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

April 6, 2015

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMU Jobs Access via SSO ending April 30, 2015</td>
<td>April 8:</td>
</tr>
<tr>
<td>Summer Insurance Premium Process – Spreadsheet Deadline April 9</td>
<td>PVDs available online</td>
</tr>
<tr>
<td>Benefit Services Unavailable April 9 and 10</td>
<td>April 10:</td>
</tr>
<tr>
<td>Revised HR Web Forms/Docs</td>
<td>Biweekly pay day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PATHWAYS PERFORMANCE MANAGEMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Evaluations</td>
<td>Processing Schedules</td>
</tr>
<tr>
<td>What If There Are Two Supervisors?</td>
<td><a href="mailto:PATHadmin@tamu.edu">PATHadmin@tamu.edu</a></td>
</tr>
<tr>
<td>PATHways Training and PATH Demos</td>
<td>Payroll Reports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYROLL SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive Wage Employee Report</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE &amp; ORGANIZATIONAL DEVELOPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Conversations – Friday, April 10</td>
<td></td>
</tr>
<tr>
<td>Training Compliance Reports for April – As of April 1, 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IN CASE YOU MISSED IT...</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New University Standard Administrative Procedure Adopted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIP OF THE WEEK</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Working 8 to 5 or Slightly Different with Flexible Work Schedules</td>
<td></td>
</tr>
</tbody>
</table>

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**HUMAN RESOURCES**

**TAMU Jobs Access via SSO ending April 30, 2015**

REMINDER: Departmental HR Liaisons and supervisors have access to historical information in TAMU Jobs via SSO until April 30, 2015. You may continue to consider TAMU Jobs as the electronic storage of the record copy for certain personnel-related records, such as previous versions of position descriptions and performance evaluations, in compliance with records retention requirements. However, please consider your department’s information preferences and plan for this April 30, 2015 change in access if you prefer to have the historical documents in departmental personnel files rather than stored electronically and accessible upon special request. Beginning May 1, any requests for TAMU Jobs information due to open records requests or other special data needs can be submitted to either **HRPathways@tamu.edu** (TAMU Jobs performance evaluations) or **PATHadmin@tamu.edu** (all other TAMU Jobs information) for response.

If you have any questions, please contact **PATHadmin@tamu.edu** or the PATH (and TAMU Jobs) Administrator at (979) 845-4170.

**Summer Insurance Premium Process – Spreadsheet Deadline April 9**

The summer premium process impacts employees who are employed in appointments totaling less than 12 months. Detailed information was included in the March 23, 2015 HR Liaison Network News (see archives for further details). **Reminder**, the summer premiums notifications will be generated by the System Office next week. Please process any EPA documents with employment actions impacting benefits by April 9. If you are unable to complete the EPA documents, please submit the attached Excel file to Benefit Services to notify our office of the...
changes in employment impacting benefits. If you have questions or need further clarification, please contact Benefit Services at hrcompbenefits@tamu.edu or (979) 862-1718.

Benefit Services Unavailable April 9 and 10
Training is a critical aspect of professional development and providing quality service to our customers. The Benefit Services staff will be attending a Benefits Conference provided by the A&M System Benefits Administration Office on Thursday, April 9 (8:00 a.m.-5:00 p.m.) and Friday, April 10 (8:00 a.m.-12:00 p.m.) and will be unavailable during this time. We appreciate your patience while allowing our staff to attend this conference to enhance their skills and performance in their respective roles. If a situation arises that requires immediate assistance, please call (979) 862-4126 and someone will assist you. Thank you!

Revised HR Web Forms/Docs
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

Printing Evaluations
Print Instructions – The supervisor evaluation (draft and final) and the self assessment can be printed by doing the following:
1. Access the evaluation/self assessment.
2. Click on the Actions button, located at the top right.
3. Click on Print.

Increasing Font Size – The font size on printouts can be increased using Internet Explorer by doing the following:
1. Press Alt on the keyboard.
2. Select File from the top menu.
3. Select Page Setup...
4. Uncheck ‘Enable Shrink-to-Fit’ and click OK.
5. Print the document.

What If There Are Two Supervisors?
When an employee’s work is directed by more than one supervisor, one supervisor will be assigned as the primary supervisor, as indicated on the position description. Best practice recommends that at the beginning of the review year the supervisors discuss and agree on how their individual feedback will be incorporated into the performance plan and the evaluation. However, the primary supervisor has final responsibility for the evaluation.

PATHways Training and PATH Demos
Please encourage supervisors and employees to take advantage of the upcoming opportunities for training and assistance:

PATHways Training
- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance, April 28, 8:30 to 11:30 a.m. <http://training.tamu.edu/Courses/Detail/1590>
- (For Employees) PATHways to Success: Performance Management for Staff, April 16 from 8:30 to 12:00 p.m. <http://training.tamu.edu/Courses/Detail/1988>

PATH Performance Management Demo
- (Open to all) PATHways to Success: Performance Management Process Overview and PATH Demo, April 23, 10:00 to 11:30 a.m. <http://training.tamu.edu/Courses/Detail/1726>

PATH Hands-on Help Session
- A hands-on help session will be offered on a “drop-in basis” 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
needed. The session is “come and go”: employees may come by with their questions any time on April 9 between 8:30 to 11:30 a.m. in the General Services Complex, Suite 2201.

Step-by-step guides, videos, FAQs and resource documents are available on the PATHways website at EODinfo.tamu.edu/PATHways. For assistance, please contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

**PAYROLL SERVICES**

**Inactive Wage Employee Report**
The Inactive Wage Employee Report is now available on the Payroll Services imaging system at http://imgweb.tamu.edu/finance_dept/ online. The report gives you the opportunity to delete inactive employees from your accounts. For instructions, please refer to the attached letter.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Coffee Conversations – Friday, April 10**
All faculty and staff are invited to join us for coffee on Friday, April 10 from 8:30 to 10:00 a.m. in the GSC 101A.

**The Norman Borlaug Institute – Can world hunger be eradicated?**  
*Presenter:* Dr. Elsa A. Murano, Director, Norman E. Borlaug Institute for International Agriculture  
*Description:* It started with the research of Dr. Norman Borlaug, Nobel Peace Prize recipient who is known as “the father of the Green Revolution,” and has developed into the world prominent Norman Borlaug Institute for International Agriculture. Come hear how Texas A&M engages in agricultural research, partnerships and international training in its mission to find solutions that meet the challenges of worldwide hunger and poverty.

“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! **Registration is required.** Visit http://eodinfo.tamu.edu/programs/coffee/ for more information or call (979) 845-4153.

**Training Compliance Reports for April – As of April 1, 2015**
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**
- 91 (55%) of the 166 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 10.7% from 1298 to 1159.
- The total number of past due employees decreased 12.7% from 692 to 604.
- The total number of past due Faculty employees decreased 21.6% from 255 to 200.
- The total number of past due Budgeted Staff employees decreased 9.1% from 176 to 160.
- The total number of past due Wage Staff employees decreased 11.5% from 148 to 131.
- The total number of past due Graduate Assistant employees decreased 4.3% from 23 to 22.
- The total number of past due Student Worker employees increased 1.1% from 90 to 91.

**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 – 98.6%
  - Ethics – 98.5%
Information Security Awareness – 97.5%
Orientation to the A&M System – 99.3%
Reporting Fraud, Waste and Abuse – 99.2%
Required Training for Athletics Task Workers – 94.4%

IN CASE YOU MISSED IT...

New University Standard Administrative Procedure Adopted
University Risk and Compliance announced last week the addition of a payroll related SAP.

- University SAP 33.99.01.M0.04, Employee Payroll Action Form Processing Upon Employee Resignation or Termination – NEW

For details, see http://rules-saps.tamu.edu/PDFs/33.99.01.M0.04.pdf.

TIP OF THE WEEK

Working 8 to 5 or Slightly Different with Flexible Work Schedules
Does your operation have employees who would benefit from working hours outside the normal hours of operation for your work unit? Employees may be able to take advantage of Flexible Work Schedules to support their own work-life balance on a permanent or semi-permanent basis. Supervisors, in consultation with their senior management, can authorize Flexible Work Schedules that consider both the department’s and employee’s needs. More information, including forms and approval process, are available at http://employees.tamu.edu/compensation/flexible-comp/schedules/ online.

Next Network Meeting:
June 25, 2015

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator
ldohnalik@tamu.edu | 979.862.3854

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