

HR LIAISON NETWORK NEWS



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

February 20, 2017

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PAYROLL REMINDERS

February 20:

- Biweekly EPAs due at noon
- Electronic BVDs available

February 21:

- PPRs print
- Electronic BVDs due by 4pm

February 22:

- PPRs available online

February 24:

- Monthly PVDs available online
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

We Need Your Help with Workday!

The Division of Human Resources and Organizational Effectiveness wants to ensure all Texas A&M employees – staff, faculty, student – are aware of the upcoming implementation of Workday on our campus. Anyone who will be receiving a paycheck from Texas A&M will begin using Workday in December 2017. All employees need to have a general awareness about the new application that will be available in Single Sign-On (sso.tamtu.edu) in just a few short months.

As part of the university's Workday communication campaign, we ask that our HR Liaison Network join us in spreading the word about Workday. Please share the information provided in the Workday section below with all employees in your designated departments/colleges/divisions each week. We look forward to the transformation of our business processes to the modern and unified service of Workday!

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RSVP Deadline this Thursday for Staff Appreciation Week Events

Staff Appreciation Week is next week and the deadline to register for these events is this Thursday, Feb. 23. To ensure we have plenty of food, activities, and seating for everyone, we are asking staff to register for the daily Staff Appreciation Week events. We ask that all supervisors encourage their staff to attend as many events as their schedules allow. Plan now to ensure that there is sufficient coverage in your unit during SAW events next week.

Please check the Staff Appreciation Week website at saw2017.tamtu.edu for links to RSVP. Help us spread the word, [post a flyer](#) in your area.

- PMSA Award Program & SAW Kick-Off (Monday, Feb. 27, 3:30-5pm)

- President Young's Backyard Picnic (Tuesday, Feb. 28, 12-2:30pm)
- Beyond Motivated with David Goggins (Wednesday, Mar. 1, 2:30-4pm)
- Maroon & White Wellness Walk & Rally (Thursday, Mar. 2, 11:30am-12:30pm)

As part of National Employee Appreciation Day, President Young is encouraging 100% participation in unit-hosted events/activities on Friday and is adding an extra incentive to encourage participation. Two departments will be selected at random to receive a \$750 grant to be used for future staff appreciation and/or professional development efforts in 2017. For full contest rules visit the SAW website.

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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.



Getting Texas A&M Ready for Workday

Texas A&M University has identified three individuals to work with the A&M System Project Team to ensure a smooth transition to Workday in December 2017. This team is currently working to increase awareness of Workday through several communication efforts.

Texas A&M University's Change Champion is [Brandy Kosh](#). In this role, Brandy is the eyes and ears of the Change Management Team and keeps Texas A&M connected to the project. As a champion of the project, she is focused on linking Texas A&M through communications, training and organizational readiness activities.

Texas A&M University has two Project Coordinators – [Laura Dohnalik](#) (staff) and [Barbara Bayer](#) (faculty). They are the eyes and ears of the Project Team who keep Texas A&M connected to the project.

Please feel free to email your feedback, comments and/or questions anytime to these individuals.

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Workday Updates Available Online

As employees (staff, faculty, student) who receive a paycheck from Texas A&M University, you will begin using Workday to manage benefits, pay and personal information in December 2017. All employees are encouraged to visit employees.tamu.edu/workday frequently to find the latest information and resources to help prepare for the transition to Workday. Additional information, including an option to subscribe to *News You Can Use* updates, can be found on The Texas A&M University System's website at workday.tamus.edu.

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Workday Open Forums

We had a great turn out for our first Workday Open Forum on February 16 at the Equine Complex! To view the presentation slides from February's session along with upcoming open forum dates, visit employees.tamu.edu/workday. Now is the time to mark your calendars and make plans to join us at the next open forum on Thursday, March 23 in Rudder 501. Please [register here](#) for the upcoming brown bag session.

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WELLNESS WORKS!

Comprehensive Employee Health & Wellness Survey – Deadline is March 1, 2017

The School of Public Health is conducting a comprehensive, employee health and wellness survey on behalf of *WELLNESS WORKS!* in the Division of Human Resources and Organizational Effectiveness. Dr. Marcia G. Ory, Professor and Associate Dean for Research, Health Promotion and Community Health Sciences, is conducting a study to gather data that will help us evaluate the effectiveness of our different health and wellness activities promoted by Texas A&M. The records of this survey will be kept private and not shared with your employers, nor will it be shared with the Division of Human Resources and Organizational Effectiveness. No identifiers linking you to this survey will be included in any sort of report that will be published. The target audience for this survey includes all active, budgeted faculty and staff in workstations M and H. We encourage employees who meet this criteria to complete the survey before close of business on March 1, 2017.

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Walk Across Texas – Form Your Team Now!

Employees, their friends, and/or family have the opportunity to participate in the annual *Walk Across Texas!* program which officially started this weekend. This physical fitness program created by our own Texas A&M AgriLife Extension Service is an eight week program that encourages individuals and teams to monitor and track physical activity with the goal of earning enough miles to walk across the entire state of Texas (833 miles). It is not too late to form a team, but registration is due by February 25. Interested in participating? Click [here](#) for additional information.

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PATHWAYS PERFORMANCE MANAGEMENT

PATHways Performance Plan Status Report

HR Liaisons who would like to receive a Performance Plan Status Report can send a request to hrrbusinessservices@tamu.edu. This report will show the completion status of performance plans for each employee in their department by ADLOC. As a reminder, performance plans must be completed and acknowledged before the performance evaluation is started; therefore, this report will be especially helpful to HR Liaisons in April and May.

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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 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 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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PATHways Training and PATH Demos Now Available

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>)
February 28 from 8:30 a.m. to 12:00 p.m.
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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PAYROLL SERVICES

Completing a Paper Form I-9

It is strongly recommend to always create an electronic Form I-9 in the Guardian system to ensure correct and complete data is entered. If you are not able to create an electronic Form I-9 and need to use a paper Form I-9, make sure the employee completes all fields in the first three rows of Section 1. These fields contain the employee's demographic information and cannot be left blank. If the information does not apply or is optional the employee must enter N/A rather than leaving it blank. The most common areas that are left blank rather than having N/A are: other last names used (if any), apt. number, email address, and telephone number. Also, please ensure you are using the

current [Form I-9](#) version dated 11/14/2016.

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TIP OF THE WEEK

Today's a Holiday?

Yes, it's President's Day! A day off work for some people, true, while the university community has a normal work day educating leaders of tomorrow. At Texas A&M, even though we don't have President's Day off, we have great holiday benefits that may be viewed on the Human Resources and Organizational Effectiveness website all year long. Visit employees.tamu.edu/benefits/leave/holidays to learn more, including eligibility and special holiday information.

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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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