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

September 7, 2015

### HUMAN RESOURCES

- **Happy New Fiscal Year!**
- **Registration for Network Meeting Now Open**
- **HR Liaison Resources Updated Online**
- **Vacation Hours Exceeding Carryover Limits**
- **EPA Completion Deadline for ISS Waiver Process Approaching**
- **Save the Date, October 6 – Financial Wellness Fair**
- **Save the Date, October 1 & 2 – Faculty & Staff Flu Vaccine Clinic**
- **WELCOA Health Awareness Bulletins**

### PATHWAYS PERFORMANCE MANAGEMENT

- **Mid-year Progress Reviews and Performance Evaluations**

### PAYROLL SERVICES

- **National Payroll Week: September 7-11, 2015**
- **TimeTraq Timesheet Adjustments**
- **Overtime for Short Reporting Periods**
- **Graduate Assistants Working Greater than 50% Effort**
- **EPA Processing**

### EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

- **Training Compliance Reports for September – As of September 1, 2015**

### TIP OF THE WEEK

- **Today’s a Holiday?**

### PAYROLL REMINDERS

- **September 7:**
  - EPAs due at noon
- **September 8:**
  - PPRs print
- **September 9:**
  - PPRs available online
- **September 11:**
  - Biweekly pay day
  - Supplements due at noon
  - Uploads due at 1pm
  - TimeTraq due at 4pm

### HUMAN RESOURCES

**Happy New Fiscal Year!**

Human Resources is pleased to continue our partnership into the new year. As a reminder, HR Liaisons should maintain regular attendance at HR Liaison Network Meetings and complete at least one course each fiscal year to remain active in the HR Liaison Network. For details, including the FY2016 training curriculum brochure, review the continuing education information available at [http://employees.tamu.edu/liaisons/training/](http://employees.tamu.edu/liaisons/training/). Information and dates related to HR Liaison Network Meetings can be found at [http://employees.tamu.edu/liaisons/communications/](http://employees.tamu.edu/liaisons/communications/).

*Please note that courses assigned through TrainTraq based on a current role you have as an HR Liaison will not count as the course credit.* The course must be of your choice, from the HR Liaison training curriculum and/or Employment Law category from the Employee & Organizational Development course schedule, not assigned. On occasion, additional continuing education credit opportunities will be announced through HR Liaison Network News.

**Registration for Network Meeting Now Open**

HR Liaisons are encouraged to attend the HR Liaison Network Meeting on Tuesday, September 22, 2015. Topics will include Duo Two Factor Authentication, E-verify, sustainability in the workplace, Employee & Organization Development certificate programs, and proposed changes in overtime regulations. Seating is limited; registration will remain open until 6:00 p.m. on Friday, September 18 at [http://training.tamu.edu/schedule/#HRLiaisonEvents](http://training.tamu.edu/schedule/#HRLiaisonEvents) online.

**HR Liaison Resources Updated Online**
The **HR Liaison Designation Form** has been updated to include Guardian I-9 under payroll-related function/system. The form can be completed online, printed, and signed by the newly designated HR Liaison, HR Liaison Coordinator (if applicable) and the department head.

The **Joining the Network** information has been expanded to include more detailed information about the HR Liaison Network. Two resources available on the **Common Processes** page have been revised for the new fiscal year: **Primary Responsible Office for Human Resources Processes** and **Typical HR Liaison Duties**. In addition, the **Training Curriculum Brochure** and **Master Training Schedule** for FY2016 are posted on the **HR Liaison Training** page. Please make sure to review all the updated information and contact **HRnetwork@tamu.edu** if you have any questions.

**Vacation Hours Exceeding Carryover Limits**
Excess vacation hours which exceed the allowable limit for the new fiscal year will be lapsed to sick leave effective Friday, September 11. A table of the excess carryover limits may be viewed [here](#). Please make sure all leave documents for FY2015 have been completed before that date. You may contact Benefit Services at **benefits@tamu.edu** or 979-862-1718 if you have questions.

**EPA Completion Deadline for ISS Waiver Process Approaching**
International Student Services (ISS) insurance waiver process for International Students requires that a newly hired benefit eligible student employee select benefits in iBenefits to begin effective September 1 and have an active budget record for FY16 in the B/P/P system by September 10. Please ensure that EPA documents for international students are processed as a priority to ensure the documents will be completed by the September 10 deadline for ISS waivers. More information on the International Student Waiver Process is available [online](#).

Please forward the three articles below to employees within your area.

**Save the Date, October 6 – Financial Wellness Fair**
October is Financial Planning Month; plan now to get your finances in order! Texas A&M Human Resources invites employees to attend the 2015 Financial Wellness Fair on Tuesday, October 6 in the Memorial Student Center. The fair will include several free informational sessions and a vendor exhibit hall. These sessions may help you prepare for your retirement whether you are just starting a savings plan or are approaching retirement age. Details about advance registration and a session schedule will be posted soon on the HR website, but **Save the Date** for Tuesday, October 6 and plan to join us at the fair!

**Save the Date, October 1 & 2 – Faculty & Staff Flu Vaccine Clinic**
The annual flu vaccine clinic for employees is scheduled for October 1 & 2. Employees who present their current insurance ID card will receive the flu vaccine (shot or mist) at no cost. More information will be available from Benefits Services as we approach the event, but mark your calendar now.

**WELCOA Health Awareness Bulletins**
The Wellness Council of America (WELCOA) is one of the nation’s premier resources for workplace wellness. The September monthly WELCOA Health Awareness Bulletins are posted [online](#) for your use. Read the monthly bulletins then take the quiz for a chance to win prizes!

**PATHWAYS PERFORMANCE MANAGEMENT**

**Mid-year Progress Reviews and Performance Evaluations**
Best practice suggests that supervisors hold periodic progress reviews with their employees throughout the year; some departments encourage their supervisors to give quarterly or semi-annual evaluations. Please remind your supervisors that PATH should not be used for mid-year evaluations since the system allows one evaluation per year per employee. Instead, the **Performance Feedback Form**, which is an MS Word-fillable document, can be used for mid-year evaluations and performance discussions. This document can be accessed from the Resources section of the PATHways webpage: [http://EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways)

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

National Payroll Week: September 7-11, 2015
National Payroll Week celebrates the hard work by America's 150 million wage earners and the payroll professionals who pay them. Together, through the payroll withholding system, they contribute, collect, report and deposit approximately $2.08 trillion, or 68%, of the annual revenue of the U.S. Treasury. To help celebrate this year, APA produced a fun and informative video. Please take a few moments to watch this quick infographic video about National Payroll Week! Learn more about why you should celebrate this special week.

Watch the video! Share it with your friends as well!

TimeTraq Timesheet Adjustments
In concept, a Timesheet Adjustment is a simple thing – on a given day, an employee worked 'N' hours more/less than was reported previously. But adjustments can be complex, particularly when charging time to Projects, backing out hours, or when moving time between regular and overtime rates. See attached document for data entry details. Contact your Payroll Processing Team at payrollprocessing@tamu.edu if you have questions.

Overtime for Short Reporting Periods
The new year starts September 1, regardless of what day of the week it might be. The last reporting period in the fiscal year ends with a short split work week. TimeTraq does not compute state/FLSA overtime across work week boundaries, this means that employees’ time for the calendar week encompassing the fiscal year boundary must be examined for overtime and corrective adjustments made to employees time, if needed. A combination of TimeTraq’s “Weekly Overtime Worked” report and timesheet adjustment can be used to make these corrections. The report can be found on the report tab in TimeTraq.

Graduate Assistants Working Greater than 50% Effort
Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT) and Graduate Assistant Research (GAR) are not allowed to work beyond 50% efforts without the approval of the Office of Graduate and Professional Studies. A completed form must be submitted to the Office of Graduate and Professional Studies from the hiring entity through the department giving the assistantship (if the hiring entity is not the department giving the assistantship).

- Domestic students are allowed to work no more than 10 hours per week beyond the assistantship anytime during the semesters provided they are correctly registered and the department giving the assistantship approves the extra hours.
- International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.
- International students are allowed to work extra hours during the summer or breaks in the semester (such as Spring Break, Thanksgiving week and Winter Break).

EPA Processing
Due to the beginning of the new fiscal year, Payroll Services is receiving a large number of EPAs every day. Payroll Services prioritizes EPA processing according to the biweekly or monthly payroll deadlines. If you have any questions, email your payroll processing team members at payrollprocessing@tamu.edu

Please remember the following EPA points:

- Payroll's internal procedure is to process EPAs on a first come, first serve basis.
- EPAs need to have all backup documents attached when received in Payroll to avoid delays in adding employees to TimeTraq and/or Monthly Payroll.
- Due to the large number of EPAs received, an EPA is placed on hold or rejected if not complete, accurate or does not have all backup documents.
- Last minute EPA approval may not be possible on TimeTraq and/or Monthly Payroll due dates.
EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for September – As of September 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

• 94 (57%) 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 1.2% from 891 to 880.
• The total number of past due employees increased 4.0% from 497 to 517.
• The total number of past due Faculty employees increased 40.0% from 70 to 98.
• The total number of past due Budgeted Staff employees increased 4.0% from 125 to 130.
• The total number of past due Wage Staff employees increased 5.7% from 175 to 185.
• The total number of past due Graduate Assistant employees increased 68.8% from 16 to 27.
• The total number of past due Student Worker employees decreased 30.6% from 111 to 77.

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 – 98.9%
  ° Information Security Awareness – 98.1%
  ° Orientation to the A&M System – 99.6%
  ° Reporting Fraud, Waste and Abuse – 99.5%
  ° Required Training for Athletics Task Workers – 93.0%

TIP OF THE WEEK

Today’s a Holiday?
Yes, it’s Labor Day! A day off work for some people, true, while the university community has a normal work day educating leaders of tomorrow. At A&M, even though we don’t have Labor Day off, we have great holiday benefits that may be viewed on the HR website all year long at http://employees.tamu.edu/benefits/leave/holidays/ along with eligibility and special holiday information.