February 18, 2013

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

**Human Resources**

- HR Liaison Network Spring Meeting Wrap-up
- Registration Open for PATH System Demos
- Updated Required Workplace Poster

**Payroll Services**

- Important Payroll Reminders

**Tip of the Week**

- Purpose and Use of the HRConnect Email Address

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**HUMAN RESOURCES**

**HR Liaison Network Spring Meeting Wrap-up**

Thank you everyone that attended the February 7 meeting. Presentations and handouts are now available for your review at [http://employees.tamu.edu/managers/liaisonResources/](http://employees.tamu.edu/managers/liaisonResources/) under HR Liaison Network Meetings. We hope you share the meeting information within your department(s). Don’t forget – meeting evaluations are due by February 22.

A number of questions related to the new PATH system were submitted during the recent meeting. The PATH implementation team will address the questions in future FAQs on the [PATH Project Page](http://training.tamu.edu/Courses/Detail/1494) and in the upcoming demonstrations. We truly appreciate your interest and feedback.

**Registration Open for PATH System Demos**

Registration is now open in TrainTraq for March demonstrations of the PATH (Portal Access for Total HR) System – the significant upgrade to the Online Employment, Position Description and Performance Evaluation System (aka TAMU Jobs on the SingleSignOn menu). HR Liaisons are invited to register for one of the two-hour demo sessions, which will cover applicant tracking and position description functions. Multiple dates for the same demo are provided so that HR Liaisons can find a session that works with their schedule. The dates and course details can be found at [http://training.tamu.edu/Courses/Detail/1494](http://training.tamu.edu/Courses/Detail/1494) online.

**Updated Required Workplace Poster**

The Family and Medical Leave Act (FMLA) workplace poster has been updated by the U.S. Department of Labor to include broader definitions of *veteran* and *serious health condition*. The newly revised poster is available at [http://employees.tamu.edu/managers/liaisonResources/required/posters](http://employees.tamu.edu/managers/liaisonResources/required/posters) online, and **must be posted by March 8, 2013**. A revised Spanish version has not been released as yet from the Department of Labor.
We strive to keep the workplace posters web page up-to-date as federal and state agencies make changes to their employee notice regulations. HR Liaisons are encouraged to check their poster displays with the web page listing periodically, as well as watch for announcements of changes in the HR Liaison Network News.

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 online. Login at 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.

Monday, February 18, 2013
- Electronic Monthly Payroll Available
- EPAs Due at Noon for #13-13, Pay Day 3/1

Tuesday, February 19, 2013
- Electronic Monthly Due by 4pm
- PPRs Print for #13-13, Pay Day 3/1

Wednesday, February 20, 2013
- PPRs Available On Line for #13-13, Pay Day 3/1

Friday, February 22, 2013
- Supplements Due at Noon for #13-13, Pay Day 3/1
- Uploads Due at 1pm for #13-13, Pay Day 3/1
- TimeTraq Due at 4pm for #13-13, Pay Day 3/1
- Monthly PVD Available On Line

TIP OF THE WEEK

Purpose and Use of the HRConnect Email Address
Did you know the employee email address in HRConnect is for all business-related information such as notices regarding W-2s, electronic pay stub notifications, annual enrollment benefit notices, and much more? It is recommended that employees use a valid work email address rather than a personal Gmail, Hotmail, or Yahoo account. Please encourage employees to visit HRConnect through the SingleSignOn (https://sso.tamus.edu) logon page, review their personal data and keep in mind the purpose of the email address on record before they edit/update the information.

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.