

# HR LIAISON NETWORK NEWS



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

**April 18, 2016**

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## PAYROLL REMINDERS

April 18:

- Electronic BVDs available online

April 19:

- Electronic BVDs due by 4pm

April 20:

- Biweekly PVDs available online

April 22:

- Biweekly Pay Day
- Monthly PVDs available online

April 25:

- Biweekly EPAs due at noon

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## HUMAN RESOURCES

### Veteran's Career Fair

If you have friends or family looking for a job and they are a veteran, reservist, guardsmen, or a transitioning service members pursuing career opportunities in the Government sector they are cordially invited to attend the Austin veteran's career fair.

**Veterans in Government Open House-Austin 2016** - Thurs., April 21 - 10:00 a.m. - 2:30 p.m. - Palmer Events Center, Austin, TX

Details at <http://employees.tamu.edu/employment/prospective/career-fairs> online.

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### Summer Premium Notifications, Timeline and Additional Considerations

The summer premium letter notifications were sent by the A&M System Office to 2,000 employees on Friday, April 15. These summer premium letters inform individuals who are in an appointment of less than 12 months how they will pay the summer insurance premiums, the payment options, and the premium amount owed for June through August 2016. The [summer insurance premium Q&A](#) helps address many of the general questions and may continue to be shared with your employees. The [summer insurance premium process timeline](#) provides a detailed timeline, payroll dates and resources documents. Questions related to *appointment duration* should be handled within the department. Employees with questions regarding the *content of the letters* should contact HR Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

Please ensure that you process EPA documents and notifications to Benefit Services for employment actions potentially impacting benefits by the published deadlines. *NOTE: April 28 is the deadline for EPA processing or notifications to Benefit Services for any employment actions impacting employees on the bi-weekly payroll.*

The active funding source(s) on the May payroll will be charged the employer portion of the summer premiums (June-August) for employees who have their summer premiums deducted from their May payroll. See the "Funding Source for Summer Premiums" section located on the [new summer insurance premium process timeline](#) website to request funding source changes. The active funding source(s) at time of the payroll deduction will be used to pay the employer contribution for employees who have their premiums deducted from their paychecks processed throughout the summer.

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### **Employees Unable to Report to Work Due to Weather Conditions**

Heavy, flooding rains or inclement weather that may impact our employees' travel conditions. Campus-wide closures and delays are communicated through the [Code Maroon](#) system. However, there may be instances where individual circumstances may warrant a case-by-case review of the situation. Leave for unsafe travel conditions is approved through a department's chain of authority to its respective Vice President. Department heads may request emergency leave of an affected employee or a group of affected employees. Additional information regarding leave for unsafe work or travel conditions may be found [here](#). Please contact Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718 if you have questions.

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### **PATH User Interface Update Coming April 28**

On April 28, the PATH software vendor PeopleAdmin is launching an updated user interface that will impact the look of our PATH system. The changes are mostly in appearance, such as colors and font sizes of headings. The functionality and procedures we use will not change. Section headings, relative locations of tabs, lists, search bars and buttons will remain the same. We are reviewing the changes in a test environment this week and will be adding a site announcement within PATH as well as another reminder in the April 25th LNN edition. The videos and training materials on the PATH Help page will continue to have the current appearance until updates can be completed in the future. If you have any questions, please contact the HR PATH Administrator by email at [PATHAdmin@tamu.edu](mailto:PATHAdmin@tamu.edu) or call (979) 845-4170.

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*Please forward the following three (3) articles to employees in your department.*

### **Retirement Processing – Plan Ahead for Smooth Transition**

Many employees choose to retire at the end of the spring semester or the end of the academic year; therefore, May and August are extremely heavy months for retirement processing. If you are considering retiring during this period, you are encouraged to contact Retirement Services now to schedule your retirement counseling session. You will receive an email in advance of your scheduled appointment with appropriate forms and a list of paperwork/items you should bring with you to make the counseling session most productive.

In addition, please be aware that if you participate in the Teacher Retirement System (TRS), it will take approximately two months to receive your first annuity payment. The university provides the final report of earnings at the end of the month in which your last paycheck was received. All earnings must be reported to TRS before the retirement can be certified and the TRS paperwork processed. You are encouraged to plan for this time delay.

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### **Onsite Preventive Checkup Appointments Available**

Human Resources Wellness Works is pleased to announce free, quick and confidential preventive health checkups, administered by Catapult Health will again be offered right here on campus! Appointments are available May 16-20, and June 7-10 in the General Services Complex for employees enrolled in the A&M Care health plan. These spaces fill up quickly, so please take time right now to sign up at [www.TimeConfirm.com/TAMUGSC](http://www.TimeConfirm.com/TAMUGSC).

*Note: if you go to the website and no times are visible, that means that they are full. Consider checking back for cancellations. If you're unsure about this opportunity, let us remind you of some of the details.*

- Your health checkup is absolutely free with no deductible or co-pay.
- Your individual results are strictly confidential - no one at The Texas A&M University System will have access to any of your personal health information. Your checkup will be done by Catapult Health, an independent health care provider, and is designed to identify potential health issues before they become truly serious.

- Your checkup will be really quick and easy...it takes about 45 minutes. That's less time than you'd probably spend in a doctor's waiting room. It's also onsite, right here at our workplace. The blood test only involves a quick finger stick, and you'll meet privately with a licensed Nurse Practitioner who will answer your questions and help you create an action plan for improving your health.
- Remember, completion of a Catapult Health Preventive Checkup will qualify as your [annual wellness exam](#) for the purposes of the Texas A&M System Wellness Incentive Program.

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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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## PROJECT HELIOS POWERED BY WORKDAY

*Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.*



### Who is Workday

Many universities are adopting Workday because it is easy to use by HR and payroll employees, faculty, staff, managers and student workers; it supports what we do in higher education and it emphasizes a collaborative approach to designing business processes. If you're interested in learning more about the benefits of Workday for Higher Education, click [here](#). To watch a short video about some of Workday's capabilities, click [here](#).

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## PATHWAYS PERFORMANCE MANAGEMENT

### Where Do I Enter Next Year's Goals (2016/2017)?

Although supervisors often discuss next year's performance goals during the performance evaluation discussion, they should not document the goals in this year's evaluation. Rather, the supervisor will enter performance goals for the *next review period* when they create the performance plan in the 2016-2017 performance review program, which is anticipated to be available in June.

In the meantime, 2016/2017 performance goals can be documented on the "PATHways Performance Feedback Form for Non-Faculty Employees." This MS Word-fillable form is available in the Resources section of <http://EODinfo.tamu.edu/PATHways>. When the PATH performance management program for the 2016/2017 performance review period becomes available, the supervisor will be able to easily enter performance goals directly into the performance plan using "copy/paste" functionality from the Performance Feedback Form.

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### PATHways Training and PATH Demos

There are a variety of ways to learn about the PATHways process and the PATH performance management system. Please encourage supervisors and employees to take advantage of the upcoming opportunities for training and assistance.

#### PATHways Classroom Training

- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance, May 4, 8:30 a.m. to 12:00 p.m. <<http://training.tamu.edu/Courses/Detail/2166>>

PATH Performance Management Demo

- (Open to all) PATHways to Success: Performance Management Process Overview and PATH Demo, April 25, 1:30 p.m. to 3:00 p.m. <<http://training.tamu.edu/Courses/Detail/1726>>

#### PATH Hands-on Help Session April 26

- A hands-on help session will be offered on a “drop-in basis” to help employees with their specific questions about the PATH performance management module. The session will be offered in a computer lab, and content will be tailored according to each employee’s specific questions and needs. No registration is needed. The session is “come and go”: employees may come by with their questions any time on Tuesday, April 26 between 8:30 to 11:30 a.m. in the General Services Complex, Suite 2201.

#### Online Training and Demos

- *PATHways to Success: Performance Management Process Online Overview* can be accessed in TrainTraq: [TrainTraq Course 2112082](#).
- PATHways Overview Online Tutorial (10 minutes) can be accessed from the “Important Dates” box near the top of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.
- PATH Performance Management System Online Demo (19 minutes) can be accessed from the “Important Dates” box near the top of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.

Step-by-step guides, videos, FAQs and resource documents are available on the PATHways website at [EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways). For assistance, please contact the PATHways support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or (979) 845-4153.

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## PAYROLL SERVICES

### Employee Personal Data Form

Departments should provide employees all six pages of the Employee Personal Data form, version 9/15. If the employee chooses not to complete one or both forms the blank documents do not need to be attached to the EPA. Providing all six pages meets the compliance requirements.

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### Moving an Active Employee: Promotion vs Transfer

Have you been moving your employees correctly? Have you been handling promotions as transfers? Now is the time to review *System Regulation 31.01.01 Compensation Administration* <http://policies.tamus.edu/31-01-01.pdf> and *University Rule 31.01.01.M7 Employee Compensation Administration* <http://rules.tamu.edu/PDFs/31.01.01.M7.pdf>.

**Promotion** (per *System Regulation 31.01.01, Section 2.3.1*): when an individual moves from one position to another position **requiring higher qualifications, a higher rate of pay and a title change**.

**Transfer** (per *System Regulation 31.01.01, Section 2.3.4*): when an individual moves from one position to another, both of which are assigned the **same salary range, title or organization level**.

Effective **May 1, 2016**, Payroll Services will begin rejecting EPAs created for promotion or transfer that do not meet regulation and rule criteria. Please contact a member of your payroll processing team at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) should you have any questions.

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## ANNOUNCEMENTS

### Staff Forum with President Young April 20

*All staff are invited and encouraged to attend!*

The University Staff Council invites you to attend “A Conversation with Texas A&M President Michael Young” on Wednesday, April 20 from 10:00 a.m. to 11:00 a.m. in the Bethancourt Ballroom, Memorial Student Center. You may ask questions in person at the forum or by emailing [staff@tamu.edu](mailto:staff@tamu.edu) in advance. Watch from any device at <http://tx.ag/MKYtalk>. A reception will be held following the forum.

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## TIP OF THE WEEK

### Descriptive Comments Encouraged for All Ratings

Performance evaluations provide a formalized opportunity for supervisors to document employees' good performance and accomplishments during the past year, as well as to comment on what improvements are needed, as applicable. To be most effective, supervisors are encouraged to not only enter ratings for each evaluation factor, but also to add descriptive comments. While "good job" and "keep it up" may be nice to read, these offer little insight. The best comments are balanced and specific ("you have contributed many valuable ideas during the strategic planning process," "an area for development is to be more forthcoming with input in the strategic planning process"). Visit <http://EODinfo.tamu.edu/PATHways/> for more information on the performance management process.

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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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