Registration for the March Network Meeting Closes this Week
HR Liaison Continuing Education
Staff Awards & Prize Drawings at the PMSA Program Wed., Feb. 26
HR EXPRESS® Newsletter Readership Survey Ends Friday

PERFORMANCE MANAGEMENT
“Certifying” Position Description
Performance Plan Due Date
Revising Performance Goals

PAYROLL SERVICES
Form Update

TIP OF THE WEEK
Voting is a Leave Benefit for Eligible Employees

HUMAN RESOURCES
Registration for the March Network Meeting Closes this Week
Preparations are well underway for the Tuesday, March 4 HR Liaison Network Spring Meeting at the Memorial Student Center (MSC). Please make sure to register for each session you plan to attend by Thursday, February 27 to ensure you receive the materials and gifts being provided at the event.

A box lunch will be available for registered attendees during the “lunch & learn” session. Advance registration and account number is required to attend. All HR Liaisons are encouraged to join us during the afternoon break (2:00-2:30 p.m.) for the Silver Celebration Dessert Bar in MSC 2400. Looking forward to seeing everyone there!

Top

HR Liaison Continuing Education
As a reminder, HR Liaisons should maintain regular attendance at HR Liaison Network Meetings and complete at least one course each fiscal year to remain active in the HR Liaison Network. How can you make sure you remain active in the network?

Register for the HR Liaison Network Spring Meeting and make plans to attend on March 4, 2014. You can even receive your continuing education course credit on the same day! The following breakout sessions have been approved as eligible for the credit:

- Electronic I-9 System Overview
- Welcome “Onboard” from Interviewee to Established Team Member
- Be SMART – Creating Performance Goals
- How to Land Top Applicants and Put Some “Swag” into Your Hiring Process
- Identity Management of University Resources
- HR Liaison Panel – Academic vs. Non-academic vs. Research
- Classification and Compensation – A Liaison’s Guide
- Exploring Best Practices for Rewarding and Recognizing Employees
Introducing the Benefits Games

For details, review the continuing education information available at http://employees.tamu.edu/liaisons/training/online.

Staff Awards & Prize Drawings at the PMSA Program Wed., Feb. 26
Join Interim President Dr. Mark Hussey at the award ceremony honoring the recipients of the 2013-14 President’s Meritorious Service Awards on Wednesday, February 26, 2014, at 9:30 a.m. in Rudder Theatre. All faculty, staff and students are invited to attend the ceremony and reception to help us congratulate these recipients and thank them for their selfless service. Awards are funded through the generosity of The Association of Former Students. Visit the PMSA website for a list of this year’s recipients and a link to watch the program live via TTVN.

Staff employees who attend the program Wednesday may register to win one of three SPECIAL PRIZE DRAWINGS to kick-off Staff Appreciation Week, March 3-7. Thank you to our donors for these wonderful prizes!

- “Fahrenheit 451” performance tickets from MSC OPAS
- “Silver Taps” print from the Benjamin Knox Gallery
- Sterling silver A&M necklace from Montelongo's Fine Jewelry

Learn more about Staff Appreciation Week on the University Staff Council website.

HR EXPRESS” Newsletter Readership Survey Ends Friday
Remember to read the HR EXPRESS newsletter <http://employees.tamu.edu/resources/hr-express> for information about your benefits and HR updates. Read it today so you can be informed!

Remember to complete our online readership survey by Friday, February 28 for a chance to win a Roku streaming player! This entertainment device connects your home internet with your TV for over 1,000 entertainment channels instantly, with no fees! This contest is open to employees only.

PERFORMANCE MANAGEMENT

“Certifying” Position Description
If an employee’s position description was not certified or reviewed last year (either online or printed and signed by the employee and supervisor and filed with the employee's personnel record), the supervisor should “Review a PD” in the PATH Position Management module by following these instructions: (http://employees.tamu.edu/media/263273/355Step-by-StepInstructions-ReviewPD.pdf). However, if position descriptions were certified/reviewed last year as part of the performance evaluation process, they do not need to be done at this time. Later this spring, we plan to implement the PATHways performance management process for the 2014/2015 performance review period. At that time, we will provide guidance on how to “Review” position descriptions when creating next year's Performance Plan.

Performance Plan Due Date
We recommend that supervisors complete the performance plan as soon as possible since it reflects the performance goals for the review period of April 1, 2013 through March 31, 2014. The PATH system itself, however, does not set a required due date for the performance plan. The only system requirement is that the performance plan is created by the supervisor and acknowledged by the employee before the supervisor is able to create the performance evaluation in April/May.

Revising Performance Goals
If performance goals have changed after the supervisor created the performance plan in PATH, the supervisor can revise the plan as follows: go back into PATH, select Performance Plan for the employee, make any updates to the performance goals as needed, and select “Revise.” The previous version will remain in the system for historical record, but the performance evaluation will reflect the performance goals in the most recent plan.

For assistance with PATHways and the online PATH Performance Management system, visit the website at
PAYROLL SERVICES

Form Update
The Tax Withholding on Non-Salary Compensation Items form has been updated and is available for your use on the payroll website. The ADLOC information has been added at the top of the form to help payroll identify what department submitted the request. The form can be found online at http://payroll.tamu.edu/forms/ and should be used effective immediately.

TIP OF THE WEEK

Voting is a Leave Benefit for Eligible Employees
The right to vote is a fundamental human right in America and supported by Texas A&M System regulations through paid leave time. Employees may be allowed sufficient time off or may be allowed to adjust their normal scheduled work day to vote in national, state and local elections. Employees should notify their Supervisor in advance and agree upon a reasonable amount of time needed to vote. More specific information about this valuable leave benefit is available at http://employees.tamu.edu/benefits/leave/other/ online.