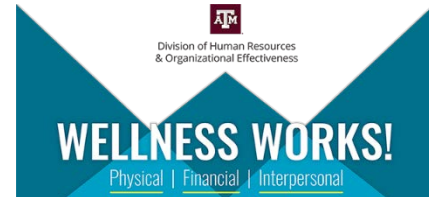
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## WELLNESS WORKS!

Please forward the following articles to employees in your department.

### Texas A&M System Wellness Incentive Program – Annual Wellness Exam Requirement

As the target date for completion of your annual wellness exams approaches (June 30), you will see ramped up communications from Benefit Services, System Benefits Administration and BlueCross BlueShield reminding employees of the annual exam requirement to continue to qualify for the lower health insurance premium into the new benefit year. Find more information about the [annual wellness exam is found online](#).



In addition, Baylor Scott & White Health-University Drive Clinic will be offering special clinic hours specifically for individuals who are needing to complete their annual wellness exam (appointments required). These special clinic hours will be held on Saturday, June 3 and Saturday, June 10 at the University Drive location only (1700 University Drive East College Station, TX 77840). Appointments will be offered on a first-come, first-served basis. To schedule your appointment, call 979.207.3300.

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

Maximize your [Wellness Release Time](#) with our free fitness sessions for Texas A&M faculty and staff, brought to you by *WELLNESS WORKS!* Sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

- [May 2017 Interim Fitness Schedule](#) - May 3 through May 26. \*WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.
- [Take the Fitness Survey! – Closes June 1](#)

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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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### May Financial WELLNESS Workshops

To coincide with this month's *Essential Element #5\* – Meticulously Manage Money & Minutes*, *WELLNESS WORKS!* has partnered with Lincoln Financial Group to bring four exclusive workshops to Texas A&M employees from all generations:

- Thursday, May 25 - Baby Boomers Guide to Social Security
- Wednesday, May 31 - Is TRS Enough?

[Full details and registration 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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## PATHWAYS PERFORMANCE MANAGEMENT

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## **Why Can't I See all my Employees?**

If the supervisor's list of action items does not include each employee supervised, the supervisor should check "My Employees' Reviews" in the left panel. This section always displays the supervisor's current employees. If any employees are missing, supervisors should contact their HR Liaison to verify that the Supervisor field in the position description is up to date. Once the supervisor field has been verified contact the PATHways support team at [HRPathways@tamu.edu](mailto:HRPathways@tamu.edu) to inform them of the issue. *Supervisory updates will take place overnight.*

Note: The "action items" list of the original and corrected supervisors will reflect the change the next day.

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## **Don't Lose Your Hard Work!**

Encourage supervisors to use the Save Draft function while they are working on completing the evaluation. Supervisors may save their progress at any time by clicking on the Save Draft button located at the bottom of every tab. As a best practice supervisors should be saving draft as they complete each of the evaluation sections: Job Duties, Behavioral Competencies, Performance Goals, and Overall Rating.

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## **Where Do I Enter Next Year's Goals (2017/2018)?**

Supervisors often discuss next year's performance goals during the performance evaluation discussion. The 2017/2018 performance goals can be documented on the "PATHways Performance Goals for 2017-2018" form. 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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## **Viewing Completed Evaluations**

Supervisors may view the evaluations they have completed by doing the following:

1. Click on "My Employees' Reviews" from the home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying "Open."
2. Click on the Program drop-down from the left navigation pane and select "2016-2017 Annual Performance Program (TAMU)."
3. Click on the Open/Completed drop-down from the navigation pane and select "Completed."

*IMPORTANT* – Please remind your supervisors that PATH permits only one evaluation per year per employee, so once an evaluation is submitted, it becomes permanent.

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## **PATHways Resources**

Please encourage supervisors and employees to use the online step-by-step guides, videos, FAQs and resource documents available on the PATHways website at [EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways). For assistance, please contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## **PAYROLL SERVICES**

### **Process for Hiring Less than 12 Month Appointments During Summer**

Full time budgeted employees hired during the final months of the fiscal year are eligible for TRS, ORP, and medical benefits if the appointment period in the next fiscal year will be at least 4.5 months and at least 50% effort. See [Process for Hiring Less than 12 Month Appointments during Summer](#) for EPA creation guidelines. Contact [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) should you have any questions.

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## Payroll Services Customer Satisfaction Survey

In an effort to continue to provide exceptional customer service, Payroll Services is conducting a survey. To participate in this short five question survey, please visit :[surveymonkey.com/r/TAMUPAYRFY17](https://surveymonkey.com/r/TAMUPAYRFY17).

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## TIP OF THE WEEK

### Whether the Weather Impacts the Workplace

Did you know the university has procedures on stand-by that allows the closure of campus due to inclement weather? For information on how it could impact the workplace or your employees, visit [employees.tamu.edu/benefits/leave/closure](https://employees.tamu.edu/benefits/leave/closure) on the HR web site. It's a good idea to remind employees to stay tuned to local news, weather forecasts, or check the university's web site when inclement weather creeps into the area.

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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/liasons](https://employees.tamu.edu/liasons)

HR LIAISON  
NETWORK  
MEETINGS:

June 26, 2017