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

**September 28, 2015**

**HUMAN RESOURCES**  
HR Liaison Network Meeting Materials  
HR Liaison Network Meeting Evaluations  
All Aboard for the HR EXPRESS Newsletter Fall Issue!  
Individual Sick Leave Donation Temporarily Suspended  
Flu Vaccine Clinic – Come Prepared; Get Vaccinated  
Financial Wellness Fair – Don’t Miss Out, Register Now  
Benefit Briefs Newsletter  
Revised HR Web Forms/Docs

**PATHWAYS PERFORMANCE MANAGEMENT**  
Performance Plans Due October 15

**PAYROLL SERVICES**  
Recurring Supplemental Pay

**TIP OF THE WEEK**  
Introduce New Employees to PerksConnect

**PAYROLL REMINDERS**  
September 28:  
- Supplements due at noon  
- EPAs due at noon  
September 29:  
- PPRs print  
September 30:  
- PPRs available online  
October 1:  
- Monthly pay day  
- Supplements PVD available online  
October 2:  
- Supplemental pay day  
- Supplements due at noon  
- Uploads due at 1pm  
- Time Traq due at 4pm

**Processing Schedules**  
Payroll Reports

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**HUMAN RESOURCES**

**HR Liaison Network Meeting Materials**  
Information from last week's meeting is now available at [http://employees.tamu.edu/liaisons/communications/](http://employees.tamu.edu/liaisons/communications/) online. Human Resources would like to thank the College of Liberal Arts, Veterinary Medical Teaching Hospital, Center for Retailing Studies, Mays Business School for donating game prizes and Wellness Works for providing the door prizes. We hope to see everyone at the spring meeting on February 16, 2016.  
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**HR Liaison Network Meeting Evaluations**  
Thank you to everyone that attended the September 22 HR Liaison Network Fall Meeting. Please make sure to complete the evaluation ([https://www.surveymonkey.com/r/HRLfallNetworkMtg9-22-2015](https://www.surveymonkey.com/r/HRLfallNetworkMtg9-22-2015)) by 6:00 p.m. on Wednesday, October 7. We’d love to get your feedback!  
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**All Aboard for the HR EXPRESS Newsletter Fall Issue!**  
Happy fall y'all! The fall edition of the HR EXPRESS newsletter is now available for you to read at [employees.tamu.edu /HREXPRESS](http://employees.tamu.edu/HREXPRESS) online! This issue features:

- Update Personal Information via HRConnect  
- Identity Protection Campaign  
- What’s Happening with Project Helios?  
- Annual Required Notices  
- Review Your Benefits for the New Fiscal Year  
- Fall Wellness Works Events  
  - October 1 & 2 – Flu Vaccine Clinic  
  - October 6 – Financial Wellness Fair
And more!

The primary purpose of this HR newsletter is to keep you on track with HR-related services and information that you need to know as an employee of Texas A&M University. Please, give us suggestions for future articles, ask questions or give general feedback by emailing HR-feedback@tamu.edu.

Individual Sick Leave Donation Temporarily Suspended
House Bill 1771 authorizes individual employees to voluntarily donate sick leave hours directly to another employee. Human Resources has been made aware there are tax implications to the donor and/or recipient when an individual contributes sick leave to another employee. The A&M System Office legal counsel and outside tax counsel are currently reviewing the tax implications and will provide Benefit Services with guidance as the details become available. Information on our website will be updated accordingly and the forms modified for tax compliance. In the meantime, please note that sick leave donations for an individual are temporarily suspended until further notice.

Please share the three articles below with employees within your area.

Flu Vaccine Clinic – Come Prepared; Get Vaccinated
All employees and their family members are encouraged to get a flu vaccine to help fight off the flu bug and stay healthy throughout flu season. To help employees stay healthy, Human Resources is sponsoring the annual Flu Vaccine Clinics on Thursday, October 1 and Friday, October 2 from 8:00 a.m. through 5:00 p.m. in the General Services Complex, room 101. Consent forms are required. In order to save time, please print and complete the consent form in advance and bring it with you. View the clinic flyer for more information.

Financial Wellness Fair – Don’t Miss Out, Register Now
The annual Financial Wellness Fair on Tuesday, October 6 in the Memorial Student Center (MSC) includes several free information sessions including presentations by TRS, Social Security Administration and a special session on mitigating identity theft and fraud. Human Resources and Texas A&M Information Technology are pleased to provide this session as part of the Identity Protection Campaign for FY2016 – Protect YOURSELF. Register in TrainTraq by Monday, October 5 for the session(s) of your choice. (Please Note: Registration for the lunch session, Improve Your Financial Literacy for Destination Retirement, closes Friday, October 2.) See flyer for more information.

Can’t attend a session, but still want to get some valuable information? Stop by the Vendor Exhibit Hall between 11:15 a.m. and 2:00 p.m. for great resources from local financial services organizations and register to win cool prizes like an Amazon Kindle. Don’t miss out on this opportunity to increase your financial well-being whether you are just starting your career or approaching retirement age – there is something for everyone!

Benefit Briefs Newsletter
System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles:
New Benefits: 2nd.MD, Rx: Why We Use A Drug Formulary, Blue Access Mobile: Text Yourself Health Reminders, TRS Rate Change effective September 1st, Make Preventive Care a Priority, Empowering Women to Live Well Financially, EyeMed Online and EyeMed Progressive Lens Benefit. You may view this newsletter online.

Revised HR Web Forms/Docs
- HR EXPRESS Newsletter Fall Issue
- HR Liaison Network Meeting (9-22-15) presentations & handouts
- FMLA Cover Letter
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

Performance Plans Due October 15
Please alert your supervisors that Performance Plans for the 2015-2016 performance review period should be completed by October 15. As a reminder, the supervisor creates the Performance Plan in the PATH Performance
Management module, which is then acknowledged in PATH by the employee. 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. Step-by-step instructions, video demos, and a Guide to SMART Goals can be accessed under the “Steps to the Performance Management Process” heading of the PATHways help page: http://EODinfo.tamu.edu/PATHways/. Liaisons may contact hrbusinessservices@tamu.edu if they would like to receive a PATH Performance Plan Status Report.

Please also note that last year’s (2014-2015) Performance Management Program will close in PATH on September 30, 2015.

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

Recurring Supplemental Pay
Employees who have recurring supplemental pay with equal monthly payments can be enrolled to automatically receive it every month rather than create and submit a supplement every month for payment. For example, an employee who will teach an extra class for the Fall semester and will get $1,000 per month from September 1 – December 31. For September pay, the form will be due October 2, 2015 and paid on October 9, 2015. To enroll an employee, simply complete the Recurring Supplemental Pay Enrollment Form located on the payroll website and attach the necessary approvals. If you have questions, contact your payroll processing team at payrollprocessing@tamu.edu.

TIP OF THE WEEK

Introduce New Employees to PerksConnect
New employees, and particularly those new to our community, may be very excited to know about the discounts and savings available to them as a Texas A&M University employee! HR Liaisons can help pass on the good news during a new employee’s onboarding process by pointing them to the PerksConnect sign in page. The web and mobile app features are easy to use and can really help stretch those hard-earned dollars. Find registration and more information at http://employees.tamu.edu/benefits/perks/ from the HR website.