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

March 24, 2014

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PERFORMANCE MANAGEMENT

PATH Help Sessions
Hands-on help sessions will be offered to help employees with their specific questions about the PATH performance management module. The sessions will be offered in a computer lab, and content will be tailored according to each employee’s specific questions and needs. No registration is needed. The sessions are “come and go” during the following times:

- Friday, April 4 from 8:30 a.m. – 11:30 a.m. in GSC Lab 2202
- Wednesday, April 16 from 8:30 a.m. – 11:30 a.m. in GSC Lab 2202

“Action Items” List not Updating After a Change of Supervisor in PATH
Thanks to your feedback, we discovered an issue with the “action items” list in the PATH performance management module when a change of supervisor has been made. A supervisor should have an action item for each employee supervised; in some cases, supervisors had an employee listed who is not someone they supervise. When this occurred, the HR Liaison or HR manually updated PATH with the correct supervisor name. However, we have found that the correct supervisor does not then have an action item for that employee. In addition, the original supervisor continues to show an action item. In these instances, please note the following:

- The supervisor can find a correct list of direct employees under the “My Employee’s Reviews” search in the left panel of the PATH performance management module. The supervisor can select the employee from this list to start the plan.
- Once the correct supervisor completes the plan and the employee acknowledges it, the plan task will drop off the original supervisor’s home action items list and the next task, “Supervisor Evaluation and Meeting with Employee,” will appear on the correct supervisor’s action items list.
- In other words, the originally assigned task (performance plan) must be completed by the new correct supervisor or designated other user in order for the task to drop off the original supervisor’s action items list.

Self Assessment in PATH
Supervisors do not need to assign the self assessment in PATH because this task automatically becomes available to employees after the performance plan has been acknowledged. The employee can input ratings and comments to all fields in the self assessment, although the only required field is the Overall Rating. While PATH does not require that the self assessment is completed, supervisors and departments may elect to require self assessments of their employees as a way to receive employee input. See today’s Tip of the Week below for more information on self assessments.

PAYROLL SERVICES

Guardian I-9 System
Recently we have been contacted by HR Liaisons that the I-9 system does not prepopulate your name and title in completing a “New Hire Paper I-9” in Section 2 Certification. LawLogic/Guardian I-9 technical support has advised Payroll Services that the system was not designed to prepopulate this information. The fields remain open/unpopulated in order to be able to reflect the information exactly as it appears on the paper I-9.

I-9 Employment Re-verifications
A paper I-9 should be processed for employment re-verifications if the employee is not currently in the online Guardian system. However, if the employee is already in the Guardian system please process the employment re-verification through the Guardian system. If you have questions, please email payrollprocessing@tamu.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
New Online Course: Spanish Version of the System-required Information Security Awareness Course

A Spanish version of the Information Security Awareness course (no. 3001), Entrenamiento Sobre El Conocimiento De Seguridad (no. 2112242), is now available in TrainTraq. Employees who are assigned the English version of Information Security Awareness will see an option to take the Spanish version when they get to the Course Details page (see attached). Completing the Spanish version will remove the TrainTraq assignment for the English version (if applicable).

The Spanish version of the course can also be accessed by searching for course number “2112242” from the Course Catalog tab in TrainTraq or by using a direct link: https://apps6.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2112242. For questions, please contact EODinfo@tamu.edu.

TIP OF THE WEEK

Employee Input Encouraged

Employees are encouraged to contribute input during the performance evaluation process by completing a self assessment or following another department-specific method. This input provides the supervisor with the employee’s summary of yearly accomplishments, challenges, and progress made toward initiatives over the past review year. If using PATH, the self assessment task becomes available as soon as the employee acknowledges the Performance Plan. While PATH does not require that this be done, supervisors and departments may elect to require self assessments of their employees. For instructions on how to complete the self assessment in the online PATH Performance Management module, visit the website at http://eodinfo.tamu.edu/PATHways.

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact: Laura Dohnalik, Liaison Administrator ldohnalik@tamu.edu | 979.862.3854

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Next Network Meeting: June 25, 2014