

HR LIAISON NETWORK NEWS



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

May 31, 2016

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PAYROLL REMINDERS

June 1:
● Monthly Pay Day
● Biweekly PVDs available online
June 3:
● Biweekly Pay Day
June 6:
● Biweekly EPAs due at noon
June 7:
● PPRs print

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

HUMAN RESOURCES

Benefits Orientation Session – Wednesday, June 8

The next [Benefits Orientation Session](#) will be held Wednesday, June 8 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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Summer Premiums

The summer premiums for May through August for employees paid on the monthly payroll with appointment less than 12 months are deducted on the June 1 paycheck employees will receive tomorrow.

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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Coming Soon...Your Opportunity to Give Your Voice to Your Program!

Human Resources would like to invite our campus partners, the HR Liaisons, to participate in the HR Liaison Advisory Resource Group. Details and application will be available soon. Will you take the challenge and serve?

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

Local State of Disaster in the B/CS Area

On Friday, Human Resources sent an email to all Texas A&M University employees regarding the recent tornado and flooding in the area. As a reminder, those adversely impacted should be aware of various mechanisms for assistance. For more information, including the complete email with links to various resources, please visit <http://employees.tamu.edu/spotlight/news> on the Human Resources website.

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Unsafe Work and Travel Conditions

Eligible employees may request emergency leave through their supervisor when unsafe travel conditions delay or prevent them from reporting to work when the University is not officially closed. Supervisors should forward such requests through the appropriate channels authority to their respective Vice President. Department heads may request emergency leave on behalf of an affected employee or a group of affected employees.

Please review our [Unsafe Work or Travel Conditions webpage](#) for more details. Benefit Services may be reached at benefits@tamu.edu or (979) 862-1718 if you have additional questions.

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Help is Available at the EAP

The Employee Assistance Program (EAP) can assist those employees and immediate family members impacted by the recent storms. Common reactions following these types of events include stress reactions such as difficulty sleeping; sensitivity to noises or smells that remind you of the previous incident; physical symptoms such as upset stomach, headaches; or changes in mood such as nervousness or anxiousness. In addition to EAP services, employees and their family members may want to visit the American Psychological Association's Psychology Help Center, <http://www.apa.org/helpcenter/index.aspx>, where they can find articles about coping, assisting others after a disaster and other helpful links to national disaster resources. For more information about the EAP visit <http://employees.tamu.edu/eap> or call (979) 845-3711 to set an appointment with a helping professional.

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Expanded Fitness Sessions Brought to You by Wellness Works

Wellness Works proudly announces the expansion of free, on-campus fitness sessions led by certified instructors from Rec Sports and other local health experts. These fitness sessions begin tomorrow (June 1) and will be offered in various locations including the MSC, GSC, PEAP, and Rec Sports pools. Sessions will be offered around the noon hour, as well as at the end of the work day in an effort to provide employees with opportunities to maximize their [Wellness Release Time](#) by working out on campus. As additional facilities become available, we will add more fitness sessions across the campus community. If you have a room available in your building that can accommodate a fitness session for 20-30 employees, we would like to discuss the possibility of providing an instructor to lead a fitness session in your building. Questions, comments, or ideas can be referred to wellness@tamu.edu.

For more information about our free on-campus fitness sessions and other Wellness Works programs, please visit employees.tamu.edu/wellness/.

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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 are 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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Wellness Works Lunch & Learn, June 7 – Registration Closes Friday June 3

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.

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Wellness Release Time

Wellness Release Time, as authorized by [System Regulation 31.02.13 Wellness Programs](#) and [SAP 31.02.13.M0.01](#) 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.

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PATHWAYS PERFORMANCE MANAGEMENT

Annual Performance Evaluations – Due Today

This is to remind you that Texas A&M requires all evaluations to be completed by May 31, 2016 unless there are extenuating circumstances.

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Requesting an Extension

Texas A&M expects 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 department or unit head* (e.g., an employee who is out on long-term leave). To request a department or unit extension, complete the [Request for Date Extension or Variation form](#) and email to HRPATHways@tamu.edu.

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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.

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EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

New Employee Welcome (TAMU NEW) Orientation June 8 – Please Register by Friday, June 3

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, June 8 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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TIP OF THE WEEK

Whether the Weather Impacts the Workplace

Did you know the university has procedures on stand-by that allows the closure of campus due to inclement weather? For information on how it could impact the workplace or your employees, visit <http://employees.tamu.edu/benefits/leave/closure/> on the HR web site. It's a good idea to remind employees to stay tuned to local news, weather forecasts, or check the university's web site when inclement weather creeps into the area.

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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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