HUMAN RESOURCES

Last Chance to Access TAMU Jobs via Single Sign-On
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Revised HR Web Forms/Docs

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Extension Request

TIP OF THE WEEK

Evaluations Should be Discussed Between Supervisor and Employee

PAYROLL REMINDERS

April 27:
- Supplements & EPAs due at noon
April 28:
- PPRs print
April 29:
- PPRs available online
April 30:
- Supplements PVDs available online
May 1:
- Monthly pay day
- Supplemental pay day
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES

Last Chance to Access TAMU Jobs via Single Sign-On
Don’t forget that Thursday, April 30, 2015 is the last day that departmental HR Liaisons and supervisors will have access to historical information in TAMU Jobs via SSO. The TAMU Jobs option will be removed from the SSO menu after 5 p.m. on Thursday.

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. Response time will depend on the amount of information requested and volume of other pending requests. If you have any questions, please contact PATHadmin@tamu.edu or the PATH (and TAMU Jobs) Administrator at (979) 845-4170.

Summer Premiums Timeline and Additional Considerations

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 resource documents. Please ensure that you process EPA documents and notifications to Benefit Services for employment actions potentially impacting benefits by the published deadlines. **NOTE: May 1 is the deadline for notifications and EPA processing for employees on the bi-weekly payroll.**

The active funding source(s) on the May payroll will be charged the employer portion of the summer premiums (June-August) for employees who have their summer premiums deducted from their May payroll. See the “Funding Source for Summer Premiums” section located on the new summer insurance premium process timeline website to request funding source changes. The active funding source(s) at time of the payroll deduction will be used to pay
the employer contribution for employees who have their premiums deducted from their paychecks processed throughout the summer.

Save the Date: HR Liaison Network Summer Meeting, June 25
Please mark your calendar now and make plans to join us on Thursday, June 25 for the summer network meeting in the General Services Complex. Registration information will be made available in the next few weeks.

NEW! Year-end Processing Resources
Human Resources is pleased to announce that a new year-end processing resources page has been added to http://employees.tamu.edu/liaisons/common-processes/ online. This resource was developed to assist HR Liaisons with the many tasks that occur on an annual basis leading up to fiscal year-end.

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

PATHWAYS PERFORMANCE MANAGEMENT

Viewing Completed Evaluations
Supervisors may view the evaluations they have completed by doing the following:
1. Click on “My Employees’ Reviews” from the home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying “Open.”
2. Click on the Program drop-down from the left navigation pane and select “2014-2015 Annual Performance Program (TAMU).”
3. Click on the Open/Closed drop-down from the navigation pane and select “Complete.”

IMPORTANT – Please remind your supervisors that PATH permits only one evaluation per year per employee, so once an evaluation is submitted, it becomes permanent.

Extension Request
Texas A&M expects all evaluations to be completed by May 31, 2015 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by HR Employee & Organizational Development and can be requested by sending an email to HRPATHways@tamu.edu. Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate Dean, Vice President, or designee.

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.

TIP OF THE WEEK

Evaluations Should be Discussed Between Supervisor and Employee
HR Liaisons can remind supervisors not to let today’s technology substitute for “old fashioned” face-to-face discussion essential for enhancing communication and building good relationships. The supervisor should draft the performance evaluation and then meet with each employee to discuss the evaluation ratings and areas needing improvement. Changes can be made to the evaluation until the evaluation is complete. In PATH, this occurs when the supervisor selects “Complete,” making it available to the employee to view online and acknowledge. Visit http://EODinfo.tamu.edu/pathways/ for more information.
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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