



# HR LIAISON NETWORK NEWS

May 22, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

May 22:

- Electronic BVDs available

May 23:

- Electronic BVDs due by 4pm

May 24:

- Biweekly PVDs available online

May 26:

- Monthly PVDs available online
- Biweekly Payday
- Biweekly EPAs due at Noon \*
- Supplementals and EPAs due at Noon for Catch-up Supplemental Payday of 6.02.2017 \*

*\*Early deadline due to TAMU Memorial Day Holiday on May 29*

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Messages for Jim Kuhlmann's Retirement

Human Resources and Organizational Effectiveness invites you to join us in wishing Jim Kuhlmann well on his retirement after 21 years of service. Most of you have worked closely with Jim Kuhlmann about leave issues for the past 19 years. Because Jim works remotely we are sending him a gift basket to his home in Austin and would like to include cards and letters from you, his HR Liaison colleagues and friends. Please mail your cards or letters via campus mail to MS 1255 ATTN: Pamela Praesel by May 31. You can also email messages directly to Jim ([jkuhlmann@tamu.edu](mailto:jkuhlmann@tamu.edu)). We know he will enjoy hearing from you.

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### Workday Resources for HR Liaisons

HR Liaisons, please pay close attention to the two items under the Workday section below. The *Workday Training Catalog* and the *TAMUS to Workday Terminology* documents will help prepare you for the upcoming change to Workday. These and other resources are available at [Workday & You](#).

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### **Annual Enrollment Benefits Fair - Save the Dates July 20 & 21**

Annual Benefit Enrollment, July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY 2018 plan year, effective September 1, 2017. 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 in the General Services Complex. This is your opportunity to visit with the insurance carriers reps directly.

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### **Memorial Day - Holiday Pay Eligibility Reminder**

Memorial Day is next Monday, May 29. As a reminder, leave-eligible employees must work or be in a paid leave status for any portion of their last scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. Holiday breaks of less than five days are applied towards the Family Medical Leave Act (FMLA) balance for individuals currently on FMLA leave. Additional holiday information is available at [employees.tamu.edu/benefits/leave/holidays](http://employees.tamu.edu/benefits/leave/holidays) on the HR 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.*



### **Workday Training Catalog**

Employees, especially those in current HR Liaison roles and Managers, are encouraged to review the training catalog available on [Workday & You](#) under *Training and Readiness Strategy*. The catalog lists all courses being developed for Workday and the changes triggered by moving financial code from BPP to FAMIS. The catalog is organized by stakeholder:

- Core HR, Payroll, Benefits: page 3 – 9
- HR Departmental Processors / Liaisons: page 10 – 14
- Managers: page 15 – 18
- Finance users: page 19 – 20
- Employees and Retirees: page 21 – 22

Training will begin in the fall of 2017. In addition, video help will be available to demonstrate specific Workday functions of common Employee, Retiree and Managers actions. See pages 23-24 of the catalog for the scheduled release dates for each video help topic.

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### **TAMUS to Workday Terminology**

Moving into our new HR, Payroll and Benefits system – Workday – means new terminology to learn. The Workday Project Team has created a handy list of current A&M System terms along with their matching Workday terms and definitions. For example, in today’s environment, we use LeaveTraq to manage our sick and vacation leave. In Workday, this is referred to Absence Management. An Employee Payroll Action (EPA) is created today for various HR, Payroll and Compensation processes. In Workday, we will not use EPAs and these types of tasks are called a Staffing Event. To learn more, visit [Workday & You](#) and look for *TAMUS to Workday Terminology*. Additional resources, including crosswalks between current HR tools (EPA, HRConnect, iBenefits, etc.) and Workday, are coming soon!

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**WELLNESS WORKS!**

Please forward the following articles to employees in your department.



### Texas A&M System Wellness Incentive Program – Annual Wellness Exam Requirement

As the target date for completion of your annual wellness exams approaches (June 30), you will see ramped up communications from Benefit Services, System Benefits Administration and BlueCross BlueShield reminding employees of the annual exam requirement to continue to qualify for the lower health insurance premium into the new benefit year. Find more information about the [annual wellness exam is found online.](#)

In addition, Baylor Scott & White Health-University Drive Clinic will be offering special clinic hours specifically for individuals who are needing to complete their annual wellness exam (appointments required). These special clinic hours will be held on Saturday, June 3 and Saturday, June 10 at the University Drive location only (1700 University Drive East College Station, TX 77840). Appointments will be offered on a first-come, first-served basis. To schedule your appointment, call 979.207.3300.

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### Free Fitness Sessions for Texas A&M Faculty & Staff

Maximize your [Wellness Release Time](#) with our free fitness sessions for Texas A&M faculty and staff, brought to you by *WELLNESS WORKS!* Sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

- [May 2017 Interim Fitness Schedule](#) - 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.
- [Take the Fitness Survey! – Closes June 1](#)

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### Fitbit Corporate Wellness Program – Discount Storefront open through June 30

The discount storefront available through our Fitbit Corporate Wellness Program has been extended through June 30, 2017. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate. [Additional information here.](#)

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### May 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:

- Thursday, May 25 - Baby Boomers Guide to Social Security
- Wednesday, May 31 - Is TRS Enough?

[Full details and registration here.](#)

To review past Essential Elements, check out our [online newsletter archive](#). \*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

### Why Can't I See all my Employees?

If the supervisor's list of action items does not include each employee supervised, the supervisor should check "My Employees' Reviews" in the left panel. This section always displays the supervisor's current employees. If any employees are missing, supervisors should contact their HR Liaison to verify that the Supervisor field in the position description is up to date. Once the supervisor field has been verified contact the PATHways support team at [HRPathways@tamu.edu](mailto:HRPathways@tamu.edu) to inform them of the issue. *Supervisory updates will take place overnight.*

Note: The "action items" list of the original and corrected supervisors will reflect the change the next day.

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### Don't Lose Your Hard Work!

Encourage supervisors to use the Save Draft function while they are working on completing the evaluation. Supervisors may save their progress at any time by clicking on the Save Draft button located at the bottom of every tab. As a best practice supervisors should be saving draft as they complete each of the evaluation sections: Job Duties, Behavioral Competencies, Performance Goals, and Overall Rating.

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### **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 Goals for 2017-2018" form. 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 form.

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### **Viewing Completed Evaluations**

Supervisors may view the evaluations they have completed by doing the following:

1. Click on "My Employees' Reviews" from the home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying "Open."
2. Click on the Program drop-down from the left navigation pane and select "2016-2017 Annual Performance Program (TAMU)."
3. Click on the Open/Completed drop-down from the navigation pane and select "Completed."

*IMPORTANT* – Please remind your supervisors that PATH permits only one evaluation per year per employee, so once an evaluation is submitted, it becomes permanent.

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### **PATHways Resources**

Please encourage supervisors and employees to use the online step-by-step guides, videos, FAQs and resource documents available on the PATHways website at [EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways). For assistance, please contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## **PAYROLL SERVICES**

### **Process for Hiring Less than 12 Month Appointments During Summer**

Full time budgeted employees hired during the final months of the fiscal year are eligible for TRS, ORP, and medical benefits if the appointment period in the next fiscal year will be at least 4.5 months and at least 50% effort. See [Process for Hiring Less than 12 Month Appointments during Summer](#) for EPA creation guidelines. Contact [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) should you have any questions.

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### **Payroll Services Customer Satisfaction Survey**

In an effort to continue to provide exceptional customer service, Payroll Services is conducting a survey. To participate in this short five question survey, please visit: [surveymonkey.com/r/TAMUPAYRFY17](http://surveymonkey.com/r/TAMUPAYRFY17).

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## **TIP OF THE WEEK**

### **Whether the Weather Impacts the Workplace**

Did you know the university has procedures on stand-by that allows the closure of campus due to inclement weather? For information on how it could impact the workplace or your employees, visit [employees.tamu.edu/benefits/leave/closure](http://employees.tamu.edu/benefits/leave/closure) on the HR web site. It's a good idea to remind employees to stay tuned to local news, weather forecasts, or check the university's web site when inclement weather creeps into the area.

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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/liasons](http://employees.tamu.edu/liasons)

HR LIAISON  
NETWORK  
MEETINGS:

June 26, 2017