

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

March 27, 2017

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TIP OF THE WEEK

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PAYROLL REMINDERS

March 29:

- Biweekly PVDs available online

March 31:

- Biweekly Pay Day

April 3:

- Monthly Pay Day
- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon for catch-up Supplemental Pay Day of 4.07.2017

April 4:

- PPRs Print

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

SEBAC Nominations Close Friday

Friday, March 31, is the last day to submit nominations for The Texas A&M University System Employee Benefits Advisory Committee (SEBAC) representative for our campus. A SEBAC nomination form is available at u.tamu.edu/sebac along with information about the representative's duties and the election process. Questions can be directed to Benefit Services at benefits@tamu.edu or by phone at 979-862-1718.

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Primary Manger Designations

In order to ensure the university is setup with the correct supervisory organizations in Workday, everyone receiving a paycheck (staff, faculty, student employees) will need to have a primary manager designated in Single Sign-On (SSO). The primary manager should reflect the true reporting relationship *without* delegation.

In situations where document approvals are performed by someone other than the primary manager, two manager designations are needed. For the first manager designation, set the Manager Type of "Approval" on the individual that is to handle the approval of leave requests and timesheets. For the second manager designation, set the Manager Type of "Reader" and the primary manager indicator on the individual who will be the Workday Manager.

HR Liaisons with the SSO Department Administrator role have the ability to review reports and update the employee / manager structure in SSO. For more information on the Workday Manger Structure and how to help ensure we have correct information to transition to Workday, please review the resources available at

<http://employees.tamu.edu/workday/workday-hr-liaisons/> on the Human Resources and Organizational Effectiveness 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.



Manager Structure and Responsibilities – Now and in the Future

Do you have employees reporting to you? If so, the way you handle HR and payroll-related tasks will change with the launch of Workday in December 2017. For conversion of data into Workday, every employee must have an assigned manager. Managers have the *decision making authority, accountability and responsibility for staffing and employment events* for workers within their Supervisory Organization. Delegation of the manager responsibilities will be limited in Workday and managers can expect to receive *notifications* and *To Do tasks* in their Workday inbox. Please watch [Say Hello to Workday: Managers](#); a short YouTube video dedicated to managers.

Current Systems	Workday
<p>What a Standard Approver Manager can DO:</p> <ul style="list-style-type: none"> • Submit/Approve time* • Approve Leave • Receive TrainTraq Notifications (only if designated as Primary) 	<p>What a Manager can DO:</p> <ul style="list-style-type: none"> • Create Position • Hire • Change Job • Propose Employee Merit Award • Request One-Time Payment • Start Performance Review • Request Time Off and Request Leave of Absence • Termination • Freeze/Unfreeze Job Requisition • Screen Job Candidates <p><i>This is not a complete list of Workday options</i></p>
<p>What a Standard Approver Manager can SEE:</p> <ul style="list-style-type: none"> • Business Title* • Job Details* • Hire Dates* • Salary* • Time Off Balance • Time Off Requests <p>*Also applies to TimeTraq Approval Managers</p>	<p>What a Manager can SEE:</p> <ul style="list-style-type: none"> • Position Title, Business Title • Job Details • Hire Dates • Worker History • Manager History • Salary, Allowances • Pay Change History • Education, Licenses, Certifications • Time Off Balance • Time Off Requests <p><i>This is not a complete list of Workday options</i></p>

For more information on Workday including the manager structure, please visit Workday & You at <http://employees.tamu.edu/workday/> on the Human Resources and Organizational Effectiveness website.

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Workday Training Strategy for Managers

The Texas A&M University System project team will launch a series of five online training courses beginning in the fall. Managers can expect two (2) general awareness courses the week of September 18 and then one (1) targeted awareness and one (1) hands-on skills course the week of October 23. Course assignments will be made in TrainTraq. Managers will also be invited to Drop-In Learning Labs with manager scripts and a Manager Q&A and Readiness Forum in November.

Other opportunities to learn about Workday include Change Impact Town Hall Meetings (dates announced soon) hosted by the A&M System project team and the [Monthly Workday Open Forums](#) hosted by Human Resources and Organizational Effectiveness.

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WELLNESS WORKS!

Lunch & Learn: Airrosti Rehab Centers - Wednesday, March 29

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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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

Performance Evaluations in PATH – Notification Email on April 2

Please let supervisors in your department know that over the weekend, supervisors of eligible non-faculty employees (see [SAP 33.99.03.M0.01](#)) will receive a PATH system-generated email informing them that they have an open action item. Upon clicking the link in the email and signing into SSO, they will see "Supervisor Evaluation and Meeting with Employee" on their list of Action Items. **Please note that if the supervisor has not completed, and employee has not acknowledged, the performance plan as of April 1, this action will not yet be available until after these prerequisite steps are performed.**

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Performance Plan Reminders

- The performance plan must be completed and acknowledged in PATH before the supervisor can start an evaluation.
- PATHways Performance Plan Status Report - HR Liaisons who would like to receive a Performance Plan Status Report can send a request to hrbusinessservices@tamu.edu. This report will show the completion status of performance plans for each employee in their department by ADLOC.

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Absence of Performance Goals in PATH

The absence of performance goals can be reflected in the Performance Plan and Supervisor Evaluation as follows:

Performance Plan: If performance goals were not established, the supervisor can add a comment in the performance plan to indicate that performance goals for this review period were not developed. This will allow the supervisor to complete the plan and the employee to acknowledge it (the two tasks that are required in PATH before an employee can create a self assessment and a supervisor can start the evaluation).

Supervisor Evaluation: If performance goals were not established, the supervisor should base the evaluation on his/her best judgment of the employee's job performance and demonstration of behavioral competencies. When preparing the evaluation, the supervisor will be able to draw from such information as personal observation, input from the employee's self assessment, and input from co-workers.

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Supervisor's Checklist

A checklist is available to guide supervisors through the process of preparing, discussing and finalizing the supervisor evaluation for their employees. This document can be accessed online at http://EODinfo.tamu.edu/media/373647/supervisor_checklist_performance_evaluation.pdf and also from the Resources tab on the PATHways webpage.

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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>)
March 29 from 1:00 to 4:30 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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PAYROLL SERVICES

EPA Payroll Corrections

As a reminder, Payroll Services does not required an EPA for payroll corrections; however, SRS requires EPAs for payroll corrections when their accounts are used. Due to the title code changes for the new system-wide pay plan made effective 12/1/16, retroactive EPAs are causing extra work on the creator and approver side. Canopy has many edits and they cause errors with retroactive actions for which old title codes need to be used.

It is recommended you do not process EPAs for retroactive payroll corrections unless you are required. This will avoid errors and extra work, including the creation of a second EPA to place the employee back in the new title code. For non-SRS payroll corrections covering a period before 11-30-2016 please send the Payroll Cost Transfer Request and Transfer of Payroll Costs between Accounts Recap forms to tax@tamu.edu or MS6003 for processing.

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TIP OF THE WEEK

Follow HROE on Social Media

Are you following Human Resources and Organizational Effectiveness via our social media sites? You can keep track of events and news from [Facebook](#), [Twitter](#) and [Flickr](#). And just because you follow our social media sites doesn't mean we can see what's on your page. If your page is marked as private, not public, then only your friends/followers have access to it. Also, following our pages allows you to share events with your coworkers and friends at Texas A&M. So check us out on [Facebook](#), [Twitter](#) and [Flickr](#) today!

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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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