**HUMAN RESOURCES**

- Reminder about Holiday Pay
- Holiday Leave and Family Medical Leave Act (FMLA) Leave

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

- “PATHways to Success” Online Training Encouraged for All Employees

**TIP OF THE WEEK**

- Employee PIN and ADLOC Information

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**PAYROLL REMINDERS**

- November 25: PPRs print
- November 26: PPRs available online
- November 27: Supplements due at noon, Uploads due at 1pm, TimeTraq due at 4pm

- Processing Schedules
- Payroll Reports

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**HUMAN RESOURCES**

**Reminder about Holiday Pay**

An employee must work or be in a paid leave status for any portion of the scheduled workday before a holiday and any portion of the scheduled workday 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 workday 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 workday following the holiday. A “portion” of a scheduled workday, for holiday pay eligibility purposes, is defined to be at least 15 minutes. As the holidays and winter break approach, now is a great time to remind employees of holiday leave information available at [http://employees.tamu.edu/employees/benefits/leave/holidays.aspx](http://employees.tamu.edu/employees/benefits/leave/holidays.aspx) on the HR website.

**Holiday Leave and Family Medical Leave Act (FMLA) Leave**

If you have an employee on FMLA leave during a week in which a holiday occurs does that holiday count towards the employee’s FMLA allotment? The answer is: it depends. Generally, if the holiday falls during the time an employee is out on FMLA leave, the holiday DOES count towards the FMLA allotment. However, there is an exception to the rule if the University is closed for five (5) consecutive days or more. Therefore, the holiday leave during the winter break would not deduct from the FMLA allotment because the break is longer than 5 days. More information on FMLA is available in the System Regulation [http://policies.tamus.edu/31-03-05.pdf](http://policies.tamus.edu/31-03-05.pdf) or on the Human Resources benefits webpage [http://employees.tamu.edu/employees/benefits/leave/fmla/Default.aspx](http://employees.tamu.edu/employees/benefits/leave/fmla/Default.aspx). Need a helpful tool to track FMLA and other leave calculations? Use the Fiscal Year calendar available at [http://employees.tamu.edu/docs/misc/579eFY2014Calendar.pdf](http://employees.tamu.edu/docs/misc/579eFY2014Calendar.pdf).

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

- “PATHways to Success” Online Training Encouraged for All Employees

*Please share with employees in your department.*

January 2014 is only 6 weeks away! Besides welcoming a new year, we’ll be ringing in a new performance management process called PATHways. This process includes the annual non-faculty performance evaluations,
which will be created in PATH (via Single Sign-On). To prepare for the January launch, we suggest all Texas A&M employees take the online training course: PATHways to Success: The Performance Management Process Overview (online course available in TrainTraq #2112082). This course describes the PCER performance management model (Plan, Coach, Evaluate and Reward), that begins with the creation of meaningful and relevant performance plans, and culminates with the annual performance evaluation. We highly encourage all employees, and in particular HR Liaisons and supervisors, to take this course prior to the mid-January launch date.

Visit the PATHways website for information and resources: http://EODinfo.tamu.edu/PATHways. Please contact EOD at HRPATHways@tamu.edu if you have questions.

**TIP OF THE WEEK**

**Employee PIN and ADLOC Information**

Did you know Single Sign-On (SSO) is a gateway to all sorts of information for employees? Sometimes an employee may need to know their position identification number (PIN), administrative location number (ADLOC) or department name for various HR- or payroll-related forms. Most employees can obtain this information, as well as other details about their employment relationship or benefits, through either LeaveTraq, TimeTraq, TrainTraq or HRConnect. Log on to SSO at https://sso.tamus.edu/Logon.aspx managed by the Texas A&M University System.

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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