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

**March 3, 2014**

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**HUMAN RESOURCES**

**HR Liaison Network Spring Meeting is Tomorrow!**
Don't forget to join us at the Memorial Student Center on Tuesday, March 4 (tomorrow) for a Silver Celebration. Thank you to everyone that has registered to attend; we look forward to seeing you. You won't want to miss all the great information and networking opportunities. [Top](#)

**Staff Appreciation Week at Texas A&M Started Today!**
If your department is hosting a staff appreciation event this week, please take a photo and send it to [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu) and we'll include it in our daily update or you can upload it to our HR Facebook page! Note to supervisors: one sincere, simple act of appreciation goes a long way to improve employee engagement, morale and productivity—not only during this week, but regularly throughout the year. Let your staff know how much they are valued every day! Learn more about Staff Appreciation Week activities at [http://tx.ag/CelebratingStaff](http://tx.ag/CelebratingStaff). [Top](#)

**Benefit Briefs Newsletter**
*Please share with employees in your department.*
System Benefits Administration recently published their latest edition of Benefits Briefs with information about the Wellness Exams for the A&M Care Plan, Lower Fund Fees for ORP/TDA Participants, Resources for Moving with Ease with GMS Mobility Solutions, Being a Smart Health Care Consumer by utilizing the Integrated Provider Finder and Blue Value Advisors under the A&M Care plan and more. You may view this [newsletter online.](#)

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**Voting Leave for Election Day**
Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day. Employees should notify their supervisor prior to the Election Day if they do not have sufficient time to vote on their own time. Supervisors may schedule voting leave by allowing the employee to:

- arrive to work later than normally scheduled in order to allow sufficient time to vote before the workday;
- leave work early without the expectation to return in order to allow sufficient time to vote; or
- take a longer lunch than is normally scheduled in order to vote.

For more information, visit http://employees.tamu.edu/benefits/leave/other/ on the HR website. For details about the elections, visit http://www.brazosvotes.org online.

PERFORMANCE MANAGEMENT

Absence of Performance Goals in PATH
The absence of performance goals can be reflected in the Performance Plan and Supervisor Evaluation as follows:

Performance Plan: If performance goals were not established, the supervisor can add a comment when creating the performance plan to indicate that performance goals for this review period were not developed. This will allow the supervisor to complete the plan and the employee to acknowledge it (the two tasks that are required in PATH before an employee can create a self assessment and a supervisor can start the evaluation).

Supervisor Evaluation: If performance goals were not established, the supervisor should base the evaluation on his/her best judgment of the employee’s job performance and demonstration of behavioral competencies. When preparing the evaluation, the supervisor will be able to draw from such information as personal observation, input from the employee’s self-assessment, and input from co-workers.

Revising the Performance Plan in PATH
A performance plan can be revised in PATH throughout the review period, even when the supervisor evaluation has been drafted. As long as the supervisor evaluation is saved as draft, the plan may be updated as needed and the new performance goals will populate into the evaluation. (Note that if a performance plan is revised, the employee will not receive a system notification email; therefore, the supervisor should be sure to communicate to the employee whenever he or she revises the employee’s performance plan.)

Self Assessment Requirements
The only rating required on the self assessment in PATH is the Overall Rating, though employees should check with their supervisors to see if there are unit-specific requirements. The employee has the ability to attach documents when the self assessment is in draft mode. Once the self assessment has been completed, the employee can no longer attach documents or make revisions.

Extension Request
Texas A&M expects all evaluations to be completed by May 31, 2014 unless there are extenuating circumstances. Requests for exceptions/variations to this timeframe for departments or units must be approved by HR Employee & Organizational Development. Exceptions to the timeframe for an individual because of extenuating circumstances must be approved by the appropriate Dean, Vice President, or designee (e.g., an employee who is out on long-term leave).

For assistance with PATHways and the online PATH Performance Management system, visit the website at http://eodinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

PAYROLL SERVICES

Form I-9 Reverifications
Employment reverifications for employees who are not in the Electronic I-9 system need to be processed on the paper I-9. The employee completes section one and the department completes section three as before. Please refer to the I-9 handbook for additional information or contact payroll at payrollprocessing@tamu.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for March – As of March 1, 2014
Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary
- 92 (55%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 10.5% from 1557 to 1720.
- The total number of past due employees decreased 2.8% from 1202 to 1169.
- The total number of past due Faculty employees decreased 27.0% from 237 to 173.
- The total number of past due Budgeted Staff employees increased 2.8% from 108 to 111.
- The total number of past due Wage Staff employees decreased 2.2% from 764 to 747.
- The total number of past due Graduate Assistant employees remained the same (43).
- The total number of past due Student Worker employees increased 90.0% from 50 to 95.

Required Employee Training Compliance Key Performance Measure
- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.8%
  - Ethics – 98.6%
  - Information Security Awareness – 97.8%
  - Orientation to the A&M System – 99.1%
  - Reporting Fraud, Waste and Abuse – 99.0%
  - Required Training for Athletics Task Workers – 33.7%

TIP OF THE WEEK

What Training is Required … and Why?
Required employee training courses not only comply with State law and System policies, they also contribute to awareness of important issues affecting the workplace - it’s the right thing to do for all employees. More information on the course topics and how to complete the training is available at http://eodinfo.tamu.edu/other/required-training/online.

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