May 26, 2015

HUMAN RESOURCES
Registration Opening Soon for the HR Liaison Network Summer Meeting

Coming Soon…Your Opportunity to Give Your Voice to Your Program!

“HR EXPRESS” Newsletter, Summer 2015 Issue

Announcing a New, No-Cost Benefit for Employees – 2nd.MD

Annual Enrollment Coming Soon – Will You Get the Information?

PATHWAYS PERFORMANCE MANAGEMENT
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I-9 Re-Verification Reminder Tools

TIP OF THE WEEK
Performance Evaluations in the Homestretch!

PAYROLL REMINDERS
May 26:
- PPRs print

May 27:
- PPRs available online

May 29:
- Supplements due at noon
- Upload due at 1pm
- TimeTraq due at 4pm

Processing Schedules
Payroll Reports

Registration Opening Soon for the HR Liaison Network Summer Meeting

Please make plans to join Human Resources at the HR Liaison Network Summer Meeting on Thursday, June 25 in the General Services Complex. For your convenience, we will offer both morning and afternoon sessions along with a special recorded session for our regional HR Liaisons. Registration information will be available soon...watch your inbox!

Coming Soon…Your Opportunity to Give Your Voice to Your Program!

Human Resources would like to invite our campus partners, the HR Liaisons, to participate in the HR Liaison Advisory Resources Group. Details and application will be available soon. Will you take the challenge and serve?

Please forward the following three articles to employees in your department.

“HR EXPRESS” Newsletter, Summer 2015 Issue

All aboard for the newest issue of the HR EXPRESS newsletter! Articles in the summer issue include:

- Wellness Exam Incentive Program – An Ongoing Requirement
- Changes on the Horizon for Texas A&M Staff Classifications
- Staff Appreciation – Keep it Going!
- Affordable Care Act (ACA) Update
- Life Insurance: Providing Peace of Mind to You & Your Family
- and much more.

Checkout our featured employees for the “Working at A&M” section: Jill George, Karen McDade, and Laura...
Quirino. Do you like working at A&M and want to be a featured employee for the newsletter or do you know someone who would make a great feature? Let us know by emailing HR-feedback@tamu.edu anytime! Read the full issue at employees.tamu.edu/HREXPRESS online. The next issue will be published in September.

Announcing a New, No-Cost Benefit for Employees – 2nd.MD
Texas A&M University System announced last week an exciting new benefit for employees actively enrolled in the A&M Care plans. This new benefit makes it easier and quicker for employees and their covered dependents to obtain an optional second medical opinion completed by a nationally-recognized, board-certified specialist. This new benefit is available to you now and you may read more details in Chancellor Sharp's letter, along with this set of frequently asked questions. Please contact HR Benefit Services at benefits@tamu.edu if you have questions about this innovative program.

Annual Enrollment Coming Soon – Will You Get the Information?
The Annual Benefit Enrollment period will be held July 1 through July 31. As a reminder, this is the once-a-year opportunity to review and make changes to your benefit selections without a qualified change of status. Will you get the annual enrollment information and announcements? Check now to make sure that you have a valid email address in HRConnect.

1. Log onto SingleSignOn at https://sso.tamus.edu
2. Select HRConnect from the SSO menu
3. Review email address in the My Contact Info section of the My Personal Data tab
4. If an update is needed, click the Update Information box
5. Click Save Changes

While you are in the system, go ahead and check all your personal and emergency contact information to ensure it is updated. If you cannot access SSO, your department HR Liaison can assist by resetting your password. Also, remember to save the date for July 9 & 10 for the Annual Enrollment Benefits Fair.

PATHWAYS PERFORMANCE MANAGEMENT

How do I Change an Employee’s Supervisor for the Performance Evaluation?
If an employee is displaying an incorrect supervisor in the Performance Management module, an HR Liaison may use the Add/Change User action under the Position Management module to update the supervisor tab on the Position Description. For more information on how to do this, access the Add/Change User Access Position Management Section of the PATH Help webpage or send an email to HRComp@tamu.edu. This change takes place overnight. If the correct supervisor displays on the Position Description, but not in the Performance Management module, please contact PATHadmin@tamu.edu or 979-845-4170.

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.

How Often are the Performance Management Reports Updated?
Human Resources receives a weekly update of data for reporting purposes. This update occurs each Sunday. Evaluations completed during the work week will not be reflected until the following Monday’s reports.
Requesting an Extension
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.

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.

PAYROLL SERVICES
I-9 Re-Verification Reminder Tools
The Guardian Electronic I-9 System has a “to do list” that provides a dashboard displaying employee I-9s requiring additional task actions. You can view the task description in the Next Action column. The dashboard will also indicate time sensitive actions with a green (more than 30 days until task expiration), yellow (30 days or less), or red (task expired) button.
For example, an international employee work authorization is expiring and a re-verification is necessary. A green, yellow, or red button will appear indicating the urgency of the task.

Paper I-9s submitted prior to the implementation of Guardian are maintained in the payroll system (BPP) with a work expiration date for international employees. A report is run on the 10th of each month that lists, within 120 days, if an employee’s work expiration is expiring. This report is available through the Payroll Reports Login. As a courtesy, Payroll Services will send an email reminder to departmental I-9 contacts alerting them of employees with approaching expiration dates. Steps for re-verification actions can be found online at http://payroll.tamu.edu/i-9/. If you have any questions, please contact Laura Ellis at lauraellis@tamu.edu or (979) 845-7127.

TIP OF THE WEEK
Performance Evaluations in the Homestretch!
The annual performance evaluation review process for non-faculty employees ends Sunday, May 31. Supervisors will need to CLOSE the evaluation once returned by the employee with or without comments. The step-by-step guides and videos for closing the evaluation can be found on the PATHways webpage (http://EODinfo.tamu.edu/PATHways) under Steps to the Performance Management Process.

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**