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

**October 5, 2015**

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>PAYROLL REMINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Wellness Fair – Registration Closes TODAY at 4:00 p.m.</td>
<td>October 7:</td>
</tr>
<tr>
<td>Benefit Enrollment Window Expiring; Default Coverage Pending</td>
<td>PPRs available online</td>
</tr>
<tr>
<td>NEW HR Liaison Graphic</td>
<td>October 9:</td>
</tr>
<tr>
<td>Required and Recommended Workplace Posters</td>
<td>Biweekly pay day</td>
</tr>
<tr>
<td>October is Disability Employment Awareness Month</td>
<td></td>
</tr>
<tr>
<td>ORP Retirement Plan Enrollments</td>
<td></td>
</tr>
<tr>
<td>Successful Flu Vaccine Clinics</td>
<td></td>
</tr>
<tr>
<td>Revised HR Web Forms/Docs</td>
<td></td>
</tr>
<tr>
<td>PATHWAYS PERFORMANCE MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>Performance Plans Due on October 15 – Reminder Emails Will Be Sent This Week</td>
<td></td>
</tr>
<tr>
<td>Review of Position Descriptions for 2015-16 PATHways</td>
<td></td>
</tr>
<tr>
<td>PAYROLL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Employee Location and Check Distribution</td>
<td></td>
</tr>
<tr>
<td>Inactive Wage Employee Report</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE &amp; ORGANIZATIONAL DEVELOPMENT</td>
<td></td>
</tr>
<tr>
<td>Training Compliance Reports for October – As of October 1, 2015</td>
<td></td>
</tr>
<tr>
<td>Coffee Conversations – Friday, October 9</td>
<td></td>
</tr>
<tr>
<td>TIP OF THE WEEK</td>
<td></td>
</tr>
<tr>
<td>New Employees Require a Manager</td>
<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

Financial Wellness Fair – Registration Closes TODAY at 4:00 p.m.

*Please share the following information with employees in your department.*

The annual Financial Wellness Fair on Tuesday, October 6 in the Memorial Student Center (MSC) will include several free information sessions by Texas Retirement System, Social Security Administration and a special presentation on mitigating identity theft and fraud hosted by Human Resources and Texas A&M Information Technology as part of the Identity Protection Campaign for FY2016 – Protect YOURSELF. Register in TrainTraq by 4:00 p.m. TODAY, Monday, October 5 for the session(s) of your choice. **Please Note:** registration for the lunch session, *Improve Your Financial Literacy for Destination Retirement*, is no longer available but you are welcome to use that time to visit with the vendors at the Vendor Exhibit Hall.

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 document scanner or shredder. 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! [See flyer for more information.](#)

**Benefit Enrollment Window Expiring; Default Coverage Pending**

As a reminder, employees have 60 days from their date of hire into a benefit-eligible position to make their benefit selections online before they are defaulted into the A&M Care insurance plan and designated as a tobacco smoker.
user. There is a relatively large number of employees hired at the beginning of the fall semester who have not completed their online enrollment and whose benefit enrollment window is about to expire. Email reminders have been sent to these employees. Please encourage new hires to complete their enrollment during their 60-day enrollment window to avoid the default coverage.

NEW HR Liaison Graphic
Thank you to the HR Liaison Advisory Resource Group for reviewing the HR Liaison signature graphic. Human Resources is pleased to introduce the new look along with instructions for using the graphic.

Old:
Laura Dohnalik | Liaison Administrator
Human Resources | Texas A&M University
1255 TAMU | College Station, Texas 77843-1255
ph. 979.862.3854  | ldohnalik@tamu.edu

New:
Laura Dohnalik | Liaison Administrator
Human Resources | Texas A&M University
1255 TAMU | College Station, Texas 77843-1255
ph. 979.862.3854  | ldohnalik@tamu.edu

The new "I'm an HR Liaison! Ask Me!" graphic links to http://employees.tamu.edu/findliaisons/ and needs to be placed at the bottom of the contact information as demonstrated in the example above. I'm an HR Liaison! Ask Me! should help employees in your area better identify you as their HR Liaison and first point of contact. Adding the link to the online directory points employees to other valuable resources available to them in Human Resources.

Required and Recommended Workplace Posters
Federal and State regulations require employment law posters to be prominently displayed in conspicuous locations so as to be accessible to all employees and applicants. Conspicuous locations include lunch/break room, lobby/reception area, locations where notices to employees are customarily posted, and locations where employees congregate. HR Liaisons are encouraged to review their department's workplace posters and update as appropriate. Please visit http://employees.tamu.edu/laufors/required-posters/ for more information.

October is Disability Employment Awareness Month
“My Disability Is One Part of Who I Am” is the theme for this year’s National Disability Employment Awareness Month (NDEAM). This is a nationwide effort that raises awareness about disability employment issues and celebrates the contributions of America's workers with disabilities. Held every October, NDEAM is an opportune time to educate about disability employment issues. Texas A&M Human Resources is again supporting the Campaign for Disability Employment, a collaborative effort to promote positive employment outcomes for people with disabilities. What can YOU do? It's easy for people with disabilities, and others, to participate in the Campaign and drive positive change. For example, the campaign's website, whatcanyoudodcampaing.org, offers users the chance to learn, express their commitment to disability employment efforts and share their employment experiences. The site offers posters your department can use to show your support for the campaign. They are not dated so you may leave them posted throughout the year. For posters print them from here or order your own sets. Visit employees.tamu.edu/managers/disability-campaign on the HR website and use the tools and resources to help Texas A&M spread the message that at work, it’s what people CAN do that matters.

ORP Retirement Plan Enrollments
Under the Texas A&M University System plan rules, an employee eligible to participate in the Optional Retirement Plan (ORP) has 90 days to make an election. Benefit Services will notify employees eligible for ORP directly by sending an ORP notification packet. During the 90-day election window, the employee will automatically default into the Teacher Retirement System (TRS) until an ORP election is made and the completed paperwork has been received by Payroll Services. The actual ORP enrollment date, not the employee’s hire date, is the date used to determine ORP vesting requirements.

It is important for the employee to make their decision as quickly as possible and to understand the implications of the delayed decision. An employee who elects to move from TRS to ORP in this 90-day period will not receive the employer portion of the contributions already made to TRS during that period. However, the employee’s portion of the contribution to TRS will be refunded directly to them by TRS. Detailed information is available on the retirement website <http://www.tamus.edu/business/benefits-administration/retirement-programs/>. Questions related to ORP eligibility and plan benefits should be directed to Benefit Services (benefits@tamu.edu or 862-4028) or Payroll.
Services (payroll@tamu.edu or 845-2711).

Successful Flu Vaccine Clinics

*Please share the following information with employees in your department.*

Last week’s flu vaccine clinics, hosted by Human Resources in conjunction with Scott & White Clinic, were a great success with just under 2,000 individuals receiving the vaccine. If you missed the flu vaccine clinics, remember you can still contact your health care provider about receiving a flu vaccine or get vaccinated at a pharmacy. Texas A&M System insurance plans will cover the vaccine at no cost provided that the claim is filed under the *medical* portion of the insurance and the provider is a contracted provider in the BlueCross BlueShield (BCBS) Blue Choice PPO network. *IMPORTANT: Not all pharmacies have a medical provider number - ask first and give your BlueCross BlueShield ID card and not your Express Scripts card to ensure that the vaccine will be covered under your health plan.* Locally, both Walgreens and HEB are contracted with BCBS to file the vaccine under the health plan. For information about influenza (flu) and the vaccine, visit flu.gov online.

Revised HR Web Forms/Docs

- Criminal Background Check Request Form
- Network News Archive – last week’s issue posted

PATHWAYS PERFORMANCE MANAGEMENT

**Performance Plans Due on October 15 – Reminder Emails Will Be Sent This Week**

Please remind your supervisors that Performance Plans for the 2015-16 performance management program are due on October 15, 2015. 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.

If supervisors have not yet completed the performance plan for one or more of their employees in PATH, they will receive the following system-generated emails, as applicable:

- Thursday, October 8: “You have at least one action item that is coming due.”
- Thursday, October 15: “You have at least one action item that is due today.”
- Saturday, October 17: “You have at least one action item that is now overdue.”

No further reminder emails will be sent.

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/](http://EODinfo.tamu.edu/PATHways/). HR Liaisons may contact hrbusinessservices@tamu.edu if they would like to receive a PATH Performance Plan Status Report.

Review of Position Descriptions for 2015-16 PATHways

The 2015-16 PATHways process formally began with a Review of the Position Description. This is particularly important since the employee’s job duty performance will be evaluated at the end of the review period. Therefore, if an employee’s position description has not been reviewed in PATH since April 1, 2015, please encourage the employee’s supervisor to access the PATH Position Management module to initiate the review process. Detailed step-by-step instructions on reviewing and updating position descriptions can be found under the Position Management heading of the PATH Help page: [http://employees.tamu.edu/compensation/path-help/](http://employees.tamu.edu/compensation/path-help/).

For assistance with PATHways and the online PATH Performance Management system, please visit the website at [http://EODinfo.tamu.edu/PATHways/](http://EODinfo.tamu.edu/PATHways/), review the FAQs at [http://EODinfo.tamu.edu/PATHways/faq/](http://EODinfo.tamu.edu/PATHways/faq/), or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

PAYROLL SERVICES

Employee Location and Check Distribution
The employee location and check distribution fields on the Occupant Information section of EPAs should always be completed for all employees. If the fields are not updated the previous department’s information will stay on the employee’s record. This could cause problems with programs that use the fields to route documents such as Concur and Aggie Buy.

Inactive Wage Employee Report
The September 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.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Training Compliance Reports for October – As of October 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
- 84 (50%) of the 168 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 30.6% from 880 to 1149.
- The total number of past due employees increased 22.4% from 517 to 633.
- The total number of past due Faculty employees increased 1.0% from 98 to 99.
- The total number of past due Budgeted Staff employees increased 16.2% from 130 to 151.
- The total number of past due Wage Staff employees increased 14.1% from 185 to 211.
- The total number of past due Graduate Assistant employees increased 81.5% from 27 to 49.
- The total number of past due Student Worker employees increased 59.7% from 77 to 123.

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 – 98.9%
  - Ethics – 98.7%
  - Information Security Awareness – 97.9%
  - Orientation to the A&M System – 99.2%
  - Reporting Fraud, Waste and Abuse – 99.3%
  - Required Training for Athletics Task Workers – 91.3%

Coffee Conversations – Friday, October 9
All faculty and staff are invited to join us for coffee on Friday, October 9 from 8:30 to 10:00 a.m. in the GSC 101A. The Coffee Conversations series provides our employees an opportunity to network with their peers across campus and learn about the many unique programs our university offers. The more we know, the greater connection we have with each other and our organization. Coffee Conversations is appropriate for employees at all levels, so we hope you will promote this program within your department. Please print a flyer to post in your breakroom.

October 9 | Department of Visualization: Merging Art and Science for the On-Demand Generation
How do we nurture the next Leonardo Da Vinci in an age when information and entertainment is at every student’s fingertips? The Department of Visualization’s mission is to fuel the creative spirit of our students by providing strategies for turning their passion for science, technology, art, and design into opportunities to create experiences and explore ideas. If you’ve watched Inside Out, How to Train Your Dragon, Ice Age, and The Avengers, you’ve seen the work of its graduates who are now creating for DreamWorks, Pixar Animation, Lucasfilm, and the like. Tim McLaughlin, whose filmography includes Pirates of the Caribbean-Dead Man’s Chest, Men in Black II, and Star Wars Episode I, will provide an overview of the department and the programs that produce leaders in the fields where art and science merge. Presenter: Timothy McLaughlin, Associate Professor and Head, Department of Visualization, College of Architecture

Registration is required. Visit EODinfo.tamu.edu/coffee for more information or call (979) 845-4153.
**TIP OF THE WEEK**

**New Employees Require a Manager**

Did you know that all new employees, including Graduate Assistants, need to have an employee/manager relationship setup in Single Sign-On? This relationship is needed for applications such as TimeTraq, LeaveTraq, TrainTraq and more. SSO Department Administrators need to make sure to add/update the employee's manager at the time of hire by following these easy steps: 1) select the *Dept Admin* tab in the top right-hand corner of the SSO menu, 2) select the appropriate employee, 3) click on the *Managers* tab, and 4) finally the *Add Manager* link. Visit [http://it.tamus.edu/sso/?s=adding+a+manager+for+an+employee](http://it.tamus.edu/sso/?s=adding+a+manager+for+an+employee) for more information.