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

**May 19, 2014**

**HUMAN RESOURCES**

- **Hiring Freeze Resources and Exception Request Routing**
- **Water Cooler 5k Run/3K Walk - Are You Registered?**
- **Still Need Your Wellness Exam? On-Campus Opportunity Available**
- **Baylor Scott & White Healthcare Claims Billing**

**PERFORMANCE MANAGEMENT**

- **Steps to Complete an Evaluation**
- **2014/2015 Performance Goals**
- **Self Assessment Drafts in PATH**
- **Upcoming PATHways Classes**

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- **Retirement and Benefit Eligibility for Less than 12 Month Appointments During Summer**
- **Guardian I-9 Section 1 " Other Names Used" Field Mandatory**

**TIP OF THE WEEK**

- **Summer! Time to Plan for Vacations**

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**HUMAN RESOURCES**

**Hiring Freeze Resources and Exception Request Routing**

As you may have seen in the special edition of HR Liaison Network News last Friday, a special page for information about the recently announced hiring freeze was set up here [http://employees.tamu.edu/spotlight/hiring-freeze/](http://employees.tamu.edu/spotlight/hiring-freeze/) on the HR website. We have FAQs posted online that provide clarification on affected positions and will update the information as needed.

Requestors using the Hiring Freeze Exception Request form are reminded to follow their own administrative routing approval channels prior to sending the request form to the Dean or Vice President.

If you have questions regarding hiring positions, please refer to the website, or contact Recruitment & Workforce Planning at [jobpath@tamu.edu](mailto:jobpath@tamu.edu) or 979.845.5154.

Please forward the following three articles to employees within your department.

**Water Cooler 5k Run/3K Walk - Are You Registered?**

Don't miss the opportunity to enjoy some fun physical activity with your coworkers. Texas A&M is helping coordinate the BCS Chamber of Commerce Water Cooler 5k Run/3K Walk on Thursday, May 29 with check in at 3:00 p.m. As a reminder, supervisors are authorized to allow employees to participate, to the extent possible, without requiring vacation leave. This fun event includes the opportunity to get active, learn about wellness resources in the community, enjoy refreshments, hear music and receive a shirt for participating. Whether you are a regular runner or this is the first time you have walked a mile, all fitness levels are welcome. Get your picture taken at the finish line and enjoy the personal accomplishment. **Registration closes on May 22 so register now!** More information including registration links are available on the Wellness Works website at
Still Need Your Wellness Exam? On-Campus Opportunity Available
Texas A&M Physicians group has coordinated on-campus wellness exam appointments at Beutel Health Center for employees on May 21 and May 28. If you have not completed your exam and you do not have an established doctor, this is a great and convenient opportunity to complete this important requirement for the Wellness Exam Incentive Program. As a reminder, FY2015 premium amounts will be impacted for employees and spouses enrolled in the A&M Care plan prior to September 1, 2013 who don't complete their wellness exam by June 30, 2014. The higher premium rate will remain in effect until the exam completion is recorded by BlueCross BlueShield through the claims process and reported to System Benefits Administration. If you have not had a wellness exam since January 1, 2013, call now and schedule an appointment. More information regarding the on-campus appointments is available on the Wellness Works website at http://employees.tamu.edu/benefits/wellness/ online.

Baylor Scott & White Healthcare Claims Billing
It has come to the attention of Benefits Services that Baylor Scott & White Healthcare has held a number of claims for services rendered while they continue to work on their billing system. This includes claims for annual wellness exams that have not been submitted to BlueCross BlueShield. A&M System Benefits Administration has contacted Scott & White to stress the importance of filing these claims in relation to the Wellness Exam Incentive Program and has received a commitment from Scott & White that the billing system updates should be completed by the end of the month. At that point, the backlog of claims will be filed with the appropriate insurance carriers and will allow enough time for processing for the FY2015 premium calculations. If you had your wellness exam at a Scott & White facility, you are encouraged to review your Blue Access for Members (BAM) account towards the end of June to ensure you have received the appropriate wellness exam completion credit.

PERFORMANCE MANAGEMENT

Steps to Complete an Evaluation
As you know, the due date for performance evaluations is right around the corner. Please ensure your supervisors know that the process is not considered complete until they have the performance discussion with their employees. By May 31, the following steps are required for an evaluation to be considered complete:

- PATH – 1) Supervisor meets with employee to discuss ratings and provide feedback about strengths and areas for improvement; 2) Supervisor sends evaluation in PATH to employee; 3) Employee acknowledges evaluation in PATH; and 4) Supervisor closes evaluation in PATH. (The step-by-step guides and videos for closing the evaluation can be found on the PATHways webpage under Steps to the Performance Management Process.)

- MS Word form – 1) Supervisor meets with employee to discuss ratings and provide feedback about strengths and areas for improvement; 2) Supervisor signs evaluation; 3) Employee signs evaluation to acknowledge receiving it; 4) A copy is given to the employee and the original signed document is placed in the employee’s personnel file.

Departments may have additional process requirements.

2014/2015 Performance Goals
Many supervisors discuss next year’s performance goals during the evaluation discussion. Please remind them that they can document these on the Performance Feedback Form or the Goals and Objectives Worksheet. The 2014/2015 performance management program will be available in PATH in the next few weeks, at which time supervisors can Create a Plan and input the performance goals directly. More information will be forthcoming.

Self Assessment Drafts in PATH
If an employee saves a draft of a self assessment in PATH and does not complete and submit the assessment before the supervisor closes the evaluation, the assessment will not be saved for future reference. In order for self assessments to be saved for future reference, the employee must complete and submit the assessment before the supervisor closes the evaluation.
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: May 21 from 1:30 to 4:30 p.m. Employees can register at [http://training.tamu.edu/Courses/Detail/1725](http://training.tamu.edu/Courses/Detail/1725)
- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: June 10 from 8:30 to 11:30 a.m. Employees can register at [http://training.tamu.edu/Courses/Detail/1590](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)](http://EODinfo.tamu.edu(PATHways)) or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

PAYROLL SERVICES

Retirement and Benefit Eligibility for Less than 12 Month Appointments During Summer
Please be advised that full-time budgeted employees that are hired during the final months of the fiscal year are eligible for Texas Optional Retirement Program (ORP) and the Teacher Retirement System of Texas (TRS) and medical benefits if their appointment for Fiscal Year 2014 is for at least 4.5 months and at least 50%. The attached document has instructions on how to process these employees to assure that they receive these benefits.

Guardian I-9 Section 1 “Other Names Used” Field Mandatory
As of Thursday, April 10, employees completing Section 1 of an electronic or paper I-9 and users transcribing Section 1 for new hire paper I-9s were required to enter a value in the "Other Names Used" field (formerly the "Maiden Name" field) in the Guardian Electronic I-9 System. In instances in which this field is not applicable, the employee should insert "N/A".

Reason for the change: The form I-9 instructions state that new hire employees should enter all other names used if any (including maiden name) in Section 1 of the form I-9 OR write "N/A" if not applicable. Although the instruction language is vague as to whether or not "N/A" is a strict requirement, we included the new field-level validation to ensure consistency in the completion of all new I-9 forms.

TIP OF THE WEEK

Summer! Time to Plan for Vacations
Summer is finally here, kids will soon be out of school, and most people are looking forward to a few days off work for fun activities. Happily, just one of the great benefits of working here at Texas A&M University includes paid vacation for eligible employees. Visit the HR website at [http://employees.tamu.edu/benefits/leave/vacation/](http://employees.tamu.edu/benefits/leave/vacation/) for more information on accrual amounts, when it can begin and requesting leave from a supervisor.