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

**June 22, 2015**

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**TOP OF THE WEEK**

Benefits While Traveling

**PROCESSING SCHEDULES**

**Payroll Reports**

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**HUMAN RESOURCES**

**HR Liaison Advisory Resource Group Needs YOU!**

Don’t miss your opportunity to work more closely with your HR partners! The HR Liaison Advisory Resource Group (HRLARG) is a great way to share and learn best practices from across campus while collaborating and providing feedback to Human Resources. Applications are being accepted through July 10. To learn more, visit [http://employees.tamu.edu/liaisons/advisory-resource-group/](http://employees.tamu.edu/liaisons/advisory-resource-group/) and apply today!

**Network Meeting Registration Closes Tuesday at 6 p.m.**

Currently, less than 20 seats remain available for the HR Liaison Network Summer Meeting. Registration ends tomorrow (Tuesday, June 23 at 6 p.m.)…don’t miss your chance to reserve a seat, meeting materials and name badge for the Thursday, June 25 meeting. Topics will include veterans employment, the classification project, student worker titles, retirement, Affordable Care Act, and the upcoming Annual Benefit Enrollment period. Enroll now by visiting [http://training.tamu.edu/schedule/#HRLiaisonEvents](http://training.tamu.edu/schedule/#HRLiaisonEvents) online!

**HR Liaison Network Meeting Resources**

Network members attending the HR Liaison Network Summer Meeting on Thursday, June 25 will have an opportunity to visit resource tables hosted by Human Resources and Payroll Services. Feel free to stop by the tables before the session, during the break or at the conclusion to meet HR and Payroll staff, pick up resources to help with the HR Liaison role.

**HR Liaison Continuing Education Credit**

Several HR Liaison training classes are available throughout the summer, just in time to complete the FY2015
continuing education credit! Visit the Employment Law section of the Employee & Organization Development Course Schedule (http://training.tamu.edu/schedule/) to register. For more information and opportunities related to the continuing education credit, visit http://employees.tamu.edu/liaisons/training/ online.

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Reminder about Two-factor Authentication for Single Sign-On
This is a reminder that the A&M System Enterprise Information Systems office is taking steps to enhance the security of system-wide resources. A recent update to Single Sign-On (SSO) included an optional two-factor authentication login to better protect personal, sensitive and confidential information. Two-factor authentication is currently in beta-test by several departments on campus.

Later this summer, employees who have administrative roles in SSO applications such as SSO Department Administrator, iBenefits, TimeTraq, LeaveTraq, etc., will be required to use two-factor authentication, which will impact most HR Liaisons.

HR Liaisons with SSO Department Administrator functionality can already reset an employee’s password. You will also now be able to take actions related to two-factor authentication for employees in your department. SSO’s help system has been updated with information about two-factor authentication for employees and administrators. See http://it.tamus.edu/sso/two-factor-authentication-in-sso/ for more information.

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PATH Access to Postings – Next Level Supervisor
Due to a change to PATH in a recent software update, a next-level supervisor who needs access to review a posting must be listed as one of the hiring supervisors associated with the posting. For example: the name of the next-level supervisor must be added to the hiring supervisor field if access is needed to the posting. This field allows more than one name to be added, just like the HR Liaison name field. This access change has no impact on the HR Liaison’s role or ability to view postings at the department level. Please direct any questions to jobpath@tamu.edu or call (979) 845-5154.

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Please forward the following item to employees within your department.

New Wellness Offering – Naturally Slim
Last week System Benefit Administration announced a new wellness offering – Naturally Slim – available to Texas A&M University employees enrolled in the A&M Care health plan. This weight management program is a 10-week online program designed to address health risk factors by helping individuals lose weight and improve overall health. The application deadline for participation is June 26 and may be completed online at www.naturallyslim.com/TAMUS. Participation is voluntary and medical information will remain confidential.

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Revised HR Web Forms/Docs

Network News Archive – last week’s issue posted

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PATHWAYS PERFORMANCE MANAGEMENT

Creating and Revising the Performance Plan
Supervisors are able to revise the performance plan after the employee has acknowledged it. This feature provides flexibility for them to add, remove or edit performance goals throughout the year as needed to reflect changing organizational priorities. Whenever a supervisor revises a performance plan, the employee will have an action item in the PATH performance management system to acknowledge the revised plan. PATH will keep a record of the initial plan as well as all subsequent revisions.

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Accessing 2014-2015 Evaluations in PATH
To view and print 2014-2015 evaluations that were entered in PATH, access the Performance Management home page and perform the following steps:

1. Click on “My Reviews” or “My Employees’ Reviews” (for supervisors) on the left navigation pane.
3. Select “Completed” from the Open/Closed drop down field on the left navigation pane.
5. Click on the “Supervisor Evaluation” icon. This will display the evaluation.
6. Click on the blue “Actions” button to print.

**PATHways Reports: Overall Ratings; Evaluation Status; Performance Plan Status**
The PATH performance management reports (overall ratings, performance evaluation status, and performance plan status) will continue to be available by sending an email request to hrbusinessservices@tamu.edu.

**TIP OF THE WEEK**

**Benefits While Traveling**
Summer months brings with it hot temperatures, but also travel plans for many employees. Whether traveling within Texas or across the ocean, be informed how traveling will impact benefits coverage, and the additional travel benefits that are available as employees of Texas A&M University. More information including a brochure titled *Using Your Benefit While Traveling* is available at [http://employees.tamu.edu/benefits/general](http://employees.tamu.edu/benefits/general) online.