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

July 6, 2015

HUMAN RESOURCES
Workday Selected as the HR/Payroll Software
We are excited to share the news release from the A&M System Office that a contract was signed with Workday, Inc., to replace the legacy HR/Payroll system and related applications. Many employees – including HR Liaisons - participated in the software selection process and attended demonstrations this past Spring. Workday was preferred by 89.4% and we are excited about the features and functions that the new cloud-based system will bring to our campus. Human Resources is planning a special meeting for HR Liaisons about the new Workday Human Capital Management System. Stay tuned for an announcement real soon of the date, time and place. If you have any questions or would like to provide feedback at any time, please contact DeAnna White at deanna@tamu.edu

Application Process for HR Liaison Advisory Group Closes this Week
If you have not already applied for the HR Liaison Advisory Resource Group, now is your chance! If you would like to lend your voice and experience, please submit your application by 6:00 p.m. on Friday, July 10, 2015. A link to the application can be found at http://employees.tamu.edu/liaisons/advisory-resource-group/ online. Human Resources would like to once again thank the outgoing members – Amy Coleman, Claudia Orum, Jan Pfannstiel, Melony Ponzio, Gib Sawtelle, Renee' Weidemann – and all the past members for their service.

Annual Enrollment Now Open
Annual Benefit Enrollment, July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY 2016 plan year, effective September 1, 2015. An electronic notification was sent to all benefit-
eligible employees announcing the opening of annual enrollment and providing additional important information related to actions to take during annual enrollment. Enrollment is conducted online through the iBenefits option on the Single Sign On menu.

Please plan to attend the Annual Enrollment Benefits Fair (July 9 and July 10 from 10:00 a.m. – 2:00 p.m.) in the General Services Complex, assembly room 101A. Breakout sessions will feature an overview of the annual enrollment changes and updates from BlueCross BlueShield and Express Scripts. Vendors from our medical, dental and other insurance plans, plus several businesses participating in the employee discount program, PerksConnect, will be available. See the fair flyer HERE for the presentation schedule.

Learn more about Annual Benefit Enrollment at http://employees.tamu.edu/benefits/annual-enrollment/ online. To locate your Benefits Representative, visit the HR website at http://employees.tamu.edu/findliaisons/ or call Benefit Services at (979) 862-1718.

Approved University Holidays for 2015-2016
The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas A&M* for fiscal year 2016:

- Thanksgiving, November 26-27, 2015
- Martin Luther King, Jr. Day, January 18, 2016
- Spring Break, March 16-18, 2016

Factors that are considered when holidays are set by the Board of Regents are: the academic schedule (when classes start and end each semester and the minimum number of class days), what day of the week some traditional, moving holidays fall, and National holidays. For more information visit http://employees.tamu.edu/benefits/leave/holidays/ on the Human Resources website.

*Other campuses, agencies, and universities within The Texas A&M University System may have different schedules; view here.

Benefit Briefs Newsletter
System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles: Annual Enrollment Begins Today, Don’t Forget Your Wellness Exam, SEBAC Meeting Highlights, Improving Your Health One Plate at a Time – Naturally Slim, Daryl Flood New Relocation Provider, Summer Medicine Tips, and Financial Education at your Fingertips. You may view this newsletter HERE.

Revised HR Web Forms/Docs
- Hiring Supervisor Workbook
- Reference Checks
- Fiscal Year 2016 Calendar (new)
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

Creating SMART Performance Goals
The Plan stage of the PCER (Plan, Coach, Evaluate, Reward) model of Performance Management encourages the creation of SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals, which are documented in the employee’s Performance Plan. Goals differ from an employee’s ongoing job duties as encompassed in the position description. Performance goals are specific work-related achievements to be accomplished within a specified time frame. They are often project based and are intended to help the organization move forward, typically with a focus on improving processes or implementing changes. A helpful guide to SMART goals can be found under the Resources heading of the PATHways page: http://eodinfo.tamu.edu/media/389610/PATHways-SMART_Goals.pdf

For assistance with PATHways and the online PATH Performance Management system, please visit the website at
PAYROLL SERVICES

Inactive Wage Employee Report
The June Inactive Wage Employee Report is now available on the Payroll Services imaging system (http://imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

Payroll Services Closed on Tuesday, July 7
Payroll Services will be closed Tuesday, July 7 for their annual retreat. Please mark your calendars and plan ahead for assistance you may need from our office. All calls will be returned the following business day, Wednesday, July 8. If you have an emergency and need immediate assistance that day, please send your question to payroll@tamu.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for July – As of July 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
- 91 (55%) of the 166 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 13.0% from 1044 to 908.
- The total number of past due employees decreased 16.6% from 601 to 501.
- The total number of past due Faculty employees decreased 61.1% from 190 to 74.
- The total number of past due Budgeted Staff employees decreased 14.4% from 160 to 137.
- The total number of past due Wage Staff employees increased 14.6% from 157 to 180.
- The total number of past due Graduate Assistant employees stayed the same (14).
- The total number of past due Student Worker employees increased 20.0% from 80 to 96.

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 – 99.0%
  - Ethics – 98.8%
  - Information Security Awareness – 98.1%
  - Orientation to the A&M System – 99.4%
  - Reporting Fraud, Waste and Abuse – 99.5%
  - Required Training for Athletics Task Workers – 92.6%

TIP OF THE WEEK

HRConnect Department Admin Role
HR Liaisons with the HRConnect Department Admin role can access the emergency contact information of their department’s employees through HRConnect on the SSO menu. (Remember, you will need to change your role from Employee to Dept Administrator in the top right-hand corner of HRConnect.) For more information on how to access the information, please review the Key Concepts for Department Administrators available through HRConnect Help at http://it.tamus.edu/hrconnect/help-system-overview/key-concepts/key-concepts-deptadmins/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

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:
September 22, 2015