February 11, 2013

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

**Human Resources**

- REMINDER: Deadline for Notice of Vacancy and Position Description Actions in TAMU Jobs
- Performance Evaluation Module Launch Date Moved
- Background Checks for Faculty Hires
- Changes in Employment that Impact Benefits Eligibility
- Annual Term Month Appointments
- HR Liaison Typical Duties

**Payroll Services**

- Important Payroll Reminders
- SingleSignOn Access for New Employees

**Tip of the Week**

- BlueCross BlueShield of Texas 24/7 Nurseline

---

**HUMAN RESOURCES**

**REMINDER: Deadline for Notice of Vacancy and Position Description Actions in TAMU Jobs**

*Please share the following important information with hiring supervisors and staff within your department.*

Human Resources is working diligently to prepare for the April 4, 2013 implementation of PATH (Portal Access for Total HR) System -- the significant upgrade to the Online Employment, Position Description & Performance Evaluation System, (aka TAMU Jobs on the Single Sign On menu). Human Resources will be migrating limited data from TAMU Jobs to the new system so we can take advantage of more robust and comprehensive functionality in PATH. Therefore, there are certain pending activities in the current system that will need to be completed and closed out according to the schedules below.

1. **Deadline for Notice of Vacancy (NOV) submissions is Monday, February 25, 2013.**

   Monday, February 25 is the last day for departments to submit NOVs for posting to the TAMU Jobs system. Applicants will have the ability to view and apply to any open posting until April 2. On April 3, all open postings will be placed on hold. Departments have until April 30 to complete the hiring process for all TAMU Job postings. If a department has not filled a position from the TAMU Jobs NOV by April 30, the NOV will be cancelled and the department must create and submit a posting in PATH. Positions may not be posted in both systems at the same time. Departments are strongly urged to consider waiting to post their vacancy until PATH is available on April 4. Here are some considerations for departments in determining whether to post in TAMU Jobs or wait for PATH:

   A. Can you wait until April 4 or later to begin advertising the position and accepting applications? If yes, post with PATH once it launches.
   
   B. Will you be able to complete every step of the hiring process no later than April 30? If no, post with PATH once it launches.
2. Deadline for Position Description (PD) submissions is **Monday, February 25, 2013.**

Monday, February 25 is the last day for departments to submit requests for new positions, reclassifications or position description updates in the TAMU Jobs system. A transition period is needed for Human Resources to complete all pending requests in TAMU Jobs so that the most current positions, titles and information can be migrated to PATH for the April 4 site launch. HR staff will also be heavily involved in final preparations and training for the new system.

We will continue updating the project page ([http://employees.tamu.edu/PATH](http://employees.tamu.edu/PATH)) with news, important dates, training plans and a Project Deadline Calendar for your convenience. We hope you will encourage your supervisors and management to periodically reference this page as needed.

**Performance Evaluation Module Launch Date Moved**

During last week’s HR Liaison Network Spring Meeting, we announced that the performance management module in PATH will launch after this current evaluation period closes on May 31. We continue to work with the vendor to build into the enhanced version of our performance management module features that address the complexities of our university and other System members who will be using the program.

The performance evaluation process for this year (2012-2013) will follow these steps:

1. Evaluation completion and delivery timeframe is April 1 through May 31, 2013.
2. Use the same evaluation process your department used last year; either online or paper.
3. The 5 point rating scale definitions are the same as last year.
4. There is no requirement to complete the future goals and objectives in the current formats. Instructions will be included encouraging supervisors to develop and discuss these plans with employees. This information will be entered into the new performance management module at a later date (see #5 below).
5. When the evaluation process is completed by May 31 and the new performance management module is available in PATH, supervisors will receive a task in their inbox (through PATH) to discuss and document the performance plan for the coming year with their employees. The performance plan includes review of the position description and setting any performance goals or objectives. This step will officially kick off the performance management for the year culminating with the April-May 2014 evaluation.

Launching the new Performance Management module in PATH during the summer will allow the performance management process to be implemented in the logical, intended sequence—begin with a discussion about future goals and objectives and confirm that the job description is accurate for the upcoming year.

Contact Employee Relations at employee-relations@tamu.edu or 862.4027 with your questions and watch our website for access to evaluation resources and project updates.

**Background Checks for Faculty Hires**

Please be aware that the Criminal Background Check Request Form for faculty hires still needs to be sent to the Dean of Faculties office as you did before the change to the new method. The Dean of Faculties office will send the form to Recruitment and Workforce Planning.

**Changes in Employment that Impact Benefits Eligibility**

If you process changes to an employee’s employment status making them eligible for the benefits programs, please remember to enter their information into iBenefits. This will allow the employee to make their important insurance selections or waive coverage. Examples of employment actions that can potentially make an individual benefits eligible include: extending an appointment, transfer from wages or student positions, or increases in percent effort. If you have a question as to if a particular action makes an employee benefits eligible, just call your designated benefits representative and they will guide you through the process. We want to ensure those who are eligible are given the opportunity to enroll.
Also, remember that any new hires for the Spring semester should have been entered into iBenefits. They will soon be approaching the close of their 60-day enrollment window so please help encourage these individuals to take action and submit their benefit selections to avoid the default benefit coverage.

**Annual Term Month Appointments**
Employees who work less than a 12-month appointment will receive a summer insurance premium notification in mid-April. This notification will explain how their summer insurance premiums will be handled. HR Liaisons should prepare now to ensure that the annual term month for the employee is properly reflected and any extensions or changes to appointments are processed prior to the summer premium notifications. Starting this work now will help make things easier during that busy time period when you are processing appointment changes, leave without pay (LWOP) and preparing for the end of the semester.

**HR Liaison Typical Duties**
A new document is now available on the HR Liaison Resources webpage describing the typical duties HR Liaisons may facilitate. To review this resource, please visit [http://employees.tamu.edu/managers/liaisonResources/](http://employees.tamu.edu/managers/liaisonResources/) online.

**PAYROLL SERVICES**

**Important Payroll Reminders**
The February processing schedule is posted and available at [http://payroll.tamu.edu/media/74938/calendar-cs-2013-02.pdf](http://payroll.tamu.edu/media/74938/calendar-cs-2013-02.pdf) online. Login at [http://imgweb.tamu.edu/finance_dept/](http://imgweb.tamu.edu/finance_dept/) to view reports online. If you have any questions or concerns please contact Payroll Services at payroll@tamu.edu or 845-2711.

Wednesday, February 13, 2013
- PVDs Available On Line for #13-12, Pay Day 2/15

Friday, February 15, 2012
- Biweekly Pay Day #13-12
- Monthly EPAs Due by Noon

**SingleSignOn Access for New Employees**
New employees can access SingleSignOn (SSO) applications including TrainTraq and iBenefits before the Employee Payroll Action (EPA) is complete. To do this, HR Liaisons should create a record in UIN Manager even if the new employee already has an A&M System-issued UIN. Once a match of the employee data is confirmed in UIN Manager, the HR Liaison will be asked to enter the ADLOC and Workstation (M - Texas A&M University) to create an employee record in the BPP payroll system. This employee record will allow new employees to access SSO. Please make sure you also tell the new employee their ADLOC number; SSO will prompt them for this information during their initial login.

**TIP OF THE WEEK**

**BlueCross BlueShield of Texas 24/7 Nurseline**
Has this ever happened to you – it is the middle of the night and you have a medical issue come up that you don't know what to do. Do you go to the emergency room? Can you treat it yourself? What should you do? As a member of the [A&M Care Plan](http://employees.tamu.edu/managers/liaisonResources/), you have access to a 24/7 nurse helpline by calling the number on the back of your BlueCross BlueShield ID card (1-800-581-0368). Registered nurses will help provide guidance on how to handle your medical situation. The information you receive over the phone could save you a trip to the doctor's office which saves you money in office co-pay expenses.
HR Liaison Network News is distributed weekly to departmental HR Liaisons. For questions about the HR Liaison Network, contact Laura Dohnalik, Liaison Administrator in Human Resources at ldohnalik@tamu.edu or 979.862.3854.