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

June 9, 2014

HUMAN RESOURCES
Registration Now Open for the HR Liaison Network Summer Meeting
Applications for the HR Liaison Advisory Resource Group Available Soon
“HR EXPRESS” Newsletter, Summer 2014 Issue

PAYROLL REMINDERS
June 9:
- BW EPAs due at noon
June 10:
- PPRs print
June 11:
- PPRs available online
June 13:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

PERFORMANCE MANAGEMENT
PATHways Launch of the 2014/2015 Performance Management Program is Scheduled on June 15
Upcoming PATHways Training
Review Position Descriptions in Preparation for 2014/2015 PATHways

PAYROLL SERVICES
Timeline for Form I-9 Completion in the Guardian System

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
Training Compliance Reports for June – As of June 1, 2014

IN CASE YOU MISSED IT...
A&M Care Plan for 2015

TIP OF THE WEEK
Benefits While Traveling

HUMAN RESOURCES
Registration Now Open for the HR Liaison Network Summer Meeting

The third and final HR Liaison Network Meeting of FY 2014 – celebrating 25 years of partnership between Human Resources and the HR Liaison Network – will take place on Wednesday, June 25 in the General Services Complex. Mark your calendars now and make plans to attend the morning or afternoon session. Registration will be open at http://training.tamu.edu/schedule/ under HR Liaison Events until 5:00 p.m. on Monday, June 23, 2014.

Applications for the HR Liaison Advisory Resource Group Available Soon

HR Liaisons are invited to lend their voice for the HR Liaison Advisory Resource Group (HRLARG). This committee of HR Liaisons has been established by Human Resources to collaborate and provide feedback of HR- and payroll-related processes for continuous improvement and new initiatives in programs, services and best practices. Applications will be available June 16 through July 11 at http://employees.tamu.edu/liaisons/advisory-resource-group/ online. This is an opportunity for you to give your voice to your program. Will you take the challenge?

“HR EXPRESS” Newsletter, Summer 2014 Issue

All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the summer issue include; “Readership Survey Results”, “Report My Concerns”, “Retirement Planning”, “Annual Enrollment”, and much more.
Congratulations to Susan Petty, Financial Management Operations, for winning our prize drawing, a Roku streaming player. Susan completed our readership survey and was picked at random as the winner.

Remember, the purpose of this newsletter is to keep employees on track with HR-related services and information they (and you too!) need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area. Read the full issue at http://employees.tamu.edu/HREXPRESS online.

**Reminder: Select the Correct Action Type in PATH Position Management**
When starting a position description action (such as Update, Review, Reclassify, etc.) in the PATH Position Management module, please be sure to review and select the correct action type in the drop-down menu on the justification tab. If a previous position description action was approved in PATH for a particular PIN, then that action type will carry forward as a default selection on the justification tab. For example, if the last approved action on a position was an Update, then the action type will default to Update, even if the action you have just initiated is a Review or Reclassify. The accuracy of the action type selection on the justification tab is important so the next approver can access it, and impacts the email generated when the action is complete.

If you have any questions about this information, please contact HR Classification and Compensation at hrcomp@tamu.edu or 979-845-4170.

**PERFORMANCE MANAGEMENT**

**PATHways Launch of the 2014/2015 Performance Management Program Scheduled June 15**
The performance management program for the 2014/2015 performance review period (April 2014 through March 2015) will be available in PATH on June 15, at which time supervisors will be able to create performance plans for their eligible (non-faculty and non-student) employees. Later this week, Human Resources will send a Distribution A as well as an email to all Texas A&M University employees that introduces the 2014/2015 performance management process and provides information on available training, resources and support. The PATHways website has already been updated to reflect the current performance review period.

Please share with supervisors:
- On Monday, June 16, supervisors will receive a PATH system-generated email with the subject line: Your PATH Performance Management Action Items. This email will indicate to them that they can create the performance plan in PATH for each of their employees in order to document their 2014/2015 performance goals.
- Please prompt your supervisors to select the “2014/2015 Annual Performance Program (TAMU)” when they start the performance plan. (This is especially important for supervisors who may still be completing evaluations in the 2013-2014 Annual Performance Program.)
- While the provided “close date” in PATH for the performance plan will be October 15 in PATH, best practice suggests supervisors create the Performance Plan to document the performance goals as soon as possible to reflect the year-long expectations.

**Upcoming PATHways Training**
Please make note of the following classes and demos for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional demos as interest indicates.
- **WORKSHOPS:**
  - PATHways to Success: Performance Management for Staff: July 17 from 8:30 to 11:30 and September 4 from 8:30 to 11:30. Employees can register for either session at 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, July 10 from 1:30 to 4:30, and September 4 from 1:30 to 4:30. Employees can register at http://training.tamu.edu/Courses/Detail/1590.
- **DEMOS:**
  - PATHways to Success: Performance Management Process Overview and PATH Demo (for all employees): June 24 from 10:00 to 11:30, July 25 from 10:00 to 11:30. Employees can register at http://training.tamu.edu/Courses/Detail/1726.

**Review Position Descriptions in Preparation for 2014/2015 PATHways**
The 2014/2015 PATHways process formally begins with a review of the Position Description. This is particularly important since the employee’s job duty performance will be evaluated at the end of the review period. Therefore, if an employee’s position description has not been reviewed in PATH since April 1, 2014, please encourage the employee’s supervisor at this time to access the PATH Performance Management module to initiate the review process. Detailed step-by-step instructions on reviewing and updating position descriptions can be found under the Position Management heading of the PATH Help page: http://employees.tamu.edu/compensation/path-help/.

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

**PAYROLL SERVICES**

**Timeline for Form I-9 Completion in the Guardian System**

*Section 1:* The employee must complete Section 1 of the Form I-9 no later than the first day of employment. It should never be completed before the employee has accepted a job offer. If completed after the first day of employment, the Form I-9 is out of compliance and a memo is required explaining why the employee did not complete Section 1 on the first day of employment.

*Section 2:* The employee must present to the department or their authorized representative, documents from the Lists of Acceptable Documents found on the last page of the Form I-9, to establish identity and employment authorization within three (3) business days of the employee’s first day of employment. If completed after three (3) business days of employment, the Form I-9 is out of compliance and a memo is required explaining why the Employer/Authorized Representative did not complete Section 2 timely.

If the Form I-9 is out of compliance, the memo must be signed by the Supervisor of the person completing Section 2 - Employer/Authorized Representative and uploaded into the Guardian Electronic I-9 System under the section called OnDocs. For assistance with this process, please refer to the tutorial “Uploading General Docs” located in the Guardian Electronic I-9 System.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Training Compliance Reports for June – As of June 1, 2014**

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

**Summary**

- 87 (52%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 7.3% from 1531 to 1419.
- The total number of past due employees decreased 9.2% from 1072 to 973.
- The total number of past due Faculty employees decreased 6.2% from 176 to 165.
- The total number of past due Budgeted Staff employees increased 1.0% from 110 to 111.
- The total number of past due Wage Staff employees decreased 14.6% from 666 to 569.
- The total number of past due Graduate Assistant employees decreased 21.4% from 28 to 22.
- The total number of past due Student Worker employees increased 15.2% from 92 to 106.

**Required Employee Training Compliance Key Performance Measure**

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.8%
  - Ethics – 98.7%
  - Information Security Awareness – 97.8%
  - Orientation to the A&M System – 99.4%
  - Reporting Fraud, Waste and Abuse – 99.2%
  - Required Training for Athletics Task Workers – 50.1%
IN CASE YOU MISSED IT...

A&M Care Plan for 2015
Kevin McGinnis, Executive Director, Benefits Administration for The Texas A&M University System, announced in an email last week that Chancellor Sharp approved to increase benefits of the A&M Care health insurance plan available to A&M System employees.

"During the past few years, the plan has covered 70% of eligible expenses after employees met their deductibles. Effective with the 2015 plan year, the plan will now cover 80% of eligible expenses after employees meet their deductibles. This increased benefit will assist employees when they are experiencing health-related issues. In addition, Chancellor Sharp approved the continued use of plan reserves to help control the cost of health insurance to employees. The out-of-pocket cost for full-time employee-only coverage will be reduced, although some employees insuring dependents will see a small increase. In addition, 2015 will mark the second year of the System Wellness Initiative, a program aimed at increasing wellness among employees. Under this two-part program, the chancellor has provided funding for your campuses and agencies to provide webinars, classes, screenings, health fairs and other wellness-related activities. Additionally, all insured employees and spouses are required to complete a wellness exam between January 1, 2013 and June 30, 2014, or be subject to a $30 per month premium differential."

TIP OF THE WEEK

Benefits While Traveling
Summer months brings with it hot temperatures, but also travel plans for many employees. Whether traveling within Texas or across the ocean, be informed how traveling will impact benefits coverage, and the additional travel benefits that are available as employees of Texas A&M University. More information including a brochure titled Guide to Using Your Benefits While Traveling is available at http://tamus.edu/assets/files/benefits/pdf/publications/travel.pdf online.