



# HR LIAISON NETWORK NEWS

May 30, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

May 30:

- PPRs print

May 31:

- PPRs available online

June 1:

- Catch-up Supplemental PVDs available
- Monthly payday

June 2:

- 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

### Benefits Orientation Session – Wednesday, June 14

The next [Benefits Orientation Session](#) will be held Wednesday, June 14 from 2:30 to 4:00 p.m. in the General Services Complex. All employees welcome. Employees can [register HERE](#). If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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### Summer Premiums

The summer premiums for May through August for employees paid on the monthly payroll with appointment less than 12 months are deducted on the June 1 paycheck employees will receive Thursday. 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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*Please forward the following articles to employees in your department.*

### **Summer Premiums for Employees Paid Monthly**

As a reminder, if you are working in an appointment less than 12 months and are paid on the monthly pay schedule, summer premiums for May through August are deducted on your June 1 paycheck. For more information, visit the [Summer Insurance Premium Q&A document](#) online. If you need assistance, please contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or 979.862.1718.

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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.*



### **Join Us at the Workday Open Forum, June 15**

Registration is open for the Workday Open Forum on Thursday, June 15 from 12:00-1:30 p.m. at Rudder 501. Bring a lunch and join the Texas A&M University project team members as we explore the latest on project activities, training development, readiness and the next steps leading up to the December implementation. The monthly forums are open to all employees – staff, faculty, students. Presentation material, discussion and Q&As vary each month. Due to technical issues, this session will not be available through WebEx; [register here](#) to attend.

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### **Say Hello to Workday through Video**

Did you know The Texas A&M University System has a [YouTube](#) channel dedicated to the Workday project? All four *Say Hello to Workday* videos offer a glimpse into Workday at the A&M System and are great to view individually or even better during a staff meeting for the entire department, division or college. In addition to the YouTube channel, these videos are available on the Division of Human Resources and Organizational Effectiveness website, [Workday & You](#).

Check them out today!

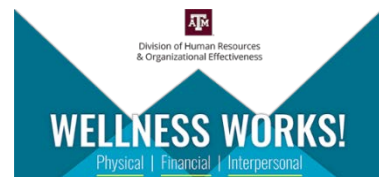
- *Say Hello to Workday* (an introduction to the A&M System project)
- *Say Hello to Workday: Employees* (must see video for anyone receiving a paycheck from Texas A&M)
- *Say Hello to Workday: HR, Payroll and Benefits Employees* (good information for HR Liaisons and departmental processors)
- *Say Hello to Workday: Managers* (preview how Managers will support their employees in Workday)

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### **WELLNESS WORKS!**

*Please forward the following articles to employees in your department.*



### **MyEve – Register today at [tamus.myeve.com](http://tamus.myeve.com)!**

Are you taking advantage of the MyEve tool? Do you know what it is and how it can benefit you? Evive Health is brought to you as part of your Texas A&M University System benefits package and is designed to bring together your benefit resources to give you a daily experience, all personalized to you! Your MyEve page reflects your top benefits and includes daily

callout messages that connect you to your top opportunities for health, savings, and well-being. Additional information about MyEvide including how to register can be [found here](#).

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### **MyEvide – Texas A&M System Showdown Benefits 500**

MyEvide will be hosting a contest across all [universities](#) and [agencies](#) of The Texas A&M University System during the month of June. What is at stake and how can Texas A&M win?

The winner of the A&M System Showdown Benefits 500 contest will receive:

- a branded trophy
- bragging rights
- and a \$5,000 donation to our philanthropy of choice. Texas A&M has selected the [Brazos Valley Food Bank](#) as our philanthropic beneficiary for this contest. We need your participation in the A&M System Showdown to “Help the Brazos Valley Food Bank Solve Summer Hunger!”

To earn points, we need YOU to:

- Register for MyEvide at [tamus.myevide.com](http://tamus.myevide.com).
- Participate in 4 different “Game Day” events that will be happening 4 Fridays in June. Email communications will be forthcoming regarding “Game Days”.

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### **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](#).

- **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.
- **Brazos Valley Urgent Care** is offering wellness exams for Texas A&M employees. No appointment is needed. Additional information found at [bvuc.net/our-services/texas-am-wellness-exams](http://bvuc.net/our-services/texas-am-wellness-exams).

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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.

- [Summer 2017 WELLNESS WORKS! Fitness Schedule](#) May 30 through August 7. \*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](#)

### **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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## **PATHWAYS PERFORMANCE MANAGEMENT**

### **Annual Performance Evaluations – Due Wednesday**

This is to remind you that Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances.

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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](mailto:hrbusinessservices@tamu.edu).

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### Requesting an Extension

Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by Human Resources & Organizational Effectiveness and can be requested by sending an email to [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu). Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate Dean, Vice President, or designee. This approval should be placed in the employee personnel file; there is no need to send individual exceptions to Human Resources and Organizational Effectiveness (HROE).

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### PATH System Availability

For performance evaluations requiring extensions, please be assured that the 2016-2017 program will remain open for a period of time beyond the May 31, 2017 deadline. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. HROE will communicate to HR Liaisons in advance of the formal closing of the 2016-2017 performance program.

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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

### Graduate Assistantship End of Term / Summer EPA Creation Notes

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](http://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 them to [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu).

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## IN CASE YOU MISSED IT...

### Rescheduled Staff Photo Day Saturday, June 24

Staff Photo Day is rescheduled for Saturday, June 24, 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.



**You must re-register if you plan to participate in Staff Photo Day. All previous registrations are not valid for the make-up date.** To register please visit [staffphotoday.tamu.edu](http://staffphotoday.tamu.edu).

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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). It's a good idea to remind employees to stay tuned to local news, weather forecasts, or check the university's website 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/liaisons](http://employees.tamu.edu/liaisons)

HR LIAISON  
NETWORK  
MEETINGS:

June 26, 2017