

HR LIAISON NETWORK NEWS



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

February 15, 2016

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TIP OF THE WEEK

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PAYROLL REMINDERS

February 15:

- Electronic BVDs available
- Biweekly EPAs due at noon

February 16:

- Electronic BVDs due by 4pm
- PPRs print

February 17:

- PPRs available online

February 19:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due by 4pm
- Monthly PVDs available online

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

Comp Time – Federal (FLSA) Balance at End of Employment

Texas A&M regulations require that an employee with a remaining Fair Labor Standards Act (Comp Time Federal (FLSA) balance at the end of his or her employment receive a lump sum payment for any unused hours. Please take the time to check for any remaining balance at the time of your employee's termination and ensure that the employee is paid for unused time, regardless of the amount of the outstanding balance. As an FYI, an employee may receive a lump sum payout for unused FLSA hours at any time during the employee's employment.

Benefit Services will be sending notices to departments who have one or more employees with an outstanding FLSA balance at the end of employment. Please contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have any questions.

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Single Sign On (SSO) Passwords

HR Liaisons who have *update* access as a SSO Departmental Administrator can reset passwords for employees. This is a great service to employees since SSO is the authentication portal for many hr-related applications, including HRConnect (W-2 and 1095 forms), TrainTraQ, PATH, LeaveTraQ and more. To reset a password, from the “Employee Status” tab, HR Liaisons can confirm if the account is locked and verify the employee's UIN and email address before selecting “Reset Password” to generate a one-time use password. More information on resetting passwords can be found at <http://it.tamus.edu/ss0/help-system/key-concepts/administrator-navigation/status/>.

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Please forward the following five (5) articles to employees your department(s).

2nd.MD Information Session

Want to know more about 2nd.MD or have questions on how the program works? Join [Wellness Works](#) on Wednesday, February 17 from 3:30-4:30 p.m. as we host an information session with 2nd.MD representatives to

learn more about this exciting program offered to members of the A&M Care Health Plan. The 2nd.MD program is a relatively new benefit program that helps provide direct access to the world's best doctors providing second opinions on new or existing conditions and treatment plans. Come visit with 2nd.MD directly to get all your questions answered and learn more about this valuable benefit.

Date/Time: Wednesday, February 17, 2016 | 3:30-4:30 p.m.

Location: General Services Complex (GSC), Assembly Room 101A

Parking: Any valid Texas A&M permit may be used to park in lot 88 of the GSC. Additionally, there is paid parking available and the GSC is located on the 06 bus route with Transportation Services.

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RSVP for Staff Appreciation Week

Staff Appreciation Week is back for our 3rd year beginning Monday, Feb. 29! This week will be full of fun, engaging activities and daily prizes designed to ensure you get the recognition and professional development opportunities you so richly deserve. To ensure we have plenty of food, seats or activities for everyone, we are asking staff to register for the daily events. Please check the Staff Appreciation Week website at tamu.edu/saw2016 for links to RSVP for each daily event.



- **Monday, Feb. 29:** President's Meritorious Service Awards & Kick-off of SAW
- **Tuesday, March 1:** President Young's Backyard Picnic
- **Wednesday, March 2:** Maroon & White Wellness Walk & Rally
- **Thursday, March 3:** Happy Brain, Happy Life: Strategies for Managing Stress
- **Friday, March 4:** Department Appreciation Day
- **Saturday, March 5:** Staff Saturday on Kyle Field

President Young is encouraging 100% participation in unit-hosted events/activities on Friday and is adding an extra incentive to encourage participation; a \$1,500 grant! For full contest rules visit the website tamu.edu/saw2016. Help us spread the word, [post a flyer](#) in your area.

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1095-C Tax Form Available in HRConnect

The [1095-C tax form](#) is a new IRS form that provides information pertaining to benefit-eligibility and healthcare enrollment to assist you in completing questions related to health insurance coverage when filing your federal tax return. *Note: Not all employees will have a 1095-C tax form.*

A Form 1095-C is now available in HRConnect via [Single Sign-On](#) (SSO) if:

- you were a full-time employee during any month in calendar year 2015, regardless of whether or not you had health insurance through the A&M System, or
- you had health insurance through the A&M System during any month in calendar year 2015, regardless of employment status.

If you have questions about how to log into HRConnect via [Single Sign-On](#) (SSO) to print your Form 1095-C or general questions about your Form 1095-C, click on this link: <http://www.tamus.edu/business/benefits-administration/aca/>.

In addition to receiving a Form 1095-C from the A&M System, employees who were enrolled in the Graduate Student Employee Health Plan during any month in calendar year 2015 should also receive a Form 1095-B from BlueCross BlueShield of Texas through the U.S. Postal Service.

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Benefit Briefs Newsletter

System Benefits Administration recently published their latest edition of Benefits Briefs with the following articles: Form 1095 Information, The Power of Small Amounts, MyEvide – A New Homepage for BlueCross BlueShield of Texas, Resolve to Lose Weight and Improve Your Health with the Naturally Slim Program, System-Wide Employee Assistance Programs (EAPs) and Updated Mailing Address for PayFlex – Flexible Spending Accounts. You may view this newsletter [online](#).

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Have You Read the Spring "HR EXPRESS" Newsletter?

Read the HR EXPRESS spring newsletter <employees.tamu.edu/HR-EXPRESS> for information



about:

- *Staff Appreciation Week*
- *Multigenerational Workshop Helps Bridge Generational Differences*
- *Workplace Posters Informs You About Your Rights*
- *Title IX: What's All the "Hoopla" About?*
- *Set Your Organization Up for Success*
- *HR Calendar of Events*
- and much more.

Please give us your feedback by taking our [readership survey](#) for a chance to win a portable power bank charger! Remember, the purpose of our HR newsletter is to keep employees on track with HR-related services and information they need to know as an employee of Texas A&M University, so be sure to pass this on to the employees in your work area and take a moment to read it yourself!

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PATHWAYS PERFORMANCE MANAGEMENT

Preparation for Performance Evaluations

The 2015/2016 performance evaluation period is approaching: April 1 through May 31, 2016. As a reminder, PATH will be used for all Texas A&M staff evaluations. Some steps you can take now to prepare your department(s) include:

1. Performance Plan – Ensure that a performance plan has been created for all employees ([Creating the Performance Plan](#)). *A performance plan must be created by the supervisor and acknowledged by the employee ([Acknowledging the Performance Plan](#)) in PATH in order for the supervisor to create an evaluation.* The performance plan should reflect the performance goals ([Tips on Writing Performance Goals](#)) for the current performance review period, April 1, 2015 to March 31, 2016. Performance Plan Status Reports will be available by request toward the end of February from HR Business Services.
2. Review Position Description – If an employee's position description was not reviewed in PATH *last year* during the creation of the performance plan, encourage the supervisor and employee to "Review a PD" in the PATH Position Management module ([Instructions on Reviewing a PD](#)). This activity, formerly referred to as "Certify PD," ensures that the position description accurately reflects the job duties for which the employee will be evaluated.
3. Resources – Refresh yourself on the performance management process by reviewing the [PATHways Roadmap](#) and reviewing the online demos, instructions and FAQs on the [PATHways website](#).

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PATHways Training and PATH Demos Now Available

Please encourage supervisors and employees to take advantage of the upcoming training opportunities and resources available for the upcoming performance evaluation process.

PATH Demos:

- (Instructor-led) PATHways to Success: Performance Management Process Overview and PATH Demo (<http://training.tamu.edu/Courses/Detail/1726>)
March 30 from 1:30 to 3:00 p.m.
- (Online videos) PATHways Overview and PATH Performance Management module (EODinfo.tamu.edu/PATHways/)

PCER (Plan, Coach, Evaluate, Reward) Process of Performance Management Training:

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance (<http://training.tamu.edu/Courses/Detail/2166>)
March 22 from 1:00 to 4:30 p.m.
- PATHways to Success: Performance Management for Staff (<http://training.tamu.edu/Courses/Detail/1988>)
March 2 from 1:00 to 4:30 p.m.
- PATHways to Success: Performance Management Process Overview (online)
TrainTraq [Course 2112082](#)

Step-by-step guides, videos, FAQs and resource documents are available on the PATHways website at EODinfo.tamu.edu/PATHways. For assistance, please contact the PATHways support team at

HRPATHways@tamu.edu or (979) 845-4153.

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TIP OF THE WEEK

Reviewing Job Duties Each Year is Required

Have you ever watched a movie where the hero says, "Don't thank me. It's just part of my job"? No doubt in the movie the characters knew exactly what their job duties were and everyone around was in agreement. Piece of cake when one scriptwriter is writing everyone's part. In the real world, there must be a meeting of the minds by multiple people on multiple duties. That's the purpose of a formal position description and the reason an annual review of job duties is so important to the success of a department's goals, as well as complying with university rules <http://rules-saps.tamu.edu/PDFs/33.99.03.M0.01.pdf> during the performance evaluation process.

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Next Network Meeting:
February 16, 2016

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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