Thank You for a Splendid Silver Celebration Year!

The last network meeting for fiscal year 2014 is complete and we would like to thank the entire network and special guests that have joined us in celebrating 25 years of partnership. It has been a pleasure serving this great institution with you!

Again, thank you for attending this year’s network meetings. Attendees at the June 25 meeting received a link to an online evaluation and are encouraged to provide their valuable feedback by 5:00 p.m. on Friday, July 11. For your convenience, presentation material is available at http://employees.tamu.edu/liaisons/communications/.

Reminder – Feedback on Enterprise-wide HR/Payroll System

There’s just a few more days to provide your feedback on a request for proposal (RFP) to replace the legacy HR and payroll administration system and integrate multiple systems used by the various campuses and agencies. The new system, referred to as a Human Capital Management (HCM) system, will take advantage of new technology that provides greater self-service, mobile access and functionality, the infrastructure for better reliability and security, and the flexibility for business and compliance reporting.

HR Liaisons were invited through email to participate in the feedback process and encouraged to review sections on Applicant Tracking; Compensation; Human Resources Administration; Learning Management (training); Leave Management; Onboarding; Payroll’s Time Tracking/Timesheets; Position Control, Self Serve; and, Talent and Performance Management.

The stakeholder validation process will close July 3, 2014; more information about the invitation email was in the June 16, 2014 HR Liaison Network News. If you have any questions or comments, please feel free to contact DeAnna White, deanna@tamu.edu or (979) 845-6128.

Sick Leave Accruals for Individuals with Summer Appointments

A program change in LeaveTraq designed to prevent individuals in non-leave eligible positions (those who do not work the necessary 4.5 months to be considered leave eligible) from earning sick leave has had a negative impact.
on a number of individuals in 9 month appointments who are eligible for sick leave. These individuals inadvertently did not receive their June sick leave accrual. System Office is working to correct the problem and to identify the individuals who are eligible for sick leave even though they have a short summer appointment. The System will post the June sick leave accruals in LeaveTraq for the individuals who were impacted. In addition, the programing problem should be corrected before the July accruals are processed. If your department has an individual who needs immediate access to the June accrual before the system process is complete, you may complete a manual transaction through the transaction entry tab to add the accrual to the individual needing access to the sick leave. Processes will be in place to ensure there is not a duplication of the accrual.

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

Annual Enrollment Officially Opens July 1; Additional Information Posted
Annual enrollment, your time to review benefit selections and make changes without a required qualified change of status, will officially open tomorrow July 1. As a reminder, annual enrollment will run from July 1 through July 31 and an announcement will be sent electronically to all benefits-eligible employees tomorrow when the annual enrollment system is available through iBenefits. A detailed Frequently Asked Questions (FAQ) link has been added to the Benefits Services Annual Enrollment website. Please ensure that your contact information is accurate in HRConnect in order to receive electronic notifications and any important mailings related to your benefits. For questions, contact Benefits Services at benefits@tamu.edu or (979) 862-1718.

Wellness Exam Incentive Program – What’s Your Status?
The publicized deadline for active employees enrolled in the A&M Care plan to have the annual wellness exam completed with your physician is today, June 30. It is important to understand that the June 30 deadline date is the recommended deadline to have the exam completed with a physician, not necessarily the date the completion needs to be recorded. This date allows enough time for the claim to be processed by BlueCross BlueShield (BCBS) and recorded with A&M System Benefits Administration prior to the FY2015 premium calculation for September premiums. The typical claim processing time is 4-6 weeks from the date of your appointment.

Have you (and your spouse, if enrolled) had your wellness exam with a physician? If the answer is no, please schedule your exam as soon as possible. Once the wellness exam completion is recorded, any premium differentials will be removed prospectively from the date A&M System Benefits Administration receives the reported completion in the file from BCBS. You may still be able to have the completion recorded before the additional $30 premium begins for September premiums, but hurry and schedule your appointment now.

If you had your wellness exam, check your Blue Access for Members (BAM) account to verify the recording is complete. Instructions for checking your BAM account are available on the Wellness Exam website. It is important to understand that as long as the completion is recorded before the September payroll calculation you will not be charged the extra premium. If your appointment was longer than 4-6 weeks ago, you are encouraged to work with BCBS to check on the status of your claim to ensure the claim has been received and coded properly. Please be aware that Scott & White recently submitted a backlog of claims to BCBS who is processing them as quickly as possible. Individuals who had their exam at a Scott & White facility may not see their completion recorded until the middle or end of July. Those individuals are encouraged to continue checking their BAM account on a periodic basis. You can also check your wellness exam completion status during Annual Enrollment on iBenefits from information supplied by BCBS to A&M System Benefits Administration.

PATHWAYS PERFORMANCE MANAGEMENT

PATH Performance Management System - Help Session Tomorrow
Please make note of the following help session and workshops for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional sessions as interest indicates.

- **Hands-on Help Session**: A hands-on help session will be offered to help employees with their specific questions about the PATH performance management module. The session 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 session is “come and go”: employees may come by with their questions any time on July 1 between 9:00 to 11:30 a.m. in the General Services Complex, Suite 2201.

- **PATHways Workshops**: Training on the PCER process of Performance Management:
- **PATHways to Success:** Supervisory Best Practices for Managing Employee Performance: July 10 from 1:30 to 4:30 p.m. and September 4 from 1:30 to 4:30 p.m. Register at [http://training.tamu.edu/Courses/Detail/1590](http://training.tamu.edu/Courses/Detail/1590).
- **PATHways to Success:** Performance Management for Staff: July 17 from 8:30 to 11:30 a.m. and September 4 from 8:30 to 11:30 a.m. Register at [http://training.tamu.edu/Courses/Detail/1725](http://training.tamu.edu/Courses/Detail/1725).
- **PATHways to Success:** Performance Management Process Overview (online) TrainTraq Course 2112082

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

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**TIP OF THE WEEK**

**Holiday Pay for Flexible Work Schedules**

Did you know not only are there eligibility rules for holiday pay, but also a number of hours rule? Holiday compensation, the number of hours given for a holiday, is standardized at eight hours for each recognized holiday. If an employee normally works an approved flexible schedule or varied hours, the employee can elect to use vacation leave to account for the full 40 hours or the supervisor can allow a different schedule that pay week. More information on holiday pay is at [http://employees.tamu.edu/benefits/leave/holidays/](http://employees.tamu.edu/benefits/leave/holidays/).

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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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