



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

May 1:

- Monthly payday
- Biweekly EPAs due at Noon
- Supplementals & EPAs due at Noon for Catch-up Supplemental Payday of 5.5.2017

May 2:

- PPRs Print

May 3:

- PPRs available online

May 4:

- Catch-up Supplemental PVDs available

May 5:

- Catch-up Supplemental Payday
- Supplements due at Noon
- Uploads due at 1pm
- TimeTraq due at 4pm

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Summer Premium – May 5 Deadline for Bi-Weekly Paid Employees

Please ensure EPA documents are processed or notifications are sent to Benefit Services by May 5 for employment actions potentially impacting the benefits of any employee paid on the bi-weekly payroll.

The active funding source(s) on the May payroll will be charged the employer portion of the summer premiums (June-August) for employees who have their summer premiums deducted from their May payroll. See the "Funding Source for Summer Premiums" section located on the [summer insurance premium process timeline](#) website to request funding source changes. The active funding source(s) at time of the payroll deduction will be used to pay the employer contribution for employees who have their premiums deducted from their paychecks processed throughout the summer.

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Training Compliance Reports for May – As of May 1, 2017

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 83 (48%) of the 172 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 3.1% from 1496 to 1449.
- The total number of past due employees increased 1.9% from 691 to 704.
- The total number of past due Faculty employees decreased 11.7% from 231 to 204.
- The total number of past due Budgeted Staff employees increased 13.0% from 162 to 183.
- The total number of past due Wage Staff employees increased 7.3% from 150 to 161.
- The total number of past due Graduate Assistant employees decreased 10.5% from 19 to 17.
- The total number of past due Student Worker employees increased 7.8% from 129 to 139.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.4%
 - Ethics – 98.3%
 - Information Security Awareness – 97.2%
 - Orientation to the A&M System – 99.3%
 - Reporting Fraud, Waste and Abuse – 98.9%
 - Required Training for Athletics Task Workers – 96.9%

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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.



Extended Pay Plan Changes, January 2018

Participants of the current Extended Pay Plan (EPP) received notification last week regarding changes being made to the program due to the transition to [Workday](#). EPP participants as of December 1, 2017 will be automatically enrolled in the new *Save for Summer* plan on January 2, 2018 allowing the A&M System to continue to withhold a portion of net pay and insurance premiums.

NEW: Save for Summer	CURRENT: Extended Pay Plan
Withhold flat, dollar amount of net pay	Withhold % of net pay
Enroll using a paper form	Enroll using a paper form
Withdraw at any time; receive held back pay in the next paycheck	Withdraw at any time; receive held back pay in the next paycheck
See your current balance monthly on your pay slip	Contact Payroll Services (payroll@tamu.edu) to see your current balance

Further details are available on the [Payroll Services website](#).

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Getting Ready to Use Workday

Excitement is building with the launch of Workday on the horizon! A lot of work is being done to ensure a successful transition. Several resources will be available before and after December 1. Managers can expect to participate in 6 eLearning courses (4 hours) and 12 practice simulations (1 hour) along with access to a self-paced tour, facilitated Q&A, video help and job aids. HR Departmental Processors / Liaisons will have 7 WebEx courses (9.5 hours over 5 weeks), 2 eLearning courses (2 hours), 50 practice simulations (4 hours) in addition to video help and job aids. Employees will have access to 2 eLearning courses (2 hours), self-paced tour, video help, job aids, and first login checklist. Everyone is encouraged to visit [Workday & You](#) for updates and timing of the training as it becomes available.

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WELLNESS WORKS!

Free Fitness Sessions for Texas A&M Faculty & Staff

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by **WELLNESS WORKS!**. Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

NEW! – [May 2017 Interim Fitness Schedule](#)

Check out the WELLNESS WORKS! May Interim Fitness Schedule beginning May 3 through May 26. **WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.*

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Living WELL Aware at Texas A&M - Essential Element #5: Meticulously Manage Money and Minutes

The May video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, *Essential Element #5: Meticulously Manage Money and Minutes* 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).*

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Financial WELLNESS Workshops

To coincide with this month's Essential Element #5 – Meticulously Manage Money & Minutes, **WELLNESS WORKS!** has partnered with Lincoln Financial Group to bring four exclusive workshops to Texas A&M employees from all generations:

- Monday, May 15 | 1:00 – 2:00pm
General Services Complex (GSC) | Room 101A
Kick Start Your Retirement: Calling all 20-something year olds! Let's talk about your biggest advantage in saving for retirement: TIME. But first let's cover how to manage everyday budget needs. [Click here to register.](#)
- Thursday, May 18 | 11:00am – 12:00pm | Rudder Tower 301
Envision Your Financial Future: At the mid-point of your career? Time to get serious about establishing retirement income goals. Learn how small changes now can make a big difference over the long term. [Click here to register.](#)
- Thursday, May 25 | 11:00am – 12:00pm | Rudder Tower 301
Baby Boomers Guide to Social Security: Do you know how Social Security fits into your future? Find out how to make the most of your Social Security benefits. [Click here to register.](#)
- Wednesday, May 31 | 1:00 – 2:00pm
General Services Complex (GSC) | Room 101A
Is TRS Enough? Learn about the key components of the TRS plan. How is TRS calculated? Is TRS enough? What can be done to close the savings gap for a retirement that fits your goals? [Click here to register.](#)

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Covia Health Mobile Wellness Days Discontinued

Covia Health announced that it discontinued operations effective April 17 for financial restructuring. Covia Health will not be able to keep its upcoming service dates on May 2 & 3 for mammograms or bone density exams. In this transition period, if you have questions regarding prior medical records with Covia Health, we please ask you to visit their website at [coviahealth.org](#). We apologize for any inconvenience this may cause. Please remove any flyers you may have posted in your office for Covia Health.

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PATHways Performance Evaluation Status Report

Departments interested in receiving a status report of evaluations completed or still in progress can send a request for the Performance Evaluation Status report to hrbusinessservices@tamu.edu.

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What If There Are Two Supervisors?

When an employee's work is directed by more than one supervisor, the supervisor indicated on the position description will be assigned as the primary supervisor. Best practice recommends that at the beginning of the review period, the supervisors discuss and agree on how their individual feedback will be incorporated into the performance plan and the evaluation. However, the primary supervisor has final responsibility for the evaluation.

One way in which the secondary supervisor may provide input to the primary supervisor is by means of the Performance Feedback Form, which can be found under the Resources section of the PATHways webpage (EODinfo.tamu.edu/PATHways). The primary supervisor can incorporate this feedback into the ratings and comments when completing the evaluation for the employee, and/or attach the Performance Feedback Form to the evaluation.

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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.

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PAYROLL SERVICES

Graduate Assistantship End of Term / Summer EPA Creation Notes

As we approach the end of the Spring semester, Payroll has added a new tool for your use in creating EPAs for your graduate students. The tool is on our homepage (payroll.tamu.edu) in the Spotlight section as [Graduate Assistantship End of Term / Summer EPA Creation Notes](#). It is also available on our Payroll Processing Tools page. Please reference this document to ensure your EPAs are accurately created to avoid rejection for correction. If you have any questions or situations not answered by these notes please email your questions to payrollprocessing@tamu.edu.

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ANNOUNCEMENTS

CSBA Spring 2017 Conference Registration Closes May 4

Registration closes Thursday, May 4 for the Committee of Senior Business Administrators Spring 2017 Conference. The FREE event, Together Towards Tomorrow, is scheduled for 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." Multiple concurrent sessions are also offered as well as 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.

Registration is required for this free event and can be accessed through TrainTraq via SSO. Search for classroom training [here](#) with CSBA in the course name search box. Some sessions are almost full, so register today and join us May 15 for the CSBA Spring 2017 Conference!

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IN CASE YOU MISSED IT

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.

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TIP OF THE WEEK

Annual Performance Evaluations

We're one month into the performance evaluation delivery process with 22 working days remaining to finish up by May 31, 2017. Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances. Requests for exceptions/variations to this timeframe for departments or units must be approved by Human Resources & Organizational Effectiveness. Exceptions to the timeframe for an individual because of extenuating circumstances must be approved by the appropriate Dean, Vice President, or designee (e.g., an employee who is out on long-term leave). This approval should be placed in the employee personnel file; there is no need to send individual exceptions to HROE. For assistance with PATHways and the online PATH Performance Management system, visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

HR LIAISON
NETWORK MEETINGS:

May 15, 2017
(CSBA Conference)

June 26, 2017