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

September 22, 2014

**HUMAN RESOURCES**

HR Liaison Network Meeting Registration Closes Thursday, Sept. 25
Let’s Network!
HR EXPRESS” Newsletter, Fall 2014 Issue
Revised HR Web Forms/Docs

**PATHWAYS PERFORMANCE MANAGEMENT**

Performance Plans Due October 15

**TIP OF THE WEEK**

Introduce New Employees to PerksConnect

**PAYROLL REMINDERS**

September 22:
- Electronic monthly payroll available

September 23:
- Electronic monthly payroll due by 4pm

September 24:
- PVDs available online

September 26:
- Biweekly pay day
- Monthly PVDs available online

Processing Schedules
Payroll Reports

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**HUMAN RESOURCES**

HR Liaison Network Meeting Registration Closes Thursday, Sept. 25

Time is running out to reserve your seat and meeting materials for the September 30 HR Liaison Network Fall Meeting in the General Services Complex. Important information will be discussed regarding Texas A&M NetID identity services, safety in the workplace, workers’ compensation and other HR initiatives. Please register for the morning or afternoon session at [http://training.tamu.edu/schedule/#HRLiaisonEvents](http://training.tamu.edu/schedule/#HRLiaisonEvents) by 6:00 p.m. on Thursday, September 25.

**Let’s Network!**

Human Resources is happy to announce a new approach to networking at the HR Liaison Network Meetings this year. During the 30 minutes prior to the meeting sessions (8:00-8:30 a.m. and 2:30-3:00 p.m.), HR Liaisons are encouraged to check-in and enjoy a few light refreshments while networking with their fellow HR Liaisons. To help “break the ice” everyone will have an opportunity to participate in a friendly, competitive game with a chance to win a prize. Whether you arrive 25 or 10 minutes prior to the meeting, have a little fun and network with your peers. Thank you to the HR Liaison Advisory Resource Group for the suggestion!

**HR EXPRESS” Newsletter, Fall 2014 Issue**

Please share the following information with all employees in your department.

All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the fall issue include:

- Workplace Safety,
- Dual Employment,
- Benefit Updates,
- Flexible Spending Accounts,
- Wellness Works Events,
- and much more.

Checkout our featured employees for the “Working at A&M” section: Cynthia Ishaq, Transportation Services;
Janie Lois Williams, Athletics; and Andi Bednorz, Student Health Services. Do you like “Working at A&M” and want to be a featured employee for the newsletter or do you know someone would make a great feature? Let us know by emailing HR-feedback@tamu.edu anytime! Read the full issue at http://employees.tamu.edu/HREXPRESS online. The next issue will be published in January.

This newsletter’s purpose 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.

Revised HR Web Forms/Docs
- Texas A&M University- Designation of Academic or Non-academic departments for hiring freeze purposes
- 2012 - YOS Recipients
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

Performance Plans Due October 15
Please alert your supervisors that Performance Plans for staff should be completed by October 15. As a reminder, the supervisor creates the Performance Plan in the PATH Performance Management module, which is then acknowledged in PATH by the employee. Best practice suggests that the supervisor and employee work collaboratively to create and discuss the employee’s performance goals before the supervisor completes the Performance Plan in PATH. Step-by-step instructions, video demos, and a Guide to SMART Goals can be access under the “Steps to the Performance Management Process” heading of the PATHways help page: http://EODinfo.tamu.edu/PATHways/. Liaisons may contact hrbusinessservices@tamu.edu if they would like to receive a PATH Performance Plan Status Report.

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.

TIP OF THE WEEK

Introduce New Employees to PerksConnect
New employees, and particularly those new to our community, may be very excited to know about the discounts and savings available to them as an A&M employee! HR Liaisons can help pass on the good news during a new employee’s onboarding process by pointing them to the PerksConnect sign in page. The web and mobile app features are easy to use and can really help stretch those hard-earned dollars. Find registration and more information at http://employees.tamu.edu/benefits/perks/ from the HR website.