

HR LIAISON NETWORK NEWS



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

March 28, 2016

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PAYROLL REMINDERS

March 28:

- Biweekly EPAs due at noon
- Supplementals & EPAs due at noon for catch-up Pay Day of April 1, 2016

March 29:

- PPRs print

March 30:

- PPRs available online

March 31:

- Catch-up Supplemental PVDs available

April 1:

- Monthly Pay Day
- 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

Summer Insurance Premium Process

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.

In mid-April an email will be sent 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 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 hrcmpbenefits@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 hrcmpbenefits@tamu.edu or (979) 862-1718.

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Summer Insurance Premium Q&As Available Online

The summer premium process impacts employees with appointments of less than twelve months and 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. Please provide this link to employees impacted within the department.

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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 into a wage or student worker position, please remember to select a "P" pay type on the EPA. In the event that an individual works in a student worker or wage position along with a budgeted, benefit-eligible position, the "P" pay type will prevent incorrect premium deductions from being pulled through payroll under the wage or student worker pay.

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Please forward the following two (2) articles to employees in your department.

Registration Closes Tomorrow March 29 for Water Cooler 5K Fun Run/Walk

Texas A&M University is co-sponsoring the [Water Cooler 5K Fun Run/Walk](#) hosted by the B/CS Chamber of Commerce Health and Wellness Committee at 4:00 p.m. on Thursday April 7, 2016 at Wolf Pen Creek Park! As a title sponsor, employees of Texas A&M University are encouraged to participate (with appropriate supervisor approval) in this fun physical activity event held during working hours to promote physical health. Join your coworkers and [register](#) by March 29! For more information, review the flyer available here: <http://employees.tamu.edu/media/795384/5krunflyer.pdf>.



B/CS CHAMBER OF COMMERCE
WATERCOOLER 5K
 FUN RUN & WALK
 APRIL 7, 2016
 4:00 PM
 WOLF PEN CREEK

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Onsite Preventive Checkups 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. *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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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 are Some of the Benefits of Workday?

- Workday provides 24/7 access to information over a secure network.
- Workday functionality offers employee and manager self-service, enabling staff to update or access their information privately from any computer or mobile device with internet access.
- Workday positions our organization to make changes and upgrades more readily in the future.
- Workday is designed to support the unique needs of higher education.

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

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

Performance Evaluation Period Begins Friday

Today a campus email was sent to all employees announcing that the annual performance evaluation review period for Texas A&M University non-faculty employees begins April 1 and ends May 31, 2016. You may receive more questions now that this message has been sent to all employees.

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Performance Evaluations in PATH – Notification Email on April 2

Please let supervisors in your department know that over the weekend, supervisors of 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 "Supervisor Evaluation and Meeting with Employee" 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 April 1, this action will not yet be available until after these prerequisite steps are performed.

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Performance Plan Reminders

- The performance plan must be completed and acknowledged in PATH before the supervisor can start an evaluation.
- PATHways Performance Plan Status Report - HR Liaisons who would like to receive a Performance Plan Status Report can send a request to hdbusinessservices@tamu.edu. This report will show the completion status of performance plans for each employee in their department by ADLOC.

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Absence of Performance Goals in PATH

The absence of performance goals can be reflected in the Performance Plan and Supervisor Evaluation as follows:

Performance Plan: If performance goals were not established, the supervisor can add a comment in the performance plan to indicate that performance goals for this review period were not developed. This will

allow the supervisor to complete the plan and the employee to acknowledge it (the two tasks that are required in PATH before an employee can create a self assessment and a supervisor can start the evaluation).

Supervisor Evaluation: If performance goals were not established, the supervisor should base the evaluation on his/her best judgment of the employee's job performance and demonstration of behavioral competencies. When preparing the evaluation, the supervisor will be able to draw from such information as personal observation, input from the employee's self assessment, and input from co-workers.

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Supervisor's Checklist

A checklist is available to guide supervisors through the process of preparing, discussing and finalizing the supervisor evaluation for their employees. This document can be accessed online at http://EODinfo.tamu.edu/media/373647/supervisor_checklist_performance_evaluation.pdf and also from the Resources tab on the PATHways webpage.

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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>)
March 30 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 6 from 8:30 a.m. to 12:00 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. For assistance, please contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

Revised Reporting Fraud, Waste & Abuse Course Available April 4

The System-required course, *Reporting Fraud, Waste & Abuse* (TrainTraQ course no. 99003) has been revised and will be made available on Monday, April 4. The course revisions were provided by Texas A&M University System Office of Internal Audit. The new version features a new look, narration, and closed captioning. Texas A&M System Regulation [33.05.02](#) requires the training be completed by all System employees every four years, so all applicable assignments are still in effect, and all course reports will remain the same. For questions about the course, please contact EODinfo@tamu.edu.

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TIP OF THE WEEK

In the Event of an Emergency

Did you know that HR Liaisons have emergency contact information for employees at their fingertips? In the event of an emergency, HR Liaisons with administrator access to HRConnect, can look up the personal contact and emergency contact information for their ADLOC's employees. No need for HR Liaisons to keep a separate list or database of employees; only gentle reminders that employees keep their information up to date for the benefit of all. For more information, visit <http://it.tamus.edu/hrconnect/help-system-overview/key-concepts/key-concepts-dept-admins/>.

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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 OR 979.862.3854

Human Resources Main Contact Information:

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

MAIN OFFICE LOCATION:

*750 Agronomy Road, General Services Complex, Suite 1201
College Station, TX 77845-1255* [MAP](#)