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

April 13, 2015

**HUMAN RESOURCES**

SEBAC Election Now Open – Please Do Not Forward Ballot
Summer Premium Notifications Set for This Week
New SAP and Its Impact on Summer Terminations
Compensation-Related Issues for FY2016 Budget
Retirement Processing – Plan Ahead for Smooth Transition
Vote for Your SEBAC Rep
Revised HR Web Forms/Docs

**PATHWAYS PERFORMANCE MANAGEMENT**

Progress Notes
Deciding on the Correct Performance Evaluation Rating
Decoding the Rating: In Development and Needs Improvement
PATHways Training and PATH Demos

**TIP OF THE WEEK**

An Easy Way to View Position Descriptions

**PAYROLL REMINDERS**

April 13:
- EPAs due at noon

April 14:
- PPRs print

April 15:
- PPRs available online

April 16:
- Monthly EPAs due at noon

April 17:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

**HUMAN RESOURCES**

SEBAC Election Now Open – Please Do Not Forward Ballot

Human Resources sent a campus-wide email about the System Employee Benefits Advisory Committee (SEBAC) election today. The message and voting link will not be listed on the HR website or other distributions because only benefits-eligible employees and retirees are allowed to vote. We kindly ask that you do not forward the email message to anyone, but instead direct employees with inquiries to Benefit Services at benefits@tamu.edu or (979) 862-1718. Voting eligibility will be confirmed and the ballot forwarded accordingly by our office.

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Summer Premium Notifications Set for This Week

The summer premium notification email will be distributed by System Benefits Administration around April 15. Employees currently listed with an appointment less than 12 months will receive the notification that their summer premium letter is available electronically through HRConnect. The letter explains how the affected employee will pay the summer insurance premiums, the payment options, and the premium amount owed for June through August 2015.

A summer insurance premium Q&A was developed to help address many of the general questions and may be shared with your employees. In addition, a new summer insurance premium process timeline has been added to the HR website with information specifically targeted to HR Liaisons including a detailed timeline, payroll dates and resources documents. Questions related to appointment duration should be handled within the department. Employees with questions regarding the content of the letters should contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

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Employee Payroll Action Form Processing

New SAP and Its Impact on Summer Terminations

The new University SAP 33.99.01.M0.04, Employee Payroll Action Form Processing Upon Employee Resignation or Termination, addresses timely processing of EPA documents upon termination. Employees working in appointments
of less than 12 months are eligible for summer insurance benefits if they 1) satisfy their appointment AND 2) have the reasonable expectation to return in the fall. To remain in compliance with the new SAP, process the EPA document within 2 business days of the employee’s notification to the department of their intent to not return with the date of notification provided in the EPA comments section. The EPA document will still reflect the termination date as the last day of their active appointment as required by Payroll Services, but benefit determination and timeliness will be calculated from the notification date.

**Compensation-Related Issues for FY2016 Budget**

In preparation for the FY2016 budget, please be aware of the following regarding non-faculty compensation requests:

- Due to extra workload associated with the System-led PwC project on Standardization of Employee Position Classification, TAMU HR Classification & Compensation will NOT have FY2016 budget cycle deadlines for the submission and guaranteed completion of non-faculty new position and reclassification requests.
- Requests may continue to be submitted for HR review using the regular process in PATH and they will be processed in the order received.
- Although there will not be any guaranteed completion dates, please remember that requests must have received HR approval to be included in Phase 2 budget submissions.
- Additional reminder: non-faculty equity adjustments must be reviewed and approved by Human Resources prior to being submitted to the Vice President or Provost for approval. This includes non-faculty equity adjustments being proposed as part of the budget submission with 9/1/15 effective dates, and adjustments proposed outside of the budget cycle for other effective dates.

If you have any questions please contact HR Classification & Compensation at hrcomp@tamu.edu or (979) 845-4170.

**Please distribute the following two benefits-related articles to employees within your department.**

**Retirement Processing – Plan Ahead for Smooth Transition**

Many employees choose to retire at the end of the spring semester or the end of the academic year; therefore, May and August are extremely heavy months for retirement processing. If you are considering retiring during this period, you are encouraged to contact Retirement Services now to schedule your retirement counseling session. You will receive an email in advance of your scheduled appointment with appropriate forms and a list of paperwork/items you should bring with you to make the counseling session most productive.

In addition, please be aware that if you participate in the Teacher Retirement System (TRS), it will take approximately two months to receive your first annuity payment. The university provides the final report of earnings at the end of the month in which your last paycheck was received. All earnings must be reported to TRS before the retirement can be certified and the TRS paperwork processed. You are encouraged to plan for this time delay.

**Vote for Your SEBAC Rep**

The ballot to elect the Texas A&M University representative to The Texas A&M University System Employee Benefits Advisory Committee (SEBAC) was sent electronically to the email addresses on record for all Texas A&M University benefits-eligible employees, graduate assistants and retirees on April 13. Human Resources encourages all eligible employees and retirees to vote in this election. SEBAC is an advisory group that makes recommendations to the A&M System administration on various issues relating to your employee benefit programs, including health insurance. The group is responsible for working with the System Benefits Administration Office and others concerned with benefits issues to advise about the benefits programs that will be offered to A&M System employees and retirees. Voting to elect the SEBAC Representative will close at 5:00 p.m. on Wednesday, April 22. If you do not receive an online ballot, contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

**Revised HR Web Forms/Docs**

- Summer Insurance Premium Process Worksheet Prior To Notification
- Summer Insurance Premium Process Worksheet After Notification
- PATH Change Applicants’ Status
- PATH Set Up Electronic References
- Resolution Poster (new)
PATHWAYS PERFORMANCE MANAGEMENT

Progress Notes
Individuals can delete their Progress Notes at any time during the current performance review period; however, once the review period is complete, they can no longer be revised or deleted. Employees will always have historical access to the Progress Notes they have entered, even after the performance review period has ended. Supervisors will have historical access to the Progress Notes they have entered for their respective employees only as long as they continue to be their supervisor of record (i.e., when an employee terminates or changes positions, the supervisor’s Progress Notes are no longer available in PATH).

Deciding on the Correct Performance Evaluation Rating
As supervisors complete their employees’ performance evaluations and prepare to discuss the past year’s work and performance objectives, they will carefully consider the performance rating that best reflects an employee’s efforts and achievements. A helpful resource for the supervisor to review and share with their employees is the list of rating scale definitions provided online at [http://EODinfo.tamu.edu/media/309487/pathways-rating_definitions.pdf](http://EODinfo.tamu.edu/media/309487/pathways-rating_definitions.pdf).

New Employee? Underperforming Employee?
Decoding the Rating: In Development and Needs Improvement
Selecting an appropriate rating for a performance factor requires some consideration. It is often easy to tell when an employee has achieved expectations or even gone above and beyond to earn a higher rating. Likewise, it is sometimes painfully obvious when an employee needs to take corrective action to improve performance. But what rating should supervisors give newly hired employees and those who are underperforming? A helpful resource differentiating the two ratings can be found online at [http://EODinfo.tamu.edu/media/642174/Decoding_Needs_Improvement_Rating.pdf](http://EODinfo.tamu.edu/media/642174/Decoding_Needs_Improvement_Rating.pdf).

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 a.m. to 11:30 a.m. [http://training.tamu.edu/Courses/Detail/1590](http://training.tamu.edu/Courses/Detail/1590)
- (For Employees) PATHways to Success: Performance Management for Staff, April 16 from 8:30 a.m. to 12:00 p.m. [http://training.tamu.edu/Courses/Detail/1988](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 a.m. to 11:30 a.m. [http://training.tamu.edu/Courses/Detail/1726](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 registration is needed. The session is “come and go”: employees may come by with their questions any time on April 24 between 8:30 a.m. 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](http://EODinfo.tamu.edu/PATHways). For assistance, please contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

TIP OF THE WEEK

An Easy Way to View Position Descriptions
Are employees and supervisors having a hard time accessing their position description through PATH? There is a very easy way to access PDs from within Performance Management. Whether employees are trying to access their
PDs while completing their Self Assessments or a supervisor trying to access an employee’s PD to complete a Performance Evaluation, they can view the PDs as follows:

1. Access the action Self Assessment or Supervisor Evaluation.
2. Click on the employee title found below the employee name, top left of the page.
3. After viewing the PD, click the back button on the browser to continue completing the Self Assessment or Supervisor Evaluation.

For assistance, visit EODinfo.tamu.edu/PATHways or contact HRPATHways@tamu.edu.

Next Network Meeting:
June 25, 2015