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

April 29, 2013

HUMAN RESOURCES
PATH Deadline Dates and Launch Schedule
Background Check Process and Information

PAYROLL SERVICES
New Form I-9

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
New Employee Welcome (TAMU NEW) – Registration Required

TIP OF THE WEEK
Deciding on the Correct Performance Evaluation Rating

PAYROLL REMINDERS
April 29:
- EPAs due at noon
April 30:
- PPRs print
May 1:
- Monthly Pay Day
- PPRs available online
May 3:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES

PATH Deadline Dates and Launch Schedule
On Friday, April 26 a LNN Special Notice entitled “PATH Implementation Launch Date (TAMU Jobs Website Upgrade)” was emailed to you. HR has set a launch date of Thursday, May 30, 2013 for the PATH System and wants you to be aware of the impact to current TAMU Jobs access over the next few weeks. This special notice contains important deadline dates for managers, hiring supervisors and staff within your department regarding the TAMU Jobs website upgrade. Please read this urgent message from your email or find it listed under “News & Updates” on the PATH project page (http://employees.tamu.edu/PATH). The Project Deadline Calendar has been updated at http://employees.tamu.edu/docs/employment/PATHcalendar.pdf as well.

Top

Background Check Process and Information
As a follow up to previous LNN messages about the background check process, this week we wanted to provide you with more information on how the checks actually work. It is helpful to understand the process to understand why we have always said to allocate three (3) to five (5) business days for the check. Our current check adds some elements not done in our previous checks and new laws add to the process. Here are more details:

- Third party vendors such as our current provider LexisNexis and our previous vendor First Advantage (SafeSchools) purchase data from governmental entities for these purposes which are then maintained on their servers. Each governmental entity releasing data has a set schedule for releasing data, whether monthly, quarterly or another schedule.
- The background check will not start until the candidate/volunteer has completed the background check application and has done the Consent/Authorization. Our typical check starts with a Social Security trace. This search gives us possible name variations. This check is actually run across credit databases. Third party vendors do not have access to IRS records.
- The second check is a national data base check which allows us to check nationwide as well as all sex offender registries. These results might also lead to additional county checks. Those checks can take additional time.
- The last element is a Texas State Search. This is an added element since switching to our current vendor. Even though we have the national search which includes Texas, we want to make sure we have the
most updated Texas records. This search goes to the state and the state has a 1.5 to 2 day turn around for these searches. We are fortunate that our turnaround time is on the low end for these but if this search crosses a weekend, it can go higher.

- If a record has a “hit”, meaning a result has shown up indicating a conviction, we need to review it to determine if it can be cleared and we follow our process for deciding on the hiring/allowing volunteering of the individual. As mentioned in the last LNN, there is a multistep review process for individuals tied to camps/events involving other campus entities so those can take longer than the normal turn around.

To assure the process occurs as quickly as possible, Recruitment and Workforce Planning is committed to:

1. Entering the information to trigger the email to the candidate/volunteer on the business day we receive it from you. Remember that access for the candidate is available 24/7 by our method. Please continue to encourage them to respond as soon as possible. Page two of the form gives the candidate the information they need to understand/complete the process.
2. Sending clearance emails on the business day we receive them. As stated above, checks requiring additional searches or review may be held until cleared.

Thanks to everyone for their help and patience as we go through the important background check process. If you have any questions, please contact Recruitment and Workforce Planning at employment@tamu.edu or (979) 845-5154.

**PAYROLL SERVICES**

**New Form I-9**
Effective May 7, 2013, departments may no longer use prior versions of the Form I-9. Only the newly revised Form I-9 (Rev. 03/08/13) N should be used for all new hires and re-verifications. The form is available at http://payroll.tamu.edu/i-9/ online.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**New Employee Welcome (TAMU NEW) – Registration Required by Noon Friday**
*Please forward this information to all hiring supervisors and encourage them to register their new employees.*

The next session of *New Employee Welcome (TAMU NEW)* will be held **Wednesday, May 8** from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. **Registration is required by noon Friday, May 3.** Employees can register on EOD’s registration site: https://training.tamu.edu/Schedule#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at 845-4153.

**TIP OF THE WEEK**

**Deciding on the Correct Performance Evaluation Rating**
As supervisors complete their employees’ performance evaluations and prepare to discuss the past year’s work and performance objectives, they will carefully consider the performance rating that best reflects an employee’s efforts and achievements. A helpful resource for the supervisor to review and share with their employees is the list of rating scale definitions provided online at http://employees.tamu.edu/docs/wpResources/725bPerfEvalRatingScale.pdf. Other performance evaluation resources can be found at http://employees.tamu.edu/managers/evaluations.aspx online.
Next Network Meeting:
June 27, 2013

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator
ldohnalik@tamu.edu  |  979.862.3854

Human Resources Main Contact Information:
PHONE: 979.845.4141    MAIL STOP: 1255 TAMU
MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX  77845-1255    MAP