Since the launch of the PATH System, HR has been working with the software vendor to address employee user access issues for position description (PD) updates and reviews. These access issues have been resolved with the addition of group-member prompt, which impacts all types of position actions in the Position Management module in the PATH System.

Here are some important details about this change:

1. **Selecting a name when transitioning a PD action**: Group-member prompt is visible in the Take Action box of a position action that allows selection of the specific user for review and approval of the request. If a name is selected when transitioning a PD action to the next workflow state, only that specific user will receive the email that is generated by the system and will be able to take action on the position. Users will notice that they are expected to select a user’s name now as the next approver when transitioning any PD action. The list of users visible to select depends on the type of action and the transition selected. For example, if the transition was selected to Approve and Send to Supervisor, the Take Action box will show the list of active users with a Hiring Supervisor role for that department will be visible for selection.

2. **Transferring a PD action between two users without changing the current workflow state**: When an action is in any workflow state other than draft, the group-member prompt allows a user to transfer the PD action to another specific user within the same workflow state. For example, if there is more than one supervisor who needs to review an action before it is submitted to the department head, the first supervisor can transfer the action to the other supervisor within the Hiring Supervisor workflow state. The supervisor does this by selecting to Keep Working on This Action and checking the “Transfer this Position Request to” option.
check box and then selecting the other supervisor’s name. The other supervisor will be able to review the position and move it forward to the next approver or transfer it back. Please note that if an action is transferred between different supervisors using this method, the system will not generate an email notice to the specific user since the workflow state is not changing. The supervisors transferring the action back and forth to one another within the same workflow state will need to communicate with each other when the action has been transferred for review. The current selected user is the one who can approve and send the position request to the next approver.

3. **Sending PD update and PD review actions to employees:** The group-member prompt solution means that PD updates and reviews can now be sent to employees when applicable. This is done by selecting the specific employee’s name in the group-member prompt drop-down list when transitioning the action to the employee. This applies to the only two PD actions that could potentially involve the individual employee’s review: Update PD and Review PD. One important change with this solution is that employees cannot initiate these actions. For Review PD, the hiring supervisor must initiate the PD action. For Update PD, either the HR Liaison or the hiring supervisor can initiate the action and it is not required to transition it to the employee for review and editing, but it is an option. In addition, the employee will need to be in the Employee-PD Action user group to view and take action on these requests.

Due to the addition of group-member prompt to position actions as described above, we will be revising materials such as the relevant workflows, instructions and videos on the PATH Help Page in the coming weeks. If you have any questions please contact Classification and Compensation at hrcomp@tamu.edu or 979-845-4170.

**PATH System Emails with Missing Position Details**
HR is continuing to work with the software vendor regarding the PATH system emails being sent to supervisors with the position details missing. The vendor is researching the root cause and we hope to have resolution soon. These emails seem to be generating upon final approval of a PD action, so please note that an email in which the position details are blank never represents a pending action that the supervisor must review. Supervisors should ignore and delete such emails in which the details are missing. We sincerely regret any inconvenience or confusion caused by those email notices in which no action is needed.

The body of these blank emails looks like an email template, with all of the position-specific information missing:

> There is a position description action that has been placed in the status of "●. Please access the PATH System through SingleSignOn (SSO) at https://sso.tamus.edu and view your inbox to review/approve this action (if required).

**Annual Enrollment Follow-Up: Check your Annual Enrollment Document**
Annual enrollment has officially closed and benefit changes will become effective starting September 1, 2013. Employees are encouraged to confirm their annual enrollment selections by viewing their annual enrollment document under the “My Documents” section in iBenefits by following the below steps. Please note that the “My Benefits” section shows current benefit coverage, so the annual enrollment changes will not show under that section until after September 1, 2013.

1. Log into SingleSignOn (SSO) at https://sso.tamus.edu
2. Choose iBenefits from the SSO menu
3. Select “My Documents” tab
4. Locate Annual Enrollment document with effective date 9/1/13
5. Click on Overview button to view benefit selections and verify document status
6. The document must be in a **Submitted (Valid)** status in order for the changes to be recorded

Employees who identify that their benefit selections do not reflect their desired benefit changes for FY2014, or those who wanted to make changes but whose document status is not in a submitted status should contact their Benefits Representative. As a reminder, the Benefits Representatives can be located by using the yellow “Need Help?” button on our website at http://employees.tamu.edu online.

**Annual Enrollment Follow-Up: Dependent Verification**
If you requested to add a newly enrolled dependent to your insurance plan(s), that dependent will not be enrolled in insurance coverage until the dependent verification process is complete. Employees must provide the proper dependent verification documents to Benefits Services by August 16, 2013 to ensure information is provided to the insurance carriers and coverage is activated for the September 1, 2013 effective date. A complete list of eligible
dependent verification documentation is available online.

**New Graduate Student Employee Benefits Orientation**
A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The sessions on Monday, August 19, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the orientation flyer with your new Graduate Assistants and encourage them to attend.

**Termination EPAs Needed to End Benefits Coverage**
An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of FY2013 and will not be included in the budget for FY2014. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel benefit coverage. Please make sure that termination EPAs are processed in a timely manner.

**End of Fiscal Year LeaveTraq Reminders**
It's that time of year again to complete and update all LeaveTraq records as we move toward the next fiscal year. Please note the following items as FY2014 approaches:

- LeaveTraq allows you to process or revise leave transactions entered in the previous fiscal year; therefore, you will lose the ability to process or revise leave transactions for FY 2012 on September 1, 2013. Accordingly, please make sure pending transactions for FY 2012 are completed prior to August 31, 2013. **Note:** A rejected document is not considered to be completed. The document is still active and requires an appropriate action.
- For budgetary reasons, all leave entries for FY2013 activity should be completed as soon as possible.
- LeaveTraq provides an automated process to lapse excess vacation balances at the end of the fiscal year in accordance with System Regulation 31.03.01 – Vacation. Please note that any lapse will affect both sick and vacation leave balances, and that two transaction entries will be required if the automatic transactions entered by the LeaveTraq program need to be cancelled, reversed, or adjusted.

Thank you, in advance, for your attention to these details. Your timely review and consideration of these matters will ensure that your employees have up-to-date accrual balances and will also provide your department with accurate fiscal year-end financial reports. Please contact Benefits Services at hrcpbenefits@tamu.edu or 862-1718 if you have questions.

**PAYROLL SERVICES**

**Electronic I-9 Coming Soon!**
The Texas A&M University System has signed a contract with LawLogix to provide electronic I-9 processing. The benefits of this system include better compliance as all fields are required to be entered to complete the I-9; automatic entry of your name, title and business address and better monitoring of new hires to ensure the I-9 is completed in a timely manner. The new hire access to this system will be web based while the hiring departmental access to it will be through SingleSignOn.

We are in the very beginning stages of learning the system and doing the administrative set up. In the next week or so, we will be in contact with you asking for the departmental I-9 users (HR users) in your department in order to set up their access. This system will allow you to have users set up access for new employees to complete Section 1 of the I-9 as well as departmental users who can complete Section 2 (these may be the same user). We will need to know who in your department needs each of these accesses. You will be able to add or delete users on this list and change users as employees change in your department.

We anticipate using pilot groups as we start this so let me know if you are interested in being a pilot. The target date to begin the pilot groups is October 1, 2013. This process should move quickly to get all departments on this system. Training on this system will be conducted once we get closer to the implementation. Feel free to contact Rosalie Nickles at Rosalie@tamu.edu or 979.458.1750 if you have questions.
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, August 14 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Registration is required by noon Friday, August 9. 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.

August EduEssentials – Employee Training Schedule
August’s EduEssentials was emailed to all Texas A&M employees on July 29; please let us know at EODinfo@tamu.edu if you did not receive it or would like another copy, and we’ll be glad to send it to you. We are highlighting several professional development workshops this month, including Microsoft Outlook Advanced (August 6 - 7), Presentation Skills (August 7 & 15), Microsoft Word Intermediate (August 12 - 13), Microsoft Access Intermediate (August 13 - 14), Adobe InDesign Essentials (August 21 - 22), Microsoft Excel Essentials (August 22), and Microsoft PowerPoint Essentials (August 26 - 27). To register for these and our other offerings, we invite you to visit EODinfo.tamu.edu. Let EOD help you do your job better!

Training Compliance Reports for August
The monthly training compliance reports will be attached to the August 12 edition of the HR Liaison Network News. In the meantime, please contact EOD at EODinfo@tamu.edu if you have a question about the compliance statistics for your department(s).

TIP OF THE WEEK

Need to Know Who to Call in HR? Use the Online Directory
Now that annual enrollment for benefits has ended and the new year is right around the corner, employees may have lingering questions about any number of benefits, retirement or human resource-related issues. HR Liaisons, who receive comprehensive training on hr-related topics, may be comfortable answering many questions, but probably not all questions; that’s when employees can turn to their assigned representatives in Human Resources. Use the online HR contact directory (http://employees.tamu.edu/deptReps.aspx) to know exactly who to call or email for assistance with any HR need.

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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