May 20, 2013

**HUMAN RESOURCES**

Registration Still Open for PATH System Demos on May 23 and May 28  
Reminder – NOV Deadlines for TAMU Jobs  
University Closed Monday, May 27 in Honor of Memorial Day  
Home or Mailing Address Changes  
“HR EXPRESS” Newsletter - Summer 2013 Issue  
Save the Date for the HR Liaison Network Summer Meeting

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**TIP OF THE WEEK**  
Don’t Lose Those Vacation Hours

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**PAYROLL REMINDERS**

May 20:  
- Electronic monthly payroll available

May 21:  
- Electronic monthly due by 4pm

May 22:  
- PVDs available online

May 24:  
- Biweekly Pay Day  
- EPAs due at noon  
- Monthly PVDs available online

Processing Schedules  
Payroll Reports

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**HUMAN RESOURCES**

Registration Still Open for PATH System Demos on May 23 and May 28  
Don’t miss your opportunity to see a PATH System Demo! Registration remains open in TrainTraq for the demonstration 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 the one-hour demo session, which will cover navigation and access to applicant tracking and position description functions. The first demo is on Thursday, May 23 (9-10 a.m.) and second demo is on Tuesday, May 28 (2-3 p.m.). Registration and course details can be found at [http://training.tamu.edu/Courses/Detail/1494](http://training.tamu.edu/Courses/Detail/1494) online. Reserve your seat today before the sessions fill up!

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Reminder – NOV Deadlines for TAMU Jobs  
Please share the following remaining important information and deadline dates for managers, hiring supervisors and staff within your department regarding the TAMU Jobs website upgrade.

- TAMU Jobs Last Day for Applicants to Apply: **Tuesday, May 28**  
- TAMU Jobs’ NOVs Placed on Hold: **Wednesday, May 29**  
- TAMU Jobs’ NOVs Filled or Cancelled: **Friday, June 14**

Please be aware that no applicants or postings in TAMU Jobs will be migrated to PATH. If you have not completed the hiring process in entirety by June 14, you will need to create a new posting in PATH and begin the hiring process again from the beginning with the applicants applying through PATH.

Jobs that are cancelled in TAMU Jobs do not generate an email to applicants notifying them of the cancellation. If you wish to notify candidates that the position will be cancelled and you will be reposting in PATH, you will need to pull an Applicant List Email Report from TAMU Jobs before June 14.

It is **highly recommended** that if you are not going to be able to complete your hiring process by June 14 in TAMU Jobs that you go ahead and cancel your posting and notify your applicants. PATH will go live **Thursday, May 30** and
will be available for posting. Visit [http://employees.tamu.edu/docs/employment/PATHcalendar.pdf](http://employees.tamu.edu/docs/employment/PATHcalendar.pdf) for a full list of the project deadlines.

**University Closed Monday, May 27 in Honor of Memorial Day**
The University will be closed Monday, May 27 in honor of Memorial Day, which is a day of remembrance for those who have died in our nation's service. View the University Holiday Calendar at [http://employees.tamu.edu/employees/benefits/leave/holidays.aspx](http://employees.tamu.edu/employees/benefits/leave/holidays.aspx). The next university holiday will be Independence Day, July 4. As a reminder, leave eligible employees must be in a paid status before and after the holiday in order to qualify for holiday pay.

**Home or Mailing Address Changes**
The change of semesters also brings with it address changes and it is a good time for employees to review their personal information. As a reminder, employees can update their home and mailing addresses online through the Personal Data tab of HRConnect available from SingleSignOn at [https://sso.tamus.edu/](https://sso.tamus.edu/). Once the update is recorded online, it will be electronically submitted to the insurance and benefits carriers on a weekly transfer file. The address change for active employees will be sent monthly to Teacher Retirement System (TRS), so no need to complete paperwork directly with TRS. Employees who are enrolled in Optional Retirement Program (ORP) or a voluntary Tax Deferred Account (TDA) or Texa$aver Deferred Compensation Plan (DCP) should initiate a change of address directly with their retirement vendor.

**“HR EXPRESS” Newsletter - Summer 2013 Issue**
All aboard for the newest issue of the HR EXPRESS newsletter! Check out the articles in this summer issue; “PerksConnect – Employee Discount Program”, “Get to Know Your Department’s HR Liaison”, “Best Practices in Hiring”, and much more. Remember, the purpose of this newsletter is to keep employees on track with HR-related services and information they (and you too!) need to know as an employee of Texas A&M University. Be sure to pass this newsletter link to the employees in your work area. HR EXPRESS is published three times a year with spring, summer and fall issues. Read the full issue at [http://employees.tamu.edu/hrexpress](http://employees.tamu.edu/hrexpress) and give us your feedback!

**Save the Date for the HR Liaison Network Summer Meeting**
The next scheduled network meeting is Thursday, June 27 in the General Services Complex. Please mark your calendars now; more information will be available soon.

**TIP OF THE WEEK**

**Don't Lose Those Vacation Hours**
As the summer season is upon us, now is a good time to evaluate if vacation hours could potentially roll over into sick leave. According to System Policy, an employee’s vacation balance at September 1 that is greater than the maximum vacation carry over will be credited to sick leave hours. Employees may review their projected vacation hours balance by logging into LeaveTraq and clicking the “Show Details” button. More information is available at [http://employees.tamu.edu/employees/benefits/leave/VacationAccrual.aspx](http://employees.tamu.edu/employees/benefits/leave/VacationAccrual.aspx) online.