HUMAN RESOURCES

**HR Liaison Network Spring Meeting and Continuing Education Credits**
In light of the winter blast which put a halt on our welcome and keynote presentation at the March 4 network meeting, individuals that attended one or more breakout sessions beginning at noon that day will receive credit for attending the meeting. As previously announced in LNN, the following breakout sessions were also approved for the continuing education 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

Thank you to the network members that attended the condensed *Silver Celebration* on March 4, 2014 and congratulations for receiving your credit(s)! More information on the continuing education credit can be found at [http://employees.tamu.edu/liaisons/training/](http://employees.tamu.edu/liaisons/training/) and [http://employees.tamu.edu/liaisons/news-archive/](http://employees.tamu.edu/liaisons/news-archive/) online.

**HR Liaison Network Presentations**
If you missed the special HR Liaison Network Spring Meeting – *A Silver Celebration* – on March 4 you will have an opportunity to review some of the presentation material at [http://employees.tamu.edu/liaisons/communications/](http://employees.tamu.edu/liaisons/communications/) later.

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**PAYROLL REMINDERS**

**March 17:**
- Electronic monthly payroll available

**March 18:**
- Electronic monthly payroll due at 4pm
- PPRs print

**March 21:**
- Monthly PVDs available online
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

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**PERFORMANCE MANAGEMENT**

Access to Previous Online Evaluations
PATHways Demos

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

Coffee Conversations – Friday, March 21

**TIP OF THE WEEK**

**While All Employees are Important, Not Everyone is Essential**
Summer Insurance Premium Process
This message is to provide information and instructions regarding summer insurance premiums for employees who are employed in an appointment of less than 12 months.

In mid-April an email will be sent to employees who are employed for less than 12 months notifying them they have a Summer Insurance Premium letter available for download in HRConnect (accessed through Single Sign On). This letter explains the summer insurance premium process and indicates the premium amount owed for June through August 2014. Employees with questions regarding the content of the letter should contact Human Resources Benefits Services at benefits@tamu.edu or by phone at 862-1718. Questions related to their appointment duration should be handled within the department.

If your department plans to do any of the actions below, but you are not able to complete the Employee Payroll Action (EPA) before May 1, 2014, please complete the attached Excel file with the employee’s name, UIN, action to be taken, and the effective date.

- Adding an additional summer appointment for an individual who was budgeted for 9 or 10 ½ months which results in the employee receiving a paycheck each month during the summer. Be sure to indicate the summer appointment duration and effort level.
- Terminate an individual who is in an appointment for less than 12 months.
- Retire an individual who is in an appointment for less than 12 months.
- Reduce the appointment of an individual in a 12 month appointment to an appointment less than 12 months.

HR Liaisons should send the completed Excel file to Benefits Services at hrcompbenefits@tamu.edu by April 9, 2014 which will help ensure that the employees’ premium letter will be accurate. If you have questions or need further clarification, please contact Benefits Services at hrcompbenefits@tamu.edu or 862-1718.

Employee Last Name Added as Search Field to Position Descriptions
It is now easier to find the right position description in PATH, with the addition of employee last name as a searchable field on the position descriptions search. The first name can also be added as a viewable column to the ad hoc search. This ability to view the name associated with each position description is particularly helpful for HR Liaisons from large departments and for supervisors who have multiple employees with the same title. It is also useful when exporting a saved search of position descriptions. For questions about position description search features, please contact the PATH Administrator at PATHadmin@tamu.edu or 979-845-4170.

Staff Appreciation Week a BIG Success
The first Staff Appreciation Week at Texas A&M was a BIG success!
- About 700 employees visited our two “Celebrating Staff” events at Rudder Plaza
- Over 9,000 entries made in the online drawings
- 118 prizes awarded + 100s of give-away items at the “Celebrating Staff” events
- Dozens of departments submitted photos and emails about their internal staff appreciation events or recognition. Many hosted daily events.
- We heard from many staff who were so thankful to the University Staff Council and Human Resources for hosting this recognition!

PERFORMANCE MANAGEMENT

Access to Previous Online Evaluations
- Employees and their current supervisors can view and print their previous online evaluations through TAMU Jobs on the SSO menu.
- Beginning with the 2013/2014 evaluation, employees who receive online evaluations and their supervisors will be able to access PATH Portal Access Total HR from the SSO menu at any time to view and print their
evaluations. If an employee changes supervisors, the access to the employee’s evaluation in PATH changes from the previous to the new supervisor.

**PATHways Demos**

PATHways demos are scheduled in the General Services Complex on the following dates: March 18 from 10:00 to 11:30; April 8 from 10:00 to 11:30; April 23 from 3:00 to 4:30. Employees can register for “PATHways to Success: Performance Management Process Overview and PATH Demo” at [http://training.tamu.edu/Courses/Detail/1726](http://training.tamu.edu/Courses/Detail/1726). We will continue to monitor enrollment and schedule additional demos as interest indicates.

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

**EMPLEEE & ORGANIZATIONAL DEVELOPMENT**

**Coffee Conversations – Friday, March 21**

All employees are invited to join us for coffee on Friday, October 18 from 8:30 to 10:00 a.m. in the GSC 101A.

**It’s real, it’s us, and it’s going to be bad**

*Presenters:* Dr. Gunnar Schade, Associate Professor of Atmospheric Chemistry, and Dr. Gerald North, Distinguished Professor of Atmospheric Sciences and Oceanography, College of Geosciences

*Description:* Learn about what climate your children and grandchildren are going to inherit from us and how Texas A&M’s College of Geosciences has been and is contributing to climate research and to educating the public on Global Warming.

“Coffee Conversations: Hot Topics in Higher Education” is a no-cost series sponsored by Employee & Organizational Development to foster community among all Texas A&M System employees, helping them gain a deeper appreciation of how we are all working together toward a common goal and mission. Coffee Conversations offers employees an opportunity to network while learning about the many facets of Texas A&M University – its people, programs and contributions. The more we know, the greater our connection. Free conversation! Free coffee!

Questions can be directed to EODinfo@tamu.edu or (979) 845-4153.


**TIP OF THE WEEK**

**While All Employees are Important, Not Everyone is Essential**

Did you know during inclement weather or other emergencies some employees are more than just important, they are essential? More specifically, their job duties are essential to the security, safety or physical operation of the University, hence they may be required to work while the University is closed. As position descriptions are reviewed annually during the performance evaluation process, now is a good time for supervisors and employees to discuss and document whether a position requires the employee to work during an emergency. More information on essential personnel is at [http://employees.tamu.edu/benefits/leave/closure/](http://employees.tamu.edu/benefits/leave/closure/) and using the online position description system at [http://employees.tamu.edu/compensation/path-help/](http://employees.tamu.edu/compensation/path-help/).
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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