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

April 14, 2014

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Summer Premium Notifications Set for April 15
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PAYROLL REMINDERS
April 14:
- EPAs due at noon
April 15:
- PPRs print
April 16:
- PPRs available online
April 18:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm
- Monthly EPAs due by noon

PROCESSING SCHEDULES
Payroll Reports

HUMAN RESOURCES
Summer Premium Notifications Set for April 15
The summer premium notification email will be distributed to employees on April 15. Employees currently listed with an appointment less than 12 months will receive the notification that their summer premium letter is available electronically through HRConnect. The letter explains how the affected employee will pay the summer insurance premiums, the payment options, and the premium amount owed for June through August 2014. Employees with questions regarding the content of the letters should contact Human Resources Benefits Services at benefits@tamu.edu or by phone at (979) 862-1718. Questions related to appointment duration should be handled within the department. A summer premium question and answer website was developed to help address many of the general questions and may be shared with your employees.

Retirement Processing – Plan Ahead for Smooth Transition
Please distribute this information to all employees within your department or unit.
Many employees choose to retire at the end of the spring semester or the end of the academic year; therefore, May and August are extremely heavy months for retirement processing. If you are considering retiring during this period, you are encouraged to contact Retirement Services now to schedule your retirement counseling session. You will
receive an email in advance of your scheduled appointment with appropriate forms and a list of paperwork/items you should bring with you to make the counseling session most productive.

In addition, please be aware that if you participate in the Teacher Retirement System (TRS), it will take approximately two months to receive your first annuity payment. The university provides the final report of earnings at the end of the month in which your last paycheck was received. All earnings must be reported to TRS before the retirement can be certified and the TRS paperwork processed. You are encouraged to plan for this time delay.

**PATH Reminder: Pending Position Description Actions Must Be Completed or Canceled Before Beginning Another**

Please remember that in PATH you only have the ability to work on one single action at a time on the same position description (PD). When users begin an action to Review Position Description, that action must either be completed or canceled before initiating any other action on the same PD, such as a PD Update. The type of action cannot be changed once started. If you begin a Review Position Description action and decide there are changes needed to the PD, you must cancel that request and then start a PD Update. With any action type within the Position Management module, please also remember to make certain the action type listed on your Justification tab is the same as the action type that you originally started. If a different action type is selected on the Justification tab, it will indicate the wrong action type in the PATH system’s automated approval email.

If you need additional information or if you have questions, contact Human Resources Classification and Compensation staff at hrcomp@tamu.edu or 979-845-4170.

**PERFORMANCE MANAGEMENT**

**FAQs Updated**
The PATHways webpage has been updated to include a revised list of FAQs. The FAQs are organized by category, including General, Other User, Top 5, and each function in the PATH performance management module. The FAQs can be accessed online at http://EODinfo.tamu.edu/PATHways/faqs/ and also from the PATHways webpage.

**Supervisor’s Checklist**
A checklist has been created to guide supervisors through the process of preparing, discussing and finalizing the supervisor evaluation for their employees. This document can be accessed online at http://EODinfo.tamu.edu/media/373647/supervisor_checklist_performance_evaluation.pdf and also from the Resources tab on the PATHways webpage.

**Reviewing (formerly “certifying”) Position Descriptions**
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. In early summer, 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.

**PATH Help Session on Wednesday**
EOD is offering a hands-on help session on Wednesday, April 16 from 8:30 a.m. – 11:30 a.m. in GSC Lab 2202. This is a “come-and-go” session for employees with specific questions about the PATHways performance management module. No registration is needed.

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

Imaging Access using Google Chrome
With the latest update to Google Chrome the application changed and it no longer works with our Imaging Website. Payroll Services will keep you informed with any new information regarding this change as it become available.

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Required Processes for I-9s in Guardian
Texas A&M University is now using the LawLogix Guardian Electronic I-9 system. Please follow these steps below to create an employee’s I-9 and avoid payment delays.

1. Establish a Base Record in BPP (see attachment, Steps for Creating a UIN and Establishing a Base Record in BPP)
   A base record in BPP (the payroll system) is needed in order for the I-9 information to feed from Guardian. The base record in BPP needs to be created first then the I-9 is created in Guardian. After the I-9 is approved in Guardian it sends the information to BPP and the employee record is updated with the I-9 information. If the base record is not created, the employee record is not updated with the I-9 information; therefore, the employee will appear as not eligible to receive payment. Payroll Services then has to manually update BPP after confirming the I-9 is in Guardian. Please refer to the attached steps for creating a UIN and establishing a base record in BPP word document.

2. Employee ID (see attachment, TAMU Specific Electronic I-9 Information)
   Under the employee details there is a field called “Employee ID” which refers to an employee’s TAMU UIN. Make sure you enter the employee’s UIN and nothing else. If other information is entered Payroll Services receives an error message that has to be manually fixed. Please refer to the attached TAMU specific electronic I-9 information word document.

3. Copies of Documents
   DO NOT attach copies of the acceptable documents used to complete section 2 of the I-9 form.

4. Special Rules for Specific Types of Employees
   If you have a student, exchange visitor or an H1-B Portability you need to make a choice in Section 2 under the special rule that may apply. This will allow you to enter additional documents such as I-20 or DS-2019. See example below.

   ![Special Rules for Specific Types of Employees](image)

If you have any questions regarding these processes, please contact payrollprocessing@tamu.edu.

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Form I-9, Employee Information Sheet
Common employee questions about the Form I-9 are answered in the employee information sheet provided by the U.S. Citizenship and Immigration Services found here. For more information regarding the Form I-9, visit http://www.uscis.gov/i-9 online.

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ANNOUNCEMENTS

Celebrate National Student Employment Week!
April 13 – April 19, 2014, Texas A&M University is celebrating National Student Employment Week for the 16th consecutive year. This week-long celebration is dedicated to recognizing the valuable contributions that Texas A&M student employees make to our University and the surrounding community. Student employees serve in many on- and off-campus positions that play an integral role in the operation of our organizations and businesses. We encourage you to recognize your student employees. Click here for ideas for celebrating your students during National Student Employment Week.
National Student Employment Week campus-wide events:

- **Monday, April 14 from 10:00 a.m.-2:00 p.m.**
  Sterling C. Evans Library Breezeway
  Resource tables with free popcorn, giveaways, and opportunities to win prizes

- **Tuesday, April 15 from 10:00 a.m.-2:00 p.m.**
  Memorial Student Center Breezeway
  Resource tables with free popcorn, giveaways, and opportunities to win prizes

- **Wednesday, April 16 from 10:30 a.m.-12:00 p.m.**
  Memorial Student Center
  Student Employee of the Year Ceremony (by invitation only)

For questions, please contact the Student Employment Office at 845-0686 or jobsforaggies@tamu.edu.

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**The Committee of Senior Business Administrators Spring 2014 Workshop**

Save the date for the upcoming CSBA Spring 2014 Workshop on Tuesday, May 20, 2014 in the Wehner Building. Details coming soon!

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**Dual Career Program**

As of March 2014, the ADVANCE Center hired a Dual Career Program Manager to assist partners of faculty who are seeking non-faculty positions at Texas A&M or employment in the Bryan/College Station community. The TAMU Dual Career Program provides a wide range of services which aid partners of potential/current faculty with their employment search. In addition to these services, the Dual Career Program Manager makes inquiries to HR liaisons regarding departmental job postings to see if the partners would be a good fit for the positions. This new position compliments the efforts of the Dean of Faculties Office which works to accommodate partners of faculty who are interested in faculty positions.

For more information about assistance for faculty partners seeking non-faculty positions, please contact Dr. Lesley Tomaszewski, Dual Career Program Manager (845.7038 or lesleyt@tamu.edu). Inquiries related to placing partners of current or potential faculty in faculty positions should contact Dr. Blanca Lupiani, Associate Dean of Faculties (845.4274 or blupiani@tamu.edu).

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**IN CASE YOU MISSED IT...**

**Changes to University Standard Administrative Procedure**

University Risk and Compliance announced today a change to a human resources related SAP.

- **University SAP 32.02.02.M0.03, Employee Not Eligible for Rehire Designation** – REVISED
  For details, see [http://rules-saps.tamu.edu/PDFs/32.02.02.M0.03.pdf](http://rules-saps.tamu.edu/PDFs/32.02.02.M0.03.pdf).

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**TIP OF THE WEEK**

**Descriptive Comments Encouraged for All Ratings**

Performance evaluations provide a formalized opportunity for supervisors to document employees’ good performance and accomplishments during the past year, as well as to comment on what improvements are needed, as applicable. To be most effective, supervisors are encouraged to not only enter ratings for each evaluation factor, but also to add descriptive comments. While “good job” and “keep it up” may be nice to read, these offer little insight. The best comments are balanced and specific (“you have contributed many valuable ideas during the strategic planning process,” “an area for development is to be more forthcoming with input in the strategic planning process”). Visit [http://EODinfo.tamu.edu/pathways/](http://EODinfo.tamu.edu/pathways/) for more information on the performance management process.
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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PHONE: 979.845.4141  MAIL STOP: 1255 TAMU
MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255  MAP

Next Network Meeting:  
June 25, 2014