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

May 28, 2013

HUMAN RESOURCES
Reminder – NOV Deadlines for TAMU Jobs
PATH System Launches on May 30
PATH Customer Help Sessions
Announcing the FY2014 Network Meeting Dates

TIP OF THE WEEK
Performance Evaluations in the Homestretch!

PAYROLL REMINDERS
May 28:
- PPR #13-20 prints
May 29:
- PPRs available online
May 31:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES
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 (TODAY!)
- 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 for a full list of the project deadlines.

PATH System Launches on May 30
Final preparations are underway for the May 30 launch of the PATH (Portal Access for Total HR) System. PATH is the significant upgrade to the Online Employment, Position Description and Performance Evaluation System (aka TAMU Jobs on the SingleSignOn menu). Beginning Thursday, May 30 at 8 a.m. you can use the PATH System to create postings and take action on position descriptions. Look for the new SSO menu option labeled: PATH Portal Access Total HR. Please note that there may be high volume on the first few days the PATH System is available. HR staff will be working hard to process requests as quickly as possible. Your patience is appreciated as we all adjust to the new system.
**PATH Customer Help Sessions**
Customer help sessions will be offered after the PATH system launch to help customers with specific questions. The sessions will be offered in a computer lab, will be come and go, and content will be based upon your specific questions and needs. No registration is needed. The help sessions in June are listed below:

- Thursday, June 6: 9:00 a.m. – 12:00 noon in GSC Lab 2202
- Thursday, June 13: 1:30 p.m. – 4:30 p.m. in GSC Lab 2202
- Thursday, June 20: 9:00 a.m. – 12:00 noon in GSC Lab 2202
- Thursday, June 27: 1:30 p.m. – 4:30 p.m. in GSC Lab 2202

**Announcing the FY2014 Network Meeting Dates**
It is with great pleasure that we announce the following HR Liaison Network Meeting dates for FY2014:

- Fall – November 7, 2013
- Spring – March 4, 2014
- Summer – June 25, 2014

Please save the dates and make plans to attend. We hope to see you at the next meeting, just a few weeks away on Thursday, June 27, 2013.

**TIP OF THE WEEK**

**Performance Evaluations in the Homestretch!**
The annual performance evaluation review process for nonfaculty employees ends Friday, May 31. If your department uses the online process, supervisors will need to COMPLETE the evaluation once returned by the employee with or without comments. If using the Word format, remember to finalize with signatures, and attach employee comments if provided. More performance evaluation information is available at [http://employees.tamu.edu/managers/evaluations.aspx](http://employees.tamu.edu/managers/evaluations.aspx) on our website.

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

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