

# HR LIAISON NETWORK NEWS



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

**April 4, 2016**

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## HUMAN RESOURCES

### Upcoming Spring Career Fairs

Human Resources participates in several local job/career fairs where our HR staff is available to speak to applicants about applying to jobs at Texas A&M and employment opportunities. If you have friends or family looking for a job, please encourage them to attend a career fair.

- **HYPE – Career Expo 2016** - Thurs., April 7 - 9:00 a.m. - 2:00 p.m. - Brazos County Expo
- **GettingHired.com Virtual Online Career Fair** - Wed., April 13 - 11:00 a.m. - 2:00 p.m.
- **Veterans in Government Open House-Austin 2016** - Thurs., April 21 - 10:00 a.m. - 2:30 p.m. - Palmer Events Center, Austin, TX
- **BCS Chamber Spring Job Fair** - Thurs., April 28 - 12:00 p.m. - 4:00 p.m. - Hilton College Station

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

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### **Summer Insurance Premium Process – Notifications Set for April 15**

The summer premium process impacts employees who are employed in appointments totaling less than 12 months. The below information is being provided to explain the summer premium notification process with instructions on notifying Benefit Services of changes in employment that may impact how the summer premiums are handled for employees within your department.

An email is scheduled to be sent on April 15 to employees who are employed for less than 12 months notifying them they have a Summer Insurance Premium letter available for download in HRConnect (accessed through Single Sign On). This letter explains the summer insurance premium process and indicates the premium amount owed for June through August 2016. Employees with questions regarding the content of the letter should contact Human Resources Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or by phone at (979) 862-1718. Questions related to their appointment duration should be handled within the department specifically.

The below types of employment actions may have an impact on the summer premium process; therefore, the EPA document to process these changes should be processed as quickly as possible (by April 8) to ensure accurate summer premium notifications.

- Adding an additional summer appointment for an individual who was budgeted for 9 or 10 ½ months which results in the employee receiving a paycheck each month during the summer. Be sure to indicate the summer appointment duration and effort level.
- Terminate an individual who is in an appointment for less than 12 months.
- Retire an individual who is in an appointment for less than 12 months.
- Reduce the appointment of an individual in a 12 month appointment to an appointment less than 12 months.

*If your department plans to do any of the actions above, but you will not be able to complete the Employee Payroll Action (EPA) before April 8, please complete the Excel file in the Resources Documents section of the Summer Premium [website](#) with the employee's name, UIN, action to be taken, and the effective date. HR Liaisons should send the completed Excel file to Benefit Services at [hrcompbenefits@tamu.edu](mailto:hrcompbenefits@tamu.edu) by April 8, 2016 which will help ensure that the employees' premium letter will be accurate. If you have questions or need further clarification, please contact Benefit Services at [hrcompbenefits@tamu.edu](mailto:hrcompbenefits@tamu.edu) or (979) 862-1718.*

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### **Benefits Orientation Session – Wednesday, April 13**

The next [Benefits Orientation Session](#) will be held Wednesday, April 13 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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### **Overtime Regulations – Update**

The final regulations on overtime eligibility changes may be implemented sooner than originally expected. On March 14, 2016, the Department of Labor (DOL) sent the overtime regulations to the White House's Office of Management and Budget (OMB) for final review. The OMB has 90 days to review, although they could take less time. This action indicates that the regulations may indeed be released well before the originally-predicted month of July 2016. The effective date is expected to be 30-60 days after the release of final regulations. For example, a May 1 release could mean a May 31 or June 29 effective date for the change. This issue remains highly political, with some Congressional action proposed to block the final regulations, and other actions initiated in support of the regulations.

Human Resources is working on information to add to the HR website, as well as communications to division-level management (VPs and other executive leaders). The communications will include an offer for HR to provide a list of employees for their division, currently exempt from overtime, who make below the proposed \$50,440 minimum annual salary. HR does not have any information to confirm the content of the final regulations, including the final recommended salary minimum for exemption or any potential changes to the job duties tests for exemption. Therefore, any actions we recommend will continue to be based on the proposed regulations until we know the details of the final rules from the DOL. Stay tuned!

If you have any questions, please contact HR Classification and Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or (979) 845-4170.

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### **Clarification – Remember Use “P” Pay Type for Wage and Student Workers**

Student and wage workers by nature of their positions are not considered benefit-eligible based on State benefit eligibility rules. When creating and submitting an Employee Payroll Action (EPA) form to hire an individual who currently is already working in a budgeted position into a wage or student worker position, please remember to select a “P” pay type on the EPA. The “P” pay type prevents incorrect premium deductions from being pulled through payroll under the wage or student worker pay.

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### **National Employee Benefits Day**

Did you know that today is National Employee Benefits Day? This is a day to acknowledge benefits professionals for their dedication to providing quality benefits and the important role they play in their colleague's well-being. Benefit Services staff work hard to provide quality and timely service to faculty, staff, students and retirees. Please take a moment today to let your Benefit Representatives know that you appreciate all that they do for you and your employees.

Employee Benefits Day is also a great time to remind employees to be knowledgeable about the benefits available to them as employees of Texas A&M University. There is a wealth of information available on the benefits section of our [website](#); we encourage employees to review periodically.

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

### **Summer Insurance Premium Process**

The summer premium process impacts employees with appointments less than 12 months. A notification (scheduled for April 15) will be sent via email to all employees who are currently identified to work less than a 12 month appointment to explain the summer insurance premium and provide the premium amount owed for June through August 2016 to be deducted from the May earnings. Employees with questions regarding the content of this letter should contact Human Resources Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or by phone at (979) 862-1718. Questions related to appointment duration should be handled within your department specifically. If you have an upcoming change in your employment that could potentially impact your summer premiums, please notify and work with your department [HR Liaison](#) accordingly.

Changes which might impact summer premiums include any of the following:

- Adding an additional summer appointments
- Ending employment
- Retiring
- Reducing the appointment or changing percent effort

The summer premium process generates questions from employees and HR Liaisons alike. Benefit Services has updated the summer premium frequently asked questions online at <http://employees.tamu.edu/benefits/insurance/summer> to provide detailed information on the annual process and how premiums will be handled for summer coverage.

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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 on April 19, 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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### **WELCOA Health Awareness Bulletins**

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. The April monthly WELCOA Health Awareness Bulletins are posted [online](#) for your use. Read the monthly bulletins then take the quiz for a chance to win prizes!

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### **Reminder – TRS Member Contribution Rate to Increase Effective September 1, 2016**

Legislation passed during the 83<sup>rd</sup> Texas Legislative session included a bill that impacts the member contribution rate for members of the Teachers Retirement System of Texas (TRS). Senate Bill 1458 increases the member contribution rate phased over a three year period. The final increase as part of the three year phased increase is effective September 1, 2016 in which the contribution rate will increase from the current rate of 7.2% to 7.7%.

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### **TRS Member Newsletter**

The March edition of TRS News is available on the TRS [website](#). This edition includes such topics as change in beneficiary, upcoming changes to MyTRS, member satisfaction survey, important deadlines for unreported compensation and service, TRS financial report and planning ahead makes your retirement process easier.

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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.*



### **What is Workday?**

Workday provides a unified finance, human resources and student, faculty and staff lifecycle management cloud applications designed for the way people work in today's organizations. A new experience is coming to the A&M System – one that is modern, focused on users and streamlined, with common business processes across the A&M System.

The A&M System will benefit from Workday's intuitive, web-based applications with self-service and mobile capabilities. Workday is designed to work the way we work today and will help create a more nimble, process and data driven organization.

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.

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### **Want to Learn More about the Project Helios Team and Workday?**

Visit <http://workday.tamug.edu/> online or simply click the Project Helios link available on the Human Resources homepage < <http://employees.tamug.edu/> >.

You may also contact any of the following individuals for further information:

*Project Coordinators* are the eyes and ears of the Project Team who keep each institution and agency connected to the project. Texas A&M University has two Project Coordinators – [Laura Dohnalik](#) (staff) and [Barbara Bayer](#) (faculty).

*Change Champions* are the eyes and ears of the Change Management Team and keep each institution and agency connected to the project. As a champion of the project, they focus on linking their institution or agency through communications, training and organizational readiness activities. Texas A&M University's Change Champion is [Jeannie Laird](#).

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## **PATHWAYS PERFORMANCE MANAGEMENT**

## Printing Evaluations

*Print Instructions* – The supervisor evaluation (draft and final) and the self assessment can be printed by doing the following:

1. Access the evaluation/self assessment.
2. Click on the Actions button, located at the top right.
3. Click on Print.

*Increasing Font Size* – The font size on printouts can be increased using Internet Explorer by doing the following:

1. Press Alt on the keyboard.
2. Select File from the top menu.
3. Select Page Setup.
4. Uncheck 'Enable Shrink-to-Fit' and click OK.
5. Print the document.

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## What If There Are Two Supervisors?

When an employee's work is directed by more than one supervisor, one supervisor will be assigned as the primary supervisor, as indicated on the position description. Best practice recommends that at the beginning of the review year the supervisors discuss and agree on how their individual feedback will be incorporated into the performance plan and the evaluation. However, the primary supervisor has final responsibility for the evaluation.

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## PATHways Demo, Training and Help Session

Please encourage supervisors and employees to take advantage of the upcoming opportunities and resources for training and assistance.

PATHways Demo:

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

PATHways Training:

- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance (<http://training.tamu.edu/Courses/Detail/2166>)  
April 28 from 1:00 to 4:30 p.m.
- (For Employees) PATHways to Success: Performance Management for Staff (<http://training.tamu.edu/Courses/Detail/1988>)  
April 8 from 8:30 a.m. to 12:00 p.m.

PATH Hands-on Help Session:

- 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 Monday, April 11 between 1:30 to 4:30 p.m. in the General Services Complex, Suite 2201.

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

### 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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### Inactive Wage Employee Report

The March Inactive Wage Employee Report is now available on the Payroll Services imaging system ([http://imgweb.tamu.edu/finance\\_dept/](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.

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## EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

### Training Compliance Reports for April – as of April 1, 2016

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 167 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 2.5% from 1485 to 1522.
- The total number of past due employees increased 6.1% from 754 to 800.
- The total number of past due Faculty employees increased 3.4% from 261 to 270.
- The total number of past due Budgeted Staff employees increased 4.3% from 186 to 194.
- The total number of past due Wage Staff employees increased 0.9% from 213 to 215.
- The total number of past due Graduate Assistant employees increased 3.6% from 28 to 29.
- The total number of past due Student Worker employees increased 39.4% from 66 to 92.

#### 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 – 98.4%
  - Ethics – 98.2%
  - Information Security Awareness – 97.2%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 98.6%
  - Required Training for Athletics Task Workers – 92.3%

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### New Employee Welcome (TAMU NEW) Orientation April 13 – Please Register by Friday, April 8

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, April 13 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

### Selective Service Registration

When hiring a male to fill a vacant position, don't forget the [Statement of Selective Service Registration Status](#) form needs to be completed by the applicant and submitted to Recruitment & Workforce Planning for non-faculty positions; a copy can be maintained in the personnel file. If appropriate, verify the registration at [www.sss.gov](http://www.sss.gov) online and print the online verification for the personnel file as well. For more information on the hiring process, visit the [Hiring Supervisor's Workbook: A Guide for Hiring a New Employee](#) 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:

**Laura Dohnalik, Liaison Administrator @ [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) OR 979.862.3854**

**Human Resources Main Contact Information:**

**PHONE:** 979.845.4141    **MAIL STOP:** 1255 TAMU

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