May 4, 2015

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**HUMAN RESOURCES**

Pending Documents in LeaveTraq
Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner. Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers.

To see documents that are pending manager approval, administrators should be in their administrator role and select the *Pending Docs* tab. A drop-down box will appear, and *Docs Needing Mgr Approval* should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents.

May HR Poster – “COUNSELING”
This month’s HR marketing campaign poster highlights "COUNSELING"! May is National Mental Health Month and Human Resources reminds you that we have professional mental health counselors that can help you and your benefits-eligible dependents with personal or workplace difficulties. Sessions with our licensed psychologists are confidential, no cost, and can be used without vacation or sick leave. Please print this poster and post it in your department’s break room throughout May as a reminder that HR provides professional counseling services.
Please forward the following two articles to employees in your department.

**Benefit Briefs Newsletter**
System Benefits Administration recently published their latest edition of Benefits Briefs with information about System Benefit Administration’s website, SEBAC Meeting Highlights, Double-Check Your Social Security Numbers, American Diabetes Association, Wellness Exam Q&A and First Biosimilar Drug Approved. You may view this newsletter online.

**Wellness Exam Incentive Program Reminders & Communications**
As the June 30 target date for completion of your annual wellness exams approaches, you will see ramped up communications from Benefit Services, System Benefits Administration and BlueCross BlueShield reminding employees of the annual requirement in order to continue to qualify for the lower health insurance premium into the new benefit year. To assist with targeted communications, BlueCross BlueShield is mailing a postcard to employees currently enrolled in the A&M Care Health Plan that do not have a completion recorded for either themselves or their covered spouse.

Additional information including a detailed question and answer section is available on the Wellness Works website under On-going Events. Please ensure you are getting your exam so that you don't pay higher premiums!

**Revised HR Web Forms/Docs**
- **PATH:**
  - Departmental EEO Report (new) (new)
  - Change Applicants’ Status (new) (new)
  - Set Up Electronic References (new) (new)
  - Cancel a Posting (new)
- Counseling Poster (new)
- Network News Archive – last week’s issue posted

**PATHWAYS PERFORMANCE MANAGEMENT**

**PATHways Performance Evaluation Status Report**
Departments interested in receiving a status report of evaluations completed or still in progress can send a request for the Performance Evaluation Status report to hrbusinessservices@tamu.edu.

**What If There Are Two Supervisors?**
When an employee’s work is directed by more than one supervisor, the supervisor indicated on the position description will be assigned as the primary supervisor. Best practice recommends that at the beginning of the review period, 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.

One way in which the secondary supervisor may provide input to the primary supervisor is by means of the Performance Feedback Form, which can be found under the Resources section of the PATHways webpage (EODinfo.tamu.edu/PATHways). The primary supervisor can incorporate this feedback into the ratings and comments when completing the evaluation for the employee, and/or attach the Performance Feedback Form to the evaluation.

**PAYROLL SERVICES**

**State Group Insurance Premium (SGIP) Charges for Nine Month Employees**
Employees who are on a nine month appointment from September 1 to May 31 have their summer insurance premiums charged proportionately to the account(s) on which they have their nine month appointment, even if they are put in a summer appointment. The employee must be working on the sponsored project to have his/her summer insurance charged salary to the project (SRS flag = Y on screen 6).
If you need to change the account being charged for the summer insurance premiums for any reason, please send a memo to Payroll Services, attention Karen McDade by **May 15, 2015**. This should include the employees’ name, UIN, and the account that the insurance should be applied to along with the time period for the change. We can make this change during payroll calculation rather than having to process a payroll correction after that fact, which is a much easier and more efficient process. Feel free to contact Karen McDade at kaa@tamu.edu or (979) 458-0639 if you have any questions.

**Annual Term Modifier**

The annual term modifier in the position information of an EPA needs to be ‘D’ for employees who have an annual term outside the traditional 9 or 12 month. This will allow the payroll system to consider them as continuing employees and leave their status in the payroll personnel area as active.

**Payroll Services Customer Service Survey**

Payroll Services is conducting a survey in order to collect your opinion of our customer service. In this survey, you will have the opportunity to answer a few simple questions about the service you receive when working with us. Our services encompass all aspects of Payroll Processing, Check Distribution, Reports, 1098-T forms, and Employment Verifications.

Changes have occurred in our organization during the last year; therefore the services of the Tax & Compliance unit are no longer a part of this survey. Tax & Compliance handles Check Cancellations, Retirement, International Tax, and various other Tax related duties. To participate in a survey for these services, please visit [https://www.surveymonkey.com/r/P95GKBY](https://www.surveymonkey.com/r/P95GKBY) before May 13.

To continue to the Payroll Services Survey, please visit [TAMU Payroll Services Customer Service Survey](#).

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**New Employee Welcome (TAMU NEW) Orientation May 13 – Please Register by Noon Wednesday, May 6**

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of New Employee Welcome (TAMU NEW) Orientation will be held Wednesday, May 13 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD’s registration site: [http://training.tamu.edu/schedule/#EmployeeOrientations](http://training.tamu.edu/schedule/#EmployeeOrientations). If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

**IN CASE YOU MISSED IT...**

**Changes to University Rule and Standard Administrative Procedure**

University Risk and Compliance announced last week changes to the following human resources related rule and SAP.

- *University Rule 31.01.01.M2, Salary Increases Not Awarded through the Budget Cycle – REVISED* to address requests for salary increases made outside the budget cycle for research positions
- *University SAP 31.99.99.M0.01, President’s Delegation of Authority for Human Resources – REVISED* to include nomenclature changes, the addition of designees, and changes in routing or approvals

For details, see [https://listserv.tamu.edu/cgi-bin/wa?A2=ind15&L=RULECONTACTS&S=&X=66F230F46F6BD7DF85&Y=jkuder%40tamu.edu&P=4912](https://listserv.tamu.edu/cgi-bin/wa?A2=ind15&L=RULECONTACTS&S=&X=66F230F46F6BD7DF85&Y=jkuder%40tamu.edu&P=4912)

**TIP OF THE WEEK**

**Annual Performance Evaluations – Are We Done Yet?**

We’re one month into the performance evaluation delivery process with 18 working days remaining to finish up by May 31, 2015. Texas A&M expects all evaluations to be completed by May 31, 2015 unless there are extenuating circumstances. Requests for exceptions/variations to this timeframe for departments or units must be approved by
HR Employee & Organizational Development. Exceptions to the timeframe for an individual because of extenuating circumstances must be approved by the appropriate Dean, Vice President, or designee (e.g., an employee who is out on long-term leave). For assistance with PATHways and the online PATH Performance Management system, visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

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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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Next Network Meeting:
June 25, 2015