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

July 7, 2014

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**HUMAN RESOURCES**

**Application Process for HRLARG Closes this Week**
If you have not already applied for the HR Liaison Advisory Resource Group, now is your chance! Human Resources will be looking for highly motivated HR Liaisons to join returning members – Amy Coleman, Claudia Orum, Jan Pfannstiel, Melony Ponzio, Gib Sawtelle, Renee' Weidemann – on this continuous improvement committee. If you would like to lend your voice and experience, please submit your application by 5:00 p.m. on Friday, July 11, 2014. Members of the group will be selected and announced around August 4, 2014. For more information and a link to the application, please visit [http://employees.tamu.edu/liaisons/advisory-resource-group/](http://employees.tamu.edu/liaisons/advisory-resource-group/) online. Keep those applications coming in!

**Annual Enrollment Now Open**
Annual Benefit Enrollment, July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY 2015 plan year, effective September 1, 2014. An electronic notification was sent on July 2 to all benefit-eligible employees announcing the opening of annual enrollment and providing additional important information related to actions to take during annual enrollment. Enrollment is conducted online through the iBenefits option on the Single Sign On menu.

Please plan to attend the Annual Enrollment Benefits Fair (July 14 and July 15 from 10:00 a.m. – 2:00 p.m.) in the General Services Complex, assembly room 101A. Breakout sessions will feature an overview of the annual enrollment changes and updates from BlueCross BlueShield and Express Scripts. Vendors from our medical, dental and other insurance plans, plus several businesses participating in the employee discount program, PerksConnect, will be available. See the fair flyer at [http://employees.tamu.edu/media/381728/AEbenefitFair2014.pdf](http://employees.tamu.edu/media/381728/AEbenefitFair2014.pdf) for the presentation schedule.
Learn more about Annual Benefit Enrollment at http://employees.tamu.edu/benefits/annual-enrollment/ online. To locate your Benefits Representative, visit the HR website at http://employees.tamu.edu/findliaisons/ or call Benefits Services at (979) 862-1718.

Benefits Services – Help Us Help You
Benefits Services is committed to providing excellent customer service. Because of the increased volume we experience during annual enrollment, Benefits Services appreciates extra patience this time of year. In order to help us help you, we request individuals needing personalized assistance to call in advance as many questions can be covered over the phone. If a face-to-face visit is appropriate, calling in advance allows us to schedule an appointment and inform you of any necessary documents and information to bring with you to your appointment.

We are working diligently to ensure that calls are answered and messages returned in a timely manner. If you cannot reach someone immediately when calling our office, please leave a message with your name, UIN and phone number. We assure you that your call will be returned.

PATHWAYS PERFORMANCE MANAGEMENT

Creating SMART Performance Goals
The Plan stage of the PCER (Plan, Coach, Evaluate, Reward) model of Performance Management encourages the creation of SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals, which are documented in the employee’s Performance Plan. Goals differ from an employee’s ongoing job duties as encompassed in the position description. Performance goals are specific work-related achievements to be accomplished within a specified time frame. They are often project based and are intended to help the organization move forward, typically with a focus on improving processes or implementing changes. The attached document describes and gives examples of SMART performance goals. Please share with your supervisors.

Upcoming PATHways Training
PATH Performance Management System Demos
- (Instructor-led) PATHways to Success: Performance Management Process Overview and PATH Demo (for all employees): July 25 from 10:00 to 11:30 a.m. Employees can register at http://training.tamu.edu/Courses/Detail/1726.
- (Online) PATH Demo (19 minutes) can be accessed at the “Important Dates” box near the top of the PATHways webpage: http://EODinfo.tamu.edu(PATHways/).

PATHways Process Training
- (Instructor-led) 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.
- (Instructor-led) 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.
- (Online) PATHways to Success: Performance Management Process Overview can be accessed in TrainTraq: TrainTraq Course 2112082.
- (Online) PATHways Overview (10 minutes) can be accessed from the “Important Dates” box near the top of the PATHways webpage: http://EODinfo.tamu.edu(PATHways/).

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

Inactive Wage Employee Report
The June Inactive Wage Employee Report is now available on the Payroll Services imaging system.
The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached document for further instructions.

New Security Features in SSO
Single Sign-On Version 4.4.1 has been released and it includes new security enhancements worth noting. The changes are mostly administrative so we will not be sending any communication to employees. However, a new FAQ addressing the blocked country feature has been created.

Blocked Countries
Access to SSO is now blocked when log-in attempts are made from certain countries. A country appears on the “SSO Blocked Countries” list when it has been determined that a large number of malicious threats such as phishing and hacking attempts have originated from an IP address associated with that country. The list is continually updated by the SSO administrative staff in Business Computing Services and is available to all employees on the new “Blocked Countries” tab.

Any attempt to log into SSO from a blocked country will be stopped and logged on the employee’s SSO log. The message, “You are attempting to log in from a blocked location. Please contact your department administrator or University/Agency Support Contact for access” will display.

It is possible to exclude a country from being blocked for an individual employee. The action of adding an exclusion within SSO can only be done by a SSO Central Admin which is Payroll Services for Texas A&M University employees.

A list of employees that currently have exclusions is available on the new “Exclusion List” tab. The tab is available to SSO Central Admins and only shows employees for their workstation(s). This tab is also used to delete an exclusion from an employee.

Password Reset
The checkbox for sending an email to the employee after resetting their password has been removed. SSO will automatically send an email with the temporary password to the employee’s email address on file.

Email Address Changes
When the employee’s email address is changed on the “Employee Profile” tab, SSO will send an email to the employee’s old and new email address.

If you have any questions about these changes, please email them to Payroll Services at payroll@tamu.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for July – As of July 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
- 85 (51%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 17.0% from 1419 to 1178.
- The total number of past due employees decreased 14.5% from 973 to 832.
- The total number of past due Faculty employees decreased 63.0% from 165 to 61.
- The total number of past due Budgeted Staff employees decreased 9.9% from 111 to 100.
- The total number of past due Wage Staff employees decreased 3.5% from 569 to 549.
- The total number of past due Graduate Assistant employees decreased 54.6% from 22 to 10.
- The total number of past due Student Worker employees increased 5.7% from 106 to 112.

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 – 99.1%
TIP OF THE WEEK

Moving or Buying a Car this Summer?
Texas A&M University employees have the ability to provide proof of employment or income through an automated service anytime, anywhere through The Work Number. Visit http://payroll.tamu.edu/employment-verifications/employment-salary/ online for more information regarding the service available to employees, mortgage lenders, banks and others needing employment and salary information in a controlled, efficient way. In addition, forms for state service verifications can be found at http://payroll.tamu.edu/employment-verifications/state-service/ online.