



# HR LIAISON NETWORK NEWS

May 8, 2017 | Share the following information within your departments as appropriate.

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Affordable Care Act (ACA) Benefit Eligibility Determination for Newly Hired Wage and Student Workers

When determining if a wage or student worker is considered “fulltime” according to ACA criteria, first consider – is there a “reasonable expectation” to work on average 30 hours per week for 90 days? If yes, the individual meets the “fulltime” definition of ACA and must be offered benefits. Please notify Benefit Services by

providing the name, UIN, email, start date, duration of employment and average hours to be worked to [benefits@tamu.edu](mailto:benefits@tamu.edu). Benefit Services will extend the required offer of coverage.

New hires not “reasonably expected” to average 30 hours are variable hour employees and will be measured through their initial measurement period to determine benefit-eligibility under the ACA. More information on the Affordable Care Act including a detailed Q&A and flowchart is available [HERE](#). Contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718 for additional information.

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### **ACA Benefit Eligibility Determination for Existing Wage and Student Workers**

Do you want your student or wage worker to work more hours during the summer? It is important to know how additional hours may impact benefit eligibility under the ACA guidelines.

- First, is the employee in their initial measurement period (12 month period starting the 1<sup>st</sup> of the month following hire)? At any point during that period there becomes a reasonable expectation to work on average 30 hours for 90 days or more - ACA benefit eligibility is triggered automatically upon that expectation. Please notify Benefit Services by providing the name, UIN, email, start date, duration of employment and average hours to be worked to [benefits@tamu.edu](mailto:benefits@tamu.edu). Benefit Services will extend the required offer of coverage.
- If the employee is not in their initial measurement period, then the standard measurement period is considered when determining benefit-eligibility for variable hour employees. The current standard measurement period is August 1, 2016 through June 30, 2017. All hours worked during that lookback measurement period will be used to determine benefit eligibility for the duration of the stability period that will run through FY18.

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### **Summer Premium – May 19 Deadline for Monthly Paid Employees**

Please ensure EPA documents are processed or notifications sent to Benefit Services by May 19 for employment actions potentially impacting the benefits of any employee paid on the monthly payroll.

The active funding source(s) on the May payroll will be charged the employer portion of the summer premiums (June-August) for employees who have their summer premiums deducted from their May payroll. See the “Funding Source for Summer Premiums” section located on the [summer insurance premium process timeline](#) website to request funding source changes. The active funding source(s) at time of the payroll deduction will be used to pay the employer contribution for employees who have their premiums deducted from their paychecks processed throughout the summer.

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*Please forward the following articles to employees in your department.*

### **On Campus Preventive Checkup Appointments, Limited Spaces Available**

Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered right here on campus! Appointments are available June 7, 8 & 9 in the General Services Complex for employees and their covered spouses enrolled in the A&M Care health plan. Take time now to sign up at [www.TimeConfirm.com/TAMUGSC](http://www.TimeConfirm.com/TAMUGSC). Remember, completion of a Catapult Health Preventive Checkup will qualify as your [annual wellness exam](#) for the purposes of the Texas A&M System Wellness Incentive Program.

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### **Summer Premiums for Employees Paid Biweekly and Monthly**

As a reminder, if you are working in an appointment less than 12 months and are paid on the [biweekly pay](#) schedule, your first half of the summer premiums for May and June will be deducted on your May 12 paycheck with the second half for July and August to be deducted on your May 26 paycheck.

If you are working in an appointment less than 12 months and are paid on the [monthly pay](#) schedule, summer premiums for May through August be deducted on your June 1 paycheck.

For more information, visit the Summer Insurance Premium Q&A [document](#) online. If you need assistance, please contact HR Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

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### **Annual Enrollment Benefits Fair – Save the Date**

Annual benefit enrollment is held each year in July. As we approach annual enrollment, more communications will be sent to employees and information will be posted to our [HROE website](#) as available. Please mark your calendars now to attend one of the Annual Enrollment Benefits Fairs on Thursday, July 20 or Friday, July 21 from 10:00am - 2:00pm. You will have the opportunity to visit with the insurance carriers directly along with the PerksConnect employee discount program!

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### HR Liaison Roles in Workday

HR Liaisons will continue to provide HR and payroll-related services to departments after the transition into Workday. In addition to their own employee role, HR Liaisons could also have the following Workday roles based on their current SSO/BPP/FAMIS access:

- Absence Partner (LeaveTraQ Department Admin)
- HR Contact (HRC Department Admin and/or EPA creator)
- I-9 Processor (Guardian Location Manager)
- Recruiting Coordinator (PATH HR Liaison role)
- Talent Analyst (PATH HR Liaison role)
- Timekeeper (TimeTraQ Department Admin)

To review the definition of each of these roles, visit [Workday & You](#) and select *Roles and Definitions* under Resources.

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### Do ALL Employees in YOUR Department Know About Workday?

HROE and the Workday Project Team needs your help! The latest Workday Pulse Check revealed that not everyone at Texas A&M University is aware of the transition to Workday. Every employee – *staff, faculty, student* – receiving a paycheck will begin using Workday for all their benefits, pay and personal information beginning December 2017. HR Liaisons, you have direct access to employees within your department. Please ensure you are passing along all information located in the HR Liaison Network News Workday section to all employees each week.

In addition, there are multiple resources available to help employees become familiar with Workday.

- HROE Workday & You [website](#)
- The Texas A&M University System Workday [website](#)
- [Monthly Workday Open Forums](#)
- Division/College/Department presentations available upon request; contact a Texas A&M University project team member ([Brandy Kosh](#), [Barbara Bayer](#), [Laura Dohnalik](#))
- WebEx sessions, eLearning, practice simulations, job aids, video help, self-paced tour – *coming soon!*

Thank you for your support of Workday!

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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 Training and Readiness Strategy

Training, including general and targeted awareness courses along with hands-on skills, will begin in September 2017. Managers and HR Departmental Processors / Liaisons will be required to complete the various training assignments. Employees / Retirees are highly encouraged to take advantage of the available training, tools and resources. Please visit the [Workday & You website](#) periodically for training and readiness updates.

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**Join Us at the Workday Open Forum, May 18**

Registration is open for the Workday Open Forum on Thursday, May 18 from 12:00-1:30 p.m. at the [Equine Complex](#), Andras A & B. Bring a lunch and join the Texas A&M University project team members as we explore the latest on project activities, discuss training development, pulse check and readiness results and the next steps leading up to the December implementation. The monthly forums are open to all employees – staff, faculty, students. Presentation material, discussion and Q&As vary each month. [Register here](#) or join [via WebEx](#) if you can't make it to the Equine Complex.

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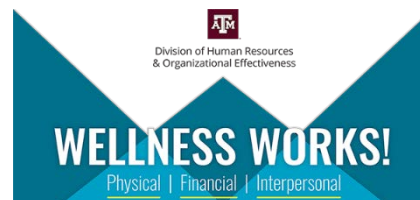
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## WELLNESS WORKS!

### 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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### Living WELL Aware at Texas A&M - Essential Element #5: Meticulously Manage Money and Minutes

The May video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, *Essential Element #5: Meticulously Manage Money and Minutes* 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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### 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:

- Monday, May 15 - Kick Start Your Retirement: Calling all 20-something year olds!
- Thursday, May 18 - Envision Your Financial Future: At the mid-point of your career?
- Thursday, May 25 - Baby Boomers Guide to Social Security
- Wednesday, May 31 - Is TRS Enough?

[Full details and registration here.](#)

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## PATHWAYS PERFORMANCE MANAGEMENT

### Steps to Complete an Evaluation

As you know, the due date for performance evaluations is right around the corner. Please ensure your supervisors know that the process is not considered complete until they have the performance discussion with their employees and it is documented and closed in PATH. By May 31, the following steps are required for an evaluation to be considered complete:

1. Supervisor meets with employee to discuss ratings and provide feedback about strengths and areas for improvement.
2. Supervisor sends evaluation in PATH to employee.
3. Employee acknowledges evaluation in PATH.

#### 4. Supervisor closes evaluation in PATH.

Resources for closing the evaluation can be found on the PATHways webpage ([EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways)) under Steps to the Performance Management Process.)

*Note: Departments may have additional process requirements.*

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#### **PATH Issue with Emails**

The PATH system is not currently sending email alerts related to performance management action items that are coming due or completed. Please remind supervisors to log in and check their inbox in the Performance Management module of PATH, as well as to communicate with their employees regarding the status of self-assessments and other task items related to performance evaluations. Human Resources and Organizational Effectiveness is working closely with the vendor PeopleAdmin to resolve the email issue as soon as possible. We appreciate your patience and will provide updates as they become available.

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#### **Simplify the Workday Performance Goal Process**

Based on your feedback we have created an easy to use document for supervisors to record their employees' 2017-2018 performance goals, "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 document.

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#### **PATH System Availability**

For performance evaluations requiring extensions, please be assured that the 2016-2017 program will remain open for a period of time beyond the May 31, 2017 deadline. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. We will communicate to HR Liaisons in advance of the formal closing of the 2016-2017 performance program.

As a reminder, Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by Human Resources & Organizational Effectiveness and can be requested by sending an email to [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu). Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate department or unit head. This approval should be placed in the employee personnel file; there is no need to send individual exceptions to HROE.

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#### **PATHways Demo and Training**

Please encourage supervisors and employees to take advantage of the upcoming opportunities and resources for training and assistance.

PATH Demos:

- (Online videos) PATHways Overview and PATH Performance Management module ([EODinfo.tamu.edu/PATHways/](http://EODinfo.tamu.edu/PATHways/)) PCER (Plan, Coach, Evaluate, Reward) Process of Performance Management Training:
- [PATHways to Success: Supervisory Best Practices for Managing Employee Performance](#)  
May 17 from 8:30 to 12:00 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](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**

### **Special Note for Student Status Positions and Placement in Wage Positions**

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a wage position without posting. An EPA to transfer the student employee out and eliminate the position is required. And an additional EPA to transfer the former student employee into a new wage position is also needed. If the student employee transferring to a wage position has not had a background check within the last 365 days, one is required as per Background Check provisions implemented October 1, 2010.

Please see [Guidelines for Posting and Filling Non-Faculty Wage Positions](#) or contact [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) for more information.

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## ANNOUNCEMENTS

### Jim Kuhlmann Retirement May 31

Most of you have worked closely with Jim Kuhlmann about leave issues for the past 19 years. You know Jim as a dedicated and caring employee with remarkable knowledge of leave policies at Texas A&M. So it is with mixed emotions we announce his retirement from Texas A&M effective May 31. Human Resources and Organizational Effectiveness invites you to join us in wishing Jim 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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## TIP OF THE WEEK

### Employee Input Opportunities

Employees are encouraged to contribute their input into the performance evaluation review and discussion. Before: The evaluation process often starts with an employee's input/self-evaluation that provides the reviewer with a list of accomplishments, challenges, and initiatives in the past year. The employee can enter this information in the PATH self assessment. During: In the evaluation instrument itself, the employee may enter comments or further reflection on the supervisor's assessment when acknowledging the evaluation in PATH. After: In some circumstances, the employee may wish to follow up with a separate or more formalized response to the supervisor's specific ratings or supporting examples. Employee should be referred to [Employee Relations](#) for assistance.

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

HR LIAISON  
NETWORK  
MEETINGS:

May 15, 2017  
(CSBA Conference)

June 26, 2017