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

**April 28, 2014**

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### HUMAN RESOURCES

**Reminder: Thursday, May 1 Deadline for Guaranteed Completion of FY2015 Classification Reviews**

To assist you in your requests for FY 2015 budgeted staff position classification reviews, Human Resources has set deadlines for guaranteed completion dates of these requests. Based on the volume of new position and reclassification requests Human Resources (HR) typically receives during the summer months, HR guarantees the reviews will be completed if requests are received by certain dates.

- If received by HR by Thursday, May 1, review completion by Thursday, June 26 is guaranteed.
- If received by HR between Friday, May 2 and Friday, July 25, review completion for a September 1 effective date is guaranteed.
  
  **NOTE:** If approved after September 1, the request can be made effective if it is approved within the biweekly or monthly pay period that includes September 1.

Please note that HR approval must be complete for a department to include any planned staff reclassifications or new staff positions in Phase II budget submissions. Also note that requests are submitted for approval and routed as appropriate for the stated deadlines using the PATH system ([https://jobpath.tamu.edu/hr](https://jobpath.tamu.edu/hr)). If you need additional information or if you have questions, contact Human Resources Classification and Compensation staff at 979-845-4170 or hrcomp@tamu.edu.

**Upcoming Deadline for Summer Premiums**

The deadline to complete Employee Payroll Actions (EPAs) or to return the summer premium list for those
individuals paid on a bi-weekly schedule is Thursday, May 1, 2014. If your department plans to do any of the actions below for a bi-weekly paid employee, but you are not able to complete the EPA before May 1, please complete and return the attached Excel file with the employee’s name, UIN, action to be taken, and the effective date by the May 1 deadline. The deadline to make these changes for those paid on the monthly schedule is Monday, May 19, 2014.

- Adding an additional summer appointment for an individual who was budgeted for 9 or 10½ 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 May 1 for bi-weekly and May 19 for monthly which will help ensure that the employees’ premium deduction on the May paycheck is accurate. If you have questions or need further clarification, please contact Benefits Services at hrcompbenefits@tamu.edu or (979) 862-1718.

As a reminder, the funding source that is effective for May will be charged the employer portion of the summer premiums for employees who have their summer premiums deducted from their May payroll. If the employee has deductions throughout the summer months, the funding source that is effective at the time of the deduction will be charged the employer portion of the summer premium for that month.

Wellness Exam Incentive – Have you Checked Your Completion Status?

Please forward to employees within your department.

The deadline to complete the Texas A&M System Wellness Exam Incentive is quickly approaching for those enrolled in the A&M Care Plan. There’s only approximately two months remaining before the June 30 deadline. If you haven’t already done so, please check your completion status in your Blue Access for Members (BAM) account. Detailed instructions to access you BAM account is available on our website, and remember if your spouse is also enrolled they too need to complete the exam and check their completion status.

Answers related to the wellness exam incentive can be found at http://employees.tamu.edu/benefits/wellness-exam/. If you have questions related to the verification of completion of the wellness exam or the claims payment process, please contact BlueCross BlueShield directly at 1-866-295-1212. If you have additional questions, please contact Benefits Services at benefits@tamu.edu or 979-862-1718.

Acknowledgement of Receipt of Required Information for New Employees Updated Online

The certification form of the Acknowledgement of Receipt of Required Information for New Employees has been updated to include language about Equal Employment Opportunity. In addition, the most current version of the required policies, regulations, rules and notices have been included with the update. The revised information can be found at http://employees.tamu.edu/liaisons/common-processes/ and http://employees.tamu.edu/employees/onboarding/ online.

PERFORMANCE MANAGEMENT

Recent FAQs

Please make note of the following FAQs and share with employees in your department as relevant.

Where can I see which evaluations I have completed?
Supervisors may view the evaluations they have completed by clicking on “My Employees’ Reviews” from their home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying “Open”. To view completed evaluations, supervisors click on the Open/Closed drop-down from the navigation pane and select “All”. This will display both in progress reviews and completed reviews, denoted by “Complete” under Review Status.

How do I access Performance Management?
As a reminder, when accessing Performance Management in PATH from the SSO Menu, a user must click on the “Go to Performance Management module” link found below the module drop-down. Selecting the
Performance option from the module drop-down does not give a user access to their performance management home page. For more information on how to access performance management, access the “Basic Navigation Video” found under the “How do I start the Performance Management Process” of the PATHways webpage (http://eodinfo.tamu.edu/PATHways).

What should I do if I cannot see all of the employees I supervise under my action items?
If each employee supervised is not listed under the supervisor’s action items, the supervisor should click on “My Employees’ Reviews” to check to see if their employee is listed there. If not listed, supervisors may contact their HR Liaison, and the HR Liaison or HR can manually update PATH with the correct supervisor’s name. However, this will not immediately update the correct supervisor’s action items nor drop the employee’s name from the original supervisor’s action items until a Performance Plan is created. In these instances, please note the following:

- The supervisor can find a correct list of direct employees under the “My Employees’ 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.

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Upcoming PATHways Classes
Please make note of the following classes for staff and supervisors and share with employees in your department as relevant.

- PATHways to Success: Performance Management for Staff: April 30 from 8:30 to 11:30 a.m. and May 21 from 1:30 to 4:30 p.m. Employees can register for either session at http://training.tamu.edu/Courses/Detail/1725.
- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: May 6 from 8:30 to 11:30 a.m. Employees can register at http://training.tamu.edu/Courses/Detail/1590.

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.

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PAYROLL SERVICES

Single Sign On (SSO) Update
Please forward to employees within your department.
A new version of Single Sign On will be released by the A&M System Office on Friday, May 2, 2014 at 5:00 p.m. During the upgrade, SSO will not be accessible and some users may be automatically logged off until the update has been completed, approximately 15 minutes. The major changes in the release include:

- **Password length extended** from 15 to 64 characters. As computer hacking techniques become more elaborate, complex passwords that are difficult to programatically decode can help protect against ‘brute-force’ attacks.

- A new section listing **Recent Login Activity** has been added to the Home tab. When an employee logs in to SSO, they will now see a list of their five most recent logon actions. Each of the actions are now color-coded as a visual cue; the employee may want to look at their full Security Log if any of the actions seem questionable. It is also possible to report a questionable activity from the Recent Login Activity list.

- Questionable logon activity can be reported from the **Security Log**. A ‘Report Problem’ button has been added to the Security Log which will allow an employee to report questionable logon activity. This feature will email the details about the questionable activity for further research. The “Questionable Log Activity<http://bcs.system.tamus.edu/ESI/SsoHome/HelpSystem/key-concepts/navigation/questionable-log-activity>” help page provides more information about the color-coded actions and reporting a problem.
Please be sure to review this login list periodically. More information about the new version can be found at http://bcs.system.tamus.edu/ESI/SsoHome/sso-news/version-4-4-0 online. Feel free to contact payroll@tamu.edu or Rosalie Nickles at Rosalie@tamu.edu should you have questions.

IN CASE YOU MISSED IT. . .

Changes to University Standard Administrative Procedure
University Risk and Compliance announced last week a change to a human resources related SAP.

- University SAP 33.06.01.M0.01, Alternate Work Locations – REVISED

For details and annotated copies, see https://listserv.tamu.edu/cgi-bin/wa?A2=RULECONTACTS.6836f888.14.

TIP OF THE WEEK

Annual Performance Evaluations – Are We Done Yet?
We're one month into the performance evaluation delivery process with 21 working days remaining to finish up by May 31, 2014. 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.

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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ldohnalik@tamu.edu | 979.862.3854

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