

HR LIAISON NETWORK NEWS



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

May 2, 2016

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PAYROLL REMINDERS

May 2:

- Monthly Pay Day

May 4:

- Biweekly PVDs available online

May 6:

- Biweekly Pay Day

May 9:

- Biweekly EPAs due at noon

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HUMAN RESOURCES

Benefits Orientation Session – Wednesday, May 11

The next [Benefits Orientation Session](#) will be held Wednesday, May 11 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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Reminder to Return Unused Sick Leave Pool Hours

Sick leave pool procedures require that unused hours beyond the approval's ending date be returned to the pool. Please review your pool records now to ensure there are no outstanding pool balances from past approvals. Benefit Services will be notifying departments soon regarding any outstanding balances that should be returned.

Administrators should use the [Sick Leave Pool Returned Hours Form](#) to return unused pool hours. Please contact Benefit Services at benefits@tamu.edu or 979-862-1718 if you have any questions.

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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.



How Will You Access Workday?

Workday is a cloud-based application that allows employees (faculty, staff, and student workers) to manage their

personal, payroll and benefits information through an intuitive, user-focused interface. It will be available through your Single Sign-On (SSO) login in December 2017.

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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 (Workday) 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 now [Brandy Kosh](#) and we welcome her to the team! Good luck to Jeannie Laird as she transitions to her new role.

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PATHWAYS PERFORMANCE MANAGEMENT

PATHways Performance Evaluation Status Report

Departments interested in receiving a status report of evaluations completed or still in progress can send a request for the Performance Evaluation Status report to hrrbusinessservices@tamu.edu.

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What If There Are Two Supervisors?

When an employee's work is directed by more than one supervisor, the supervisor indicated on the position description will be assigned as the primary supervisor. Best practice recommends that at the beginning of the review period, 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.

One way in which the secondary supervisor may provide input to the primary supervisor is by means of the Performance Feedback Form, which can be found under the Resources section of the PATHways webpage (EODinfo.tamu.edu/PATHways). The primary supervisor can incorporate this feedback into the ratings and comments when completing the evaluation for the employee, and/or attach the Performance Feedback Form to the evaluation.

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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 4, 8:30 a.m. to 12:00 p.m. <<http://training.tamu.edu/Courses/Detail/2166>>

Online Training and Demos

- *PATHways to Success: Performance Management Process Online Overview* can be accessed in TrainTraq: [TrainTraq Course 2112082](#).
- PATHways Overview Online Tutorial (10 minutes) can be accessed from the "Important Dates" box near the top of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.
- PATH Performance Management System Online Demo (19 minutes) can be accessed from the "Important Dates" box near the top of the PATHways webpage: <http://EODinfo.tamu.edu/PATHways/>.

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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PAYROLL SERVICES

Relocation and Housing Hunting Allowance Payment Guidelines

Effective April 18, 2016 the new relocation and housing allowance payments guidelines will be implemented. Please go to the Payroll Services website for a list of the guidelines and the required form at <http://payroll.tamu.edu/forms/>. There is also a link available on our Home Page at <http://payroll.tamu.edu>. If you have any questions email payrollprocessing@tamu.edu.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation May 11 – Please Register by Friday, May 6

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, May 11 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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Training Compliance Reports for May – As of May 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

- 77 (46%) 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 decreased 3.2% from 1522 to 1473.
- The total number of past due employees increased 1.6% from 800 to 813.
- The total number of past due Faculty employees decreased 5.6% from 270 to 255.
- The total number of past due Budgeted Staff employees decreased 5.2% from 194 to 184.
- The total number of past due Wage Staff employees increased 4.7% from 215 to 225.
- The total number of past due Graduate Assistant employees increased 13.8% from 29 to 33.
- The total number of past due Student Worker employees increased 26.1% from 92 to 116.

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 – 98.3%
 - Information Security Awareness – 97.2%
 - Orientation to the A&M System – 99.5%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 92.1%

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Coming Soon – Updates to *Creating a Discrimination-Free Workplace*

The System-required course, *Creating a Discrimination-Free Workplace* (TrainTraq course no. 99002) has been revised and will be made available later this month. The revised course features updated content and closed captioning. Texas A&M System Regulation [33.05.02](#) requires the training be completed by all System employees every two 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

Annual Performance Evaluations – Are We Done Yet?

We're one month into the performance evaluation delivery process with 21 working days remaining to finish up by

May 31, 2016. Texas A&M requires all evaluations to be completed by May 31, 2016 unless there are extenuating circumstances. Requests for exceptions/variations to this timeframe for departments or units must be approved by HR Employee & Organizational Development. Exceptions to the timeframe for an individual because of extenuating circumstances must be approved by the appropriate Dean, Vice President, or designee (e.g., an employee who is out on long-term leave). This approval should be placed in the employee personnel file; there is no need to send individual exceptions to HR EOD. For assistance with PATHways and the online PATH Performance Management system, visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

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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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