July 14, 2014

### HUMAN RESOURCES

- **Annual Enrollment Benefits Fair to Continue Tuesday**
  - Please remind employees to attend the Annual Enrollment Benefits Fair Tuesday, 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/](http://employees.tamu.edu/benefits/annual-enrollment/) online. To locate your Benefits Representative, visit the HR website at [http://employees.tamu.edu/findliaisons/](http://employees.tamu.edu/findliaisons/) or call Benefits Services at (979) 862-1718.

- **PATH System Unavailable Saturday, July 19 for System Maintenance**
  - The software vendor for the Portal Access for Total HR (PATH) System will be conducting scheduled maintenance on Saturday, July 19, 2014 from 11:00 a.m. to 5:00 p.m. PATH will not be available during that time period for internal users through SSO or for applicants who login through the applicant portal. A maintenance page will be displayed during the period of time that the system is unavailable. In addition, Human Resources will be adding an alert to the applicant portal and PATH homepage this week to give additional notice to users prior to Saturday. If you have any questions about PATH accessibility, please contact `PATHadmin@tamu.edu` or call 979-845-4170.

- **Reminder: July 25, 2014 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

### PAYROLL SERVICES

- **Payroll Corrections Deadline for FY14**

### TIP OF THE WEEK

- **HR Liaison Network News – It’s Not Always Just for Liaisons**

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### PAYROLL REMINDERS

- **July 16:**
  - PVDs available online

- **July 18:**
  - Biweekly pay day
  - Monthly EPAs due by noon

- **Processing Schedules**

- **Payroll Reports**
reviews will be completed if requests are received by certain dates.

- If received by HR by 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 Human Resources 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). If you need additional information or if you have questions, contact HR Classification and Compensation staff at hrcomp@tamu.edu or 979-845-4170.

PATHWAYS PERFORMANCE MANAGEMENT

Coaching Tips for Supervisors
Please share with your supervisors.

The Coaching stage of the PCER (Plan, Coach Evaluate, Reward) model of Performance Management begins after the completion of the Performance Plan. During this stage, supervisors hold periodic performance discussions with their employees, and they provide necessary training, feedback and support in order to help ensure successful completion of goals. Here are some helpful tips to keep in mind as this stage begins.

- **Keep Performance Plans Visible** – It is important that supervisors review performance plans throughout the year and make any necessary changes to goals to help ensure that the plans remain current.

- **Document Progress Notes** – All supervisors need some type of documentation system to record notes on employee progress. These notes serve as “memory joggers” when having performance discussions with the employee and can be vital when reviewing the year’s progress at the annual performance evaluation. PATH provides progress notes that can be utilized for performance documentation; however, this feature is optional and supervisors can choose whatever method of documentation best suits their needs. These notes, while private, can be subject to the open records act, so it’s important to practice good documentation standards. Information on documenting progress notes in PATH can be found in the Steps to the Performance Management Process section at http://EODinfo.tamu.edu/PATHways/.

- **Hold Performance Discussions** – Supervisors need to provide their employees with feedback during the year on progress they are making toward their performance plan. Some supervisors conduct mid-year performance discussions at the six-month mark or on a quarterly, or even monthly, basis. It is important to note that these discussions should not be documented under the Supervisor Evaluation tab in the PATH system. PATH only allows one evaluation, per employee, per review period. In order to help accommodate the documentation of these performance discussions, supervisors can use the Performance Feedback Form found in the Resources section at http://EODinfo.tamu.edu/PATHways/.

Status of Evaluation Ratings Report and Online View

Human Resources is committed to providing to departments an online performance management system that allows supervisors and administrators to complete the annual evaluation process and access reports of their employee’s goals and ratings. As we wrap up the first year of using the new PATH Performance Management system, we have collaboratively worked with the product vendor to enhance the product and design reports that provide baseline workflow status and overall ratings for employees.

We had hoped to have functionality by the conclusion of the 2013-2014 performance period to allow department administrators to view online their entire unit’s data or produce reports on each evaluative factor, e.g., behavioral competencies, job duties and performance goals. Although these two enhancements are not yet available, we are continuing efforts to get these, and other enhancements, released in the 2014-2015 performance period. HR would be glad to beta-test with interested departments the data and functionality improvements as the vendor makes them available, potentially a 6 to 9 month design timeline.

In the meantime, departments interested in assembling all evaluative factors to have a broad perspective of employee evaluations can obtain the information from each supervisor for their direct reports. We recognize the time
and resource impact on supervisors and administrators and assure you we are keeping this issue at the forefront of our efforts.

We appreciate your support as we rolled out the new performance management system and encourage you to provide feedback at any time.

**Upcoming PATHways Demo and Training**

- **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](http://training.tamu.edu/Courses/Detail/1726)
- **PATHways to Success: Performance Management Workshop 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)

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.

**PAYROLL SERVICES**

**Payroll Corrections Deadline for FY14**

Monday, August 4 is the deadline for submitting Texas A&M Payroll Corrections to be processed in FY14. Please submit all requests to Karen McDade by email at [kaa@tamu.edu](mailto:kaa@tamu.edu) or mail to MS 1261, by 5:00 p.m. August 4. For more details about Payroll Corrections please visit our Payroll Corrections webpage at [http://payroll.tamu.edu/payroll-processing/payroll-corrections](http://payroll.tamu.edu/payroll-processing/payroll-corrections) online.

**TIP OF THE WEEK**

**HR Liaison Network News – It’s Not Always Just for Liaisons**

Are employees getting the latest news about their benefits, pay, training or other HR-related information? HR Liaisons can easily help distribute valuable information each week through the HR Liaison Network News. Although the weekly news is targeted for liaisons, bits and pieces, or sometimes the entire content, can be forwarded to employees for reminders, deadlines, new news or simply as an FYI. Of course, crucial decision-making information, such as annual enrollment, deserves the broadest communication methods possible and HR Liaisons can be our partner in that endeavor by sharing the HR Liaison Network News or pointing employees to [http://employees.tamu.edu/liaisons/news-archive](http://employees.tamu.edu/liaisons/news-archive) online.