

HR LIAISON NETWORK NEWS



Human Resources &
Organizational Effectiveness

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

April 17, 2017

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[HR Liaison Credit](#)

[Summer Premium Notifications Set for this Week](#)

[Pending Documents in LeaveTraq](#)

[Benefit Briefs Newsletter](#)

[Annual Enrollment Benefits Fair – Save the Date](#)

WORKDAY

[Join Us at the Workday Open Forum, April 19](#)

WELLNESS WORKS!

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

[Wellness Reminders](#)

PATHWAYS PERFORMANCE MANAGEMENT

[Where Do I Enter Next Year's Goals \(2017/2018\)?](#)

[PATHways Demo and Training](#)

ANNOUNCEMENTS

[RSVP for Staff Photo Day Saturday, May 20](#)

TIP OF THE WEEK

[Descriptive Comments Encouraged for All Ratings](#)

PAYROLL REMINDERS

April 17:

- Bi-weekly EPAs due at noon
- Electronic BVDs available

April 18:

- PPRs print
- Electronic BVDs due by 4pm

April 19:

- PPRs available online

April 21:

- 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

HR Liaison Credit

HR Liaisons are invited to attend the CSBA Spring 2017 Conference – *Together Towards Tomorrow* – on Monday, May 15 in the Memorial Student Center. The conference is FREE, but registration is required for each session you wish to attend. Visit <http://csba.tamu.edu> to view the schedule and register through [TrainTraq](#) (search for CSBA in the course name field under *Find Classroom Training*). HR Liaisons registering and attending will receive credit for the HR Liaison Network Spring Meeting. Join us at the CSBA Spring 2017 Conference!

[Top](#)

Summer Premium Notifications Set for this Week

The summer premium notification email is scheduled to be distributed by System Benefits Administration on Wednesday, April 19. Employees currently listed with an appointment less than 12 months will receive the notification that their summer premium letter is available electronically through HRConnect. The letter explains how the affected employee will pay their summer insurance premiums, the payment options, and the premium amount owed for June through August 2017. Employees not enrolled in benefits or those who do not have an employee portion of premium to be deducted from the paycheck will not receive a notification.

The [summer insurance premium Q&A](#) helps address many of the general questions and may continue to be shared with your employees. The [summer insurance premium process timeline](#) provides a detailed timeline, payroll dates and resources documents. Questions related to *appointment duration* should be handled within the department. Employees with questions regarding the *content of the letters* should contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

[Top](#)

Pending Documents in LeaveTraq

Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner. Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers.

To see documents that are pending manager approval, administrators should be in their administrator role and select the *Pending Docs* tab. A drop-down box will appear, and *Docs Needing Mgr Approval* should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents.

[Top](#)

Please forward the following article to employees in your department.

Benefit Briefs Newsletter

System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles: New MyEve Features: Your One-Stop-Shop for Benefits Information, Wellness Exam Reminder, P&A Group Now Billing Premiums, Long-Term Disability After 65, The Benefits of Blue Points, New Vision Carrier for FY18, It's Tax Season: Are you Savvy? and Quick Facts About Flexible Spending Accounts. You may view this newsletter [online](#).

[Top](#)

Annual Enrollment Benefits Fair – Save the Date

Annual enrollment is held annually in July. As we approach annual enrollment, more communications will be sent to employees and information will be posted to our 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!

[Top](#)

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.



Join Us at the Workday Open Forum, April 19

Registration is open for the Workday Open Forum on Wednesday, April 19 from 8:30-10:00 a.m. in the General Services Complex (GSC 101). This month's session will include updates on the project activities, readiness and training strategies and next steps. The "What's New to You?" segment will focus on changes to the extended pay plan (EPP) and biweekly pay periods. Everyone is invited to join Texas A&M's project team members; please [register](#) to join the interactive session. Can't make it to the GSC? Join via WebEx; instructions available [here](#).

[Top](#)

WELLNESS WORKS!

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.

[Top](#)

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.](#)

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

Where Do I Enter Next Year's Goals (2017/2018)?

Supervisors often discuss next year's performance goals during the performance evaluation discussion. The 2017/2018 performance goals can be documented on the "PATHways Performance Feedback Form for Non-Faculty Employees." 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 Performance Feedback Form.

[Top](#)

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/)

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>)

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. For assistance, please contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

[Top](#)

ANNOUNCEMENTS

RSVP for Staff Photo Day Saturday, May 20

Staff Photo Day 2017 will be held on Saturday, May 20, 2017 from 8:00 a.m. until 12:00 p.m. at various locations across campus including the Century Tree, Haynes Ring Plaza and the Jack K. Williams Administration Building. [Download the event flyer](#) to post in your breakroom.



In its second year, Staff Photo Day is hosted by President and Mrs. Young to show their profound appreciation for the incredible work of all university faculty and staff. All are invited to have complimentary, professional photographs made with the option to include family, significant others, friends and household pets. For more information and to register for Staff Photo Day 2017, please visit staffphotoday.tamu.edu.

[Top](#)

TIP OF THE WEEK

Descriptive Comments Encouraged for All Ratings

Performance evaluations provide a formalized opportunity for supervisors to document employees' good performance and accomplishments during the past year, as well as to comment on what improvements are needed, as applicable. To be most effective, supervisors are encouraged to not only enter ratings for each evaluation factor, but also to add descriptive comments. While "good job" and "keep it up" may be nice to read, these offer little insight. The best comments are balanced and specific ("you have contributed many valuable ideas during the strategic planning process," "an area for development is to be more forthcoming with input in the strategic planning process"). Visit <http://EODinfo.tamu.edu/PATHways/> for more information on the performance management process.

[Top](#)

HR LIAISON

NETWORK MEETINGS:

- May 15, 2017
(CSBA Conference)
- 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

Human Resources Main Contact Information:

PHONE: 979.845.4141 MAIL STOP: 1255 TAMU

MAIN OFFICE LOCATION:

750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 [MAP](#)