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

April 20, 2015

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### HUMAN RESOURCES

**EOD Staff Receives Diversity Service Team Award**

Congratulations to HR Employee & Organizational Development being the recipient of the Diversity Service Team Award at the Texas A&M 2015 Diversity Awards program for their “Diversity and Inclusion in the Workplace” certificate program! Congratulations to Tami Overby, Jenny Smith, J. J. Macias, and Anne Mayer for their collective work on designing, developing and implementing this innovative program! The success of this program can also be attributed to a collaborative effort by the entire EOD team. The Diversity Awards acknowledge and honor the efforts of students, faculty and staff who strive to promote understanding and appreciation of diversity in its multitude of forms at Texas A&M University. View a full list of this year’s winners online.

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

As a 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your department's information preferences and plan for this April 30, 2015 change in access if you prefer to have the historical documents in departmental personnel files rather than stored electronically and accessible upon special request.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 Premium Notifications**

The summer premium letter notifications are queued and ready to be sent by the A&M System Office to 1,849 employees. These summer premium letters inform individuals who are in an appointment of less than 12 months how they 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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Please forward the following two articles to employees in your department.

**SEBAC Election Closes April 22 – Please Vote!**
April 22 is the last day to cast your ballot to elect the Texas A&M University representative to The Texas A&M University System Employee Benefits Advisory Committee (SEBAC). An election ballot was sent electronically on Monday, April 13 to the email address on record for all Texas A&M University benefits-eligible employees, graduate assistants and retirees. SEBAC is an advisory group that makes recommendations to The Texas A&M University 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 Texas A&M System employees and retirees. Voting to elect your SEBAC Representative will close at 5:00 p.m. Wednesday, April 22. If you did not receive an online ballot, contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

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**TRS Member Contribution Rate to Increase September 1**
Senate Bill 1458 passed during the last legislative session and it stipulated a phased increase to the TRS member contribution rate; therefore, the TRS member contribution rate will increase from the current rate of 6.7% to 7.2% effective September 1. (For example, an employee earning $2500.00 per month will contribute $180.00 instead of $167.50 per month.) Please be aware of the contribution increase and plan accordingly for budgetary purposes. The contributions are pre-tax deductions and the net impact on your paycheck may be less based on tax factors.

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**Revised HR Web Forms/Docs**

- Network News Archive – last week’s issue posted

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**PATHWAYS PERFORMANCE MANAGEMENT**

**Where Do I Enter Next Year’s Goals (2015/2016)?**
Although supervisors often discuss next year’s performance goals during the performance evaluation discussion, they should not document the goals in this year’s evaluation. Rather, the supervisor will enter performance goals for the next review period when they create the performance plan in the 2015-2016 performance review program, which is anticipated to be available in June.

In the meantime, 2015/2016 performance goals can be documented on the “PATHways Performance Feedback Form for Non-Faculty Employees.” This MS Word-fillable form is available in the Resources section of http://EODinfo.tamu.edu/PATHways. When the PATH performance management program for the 2015/2016 performance review period becomes available, the supervisor will be able to easily enter performance goals directly into the performance plan using “copy/paste” functionality from the Performance Feedback Form.

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**PATHways Training and PATH Demos**
There are a variety of ways to learn about the PATHways process and the PATH performance management system. Please encourage supervisors and employees to take advantage of the upcoming opportunities for training and assistance:

- **PATHways Classroom 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>
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 April 24
- 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 to 11:30 a.m. in the General Services Complex, Suite 2201.

Online Training and Demos
- PATHways to Success: Performance Management Process Online Overview can be accessed in TrainTraq: TrainTraq Course 2112082.
- PATHways Overview Online Tutorial (10 minutes) can be accessed from the “Important Dates” box near the top of the PATHways webpage: http://EODinfo.tamu.edu/PAThways/.
- PATH Performance Management System Online Demo (19 minutes) can be accessed at the “Important Dates” box near the top of the PATHways webpage: http://EODinfo.tamu.edu/PAThways/.

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.

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TIP OF THE WEEK

Descriptive Comments Encouraged for All Ratings
Performance evaluations provide a formalized opportunity for supervisors to document employees’ good performance and accomplishments during the past year, as well as to comment on what improvements are needed, as applicable. To be most effective, supervisors are encouraged to not only enter ratings for each evaluation factor, but also to add descriptive comments. While “good job” and “keep it up” may be nice to read, these offer little insight. The best comments are balanced and specific (“you have contributed many valuable ideas during the strategic planning process,” “an area for development is to be more forthcoming with input in the strategic planning process”). Visit http://EODinfo.tamu.edu/PAThways/ for more information on the performance management process.

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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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ldohnalik@tamu.edu | 979.862.3854

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MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX  77845-1255  MAP

Next Network Meeting:
June 25, 2015