

# HR LIAISON NETWORK NEWS



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

**May 16, 2016**

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## PAYROLL REMINDERS

May 17:

- Monthly EPAs due at noon

May 18:

- Biweekly PVDs available online

May 19:

- Electronic BVDs available

May 20:

- Electronic BVDs due by 4pm

- Biweekly EPAs due at noon

- Biweekly Pay Day

May 23:

- PPRs print

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## HUMAN RESOURCES

### Authorization to Fill Requests

Authorization to Fill requests no longer have an ending date. If you need to cancel a recruitment and post the position again, the Authorization to Fill does not need additional approvals or signatures to be used. If you have any questions, please direct them to HR Recruitment & Workforce Planning at [jobpath@tamu.edu](mailto:jobpath@tamu.edu).

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### Summer Premium – May 18 Deadline for Monthly Paid Employees

Please ensure EPA documents are processed or notifications sent to Benefit Services by May 18 for employment actions potentially impacting the benefits of any employee paid on the monthly 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 [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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***Please forward the following four (4) articles to employees in your department.***

### Staff Climate Survey

The Staff Climate Survey is now available online. An email reminder was sent today by Dr. Bergman in the Department of Psychology. She is conducting this study on behalf of Human Resources to learn about staff experiences and enhance the working environment at our various campuses. In return for your time, you will have

the option of entering into a voluntary prize drawing for one of 5 iPad minis and 5 Fitbits. The records of this survey will be kept private. Please encourage those in your work areas to participate in this important survey by the close of business on Monday, May 23.

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### **Living WELL Aware Conference, May 25 – Space Still Available**

Should you fire your doctor? TEES "Engineer Your Wellness" in sponsorship with Texas A&M System Wellness Initiative is hosting a free conference "Living WELL Aware" with Patricia Sulak, M.D., author of "Should I Fire My Doctor?" at the Gates Ballroom (MSC 2400), on Wednesday, May 25 from 8:30 a.m. - 12:45 p.m. Breakfast bars, whole fresh fruit, and water provided. [Register online](#) by Wednesday, May 18 and your name will be put in a drawing to attend lunch after the conference with Dr. Sulak and the other keynote speakers.

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### **Identity Protection Services**

As employees and retirees of The Texas A&M University System, you and your dependents who are enrolled in the A&M Care Plans through BlueCross and BlueShield of Texas are being offered identity protection services \*free of charge\*. These services are provided through Experian as long as you remain employed by (or are retired from) the A&M System and are enrolled in one of the A&M Care Plans. You are not automatically enrolled in these identity protection services. You must sign up with Experian and we encourage you to take advantage of this protection.

Additional information about this benefit and how to sign up with Experian can be found on the System Benefits Administration website at <http://www.tamus.edu/business/benefits-administration/employeeetiree-benefits/id-protection/>.

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### **Onsite Preventive Checkup – June Appointment Dates Available**

Have you had your Wellness Exam to receive credit for the Wellness Exam Incentive Program? Free, quick and confidential preventive health checkups, administered by Catapult Health will again be offered right here on campus! Appointments are available June 7-10 and June 20-22 in the General Services Complex for employees and their covered spouses enrolled in the A&M Care health plan. 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 for a specific date 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.*



### **Project Helios Happenings**

The functional team continues working on the A&M System's process workbooks documenting the process flows, steps and outputs, roles, notifications, regulatory and legal requirements, reports and open items for each process group. Visit <http://workday.tamus.edu/> online or simply click the Project Helios (Workday) link available on the Human Resources homepage < <http://employees.tamu.edu/> > for more information.

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## PATHWAYS PERFORMANCE MANAGEMENT

### PATHways Reports: Overall Rating; Evaluation Status; Performance Plan Status

Requests can be sent to [hrbusinessservices@tamu.edu](mailto:hrbusinessservices@tamu.edu) for the following three reports:

1. Overall ratings
2. Performance evaluation status
3. Performance plan status

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### Viewing Completed Evaluations

Supervisors may view the evaluations they have completed by doing the following:

1. Click on “My Employees’ Reviews” from the home page. By default, the system displays all employee evaluations that are in progress and denotes this under Review Status by displaying “Open.”
2. Click on the Program drop-down from the left navigation pane and select “2015-2016 Annual Performance Program (TAMU).”
3. Click on the Open/Closed drop-down from the navigation pane and select “Complete.”

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### Closing the Evaluation

The evaluation in PATH is not considered complete until the supervisor acknowledges the employee’s comments and closes the evaluation. To do this, the supervisor should take the following steps:

1. Access the performance management home page and click on the action item “Supervisor Acknowledges Comments/Closes Evaluation” for the employee. This will take the supervisor to the performance program where the Complete button is located.
2. Click on the Approvals & Acknowledgements link located in the left navigation pane to view comments that the employee entered when acknowledging the performance evaluation. The comments that the employee entered, if any, will be located under “Employee Acknowledges Supervisor Evaluation.”
3. View the comments, click on the back button on the web browser, and then click Complete. This will officially close the evaluation for the employee.

Step-by-step instructions and a video can be viewed under the “End of Performance Review Period” section within the “Steps to the Performance Management Process” dropdown of the PATHways webpage

([EODinfo.tamu.edu/PATHways](http://EODinfo.tamu.edu/PATHways)).

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## PAYROLL SERVICES

### Retirement and Benefit Eligibility for Less than 12 Month Appointments During Summer

Please be advised that full-time budgeted employees that are hired during the final months of the fiscal year are eligible for Texas Optional Retirement Program (ORP) and the Teacher Retirement System of Texas (TRS) and medical benefits if their appointment for Fiscal Year 2017 is for at least 4.5 months and at least 50%. The attached document has instructions on how to process these employees to assure that they receive these benefits.

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## TIP OF THE WEEK

### Pre-Employment Screening

Please be sure any tests given during the recruitment and interview process are job-related and have been validated

and reviewed. HR Recruitment & Workforce Planning is always happy to assist with validation and review of tests and to assist hiring supervisors. Please contact Rachel Jenkyn at 862-7164 or Rita Bowden at 862-1015 with any questions or concerns.

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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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