

HR LIAISON NETWORK NEWS



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

May 23, 2016

HUMAN RESOURCES

[Overtime Regulations Released!](#)
[Relocation Service Available to Assist Departments and Employees](#)
[Pending Documents in LeaveTraQ](#)
[Texas A&M Staff Climate Survey](#)
[Living WELL Aware Conference, May 25](#)
[Memorial Day – Holiday Pay Eligibility Reminder](#)
[Wellness Works Lunch & Learn, June 7 – Registration Now Open](#)
[Onsite Preventive Checkup Appointments – Limited Spaces Available](#)
[Annual Enrollment Benefits Fair – Save the Date](#)
[Wellness Release Time](#)
[TRS Member Contribution Rate to Increase Effective September 1, 2016](#)

PATHWAYS PERFORMANCE MANAGEMENT

[How do I Change an Employee's Supervisor for the Performance Evaluation?](#)
[How Often are the Performance Management Reports Updated?](#)
[Where Do I Enter Next Year's Goals \(2016-2017\)?](#)
[Access to Last Year's \(2014-2015\) Evaluations](#)

PAYROLL SERVICES

[FMO/Payroll Services Drop Box](#)

TIP OF THE WEEK

[Summer! Time to Plan for Vacations](#)

PAYROLL REMINDERS

May 23:
● PPRs print
May 24:
● PPRs available online
May 25:
● Monthly PVDs available online
May 26:
(moved up due to Memorial Day holiday)
● Supplements due at noon
● Uploads due at 1pm
● TimeTraQ due at 4pm

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES

Overtime Regulations Released!

The Department of Labor (DOL) released the long-awaited overtime regulations on May 18, 2016. Here are a few relevant facts about the regulations: (1) The salary minimum for exemption will be \$47,476, effective December 1, 2016 (\$913 per week or \$3,956.33 per month). (2) This salary minimum will be adjusted automatically every 3 years, with the next change January 1, 2020. (3) The job duties tests were not changed, although job classifications will be reviewed to confirm exemption status based on job duties.

HR is studying the resource materials and will be collaborating with other System Member HR offices, legal counsel and other professional HR organizations on implementation issues. Please note that even if a position is currently exempt, and meets the new salary minimum, there still may be an impact on the final exemption status on December 1. There is a significant amount of discussion about whether individuals in the same job title could have different exemption statuses based on the salary threshold alone.

The DOL's website (<https://www.dol.gov/featured/overtime>) addresses many issues specific to higher education (<https://www.dol.gov/sites/default/files/overtime-highereducation.pdf>). Contact HR Classification and Compensation for more information at hrcomp@tamu.edu of 845-4170.

[Top](#)

Relocation Service Available to Assist Departments and Employees

The summer months are busy month for hiring new faculty and staff. As a reminder, Daryl Flood Relocation & Logistics is the official relocation provider for The Texas A&M University System. Daryl Flood offers a wide variety of

in-house relocation solutions and options based on any need and is an accepted provider under the Educational & Institutional (E&I) Cooperative Services contract required for departmental reimbursed moving expenses. To initiate a relocation request, please contact 844-722-TAMU (8268) or email tamus@darylflood.com. More information is available on System [relocation website](#).

[Top](#)

Pending Documents in LeaveTraq

Timely action on leave requests is important for several reasons. Employees need to know if their requests have been approved, and numerous issues can arise if pending requests are not handled in a timely manner. Leave administrators are notified when their action is required on a document, but administrators also have the ability to see outstanding documents that have not yet been reviewed by managers.

To see documents that are pending manager approval, administrators should be in their administrator role and select the *Pending Docs* tab. A drop-down box will appear, and *Docs Needing Mgr Approval* should be selected. Pending requests are available for review; administrators may gently remind approving managers to complete documents.

[Top](#)

Please forward the following eight (8) articles to employees in your department.

Texas A&M Staff Climate Survey

The deadline is fast approaching to share your feedback about the climate at Texas A&M University. Please be sure to complete the Staff Climate Survey conducted by Dr. Bergman of the Department of Psychology on behalf of Human Resources at Texas A&M University **TODAY!**

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. If you agree to participate, you will be asked to complete an ANONYMOUS 20-minute survey. To ensure your privacy, the survey will be available to you on a personal computer, and you will be able to access and complete the survey at a time and place of your choice. The survey will be open until the end of the day Monday, May 23. The information is collected by a third party using a general survey link that is not connected to your name, email address, or IP address. Your unit, HR, and Texas A&M have no access to individual responses.

[Top](#)

Living WELL Aware Conference, May 25

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.

[Top](#)

Memorial Day – Holiday Pay Eligibility Reminder

Memorial Day is next Monday, May 30. As a reminder, leave-eligible employees must work or be in a paid leave status for any portion of their last scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A "portion" is defined as a minimum of 15 minutes. Holiday breaks of less than five days are applied towards the Family Medical Leave Act (FMLA) balance for individuals currently on FMLA leave. Additional holiday information is available at <http://employees.tamu.edu/benefits/leave/holidays/> on the HR website.

[Top](#)



Wellness Works Lunch & Learn, June 7 – Registration Now Open

COVIA Health presents a Lunch & Learn on Bone and Breast Health on June 7 ([EVENT FLYER](#)). Join us for lunch and learn more about the importance of early diagnosis and steps to take to maintain bone and breast health. Participants will have the opportunity to tour the state of the art 3-D mobile mammography suite. Register online through TrainTraq using the below link or use the Find Classroom Training tab by searching "Wellness" in the course name. <https://apps6.system.tamus.edu/TrainTraq/web/SectionDetails.aspx?snum=2976>

Do you know that women who work outside the home are much less likely to get their recommended mammography screenings? Wellness Works, in an effort to help women maintain their physical health, will bring the COVIA Health mobile mammography suite to campus throughout the year to help working women stay current on their recommended preventive screenings for early detection.

[Top](#)

Onsite Preventive Checkup Appointments – Limited Spaces Available

Free, quick and confidential preventive health checkups, administered by Catapult Health will again be offered right here on campus! Appointments are available 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. 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

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.

[Top](#)

Annual Enrollment Benefits Fair – Save the Date

Annual enrollment is held annually in July. As we approach annual enrollment, more communications will be sent to employees and information will be posted to our website as available. Please mark your calendars now to attend one of the Annual Enrollment Benefits Fairs on Tuesday, July 12 or Wednesday, July 13 from 10:00am - 2:00pm. You will have the opportunity to visit with the insurance carriers directly along with the PerksConnect employee discount program!

[Top](#)

Wellness Release Time

Human Resources announced a new wellness initiative last week, Wellness Release Time, as authorized by [System Regulation 31.02.13 Wellness Programs](#) and [SAP 31.02.13.M0.01](#). Wellness Release Time provides all full-time, benefits-eligible, Texas A&M employees the opportunity to use 30 minutes of their regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities. For more information including the Wellness Release Time Acknowledgement Form, please visit employees.tamu.edu/benefits/wellness. For questions or concerns, please contact our team at wellness@tamu.edu.

[Top](#)

TRS Member Contribution Rate to Increase Effective September 1, 2016

Legislation passed during the 83rd 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 phased increase is effective September 1, 2016 in which the contribution rate will increase from the current rate of 7.2% to 7.7%.

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

How do I Change an Employee's Supervisor for the Performance Evaluation?

If an employee is displaying an incorrect supervisor in the Performance Management module, an HR Liaison may use the Add/Change User action under the Position Management module to update the supervisor tab on the Position Description. For more information on how to do this, access the Add/Change User Access Position Management Section of the [PATH Help](#) webpage or send an email to HRComp@tamu.edu. This change takes place overnight. If the correct supervisor displays on the Position Description, but not in the Performance Management module, please contact PATHAdmin@tamu.edu or 979-845-4170.

[Top](#)

How Often are the Performance Management Reports Updated?

Human Resources receives a weekly update of data for reporting purposes. This update occurs each Sunday. Evaluations completed during the work week will not be reflected until the following Monday's reports.

[Top](#)

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.

[Top](#)

Access to Last Year’s (2014-2015) Evaluations

Employees whose performance evaluations were completed in PATH last year (2014-2015 performance review period) and their current supervisors are able to view their evaluations in PATH. If an employee has changed supervisors, only the current supervisor will have access to the employee’s past evaluation. To access evaluations from previous years in PATH, access the Performance Management home page and do the following:

1. Click on “My Reviews” or “My Employees’ Reviews.”
2. Select “2014 – 2015 Annual Performance Program (TAMU)” from the navigation pane Program drop-down.
3. Select “Completed” from the navigation pane Open/Completed drop-down.
4. Click on the “View Review” button for the evaluation.
5. Click on the “Supervisor Evaluation” link on the navigation pane or “Supervisor Evaluation” icon. This will display the evaluation.

[Top](#)

PAYROLL SERVICES

FMO/Payroll Services Drop Box

Due to reduced usage, the FMO/Payroll Services drop box located at the General Services Complex (GSC) has been removed. In the future, documents for FMO or Payroll Services will need to be delivered to the appropriate office within the GSC.

[Top](#)

TIP OF THE WEEK

Summer! Time to Plan for Vacations

Summer is finally here, kids will soon be out of school, and most people are looking forward to a few days off work for fun activities. Happily, just one of the great benefits of working here at Texas A&M University includes paid vacation for eligible employees. Visit the HR website at <http://employees.tamu.edu/benefits/leave/> for more information on eligibility, accrual amounts, when it can begin and requesting leave from a supervisor.

[Top](#)



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](#)