

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

April 10, 2017

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PAYROLL REMINDERS

April 12:

- Biweekly PVDs available online

April 13:

- Monthly EPAs due at Noon

April 14:

- Biweekly payday

April 17:

- Biweekly EPAs due at Noon
- Electronic BVDs available

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Summer Insurance Premium Process - EPA or File Deadline Tomorrow

Please complete an Employee Payroll Action (EPA) or notify Benefit Services of any changes in employment impacting employees currently listed in an appointment less than 12 months or those who have a 12 month appointment that will be moving to an appointment less than 12 months. The deadline to complete the EPA or notify Benefit Services is Tuesday, April 11.

Reminder, the below types of employment actions may have an impact on the summer premium process; therefore, the EPA document to process these changes should be processed as quickly as possible (by April 11) to ensure accurate summer premium notifications scheduled for April 18.

- Adding an additional summer appointment for an individual who was budgeted for 9 or 10 ½ months which results in the employee receiving a paycheck each month during the summer. Be sure to indicate the summer appointment duration and effort level.
- Terminate an individual who is in an appointment for less than 12 months.
- Retire an individual who is in an appointment for less than 12 months.
- Reduce the appointment of an individual in a 12 month appointment to an appointment less than 12 months.

Detailed information for the summer premium process is available [HERE](#). If your department plans to do any of the actions above, but you will not be able to complete the EPA before April 11, please complete and return to Benefit Services the Excel file in the Resources Documents section of the Summer Premium [website](#).

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Early Release on Friday, April 14

An early release was announced for Friday, April 14. Department Leave Administrators should work with employees of their departments to update leave records as applicable due to the early release at noon on Friday, April 14. TimeTraq has already been updated to include the 4 hours early release based on the standard 8:00am - 5:00pm work schedule. Employees working outside the standard schedule or essential personnel required to work during the early release may need to have their timesheet reviewed and manually updated accordingly. *(For assistance, HR Liaisons can review slides 32-37 of the [How to Use LeaveTraq](#) presentation available at eodinfo.tamu.edu/other/university/leavetraq-program online.)*

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 System Holidays](#).
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time. (Leave documents can be canceled/resubmitted or a reverse entry may be processed by the Department Leave Administrator)

Work and Scheduling During a Holiday or Release Time:

- Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be "essential" for purposes of working during an early release or declared holiday.
- An employee who works during a holiday or early release time:
 - will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
 - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions.
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
 - will be given state compensatory time off to be taken off within the next 12 months; and/or
 - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

TimeTraq Reminders:

- The early release hours will appear in the employee's timesheet by opening the timesheet and clicking the 'Save' button. The entry of the four (4) hours from the Holiday/Early Release Schedule will not automatically remove any regular work hours already entered by the employee.
- Graduate Assistant Non-Teaching positions are not eligible to receive holiday hours. However, TimeTraq views these positions as budgeted employees and therefore assigns the Texas A&M University standard holiday schedule.
 - Department administrators need to remove the standard holiday/early release scheduled in each Graduate Assistant's Employee Overview in TimeTraq; removing it for these positions will prevent holiday hours from posting to future timesheets when a holiday occurs.
 - If the holiday hours have posted to a Graduate Assistant's timesheet, either the Manager or Department Administrator can remove the holiday hours by viewing the Work Events of the Timesheet Overview.
 - Contact Payroll Services at payrollprocessing@tamu.edu if you have any TimeTraq questions.

For more information, please visit employees.tamu.edu/benefits/leave/holidays/special/ online.

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SEBAC Election Ballot – Please DO NOT Forward

Human Resources and Organizational Effectiveness sent a campus-wide email about the SEBAC election last week. This message and voting link will not be listed on the HROE website or other distributions because only eligible voters (employees and retirees) can vote. Because voting is limited, we ask that you please do not forward the message to

anyone, but instead direct employees with inquiries to Benefit Services at 979-862-1718 or benefits@tamu.edu. Voting eligibility will be confirmed and then the ballot forwarded accordingly by our office directly.

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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 and You

Workday uses employee assigned *Security Roles* so that job responsibilities are clear and effective. Security roles determine *what you can see and do* in Workday. Security Roles are not job titles. Faculty, Staff and Student Workers will have the Employee as Self role which will all you to view and manage your benefits, pay slips and personal information. Employees can enter time and request time off, update their direct deposit elections or beneficiaries. In the Manager role, managers can see information about employees who report to them, and are involved in many HR, and payroll processes their employees need like hiring, time, time off and performance reviews. Additional roles will be assigned to individuals who are involved with HR, Payroll and Benefits. To view these roles, visit workday.tamus.edu/workday-and-you.

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Learning How to Use Workday

The Project Helios team is developing a training program that will provide you with a training experience tailored to your use of Workday. Essential training, just in time – delivered to the right people with the right resources at the right time. Accessible and practical – developed to give you the skills you need to use Workday using hands-on exercises and a variety of training experiences.

Who	How	When
HR, Payroll, Benefits Managers and Partners	•eLearning •Classroom	•September – October, 2017 •October – November, 2017
HR Departmental Processors / Liaisons	•eLearning •WebEx	•September – October, 2017 •October – November, 2017
Managers	•eLearning •Video "How To" •Checklists	•October – November, 2017
Faculty, Staff, Student Worker, Graduate Assistant, Affiliate, Working Retiree, Retiree, Surviving Spouse	•Video "How To" •Checklists	•October – November, 2017

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WELLNESS WORKS!

Please share the following two articles with all employees in your department.

Living WELL Aware at Texas A&M - Essential Element #4: Halt Harmful Habits

The April video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, *Essential Element #4: Halt Harmful Habits* available via TrainTraQ.

- Texas A&M University, Workstation M – [click here](#).
- Texas A&M Health Science Center, Workstation H – [click here](#).

To review past Essential Elements, check out our newsletter archive found [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).*

Living WELL Aware at Texas A&M - Halt Harmful Habits Workshop

Monday, April 24th | 1:00 p.m. – 2:00 p.m.

General Services Complex (GSC) | Room 101A

To coincide with this month's Essential Element #4 - Halt Harmful Habits, Blue Cross Blue Shield of Texas, the Brazos Valley Council on Alcohol and Substance Abuse (BVCASA), and *WELLNESS WORKS!* have partnered to bring you a special workshop to:

- Address multiple components of tobacco use including psychological/social factors, media influence, health/fatality rates, and consequences
- Discuss community-wide resources available to help you or a loved one halt tobacco use
- Discuss health plan resources available through Blue Cross Blue Shield of Texas
- Provide information about the Texas Quitline (yesquit.org) and the American Cancer Society's Freshstart program
- Share ways you can support your workplace and get involved in the community

The workshop will be led by Mr. Alton Burton, Tobacco Prevention and Control Coordinator for BVCASA, and Ms. Kelley Melcher, Wellness Coordinator for Blue Cross Blue Shield of Texas. [Register Here.](#)

Additional information about these organizations can be found at bvcasa.org and bcbstx.com/tamus.
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Wellness Reminders

Long-Term Care Information Session - Tomorrow, April 11

Special Enrollment Period Ends April 19!

Tuesday, April 11 | General Services Complex | Choose between 10:00 a.m. or 2:00 p.m.

The Long-Term Care Insurance special enrollment period will close April 19. 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. [Details online.](#)

On Campus Preventive Health Checkup Appointments!

May 1, 2, & 3 | General Services Complex

Free, quick and confidential preventive health checkups administered by Catapult Health are offered on campus. Appointments are available for employees and their covered spouses enrolled in the A&M Care health plan. Completion of this checkup qualifies as your annual wellness exam for the purposes of the Wellness Incentive Program. [Register here.](#)

Covia Health Mobile Wellness Day!

Special Incentive Offered in May!

May 2 & 3 | General Services Complex

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. Eligible participants who register for May 2 or 3 will be entered into a raffle for a \$50 VISA gift card upon completion of their screening (sponsored by COVIA). Register today! Additional information regarding eligibility, insurance coverage, and the registration process is found [online here.](#)

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PATHWAYS PERFORMANCE MANAGEMENT

Progress Notes

Individuals can delete their Progress Notes at any time during the current performance review period; however, once the review period is complete, they can no longer be revised or deleted. Employees will always have historical access to the Progress Notes they have entered, even after the performance review period has ended. Supervisors will have historical access to the Progress Notes they have entered for their respective employees *only as long as they continue to be their supervisor of record* (i.e., when an employee terminates or changes positions, the supervisor's Progress Notes are no longer available in PATH).

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Deciding on the Correct Performance Evaluation Rating

As supervisors complete their employees' performance evaluations and prepare to discuss the past year's work and performance objectives, they will carefully consider the performance rating that best reflects an employee's efforts and achievements. A helpful resource for the supervisor to review and share with their employees is the list of rating scale definitions provided online at EODinfo.tamu.edu/media/309487/pathways-rating_definitions.pdf.

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New Employee? Underperforming Employee?

Decoding the Rating: In Development and Needs Improvement

Selecting an appropriate rating for a performance factor requires some consideration. It is often easy to tell when an employee has achieved expectations or even gone above and beyond to earn a higher rating. Likewise, it is sometimes obvious when an employee needs to take corrective action to improve performance. But what rating should supervisors give newly hired employees and those who are underperforming? A helpful resource differentiating the two ratings can be found online at

EODinfo.tamu.edu/media/642174/Decoding_Needs_Improvement_Rating.pdf.

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PATHways Demo, Training and Help Session

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 Process Overview (online) TrainTraq [Course 2112082](#)

PATH Hands-on Help Session Tuesday, April 11 afternoon:

- A hands-on help session will be offered on a “drop-in basis” to help employees with their specific questions about the PATH performance management module. The session will be offered in a computer lab, and content will be tailored according to each employee’s specific questions and needs. No registration is needed. The session is “come and go”: employees may come by with their questions any time on Tuesday, April 11 between 1:30 to 4:30 p.m. in the General Services Complex, Suite 2201.

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

Pick Up Paychecks before Noon Friday, April 14

Due to the early release on Friday, April 14, employees picking up paychecks that day will need come before the University closes at noon.

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Retroactive EPAs

EPAs will no longer allow retroactive iterations with a date prior to 12/1/2016. This is done to keep the data clean for the Workday conversion and avoid problems with paying employees due to referencing a title code that is no longer valid.

The change was put into place the evening of April 6. If you are using EPAs to document retroactive payroll corrections, you make these payroll corrections without the EPA process. The EPA process has always been for documentation only, it is not required.

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UPDATE to UIN/BPP Base Record or Temporary ID Request forms

The [UIN/BPP Base Record or Temporary ID Request](#) form has been revised and is available for use. The form is processed by Payroll and not international tax. Send forms and questions to payroll@tamu.edu (DO NOT include forms with SSN) or fax to 979-845-4134.

Questions on form or process, please contact Laura Ellis at 979-845-4127, email at lauraellis@tamu.edu, or Paul Castilleja at 979-845-7131, email at pcastilleja@tamu.edu.

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ANNOUNCEMENTS

Please share the following two articles with all employees in your department.

Step In. Stand Up

April is Sexual Assault Awareness Month, so please commit to joining the [Texas A&M "Step In. Stand Up." campaign](#) to help educate and reduce the incidents of sexual harassment and sexual violence at Texas A&M. Among many planned events for the month, April 13 is Teal Out Texas A&M where you can show your support by wearing teal to help raise awareness at Texas A&M (please check out the full [Calendar of Events](#)).



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Registration Open for the CSBA Spring 2017 Conference

The Committee of Senior Business Administrators is pleased to announce the CSBA Spring 2017 Conference – *Together Towards Tomorrow*. This FREE event will be held on Monday, May 15 at the Memorial Student Center. HR Liaisons will receive credit for the HR Liaison Network Spring Meeting for registering and attending the conference. Featured keynote speakers include Dr. Rick Rigsby presenting "Building Great Teams" and Dr. Patricia Sulak presenting "Stifle Stress/Sever Suffering: Get the STRESS Out." In addition, multiple concurrent sessions will be offered along with breakfast and lunch provided by our event sponsors, such as featured sponsor SSC. Schedule and additional speaker information can be found at csba.tamu.edu. Please note the optional registration and information about the mobile conference app, Guidebook, in the CSBA conference course listings. CSBA has created a Guidebook account for the mobile access to some conference information such as the schedule the day of the event. The number of downloads is limited, so if you intend to download the app, please register and then follow the instructions received with your registration confirmation from TrainTraq. CSBA is interested in getting feedback from those conference attendees who use Guidebook, so that we can consider whether to use the app for future CSBA conferences.

Registration is required for this free event and can be accessed through TrainTraq via SSO. Search for classroom training at apps7.system.tamus.edu/TrainTraq/web/SectionSearch.aspx with CSBA in the course name search box. Register by 5:00 p.m. on Thursday, April 20 to be entered in a premium prize drawing for an iPad sponsored by TAMU IT! Registration ends when the conference is full or at 5:00 p.m. on Thursday, May 4. Register now and join us May 15 for the CSBA Spring 2017 Conference!

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TIP OF THE WEEK

An Easy Way to View Position Descriptions

Are employees and supervisors having a hard time accessing their position description through PATH? There is a very easy way to access PDs from within Performance Management. Whether employees are trying to access their PDs while completing their Self Assessments or a supervisor trying to access an employee's PD to complete a Performance Evaluation, they can view the PDs as follows:

1. Access the action Self Assessment or Supervisor Evaluation.
2. Click on the employee title found below the employee name, top left of the page.
3. After viewing the PD, click the back button on the browser to continue completing the Self Assessment or Supervisor Evaluation.

For assistance, visit EODinfo.tamu.edu/PATHways or contact HRPATHways@tamu.edu.

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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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