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

May 18, 2015

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HUMAN RESOURCES

Director of HR Employee Support Services

Human Resources is pleased to announce that Dr. Anna Satterfield has been promoted to Director of Employee Support Services. This unit includes the Employee Assistance Program (EAP), Employee Relations (ER) and Policy & Practice Review (P&PR). Merging these units will enhance the synergy that has existed for many years and provide more opportunities for process improvements.

Anna has a Ph.D. from Oklahoma State University and is a licensed Psychologist and a Certified Employee Assistance Professional. She began working with the Employee Assistance Program in 1995 as a Counselor, and then had promotions to Manager and Assistant Director. In 2006, Anna became the Associate Director and also was given responsibilities for Employee Relations. She has served as the Interim Director for ER and P&PR since September 2014. With Anna’s in-depth experience and strong leadership skills, the Employee Support Services area will continue to provide assistance and guidance for our university community.

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2nd Annual Psychopathy Conference Collaboration

Kudos goes to our HR Employee Assistance Program (EAP) staff for again collaborating to host a national Psychopathy Conference. For the second year, Texas A&M University EAP, University Police Department and Texas Department of Public Safety hosted an annual conference “Without Conscience: Psychopathy and its Implications for Criminal Justice and Mental Health” in Austin, Texas. The speakers, Dr. Robert Hare, Dr. Matt Logan, Dr. Mary Ellen O’Toole, Dr. Michael Woodworth and Dr. Stephen Porter, internationally recognized experts in the field of psychopathy, provided professionals within the fields of law enforcement, criminal justice and mental health advanced theories and concepts related to psychopathy which is a very serious and dangerous personality trait.
disorder. Over 125 people attended the conference and some came from as far as the Philippines and New Zealand. The conference is held in Austin due to better access to airports for our many out of state attendees which this year was two-thirds of the audience. Over 100 people attend the pre-conference workshop that focused on “The Hare Psychopathy Checklist” training program, widely accepted as the most reliable and valid method for assessing psychopathy. Visit http://hr-conference.tamu.edu to review the conference agenda and to see photos from the event.

Please forward the following articles to employees in your department.

Annual Enrollment Benefits Fair – Save the Date
Annual enrollment is held annually in July. As we approach annual enrollment, more communications will be sent to employees and information will be posted to our website as available. Please mark your calendars now to attend one of the Annual Enrollment Benefits Fairs on Thursday, July 9 or Friday, July 10 from 10:00am - 2:00pm. You will have the opportunity to visit with the insurance carriers directly along with the PerksConnect employee discount program!

TRS Member Contribution Rate to Increase Effective September 1, 2015
Legislation passed during the 83rd Texas Legislative session included a bill that impacts the member contribution rate for members of the Teachers Retirement System of Texas (TRS). Senate Bill 1458 – increases the member contribution rate phased over a three year period. The next increase is effective September 1, 2015 in which the contribution rate will increase from the current rate of 6.7% to 7.2%.

Summer Premiums for Employees Paid Bi-Weekly
As a reminder, if you are working in an appointment less than 12 months and are paid on the bi-weekly pay schedule, your first half of the summer premiums for May and June were collected on your May 8 paycheck with the second half for July and August to be deducted on your May 22 paycheck. For more information, visit the Summer Insurance Premium Q&A document online. If you need assistance, please contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

Summer Premiums for Employees Paid Monthly
As a reminder, if you are working in an appointment less than 12 months and are paid on the monthly pay schedule, summer premiums for May through August be deducted on your June 1 paycheck. For more information, visit the Summer Insurance Premium Q&A document online. If you need assistance, please contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

PATHWAYS PERFORMANCE MANAGEMENT

PATHways Reports: Overall Rating; Evaluation Status; Performance Plan Status
Requests can be sent to hrbusinessservices@tamu.edu for the following three reports:

1. Overall ratings
2. Performance evaluation status
3. Performance plan status

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/Completed drop-down from the navigation pane and select “Complete.”

Closing the Evaluation
The evaluation in PATH is not considered complete until the supervisor acknowledges the employee’s comments and closes the evaluation. To do this, the supervisor should take the following steps:
1. Access the performance management home page and click on the action item “Supervisor Acknowledges Comments/Closes Evaluation” for the employee. This will take the supervisor to the performance program where the Complete button is located.

2. Click on the Approvals & Acknowledgements link located in the left navigation pane to view comments that the employee entered when acknowledging the performance evaluation. The comments that the employee entered, if any, will be located under “Employee Acknowledges Supervisor Evaluation.”

3. Click on the Home button at the top of the screen, then click on the action item “Supervisor Acknowledges Comments/Closes Evaluation” for the employee, and then click Complete. This will officially close the evaluation for the employee.

Step-by-step instructions and a video can be viewed under the “End of Performance Review Period” section within the “Steps to the Performance Management Process” dropdown of the PATHways webpage (EODinfo.tamu.edu/PATHways).

PAYROLL SERVICES

Retirement and Benefit Eligibility for Less than 12 Month Appointments During Summer
Please be advised that full-time budgeted employees that are hired during the final months of the fiscal year are eligible for Texas Optional Retirement Program (ORP) and the Teacher Retirement System of Texas (TRS) and medical benefits if their appointment for Fiscal Year 2016 is for at least 4.5 months and at least 50%. The attached document has instructions on how to process these employees to assure that they receive these benefits.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Updated Information Security Awareness Course Available May 20
The System-required course, Information Security Awareness (TrainTraq course no. 3001), has been updated and will be made available on Wednesday, May 20. The course content updates were provided by Texas A&M Information Technology, Office of the Chief Information Security Officer. The new version features a new look, narration, and closed captioning. The TAMU requirement for this course hasn’t changed. Texas A&M University SAP 29.01.03.M1.19 requires the training be completed by all TAMU employees on an annual basis, so all applicable assignments are still in effect, and all course reports will remain the same. For questions about the course, please contact EODinfo@tamu.edu.

TIP OF THE WEEK

Getting Benefits Information to New Employees
Liaisons generally have lots of knowledge to share with new employees, but counseling on our health insurance options is not something they are expected to do. HR has a monthly one-hour overview session for benefits-eligible employees on the comprehensive insurance, retirement, paid time off, longevity and other benefits offered by the Texas A&M University System. The session is recommended during an employee’s first month of employment and pre-registration is available at http://training.tamu.edu/schedule/#EmployeeOrientations online.

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator
ldohnalik@tamu.edu | 979.862.3854

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College Station, TX 77845-1255 MAP
Next Network Meeting:

June 25, 2015