

HR LIAISON NETWORK NEWS



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

February 22, 2016

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PAYROLL REMINDERS

February 24:

- PVDs available online

February 26:

- Biweekly Pay Day

February 29:

- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon (catch-up supplemental pay day, 3/4/2016)

[Processing Schedules](#)

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HUMAN RESOURCES

Thank YOU for Attending!

The staff of Human Resources would like to thank all the HR Liaisons and guests that joined us last week for the HR Liaison Network Spring Meeting. It's our pleasure to host these meetings three times a year to share current hot topics and provide insight into future happenings that involve HR, YOU, and the University. The presentations and handouts are now available for your review at <http://employees.tamu.edu/liaisons/communications/> online. Please feel free to share the information with employees in your department(s). Communicating information from the weekly HR Liaison Network News and the HR Liaison Network Meetings is a vital part of the HR Liaison role!

A graphic with the words 'THANK YOU!' in a bold, yellow, blocky font, with each letter on a separate yellow rectangular background.

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Changes in Employment that Impact Benefits Eligibility

If you process changes to an employee's employment status making them eligible for the benefits programs, please remember to enter their information into iBenefits. This will allow the employee to make their important insurance selections or waive coverage. Examples of employment actions that can potentially make an individual benefit-eligible include: extending an appointment, transfer from wages or student positions, or increases in percent effort. If you have a question as to if a particular action makes an employee benefit-eligible, just call your designated benefits representative and they will guide you through the process. We want to ensure those who are eligible are given the opportunity to enroll.

Also, remember that any new hires for the Spring semester should have been entered into iBenefits. They will soon be approaching the close of their 60-day enrollment window so please help encourage these individuals to take action and submit their benefit selections to avoid the default benefit coverage.

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Annual Term Month Appointments; Impact on Summer Insurance Premiums

Employees who work less than a 12-month appointment will receive a summer insurance premium notification in mid-April. This notification will explain how their summer insurance premiums will be handled. HR Liaisons should prepare now to ensure that the annual term month for the employee is properly reflected and any extensions or changes to appointments are processed or communicated to Benefit Services prior to the summer premium

notifications. The detailed process for reporting these changes will be shared in March, but starting this work now will help make things easier when you are processing appointment changes, leave without pay (LWOP) and preparing for the end of the semester.

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Please share the following four (4) items with all employees in your department(s).

RSVP Deadline Tomorrow for Staff Appreciation Week Events

Staff Appreciation Week is almost here and the deadline to register for these events is next Tuesday, Feb. 23 at 5pm! 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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Voting Leave for Election Day

Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day. Employees should notify their supervisor prior to the Election Day if they do not have sufficient time to vote on their own time. Supervisors may schedule voting leave by allowing the employee to:

- arrive to work later than normally scheduled in order to allow sufficient time to vote before the workday;
- leave work early without the expectation to return in order to allow sufficient time to vote; or
- take a longer lunch than is normally scheduled in order to vote.

For more information, visit <http://employees.tamu.edu/benefits/leave/other/> on the HR website. For details about the elections, visit <http://www.brazosvotes.org> online.

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Change is Coming...Learn More about Project Helios

All employees, especially HR Liaisons, are encouraged to visit the Project Helios website <<http://workday.tamus.edu/>> regularly for updates related to the transition to Workday. From this site, you can subscribe to the blog and receive notifications of new posts via email. Human Resources has also added Project Helios to our home page <<http://employees.tamu.edu/>> as a resource.



Workday will replace the Budget Payroll Personnel (BPP) system, Employee Payroll Actions (EPAs), Guardian I-9, HR Connect, iBenefits, PATH, LeaveTraq, and TimeTraq. The following Workday modules will go live December 2017:

- HCM (Core HR)
- Compensation
- Benefits
- Payroll
- Absence
- Time Tracking
- Reporting

Recruiting, Talent Management and Performance Management are targeted to be ready for December 2017 as well, but may be phased in to replace our current PATH applications. Human Resources along with Texas A&M

University's Project Coordinators (Barbara Bayer and Laura Dohnalik) and Change Champion (Jeannie Laird) will continue to keep you updated on Project Helios happenings.

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Wellness Exam Incentive

The Texas A&M System wellness exam incentive is an on-going program. It requires individuals enrolled in the A&M Care plan to complete an annual wellness exam (also referred to as annual check-up or physical) in order to qualify for the lowest medical premium rate for their insurance. Employees and spouses who are enrolled in the A&M Care plan must satisfy the wellness exam incentive requirement by the target date of June 30, 2016 to qualify for lower premiums for the FY2017 benefit plan year beginning on September 1, 2016. The target date of June 30 allows enough time for claims processing and recording of the exam completion before the first payroll calculation with the new premium rates for FY2017. Reminder, if the requirement is not satisfied, a higher monthly premium will be deducted from your paycheck that includes a wellness differential of \$30 per month for each individual (employee and spouse) that is incomplete for the requirement. Detailed information is included in a comprehensive [FAQ](#) on the Wellness Works <<http://employees.tamu.edu/benefits/wellness/>> website.

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PATHWAYS PERFORMANCE MANAGEMENT

PATHways Performance Plan Status Report

HR Liaisons who would like to receive a Performance Plan Status Report can send a request to hrbusinessservices@tamu.edu. This report will show the completion status of performance plans for each employee in their department by ADLOC. As a reminder, performance plans must be completed and acknowledged before the performance evaluation is started; therefore, this report will be especially helpful to HR Liaisons in April and May.

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Why Can't I See All My Employees?

If the supervisor's list of action items does not include each employee supervised, the supervisor should check "My Employees' Reviews" in the left panel. This section always displays the supervisor's current employees. If any employees are missing, supervisors should contact their HR Liaison to manually update the correct supervisor's name in the PATH position management module. *This update will take place overnight.*

Note: The "action items" list of the original and corrected supervisors will not reflect this change until the supervisor takes action (e.g., creates a performance plan or the supervisor evaluation) by selecting the employee from the "My Employees' Reviews" list. Once an action is taken, the supervisor's action items list will be updated the next day, and the employee's name will drop off the original supervisor's action items.

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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

New Document in iBenefits

Don't forget to click "*New Document*" before entering the UIN of the benefit-eligible employee in iBenefits. For step-by-step instructions on how to create the new employee document, click on the question mark in the top right-hand corner of iBenefits; select *Processor Topics* and then *Creating a New Employee Document*. For more tips about this important process, please visit <http://employees.tamu.edu/benefits/ibenefits/> online.

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Next Network Meeting:
June 28, 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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