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

### November 11, 2013

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#### PAYROLL REMINDERS

- **November 11:** EPAs due at noon
- **November 12:** PPRs print
- **November 13:** PPRs available online
- **November 15:** Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm
- Monthly EPAs due at noon

**Processing Schedules**

**Payroll Reports**

#### HUMAN RESOURCES

**Remembering Veterans Day…**

*Thank you for serving our country and protecting our freedoms.*

**Wellness Works: Health & Wellness Fair – Tomorrow**

*Please share with employees in your department.*

Don’t miss out on this fun event AND get some great information to help you live a healthier life. Join us on Tuesday, November 12 for the inaugural Health & Wellness Fair as part of the Wellness Works program. The Health & Wellness Fair will include a vendor exhibit area with over 50 organizations focused on health & wellness, demonstration area, breakout sessions, prizes, screenings, giveaways and refreshments. Something for EVERYONE! [View the flyer](#) for the session schedule and more details. Plan to attend this fun and informative event to help you achieve a healthier, happier you.

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Reminder: PMSA Nomination Period Ends November 14
The Annual President’s Meritorious Service Awards Program nomination period is closing Thursday, November 14, 2013. We hope you will consider nominating one of our exceptional staff employees or a team for this award. To nominate, please visit http://employees.tamu.edu/pmsa. Questions concerning staff awards may be referred to the HR Recognition staff at emplrecognition@tamu.edu or (979) 458-4103.

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Notices to Display in the Workplace
Human Resources takes the opportunity each fall to remind the university community of workplace poster requirements. Each university department must display the required posters to ensure their employees have access to information about their rights in the workplace and to comply with various federal and state agency laws, and A&M System regulations. As identified during an extensive review last year, and in consultation with the Texas A&M System’s Office of General Counsel and the Texas Workforce Commission, there are 13 required posters and nine recommended posters. Information about the display requirements and downloadable versions of the posters is available here http://employees.tamu.edu/managers/ liaisonResources/required/posters.aspx online.

As an HR Liaison, you are tasked with keeping workplace posters up-to-date on behalf of your department, and /or work with staff who oversee the placement of workplace posters. We ask that you or the appropriate staff member take an inventory of your display, and replace or revise the posters as soon as possible. You might also consider emailing your employees periodically to let them know where the posters are located for their convenience.

We appreciate your assistance to assure employees have access to this important information. If you have questions about workplace posters, please contact Policy & Practice Review at hrpolicy@tamu.edu.

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NEW Recommended Title IX Workplace Poster
Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in employment and educational programs and activities at institutions that receive federal financial assistance, including TAMU. Sexual discrimination and harassment, including sexual violence and related retaliation are prohibited. Unwelcome sexual advances, requests for favors, and other verbal, nonverbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is so severe, persistent or persuasive that is explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating or hostile work or educational environment.

If you believe you have been a victim or witnessed discrimination or harassment based on sex, please notify the Title IX Coordinator, Charley Clark, or other designated official listed on the poster. As an HR liaison, you can help make the Texas A&M campus more welcoming and safe. HR liaisons are encouraged to display the “Stop Sex Discrimination and Harassment” poster so that students, faculty, and staff better understand Title IX protections and how to report alleged violations. Also, you may instruct persons with the Title IX related inquiries to contact TitleIX.Coordinator@tamu.edu.

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Holiday Pay Reminder
With the holiday season approaching, it is a good idea to remind employees about eligibility to receive holiday pay. A leave-eligible employee must work or be in a paid leave status for any portion of the scheduled work day before a holiday and any portion of the scheduled work day after a holiday to be eligible for holiday pay. A specific exception for the winter break stipulates that an employee will be paid for the designated December holidays if s/he is in a paid status or working for any portion of the last scheduled work day before the holiday period begins. The employee will be paid for a designated January 1 holiday if s/he returns to work (or is in a paid leave status) for a portion of the next scheduled work day following the holiday. A “portion” of a scheduled work day, for holiday pay eligibility purposes, is defined to be at least 15 minutes. Now is a great time to remind employees of holiday leave information available at http://employees.tamu.edu/employees/benefits/leave/holidays.aspx on the HR website.

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Retirement Plan Enrollments for Individuals Hired into ORP Eligible Positions
Under the Texas A&M University System plan rules, an employee eligible to participate in the Optional Retirement Plan (ORP) has 90 days to make an election. Benefits Services will notify employees directly who are eligible for ORP by sending an ORP notification packet. During the 90-day election window, the employee will automatically default into the Teacher Retirement System (TRS) and will remain in TRS until an ORP election is made and the properly completed paperwork has been received by the Payroll Services office within the 90-day election window. The actual ORP enrollment date is the date used to determine ORP vesting requirements and not the employee’s hire date.
An employee who elects to move from TRS to ORP in this 90-day period will not receive the employer portion of the contributions already made to TRS during that period. However, the employee’s portion of the contribution to TRS will be refunded directly to them by TRS.

It is important for the employee to make their decision as quickly as possible and to understand the implications of the delayed decision. Detailed information is available on the retirement website [http://www.tamus.edu/offices/benefits/retirement/](http://www.tamus.edu/offices/benefits/retirement/). HR Liaisons should direct any questions related to ORP eligibility and plan benefits to Benefit Services (benefits@tamu.edu or 862-4028) or Payroll Services (payroll@tamu.edu or 845-2711).

**Total Compensation Letters – Available Soon in HRConnect**

Do you know how much your benefits are worth and do you know your TOTAL compensation from Texas A&M? It is important to understand that your compensation is not just what you receive and see in your paycheck each payday. Total Compensation Letters help explain the value of ALL compensation provided to you as an employee of Texas A&M. These letters will be available in HRConnect; System Benefits Administration will send an email announcement this week once the letters become available.

**Exit Checklist for Terminating Employees**

For the past few years, Human Resources has contacted some of you each month about your use of the Employee Exit Checklist to document the “out-processing” of employees leaving your department. Completing the checklist is one of the ways in which you are working hard to safeguard University resources and minimize a multitude of business risks when individuals separate from employment. We appreciate your efforts!

In the spirit of continuous improvement, we ask for your input. Whether your department uses the form on our HR website, or you have developed your own exit checklist, please share your comments and suggestions or send us a sample of the department-tailored form you have developed to document the exit activities. Send your comments and samples to employee-relations@tamu.edu or contact Employee Relations at 862-4027 by December 12, 2013.

**Thank You for Attending the HR Liaison Network Fall Meeting!**

Human Resources would like to thank everyone that attended last week’s meeting. As always, we had a lot of information to convey regarding upcoming changes and new processes. We hope you also enjoyed learning about the University’s records management program and the use of social media on campus.

The meeting material will be available at [http://employees.tamu.edu/managers/liaisonResources/liaisonMeetings.aspx](http://employees.tamu.edu/managers/liaisonResources/liaisonMeetings.aspx) later this week. Please take a moment to complete the online evaluation (link included in email from TrainTraq) by Wednesday, November 20 at 5:00pm. Your input helps us to prepare for upcoming meetings. Mark your calendars now to join us for the Silver Celebration on March 4, 2014 in the Memorial Student Center!

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Preparation for PATHways – the Performance Management Process for Staff**

Please share with employees in your department.

HR announces PATHways, the PCER (Plan, Coach, Evaluate, Reward) process of performance management, which is intended to foster ongoing dialogue between supervisors and their employees. This process begins with the establishment of a performance plan and culminates with the employee’s online annual evaluation. To support this process, PATH's Performance Management module will be implemented in January, at which time supervisors will be asked to access PATH to initiate a performance plan for each of their staff employees.

Employees can learn now about PATHways by taking an online training course, and they can also register for one of our workshops or demos that are scheduled beginning in January:

- Highly Recommend for All Employees – [PATHways to Success: The Performance Management Process Overview](#) (online course available now in TrainTraq #2112082)
- Supervisors – [PATHways to Success: Supervisory Best Practices for Managing Employee Performance](#) (3-hour EOD workshop, available in January)
- Non-supervisory Staff – PATHways to Success: Performance Management Process for Staff (3-hour EOD workshop, available in January)
- All employees – PATHways to Success: Performance Management Process Overview and Demo (presentation format, available in January)

More information regarding the process and the role of the HR Liaison will appear in future editions of HR Liaison Network News. Visit the PATHways website for more information and resources: http://EODinfo.tamu.edu/PATHways. Please contact EOD at HRPATHways@tamu.edu if you have questions.

**Microsoft Office 2013 Demo**

*Please share this information with your employees who may be interested.*

EOD is providing a free Microsoft Office 2013 Demo on Thursday, November 21, from 9:00 to 10:00 a.m. in the General Services Complex, Assembly Room 101A. The demo will show some of the new features of Microsoft Office 2013 and present “what’s in,” “what’s out,” and what looks different. Participants will see the most obvious changes to common tools and exciting new options that will enhance productivity. There will be an optional Q&A session after the demo.

Demo topics will include:
- Office 2013 Suite: Change How You See Office
- Excel 2013: Filter and Automate
- Word 2013: Read, Design, Collaborate
- PowerPoint 2013: Animate, Align, Engage
- Outlook 2013: See the Whole Picture
- Access 2013: Create for Desktop, Web, or App

*There is no charge to attend the demo but we ask that everyone register online through TrainTraq or by contacting 845.4153 or EODinfo@tamu.edu.* Please see our site for more information at: http://training.tamu.edu/Courses/Detail/1548.

**IN CASE YOU MISSED IT...**

**Changes to Standard Administrative Procedures (SAPs) and a University Rule**

University Risk and Compliance announced last week changes to human resources related SAPs and a university rule. For annotated copies and details, see https://listserv.tamu.edu/cgi-bin/wa?A2=RULECONTACTS;e31e06ae.13.

- SAP 31.08.01.M0.01, Staff Emeritus Status – NEW
- SAP 31.02.08.M0.01, Teacher Retirement System of Texas – REVISED
- University Rule 34.02.01.M1, Substance Abuse Prevention – REVISED

**TIP OF THE WEEK**

**Veterans Support and Opportunities at Texas A&M**

On this Veterans Day, it is a good time to remind employees who served in the military of the benefits available to them should they choose to further their education or expand their job opportunities. The Texas A&M University Veteran Services Office https://vso.tamu.edu/ and The Texas A&M University System Veterans Support Office http://www.tamus.edu/home/veterans/ both have information and resources to help veterans access quality academic programs. Texas A&M University provides for a veteran’s preference http://employees.tamu.edu/Jobs/JobListings/legal.aspx in the hiring process and provides other protections, rights and benefits http://employees.tamu.edu/employees/benefits/leave/military.aspx to those who serve our country.
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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Next Network Meeting: March 4, 2014