

HR LIAISON NETWORK NEWS



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

February 29, 2016

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PAYROLL REMINDERS

February 29:

- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon for catch-up supplemental pay day of 3/4/2016

March 1:

- Monthly Pay Day
- PPRs print

March 2:

- PPRs available online

March 3:

- Catch-up supplemental PVDs available

March 4:

- Catch-up Supplemental Pay Day
- Supplementals due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

[Processing Schedules](#)
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HUMAN RESOURCES

PMSA Event Kicks-Off Staff Appreciation Week at Texas A&M

The [President's Meritorious Service Award](#) program will be held today, Feb. 29 at 3:30 p.m. at the MSC Bethancourt Ballroom followed by a reception which kicks-off of [Staff Appreciation Week](#) at Texas A&M! If you can't attend, watch it streaming [live HERE](#) on KAMU-TV Ch. 150.

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Department Appreciation Day Friday, March 4

What does your office have planned for Friday? March 4 has been set aside for individual units to host special appreciation events/activities within their respective offices for [Staff Appreciation Week](#). President Young is encouraging 100 percent participation in unit-hosted events/activities and is adding an extra incentive to encourage participation. One unit will be awarded a \$1,500 grant to be used for future staff appreciation and/or professional development efforts in 2016. In addition to the grant, one staff member from the winning unit will be invited to serve on the following year's SAW planning committee. So, how does your unit enter to win? Units are invited to share photos of their department events on [Texas A&M Human Resources' Facebook page](#) using [#SAW2016](#), with captions detailing their appreciation for staff as an integral part of the Aggie Family. For ideas about what your office can do, visit [employees.tamu.edu/employee-recognition/resources/saw](#) online.

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Tuesday is Election Day – Using Voting Leave

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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Reminder: Meeting Evaluations Due Wednesday

Attendees of the HR Liaison Network Spring Meeting on February 16 are encouraged to complete the [meeting evaluation](#) by 6:00 p.m. on Wednesday, March 2. Human Resources appreciates your feedback regarding the HR Liaison Network Meetings.

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Benefits Orientation Session – Wednesday, March 9

The next [Benefits Orientation Session](#) will be held Wednesday, March 9 from 10:00 to 11:30 a.m. in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

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Reminder: Reusing Eliminated Staff PINs

After the Authorization to Fill process replaced the Exception to the Hiring Freeze process in fall 2014, the [Standard Administrative Procedure 33.99.01.M0.03 Elimination of Vacant Positions](#) was temporarily suspended. Please visit our [Hiring Authorization Guidelines](#) page to review the current guidance for using eliminated PINs.

If you have any questions, please contact Human Resources, Classification & Compensation at (979) 845-4170 or by email at hrcomp@tamu.edu. If you have any questions about the process of eliminating PINs and the approvals required if a position is subject to hiring authorization, contact Payroll Services at (979) 845-2711 or by email at payrollprocessing@tamu.edu.

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Clery Act Information Added to Applicant Email

Due to legal requirements of the Clery Act, some information has been added to the email received by applicants when they apply to a vacant position in the PATH system. The wording was recommended by the A&M System legal counsel. It includes reference to the full name of the Clery Act as well as the following information:

In compliance with federal law, the following information is maintained and available through the Prospective Employees webpage on the Job Path website. An Annual Security Report is available that includes information on campus security policies and statistics. Security policies include: reporting crimes and emergencies, security resources, crime awareness and prevention, security of campus facilities and residence halls, alcohol, drug and weapon violations. The Annual Security Report for your specified campus is located under the "Safety & Security Notices" tab on the following hyperlink: <http://employees.tamu.edu/media/338907/499jobpathcampuslinks.pdf>. For a paper copy of the report, please contact your prospective campus.

If you have any questions about this change to the applicant email, please contact Recruitment and Workforce Planning at jobpath@tamu.edu or (979) 845-5154.

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PATHWAYS PERFORMANCE MANAGEMENT

Self Assessment in PATH – Notification Email on March 2

Please let staff in your department know that on Wednesday, March 2, eligible non-faculty employees (see [SAP 33.99.03.M0.01](#)) will receive a PATH system-generated email informing them that they have an open action item.

Upon clicking the link in the email and signing into SSO, they will see “Self Assessment” on their list of Action Items. Please note that if the supervisor has not completed, and employee has not acknowledged, the performance plan as of March 1, this action will not yet be available until after these prerequisite steps are performed.

We recommend the self assessment as a way for employees to provide their supervisors with meaningful input about their job performance. While PATH does not require that employees complete the self assessment, supervisors and departments may choose to require it. Please let your employees know if the self assessment is a requirement in your department. ([Instructions for completing a self assessment](#))

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Self Assessment Requirements

The only rating required on the self assessment in PATH is the Overall Rating, though employees should check with their supervisors to see if there are unit-specific requirements. The employee has the ability to attach documents when the self assessment is in draft mode. Once the self assessment has been completed, the employee can no longer attach documents or make revisions, and the self assessment becomes viewable by the supervisor.

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Research Staff – Alternative Performance Evaluation Form

An [Alternative Performance Evaluation Form](#) for research staff is available on the Division of Research [Research Titles and Staffing](#) webpage. If approved by your department head and dean, this form may be used in accordance with Standard Administrative Procedure 33.99.03.M0.01 to meet the requirements for position description review and acknowledgement, for creating a performance plan, and to assess employee performance. Certain information from the form must be uploaded into the PATH system by the supervisor or other user.

Please note, University SAP 33.99.03.M0.01 requires that the performance plan be documented in the PATH system; this may be done by entering a note that a performance plan is on file rather than entering goals into the system. The SAP also requires that the evaluation be uploaded and that the overall rating be entered into PATH. A supervisor or designated other user must enter the required information into PATH; the employee must acknowledge these items in PATH, and the supervisor or other user must close the evaluation in PATH.

If you have any questions regarding performance evaluation for research staff, please contact [Martha Tackett](#) in [Research Enterprise Business Services](#) in the Division of Research.

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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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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation March 9 – Please Register by Friday, March 4

Please forward this information to all hiring supervisors and encourage them to register their new employees.

The next session of *New Employee Welcome (TAMU NEW) Orientation* will be held Wednesday, March 9 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call EOD at (979) 845-4153.

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TIP OF THE WEEK

Employee Input Encouraged

Employees are encouraged to contribute input during the performance evaluation process by completing a self assessment or following another department-specific method. This input provides the supervisor with the employee's summary of yearly accomplishments, challenges, and progress made toward initiatives over the past review year. While PATH does not require that this be done, supervisors and departments may elect to require self assessments of their employees. ([Instructions for completing a self assessment](#))

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Happy Staff Appreciation Week!

We Can't Do Without YOU!



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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