

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

March 20, 2017

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PAYROLL REMINDERS

March 21:

- PPRs Print
- Electronic BVDs due by 4pm

March 22:

- PPRs available online

March 24:

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

[Processing Schedules](#)

[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Hiring Freeze Information

Human Resources and Organizational Effectiveness has created a hiring freeze page on our division website to assist departments. The information found [online here](#) represents the most recent interpretation of how the freeze impacts vacant positions, and will be maintained with any updated information as it becomes available. If you have any questions contact Recruitment and Workforce Planning at jobpath@tamu.edu or 979-845-5154.

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Nominations Open for SEBAC Representative

Nominations are now open for the University's representative to the System Employee Benefits Advisory Committee (SEBAC). SEBAC makes recommendations to The Texas A&M University System administration on various issues relating to employee benefits. Texas A&M University employees are encouraged to submit SEBAC representative nominations for this important committee by 5:00 p.m., Friday, March 31. Information about SEBAC along with the nomination form is available at u.tamu.edu/sebac. Once the nominations have been confirmed, a slate of candidates and information about voting procedures will be distributed.

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Sheri Yetter Retirement Reception March 31

Human Resources and Organizational Effectiveness invites you to join us for a Retirement Reception honoring Sheri Yetter of Policy and Practice Review on Friday, March 31 from 2:00 – 3:30 p.m. in GSC 101A. Please join us in wishing Sheri well in her future endeavors and congratulating her 11 years of service with Texas A&M University.

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Long-Term Care Insurance Special Enrollment Closes April 19

Texas A&M University recently announced the availability of long-term care insurance under the PerksConnect voluntary benefit platform. ACSIA Partners (one of the largest long-term care specialist) has partnered with PerksConnect to add this important benefit to the portfolio of voluntary benefits offered to their clients. As part of the new offering, a special one-time enrollment window was established from January 19 through April 19 to allow eligible Texas A&M employees and their eligible spouses to enroll in individual long-term care coverage with simplified health screening. This special, one-time opportunity will close on April 19, 2017. After that date, all current employees will need full medical underwriting upon their application for Long Term Care Insurance.

Attend the in-person information session to learn more about this new long-term care optional insurance coverage available under the PerksConnect voluntary benefit platform on Tuesday, April 11 in General Service Complex (GSC) Assembly Room 101A, choose between 10:00 a.m. or 2:00 p.m.

Can't attend in person? Listen to a webinar:

March 21 - 12:00 p.m.	March 29 - 2:00 p.m.	April 6 - 12:00 p.m.
March 23 - 10:00 a.m.	April 4 - 4:00 p.m.	April 12 - 6:00 p.m.

Visit the [PerksConnect Long-Term Care Insurance](#) webpage for details about the program, eligibility for simplified health screening, additional resources and to register for a webinar. For questions about employee benefits, contact Benefit Services at benefits@tamu.edu or 979-862-1718.

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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. Registration will close on March 22 at 5:00 p.m. [Instructions to watch online via WebEx.](#)

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WELLNESS WORKS!

Lunch & Learn: Airrosti Rehab Centers - Monday, March 27

Join us for a lunch and learn to hear how Airrosti can quickly eliminate your back, neck and other chronic pain or acute injuries without surgeries, pharmaceuticals, or injections. Airrosti's patient-centric approach to musculoskeletal care aims to have a dramatic impact on your first visit and resolve most conditions in an average of 3 visits (based on past patient outcomes). Lunch provided. RSVP required [here](#). *Watch this video to learn more about Airrosti – click [here](#).*

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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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COVIA Health Mobile Wellness Days – March 29 & 30

Did you know that Covia Health provides on-site, state of the art 3-D mammography and bone density screenings to eligible employees and spouses of Texas A&M? For additional information regarding eligibility, insurance coverage, and the registration process, visit [here](#). There are still a few openings available for the mobile wellness days at the

Emerging Technologies Building on March 29 & 30. Register now!

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Living WELL Aware at Texas A&M - Essential Element #3: Make Movement Mandatory

Have you had a chance to check out the March newsletter for Living WELL Aware at Texas A&M? 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](#).

To review the January or February Essential Elements, check out our newsletter archive found at [online](#).

**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

Access to Previous Online Evaluations

- 2015-2016 Evaluations – Employees whose performance evaluations were completed in PATH last year (2015-2016 performance review period) and their current supervisors are able to view their evaluations in PATH. If an employee has changed supervisors, the current supervisor only will have access to the employee's past evaluation. To access evaluations from previous years in PATH, access the Performance Management home page and do the following:
 1. Click on "My Reviews" or "My Employees' Reviews."
 2. Select "2015 – 2016 Annual Performance Program (TAMU)" from the navigation pane Program drop-down.
 3. Select "Completed" from the navigation pane Open/Closed drop-down.
 4. Click on the "View Review" button for the evaluation.
 5. Click on the "Supervisor Evaluation" link on the navigation pane or "Supervisor Evaluation" icon. This will display the evaluation.
- Request Form – To request a copy of a previous performance evaluation, please complete the [Request for Copy of Performance Evaluation](#) form, which is found under Resources on the [PATHways webpage](#), and submit to Employee & Organizational Development.

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PATHways Training and PATH Demos

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/)

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>)
April 13 from 8:30 to 12:00 p.m.
May 17 from 8:30 to 12:00 p.m.
- PATHways to Success: Performance Management for Staff (<http://training.tamu.edu/Courses/Detail/1988>)
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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TIP OF THE WEEK

In the Event of an Emergency

Did you know that HR Liaisons have emergency contact information for employees at their fingertips? In the event of an emergency, HR Liaisons with administrator access to HRConnect, can look up the personal contact and emergency contact information for their ADLOC's employees. No need for HR Liaisons to keep a separate list or database of employees; only gentle reminders that employees keep their information up to date for the benefit of all. For more information, [visit here](#).

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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:

Laura Dohnalik, Liaison Administrator @ ldohnalik@tamu.edu OR 979.862.3854

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