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Support for the Campaign for Disability Employment
HR reminds you that October is Disability Employment Awareness month. The Campaign for Disability Employment, a collaborative of leading disability and business organizations, is offering a series of products designed to promote the hiring, retention, and advancement of people with disabilities and dispel negative stereotypes about disability and employment. Each hiring department at Texas A&M has a powerful role to play in improving employment outcomes for people with disabilities. At work, it’s what people CAN do that matters. Focus on abilities, not disabilities! We hope you will join HR in supporting the Campaign for Disability Employment by making a commitment to reflect the spirit of the “What can YOU do?” initiative in your recruitment, retention, and advancement efforts. Expect. Employ. Empower. Learn more and use our free resources found at employees.tamu.edu/managers/disability-campaign on the HR website.

Wellness Events: Fitness, Financial & Flu
Please distribute the below information within your department.
Several exciting events to focus on physical and financial wellness are on the horizon as part of the Wellness Works program. Mark your calendar for these three events and post the flyers in your work area!
- Fitness Sessions October 9 – December 19
Join our fun boot-camp style workout session led by certified instructors on Tuesdays and Thursdays from 5:15 - 6:15 p.m. at the General Services Complex. No costs! See the fitness flyer for more details.

- Retirement & Financial Planning Fair October 16
  The annual fair, held 8:15 a.m. - 5:00 p.m. at the Memorial Student Center, includes 14 free informational breakout sessions and a vendor exhibit featuring local financial services providers. Class registration through TrainTraq. The fair flyer has the full schedule and more details.

- Flu Vaccine Clinics October 27 & 28
  Seasonal and H1N1 combined quadrivalent flu vaccine available from 8:00 a.m. - 5:00 p.m. in the General Services Complex. Employees and their family members are welcome to participate. No cost if filed with insurance. Consent forms required. View the clinic flyer for more information.

If you have questions, please contact HR Benefit Services at benefits@tamu.edu or 979.862.1718.

Thank You for Attending the Fall Network Meeting!
A few changes were incorporated in the first network meeting of FY2015 – shorter with fewer presentations, improved sound with a hand-held microphone, and more networking opportunities. The meeting information is now available at http://employees.tamu.edu/liaisons/communications/ online. Human Resources would like to thank the Office of Sustainability and Transportation Services for providing the door prizes. Meeting attendees are encouraged to complete the online meeting evaluation before 5:00 p.m. on Wednesday, October 8. Your feedback is important to us!

President’s Meritorious Service Awards Program Ceremony Planned for February 2015
The 28th Annual President’s Meritorious Service Awards Program ceremony has been scheduled for February 25, 2015 at 9:30 a.m. in Rudder Theatre. The nomination period is October 9 – November 13. Watch for a memo from Interim President Hussey as the formal announcement regarding the nomination period and additional information about the program. Questions concerning this staff award may be referred to Human Resources at emplrecognition@tamu.edu or (979) 845-7995.

HR/Payroll Software Selection Update
Please see the attached update on the System-wide initiative currently underway to select a new software system to replace the TAMUS legacy B/P/P and related applications. The vendor demonstrations have been rescheduled to mid-January and we encourage HR Liaisons to participate in the demos and feedback process. Stay tuned for more information as available. Contact DeAnna White at deanna@tamu.edu if you questions.

Revised HR Web Forms/Docs
- Search Committee Guide
- Flu Vaccine Clinic flyer (new)
- Consent forms required for flu clinic (new)
- Career Poster (new)
- HR Liaison Network Meeting (9-30-14) Presentations & Handouts
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

Performance Plans Due on October 15 – Reminder Emails Will Be Sent This Week
Please remind your supervisors that Performance Plans for the 2014-15 performance management program are due on October 15, 2014. 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.

If supervisors have not yet completed the performance plan for one or more of their employees in PATH, they will receive the following system-generated emails, as applicable:
  - Wednesday, October 8: “You have at least one action item that is coming due.”
  - Wednesday, October 15: “You have at least one action item that is due today.”
  - Friday, October 17: “You have at least one action item that is now overdue.”
No further reminder emails will be sent.
Step-by-step instructions, video demos, and a Guide to SMART Goals can be accessed 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.

Review of Position Descriptions for 2014-15 PATHways
The 2014-15 PATHways process formally began 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 to access the PATH Position 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

I-9 Reminder
As a reminder, after the new hire enters their information into Section 1 of the I-9 (either on paper or in the electronic version), the department must review what they entered for accuracy. Employees occasionally forget to:
- fill in their middle initial
- fill in the “other names used” field – if they do not have another name to list, they need to enter “N/A” as this field cannot be left blank
- enter their name as it is printed on their social security (SS) card or other ID – many employees do not realize that if their last name is hyphenated, they need to hyphenate it on the I-9 and include the entire name; the name entered into Section 1 must be their legal name and therefore must match what is on the SS card or other form of ID

After the employee completes Section 1, it is your responsibility as the employer to review what they entered and compare it to the ID they have provided to you for Section 2. If corrections of any kind need to be made, this is the best time to do it. Payroll Services reviews every I-9 that is processed and must ensure that all fields are correct and information is accurate. When we find errors we have to contact you and in many cases this involves:
- making an amendment to the I-9
- I-9 out of compliance
- the employee has to return to your office for a second time to make corrections
- extra time and work for you and Payroll Services
- delay in the employee getting paid on time

To ensure accuracy, decrease processing time, and guarantee employees are paid on time, please be sure to review what the employee entered in Section 1. Remember, in Section 2 your name is on the document and serves as a permanent legal record stating that you certify that all information in Sections 1 and 2 is true and accurate. The certification statement in Section 2 reads as follows:

_I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States._

We realize that the I-9 instructions are quite lengthy, but we encourage you to take the time to review them. Many of your basic questions are actually answered right on the document itself. If you need further assistance, please contact Laura Ellis at lellis@tamuds.tamu.edu / (979) 845-7127 or D’Ann Davidson at ddavidson@tamu.edu / (979) 458-4078.
Coffee Conversations – Friday, October 10
All employees are invited to join us for coffee on Friday, October 10 from 8:30 to 10:00 a.m. in the GSC 101A.

Texas A&M School of Law: The Past, Present & Future
Presenter:  Andrew P. Morriss, Dean, Texas A&M University School of Law
Description: Come learn about Texas A&M's newest college as Dean Morriss discusses who we are, where we have been, and how we became part of Texas A&M. And, find out what the country's newest law school with 137 years of tradition is doing to educate the upcoming generation of Aggie lawyers who will serve the citizens of Texas and beyond.

“Coffee Conversations: Hot Topics in Higher Education” is a no-cost series sponsored by Employee & Organizational Development to foster community among all Texas A&M System employees, helping them gain a deeper appreciation of how we are all working together toward a common goal and mission. Coffee Conversations offers employees an opportunity to network while learning about the many facets of Texas A&M University – its people, programs and contributions. The more we know, the greater our connection. Free conversation! Free coffee!

Questions can be directed to EODinfo@tamu.edu or (979) 845-4153.

Registration is required: https://apps6.system.tamus.edu/TrainTraq/web/SectionDetails.aspx?snum=1374.

Training Compliance Reports for October
The monthly training compliance reports will be attached to the October 13, 2014 edition of HR Liaison Network News. In the meantime, please contact EOD at EODinfo@tamu.edu if you have a question about the compliance statistics for your department(s).

TIP OF THE WEEK
Strong Passwords Protect Your Personal Information
October is National Cyber Security Awareness Month. Protecting A&M work-related and personal information requires active participation by each Texas A&M employee. One way you can help create a safer digital world is to have a strong password for the Single Sign-On access to HRConnect and all other online applications used in your duties. Use passwords that are a mix of capital and lower case letters, numbers and symbols, and do not share the password with other individuals. For more password tips visit Computing & Information Services at http://hdc.tamu.edu/Connecting/Login_Accounts/Passwords/Tips_For_Creating_Passwords.php and stay current with the System-required Information Security Awareness Training.

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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Next Network Meeting: February 5, 2015