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

June 15, 2015

HUMAN RESOURCES
HR Liaison Advisory Resource Group: Information Now Available Online
New Wellness Program Offered by System Benefits Administration
Revised HR Web Forms/Docs

PATHWAYS PERFORMANCE MANAGEMENT
Performance Management 2015-2016 Activation in PATH
Supervisor Email Notifications
Creating the Performance Plan – Best Practice
Caution! Use the Correct PATH Performance Program (2014-2015 or 2015-2016)

TIP OF THE WEEK
Verify Personal Information Before Annual Enrollment

PAYROLL REMINDERS
June 17:
- PVDs available online
Jun 18:
- Monthly EPAs due at noon
June 19:
- Biweekly payday

HUMAN RESOURCES
HR Liaison Advisory Resource Group: Information Now Available Online
Applications are being accepted through July 10 for the HR Liaison Advisory Resource Group (HRLARG). Human Resources would like to thank past and outgoing members for their service: Amy Coleman, Claudia Orum, Jan Pfannstiel, Melony Ponzio, Gib Sawtelle, and Renee’ Weidemann. Newly selected members will serve during FY2016-17. For more information, including a link to the application, please visit the HRLARG web page at http://employees.tamu.edu/liaisons/advisory-resource-group/.

New Wellness Program Offered by System Benefits Administration
System Benefits Administration has partnered with Naturally Slim to offer an exciting weight management program to eligible employees of The Texas A&M University System. This program which is offered at no cost to the employee will be rolled out across the System in several phases. We are excited to announce that Texas A&M University is included in the first group to be extended this new wellness program; therefore, we are providing advance notification to our HR Liaison Network that all benefits-eligible employees enrolled in the A&M Care Plan will receive an email communication from the System Office later this week announcing the new program.

Revised HR Web Forms/Docs
- Annual Benefit Enrollment:
  - Optional Plan Premiums for FY2016
  - Frequently Asked Questions
- ACA Measurement Periods
- Q&A: A&M System and the Affordable Care Act
- Career Poster (new)
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT
Performance Management 2015-2016 Activation in PATH

The Performance Management Program for 2015-2016 is now accessible in PATH, which allows supervisors to create a performance plan for each of their employees. The first two PATH activities for this review period are: 1) Review Position Description and 2) Create Performance Plan. You may view and print a “PATHways Roadmap” that provides a one-page overview of the 2015-2016 performance management process with important dates at http://EODinfo.tamu.edu/media/345941/PATHways-2015_roadmap.pdf.

Supervisor Email Notifications

All supervisors of staff employees should have received an email this morning from jobpath@tamu.edu notifying them that they have performance management action item(s). The number of action items (“Supervisor Creates Performance Plan”) listed in the email should correspond to the number of the supervisor’s direct reports. Please note that while the due date specified in PATH is October 15, 2015, we highly encourage supervisors to complete this activity as soon as possible, since the plan reflects the performance expectations for the review period April 2015 through March 2016. For more information on the 2015-2016 Activation, please refer to http://employees.tamu.edu/spotlight/PATHways/.

Creating the Performance Plan – Best Practice

Best practice suggests that the supervisor and employee work collaboratively to create and discuss the employee’s performance goals before the supervisor completes the Performance Plan in PATH. After having a planning discussion, the supervisor, who has final authority for setting performance expectations, accesses the PATH Performance Management module, selects “Create the Performance Plan,” and enters the employee’s performance goals. When the supervisor completes the plan, the employee accesses PATH to select “Acknowledges the Plan.” This process serves to document mutual understanding of the supervisor’s expectations (i.e., the criteria by which the employee will be evaluated at the end of the review period).

Caution! Use the Correct PATH Performance Program (2014-2015 or 2015-2016)

Supervisors will now have two evaluation programs in PATH: 2014-2015 and 2015-2016. It is imperative they select the correct program, as follows:

- 2014-2015: Supervisors who have not yet completed the 2014-2015 performance evaluations in PATH should ensure they select this program to complete the process for last year’s evaluation.
- 2015-2016 Performance Management Program: Supervisors should select this program to “Create the Performance Plan” for the current review period.

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.

TIP OF THE WEEK

Verify Personal Information Before Annual Enrollment

Is your contact information up-to-date? Hopefully employees can answer the question with a resounding “Yes!” before the university rolls into the July annual enrollment period for insurance benefits. If not, employees are encouraged to take a minute to view their My Personal Data and My Current Benefits tabs in HRConnect by logging in through Single Sign-On at https://sso.tamus.edu. Stay tuned for more information on benefits enrollment, as available, at http://employees.tamu.edu/benefits/annual-enrollment/.
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

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