

HR LIAISON NETWORK NEWS



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

May 9, 2016

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PAYROLL REMINDERS

May 9:
● Biweekly EPAs due at noon

May 10:
● PPRs print

May 11:
● PPRs available online

May 13:
● Supplements due at noon
● Uploads due at 1pm
● TimeTraq due at 4pm

May 17:
● Monthly EPAs due at noon

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HUMAN RESOURCES

Staff Engagement Initiatives Moving to HR

In an effort to create a more integrated and systemic approach to staff engagement initiatives moving forward Mary Schubert, currently in the President's office, will be joining the Human Resources team. Mary served for many years as an exceptional HR Liaison in Liberal Arts, is very knowledgeable about HR programs and services, and most recently has been working closely with HR to conceptualize and execute staff engagement programs and events in keeping with President Young's vision.

Over the summer, Mary will work specifically on university wellness initiatives, leveraging her expertise and relationship with President and Mrs. Young with the goal of creating a more holistic wellness culture at Texas A&M moving forward. We anticipate that with the hire of a new VP for Human Resources & Organizational Effectiveness over the summer, and continued engagement with the President's office, that Mary will help with the implementation of a wider range of staff engagement opportunities into the fall and 2017.

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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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Overtime Regulations Update

There have been two recent developments regarding the long-awaited federal overtime regulations from the Department of Labor (DOL). First, media outlets are reporting that the DOL is considering a \$47,000 salary minimum for exemption versus the proposed \$50,440. In addition, there have been reports that the final regulations will be published on May 16, 2016, with an effective date 60 days following the release. Human Resources is committed to keeping you updated with the latest developments, how these changes will impact Texas A&M and your employees, and how changes will be implemented. In addition to preparing lists of potentially-impacted employees for sharing upon request, we are also collaborating with other System Member HR offices on communication and implementation plans, pending the release of the final information and effective date.

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

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Showcase Your Department at the HR Liaison Network Meeting

If your department would like to contribute to the HR Liaison recognition efforts and has items that could be used as door prizes or speaker gifts at our network meetings, we'd love to hear from you! Contact Laura Dohnalik at ldohnalik@tamu.edu to make a donation on your department's behalf. Human Resources will recognize sponsoring departments in the meeting program, ad marquee slides and on the HR website.

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Please forward the following seven (7) articles to employees in your department.

Staff Climate Survey

Watch your email for the Staff Climate Survey coming out this week from 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.

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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.

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Onsite Preventive Checkup Appointments Available

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.

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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WELCOA Health Awareness Bulletins

The Wellness Council of America (WELCOA) is one of the nation's premier resources for workplace wellness. The May 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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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!

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Summer Premiums for Employees Paid Biweekly

As a reminder, if you are working in an appointment less than 12 months and are paid on the biweekly pay schedule, your first half of the summer premiums for May and June were collected on your May 6 paycheck with the second half for July and August to be deducted on your May 20 paycheck. For more information, visit the Summer Insurance Premium Q&A [document](#) online. If you need assistance, please contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

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Summer Premiums for Employees Paid Monthly

As a reminder, if you are working in an appointment less than 12 months and are paid on the monthly pay schedule, summer premiums for May through August be deducted on your June 1 paycheck. For more information, visit the Summer Insurance Premium Q&A [document](#) online. If you need assistance, please contact HR Benefit Services at benefits@tamu.edu or (979) 862-1718.

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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.



The Word on Workday, May Edition

The A&M System continues to prepare for our Workday implementation which is nearing the Configure & Prototype phase. To learn what's new and how we are building Our Workday, visit the May 2016 edition of [The Word On Workday](#) available from the Workday website at <http://workday.tamus.edu/>. For your convenience, a Project Helios (Workday) link is also available from the [HR homepage](#).

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PATHWAYS PERFORMANCE MANAGEMENT

Steps to Complete an Evaluation

As you know, the due date for performance evaluations is right around the corner. Please ensure your supervisors know that the process is not considered complete until they have the performance discussion with their employees and it is documented and closed in PATH. By May 31, the following steps are required for an evaluation to be considered complete:

1. Supervisor meets with employee to discuss ratings and provide feedback about strengths and areas for

- improvement.
2. Supervisor sends evaluation in PATH to employee.
3. Employee acknowledges evaluation in PATH.
4. Supervisor closes evaluation in PATH.

The step-by-step guides and videos for closing the evaluation can be found on the PATHways webpage (EODinfo.tamu.edu/PATHways) under Steps to the Performance Management Process. *Note: Departments may have additional process requirements.*

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Performance Evaluation Overall Ratings Reports

The department head/director or the HR Liaison who was designated by the department head/director to have update/create access to the PATH – Portal Access for Total HR system can send a request to hrbusinessservices@tamu.edu for a report showing overall ratings for employees within their ADLOC.

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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.

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PATH System Availability

For performance evaluations requiring extensions, please be assured that the 2015-2016 program will remain open for a period of time beyond the May 31, 2016 deadline. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Please note that supervisors and employees may also receive PATH-generated emails for any tasks that are still outstanding after May 31. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. HR will communicate to HR Liaisons in advance of the formal closing of the 2015-2016 performance program.

As a reminder, Texas A&M requires all evaluations to be completed by May 31, 2016 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by HR Employee & Organizational Development and can be requested by sending an email to HRPATHways@tamu.edu. Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate department or unit head. This approval should be placed in the employee personnel file; there is no need to send individual exceptions to HR EOD.

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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.

PATHways Classroom Training

- (For Supervisors and HR Liaisons) PATHways to Success: Supervisory Best Practices for Managing Employee Performance, May 10, 1:00 p.m. to 4:30 p.m. <<http://training.tamu.edu/Courses/Detail/2166>>

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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ANNOUNCEMENTS

Staff Photo Day May 21

President Young has announced another exciting opportunity to celebrate Texas A&M University Staff! Professional photographs will be posted at iconic locations on campus for staff and their loved ones on May 21 from 8:30 a.m. – 12:30 p.m. to take FREE photos! RSVP today at <http://staffappreciation.tamu.edu>. All university staff are invited; bring your pet, significant other, friends or extended family to take part in the celebration. [Download the event flyer](#) to post in your breakroom. Questions? Contact the Office of the President at presidentrsvp@tamu.edu.

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TIP OF THE WEEK

Employee Input, Comments and Rebuttal: 3 Opportunities to Speak Up!

Most employees are eager (and encouraged) to contribute their “two-cents” before, during and after the performance evaluation review and discussion. Before: The evaluation process often starts with an employee’s input/self-evaluation that provides the reviewer with a list of accomplishments, challenges, and initiatives in the past year. The employee can enter this information in the PATH self assessment. During: In the evaluation instrument itself, the employee may enter comments or further reflection on the supervisor’s evaluation when acknowledging the evaluation in PATH. After: In some circumstances, the employee may wish to follow up with a separate rebuttal or more formalized response to the supervisor’s specific ratings or supporting examples. Employee should be referred to HR Employee Relations for assistance.

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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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