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

**Human Resources**
*Continuing Education for HR Liaisons*

**Payroll Services**
*Important Payroll Reminders*

**Employee & Organizational Development**
*Training Compliance Reports – Effective March 1, 2013*
*New Employee Welcome (NEW) – Register by Noon Wednesday, March 13*
*2013 Group Leadership Forum Nomination Process*
*March EduEssentials*

**Tip of the Week**
*Getting Benefits Information to New Employees*

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**HUMAN RESOURCES**

**Continuing Education for HR Liaisons**
Looking for opportunities to get your continuing education credit? HR Liaison training such as *Benefit Program Overview, Employee Relations Overview and Personnel Files, Payroll and Form I-9 Basics* and more are available this week. Visit the Employee & Organizational Development (EOD) course schedule at [http://EODinfo.tamu.edu/](http://EODinfo.tamu.edu/) for a list of courses available throughout the month of March and beyond. Registration is as simple as a click of the mouse.

As a reminder, you can choose any course listed on the HR Liaison Network training curriculum ([http://employees.tamu.edu/managers/liaisonResources/liaisonTraining.aspx](http://employees.tamu.edu/managers/liaisonResources/liaisonTraining.aspx)) or select anything from the *Employment Law* category of the EOD course schedule. Laws, regulations, policies and procedures are constantly changing. If you find yourself contacting a specific area of HR frequently with questions, consider taking a class on the related subject-matter. It might just be time for a content refresher, even if you previously completed the course.

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**PAYROLL SERVICES**

**Important Payroll Reminders**
The March processing schedule is posted and available at [http://payroll.tamu.edu/media/78087/calendar-cs-2013-03.pdf](http://payroll.tamu.edu/media/78087/calendar-cs-2013-03.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.

Monday, March 4, 2013
- Supplements & EPAs Due at Noon for Supplemental Pay Day 3/8/13
PPRs Print for #13-14, Pay Day 3/14

Tuesday, March 5, 2013

PPRs Available for #13-14, Pay Day 3/14

Thursday, March 7, 2013

- Supplements Due at Noon for #13-14, Pay Day 3/14
- Uploads Due at 1pm for #13-14, Pay Day 3/14
- TimeTraq Due at 4pm for #13-14, Pay Day 3/14
- Supplements PVD Available Online

Friday, March 8, 2013

- Supplemental Pay Day

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports – Effective March 1, 2013

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. This past month saw an increase in compliance for most employee categories!

Summary

- 93 (55%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 12.4% from 3,334 to 2,920
- The total number of past due employees decreased 12.9% from 1,083 to 943
- The total number of past due Faculty employees increased 1.0% from 194 to 196
- The total number of past due Budgeted Staff employees decreased 1.5% from 130 to 128
- The total number of past due Wage Staff employees decreased 19.2% from 594 to 480
- The total number of past due Graduate Assistant employees decreased 13.3% from 60 to 52
- The total number of past due Student Worker employees decreased 17.1% from 105 to 87

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 – 95.9%
  - Ethics – 95.7%
  - Information Security Awareness – 94.8%
  - Orientation to the A&M System – 96.4%
  - Reporting Fraud, Waste and Abuse – 96.3%

New Employee Welcome (NEW) – Register by Noon Wednesday, March 13

The next session of New Employee Welcome (TAMU NEW) will be held Tuesday, March 19 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Registration is required by noon Wednesday, March 13. Employees can register on EOD’s registration site: https://training.tamu.edu/Courses/Detail/384. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at 845-4153.

Note: A minimum number of participants is required for each NEW session. This provides an interactive experience in which new employees become acquainted with one another and learn about the university through class activities and guest presenters. Please forward this information to all hiring supervisors and encourage them to register their new employees.

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2013 Group Leadership Forum Nomination Process

Nominations are now being accepted for the 2013 Group Leadership Forum, which will be held April 23, 25, 30 and May 2. This annual four-day program introduces participants to the complexities of leading project
teams and work groups at Texas A&M University, while offering strategies for managing group dynamics and tools for guiding group process. Candidates must be approved by their division head (e.g., provost, senior vice president, or a vice president who reports directly to the university president). **Nomination forms were sent to each division head, so employees interested in attending the Forum should talk with their supervisor to request that their division head submit a nomination.** All nominations are due to EOD by March 20, 2013. For additional information about the 2013 Group Leadership Forum, please visit [http://EODinfo.tamu.edu/training/certificateProgram/GLF](http://EODinfo.tamu.edu/training/certificateProgram/GLF) or contact Ms. Ann Lauter at 845-4154.

**March EduEssentials**

Employee & Organizational Development (EOD) presents its March issue of EduEssentials, which includes EOD’s training calendar for Texas A&M University employees. At EOD, we believe that good luck doesn’t just happen…it comes from the secret formula: Luck = Opportunity + Preparation. Allow us to help you achieve your career development goals so you will be prepared when “luck” comes knocking! Featured topics this month include:

- **Diversity:** Developing Cultural Competence in the Workplace; The Multigenerational Workforce; Fostering Respect in a Diverse Workplace
- **Supervision:** Keys to Establishing Your Supervisory Skills; Coaching; Managing Difficult Behavior as a Supervisor; Managing Anger in the Workplace
- **Technology:** MS Word, Excel and Outlook Essentials; Excel Intermediate
- **Employee Development:** Interpersonal Communication Skills; Business Writing Essentials

... and more!

You may view the newsletter and March training calendar at [http://eodinfo.tamu.edu/docs/education/eduEssentialsMar13.pdf](http://eodinfo.tamu.edu/docs/education/eduEssentialsMar13.pdf) or future offerings at [https://training.tamu.edu/Schedule](https://training.tamu.edu/Schedule) online. Let EOD help you do your job better!

**TIP OF THE WEEK**

**Getting Benefits Information to New Employees**

Liaisons generally have lots of knowledge to share with new employees, but counseling on our health insurance options is not something they are expected to do. HR has a monthly one-hour overview session for benefits-eligible employees on the comprehensive insurance, retirement, paid time off, longevity and other benefits offered by the Texas A&M University System. The session is recommended during an employee’s first month of employment and pre-registration is available at [https://training.tamu.edu/Schedule#EmployeeOrientations](https://training.tamu.edu/Schedule#EmployeeOrientations) online.

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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.