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

June 8, 2015

**HUMAN RESOURCES**
- Registration Now Open for the HR Liaison Network Summer Meeting
- Affordable Care Act Update and Reports
- HR Liaison Advisory Resource Group Applications Available June 15, 2015
- Annual Enrollment Coming Soon; Health Premium Information Available
- New Relocation Service Available to Assist Departments and Employees
- New Student Insurance Website
- Have You Read the "HR EXPRESS" Newsletter?
- Revised HR Web Forms/Docs

**PATHWAYS PERFORMANCE MANAGEMENT**
- PATHways Launch of the 2015-2016 Performance Management Program
  - Scheduled June 15
- Review Position Descriptions in Preparation for 2015-2016 PATHways
- Upcoming PATHways Training

**PAYROLL SERVICES**
- Faculty Summer Appointments and Vacation Accrual

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**
- Training Compliance Reports for June – As of June 1, 2015

**TIP OF THE WEEK**
- Employee Benefits Options When Spouses are Employed Too

---

**HUMAN RESOURCES**

**Registration Now Open for the HR Liaison Network Summer Meeting**
Join Human Resources for the HR Liaison Network Summer Meeting in the General Services Complex, room 101, on June 25, 2015. In addition to annual benefits enrollment, the meeting will highlight job-protected leave for employees, veteran’s employment regulations and implications, retirement options, and classification and pending regulations. Register at [http://training.tamu.edu/schedule/#HRLiaisonEvents](http://training.tamu.edu/schedule/#HRLiaisonEvents) by 6:00 p.m. on Tuesday, June 23 to ensure your spot at the morning or afternoon session.

**Affordable Care Act Update and Reports**
*Follow up to recent communications from the System Benefits Office*
The Affordable Care Act (ACA) requires employers to provide affordable coverage to employees considered fulltime (averaging 30 hours per week). For our plan to be considered affordable based on ACA’s definition, the employer contribution (SGIP) must be paid by the employer for employees who work 75% effort. Our State law regarding SGIP was not updated during the Legislative session that ended June 1 to match the ACA requirements. This means that State funds cannot be used for the difference in the employer contribution or for those who meet ACA eligibility whom are not considered eligible under State law including student workers or those who have reduced effort during the stability period. In these cases, only departmental or local funds can be used to pay for this portion of the SGIP; **General Revenue funds cannot be used.** The mechanics of implementing these changes through the payroll or accounting processes are still in development.
To assist with ACA compliance, the following reports have been developed. **Departments with individuals on the first two reports have already been contacted.** However, departments are always in the best position to review and monitor work hours and dual employment of their employees.

- Individuals Currently Working >75%
- Individuals Currently Benefit-Eligible Working >75%
- Individuals Currently Working Between 50%-74%
- New Hire Initial Measurement Period

---

**HR Liaison Advisory Resource Group Applications Available June 15, 2015**

HR Liaisons are invited to lend their voice for the **HR Liaison Advisory Resource Group** (HRLARG). This committee of HR Liaisons has been established by Human Resources to collaborate and provide feedback of HR- and payroll-related processes for continuous improvement and new initiatives in programs, services and best practices. Applications will be available June 15 through July 10 at [http://employees.tamu.edu/liaisons/advisory-resource-group/](http://employees.tamu.edu/liaisons/advisory-resource-group/). This is an opportunity for you to give your voice to your program. Please accept the challenge!

---

**Please share the following four items with all employees in your department.**

### Annual Enrollment Coming Soon; Health Premium Information Available

*Please share this important information with employees in your department.*

The health plan premiums were recently approved by the System Benefits Office and are located at [http://employees.tamu.edu/benefits/annual-enrollment/](http://employees.tamu.edu/benefits/annual-enrollment/). This information will be helpful as you plan for your benefit selections that can be made without a qualified change of status during annual enrollment which runs from July 1 through July 31. An announcement will be sent electronically to all benefits-eligible employees when the annual enrollment system is available through iBenefits. The following are some things that you can do now:

1. Review, and update if necessary, your contact information in HRConnect. Having this information updated in advance of annual enrollment will ensure you receive important communications.

2. Mark your calendar and “Save the Date” for the Texas A&M University sponsored annual enrollment meetings which will be held on July 9 and July 10. See flyer [http://employees.tamu.edu/media/672583/AEbenefitFair2015.pdf](http://employees.tamu.edu/media/672583/AEbenefitFair2015.pdf) for more information.


Additional information will be posted to our website as soon as the information is available. For questions contact Benefit Services at benefits@tamu.edu or (979) 862-1718.

---

**New Relocation Service Available to Assist Departments and Employees**

System Benefits Administration recently contracted with Daryl Flood Relocation & Logistics as the official relocation provider for The Texas A&M University System. Daryl Flood offers a wide variety of in-house relocation solutions and options based on any need and is an accepted provider under the Educational & Institutional (E&I) Cooperative Services contract required for departmental reimbursed moving expenses.

To initiate a relocation request, please contact 844-722-TAMU (8268) or email tamus@darylflood.com. More information is available on System relocation website.

---

**New Student Insurance Website**

System Benefits Administration developed a website to provide information and resources to assist students and individuals or offices that help students navigate through the student insurance enrollment process. Benefit Services will continue to assist our benefit-eligible employees, but the above website is a great tool for assisting students who do not qualify for employee benefits.

---

**Have You Read the “HR EXPRESS” Newsletter?**

Have you read the HR EXPRESS summer newsletter [http://employees.tamu.edu/resources/HR-EXPRESS/](http://employees.tamu.edu/resources/HR-EXPRESS/) for information about:
Annual Enrollment in July – Start Planning Now
Jane Schneider, SEBAC Representative-Elect
PerksConnect – Employee Discounts, Identity Theft Services
Family Life Contributes to and Builds Diversity
Using Leave for Work-Life Balance – Educational Activities Leave
and much more.

Remember, the purpose of our HR newsletter is to keep employees on track with HR-related services and information they need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area and take a moment to read it yourself!

Revised HR Web Forms/Docs
- Health Plan Premiums for FY2016 (new)
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

PATHways Launch of the 2015-2016 Performance Management Program Scheduled June 15
The performance management program for the 2015-2016 performance review period (April 2015 through March 2016) will be available in PATH on June 15, at which time supervisors will be able to create performance plans for their eligible (non-faculty and non-student) employees. Later this week, Human Resources will send a Distribution A as well as an email to all Texas A&M University employees that introduces the 2015-2016 performance management process and provides information on available training, resources and support. The PATHways website has already been updated to reflect the current performance review period.

Please share with supervisors:
- On Monday, June 15, supervisors will receive a PATH system-generated email with the subject line: Your PATH Performance Management Action Items. This email will indicate to them that they can create the performance plan in PATH for each of their employees in order to document their 2015-2016 performance goals.
- Please prompt your supervisors to select the “2015-2016 Annual Performance Program (TAMU)” when they start the performance plan. (This is especially important for supervisors who may still be completing evaluations in the 2014-2015 Annual Performance Program.)
- While the provided “close date” in PATH for the performance plan will be October 15 in PATH, best practice suggests supervisors create the Performance Plan to document the performance goals as soon as possible to reflect the year-long expectations.

Review Position Descriptions in Preparation for 2015-2016 PATHways
The 2015-2016 PATHways process formally begins with a review of the Position Description. This is particularly important since the employee’s job duty performance will be evaluated at the end of the review period. Therefore, if an employee’s position description has not been reviewed in PATH since April 1, 2015, please encourage the employee’s supervisor at this time to access the PATH Performance Management module to initiate the review process. Detailed step-by-step instructions on reviewing and updating position descriptions can be found under the Position Management heading of the PATH Help page: http://employees.tamu.edu/compensation/path-help/.

Upcoming PATHways Training
Please make note of the following classes for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional classes as interest indicates.
- PATHways to Success: Performance Management for Staff: July 29 from 8:30 to 12:00. Employees can register at http://training.tamu.edu/Courses/Detail/1988.
- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: August 4 from 1:30 to 4:30 and September 14 from 1:30 to 4:30. Employees can register for either session at http://training.tamu.edu/Courses/Detail/1590.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at http://EODinfo.tamu.edu/PATHways, review the FAQs at http://EODinfo.tamu.edu/PATHways/faq/, or contact the
PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

**PAYROLL SERVICES**

**Faculty Summer Appointments and Vacation Accrual**
Please see the attached document describing how to process an Employee Payroll Action (EPA) for a faculty member receiving a summer appointment. If you have questions, please contact Payroll Services at payrollprocessing@tamu.edu online.

**EMPLOYEE & ORGANIZATIONAL DEVELOPMENT**

**Training Compliance Reports for June – As of June 1, 2015**
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**
- 84 (50%) of the 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 4.9% from 995 to 1044.
- The total number of past due employees increased 5.3% from 571 to 601.
- The total number of past due Faculty employees decreased 6.4% from 203 to 190.
- The total number of past due Budgeted Staff employees increased 8.1% from 148 to 160.
- The total number of past due Wage Staff employees increased 26.6% from 124 to 157.
- The total number of past due Graduate Assistant employees decreased 26.3% from 19 to 14.
- The total number of past due Student Worker employees increased 3.9% from 77 to 80.

**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 – 99.5%
  - Information Security Awareness – 97.6%
  - Orientation to the A&M System – 99.5%
  - Reporting Fraud, Waste and Abuse – 99.4%
  - Required Training for Athletics Task Workers – 93.8%

**TIP OF THE WEEK**

**Employee Benefits Options When Spouses are Employed Too**
Would you like to stretch those state of Texas employer contribution dollars for your benefits package? It’s not just A&M dual career couples who can do so! Employees who have a spouse working outside the University also have the option to be covered under their spouse’s health plan and certify other health coverage to become eligible to use a portion of the state’s employer contribution to apply towards optional benefits under the Texas A&M plans. Employees may contact their HR Benefit Services representative to discuss if considering certifying other health insurance in preparation for the upcoming annual enrollment period. Use HR’s online directory any time to find your HR contact at http://employees.tamu.edu/findliaisons/.
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**
lohnalik@tamu.edu | 979.862.3854

**Human Resources Main Contact Information:**
PHONE: 979.845.4141 MAIL STOP: 1255 TAMU
MAIN OFFICE LOCATION:
750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255 MAP

Next Network Meeting:
**June 25, 2015**