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

May 11, 2015

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Employee Input, Comments and Rebuttal: 3 Opportunities to Speak Up!

PAYROLL REMINDERS
May 11:
- Biweekly EPAs due at noon
May 12:
- PPRs print
May 13:
- PPRs available online
May 14:
- Monthly EPAs due at noon
May 15:
- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES
HR Liaison Advisory Resource Group Working for You!
Did you know that a group of your peers meets with Human Resources staff on a quarterly basis to discuss and provide feedback on current HR hot topics? This group representing both academic and non-academic sides of the university works on behalf of the HR Liaison Network. To find out what they’ve been up to over the past year, visit http://employees.tamu.edu/liaisons/advisory-resource-group/ online.

Applications will be accepted over the summer to fill the spots of outgoing members. All HR Liaisons are encouraged to take an active role in the HR Liaison Advisory Resource Group. It’s a great professional development opportunity to work one-on-one with your peers and HR staff on the continuous improvement of HR- and payroll-related processes as well as new initiatives. Watch for more information in upcoming editions of HR Liaison Network News.

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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 15 is the deadline for notifications and EPA processing for employees on the monthly 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.

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Revised HR Web Forms/Docs

- Record Retention Checklist for Employment Files
- Hiring Process Compliance Checklist
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

Steps to Complete an Evaluation
As you know, the due date for performance evaluations is right around the corner. Please ensure your supervisors know that the process is not considered complete until they have the performance discussion with each of their employees and it is documented and closed in PATH. By May 31, the following steps are required for an evaluation to be considered complete:

1. Supervisor meets with employee to discuss ratings and provide feedback about strengths and areas for improvement.
2. Supervisor sends evaluation in PATH to employee.
3. Employee acknowledges evaluation in PATH.
4. Supervisor closes evaluation in PATH.

The step-by-step guides and videos for the evaluation can be found on the PATHways webpage (EODinfo.tamu.edu/PATHways) under Steps to the Performance Management Process. Note: Departments may have additional process requirements.

Performance Evaluation Overall Ratings Reports
The department head/director or the HR Liaison who was designated by the department head/director to have update/create access to the PATH – Portal Access for Total HR system can send a request to hrbusinessservices@tamu.edu for a report showing overall ratings for employees within their adloc.

PATH System Availability
Please be assured that the 2014-2015 program will remain open for a period of time beyond the May 31, 2015 deadline for completing performance evaluations. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Please note that supervisors and employees may also receive PATH-generated emails for any tasks that are still outstanding after May 31. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. HR will communicate to HR Liaisons in advance of the formal closing of the 2014-2015 performance program.

As a reminder, 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 department or unit head.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for April – As of May 1, 2015
Note: This information was inadvertently omitted from last week’s edition. We apologize for the inconvenience.
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 14.2% from 1159 to 995.
• The total number of past due employees decreased 5.5% from 604 to 571.
• The total number of past due Faculty employees increased 1.5% from 200 to 203.
• The total number of past due Budgeted Staff employees decreased 7.5% from 160 to 148.
• The total number of past due Wage Staff employees decreased 5.3% from 131 to 124.
• The total number of past due Graduate Assistant employees decreased 13.6% from 22 to 19.
• The total number of past due Student Worker employees decreased 15.4% from 91 to 77.

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 – 98.8%
  Ethics – 98.7%
  Information Security Awareness – 97.7%
  Orientation to the A&M System – 99.6%
  Reporting Fraud, Waste and Abuse – 99.4%
  Required Training for Athletics Task Workers – 94.5%

TIP OF THE WEEK

Employee Input, Comments and Rebuttal: 3 Opportunities to Speak Up!
Most employees are eager (and encouraged) to contribute their “two-cents” before, during and after the performance evaluation review and discussion. Before: The evaluation process often starts with an employee’s input/self-evaluation that provides the reviewer with a list of accomplishments, challenges, and initiatives in the past year. The employee can enter this information in the PATH self assessment. During: In the evaluation instrument itself, the employee may enter comments or further reflection on the supervisor’s assessment when acknowledging the evaluation in PATH. After: In some circumstances, the employee may wish to follow up with a separate rebuttal or more formalized response to the supervisor’s specific ratings or supporting examples. Employee should be referred to HR Employee Relations for assistance.

Next Network Meeting:
June 25, 2015