

HR LIAISON NETWORK NEWS



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

June 13, 2016

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PAYROLL REMINDERS

June 15:

- Biweekly PVDs available online

June 16:

- Monthly EPAs due at noon

June 17:

- Biweekly Pay Day

June 20:

- Biweekly EPAs due at noon
- Electronic BVDs available

June 21:

- Electronic BVDs due by 4pm
- PPRs print

[Processing Schedules](#)
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HUMAN RESOURCES

HR Liaison Advisory Resource Group: Information Now Available Online

Applications are being accepted through July 8 for the *HR Liaison Advisory Resource Group* (HRLARG). Human Resources would like to thank the outgoing members for their service: Deborah Daniel, Kelley Ervin, Sabrina Saladino and Doug Sweet. Newly selected members will serve during FY2017-18. For more information, including a link to the application, please visit the HRLARG web page at <http://employees.tamu.edu/liaisons/advisory-resource-group/>.

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Registration Open – HR Liaison Network Summer Meeting

Reserve your seat now for the upcoming meeting on Tuesday, June 28 in the General Services Complex. The meeting will focus on annual enrollment, wellness release time, overtime regulations, the A&M System pay plan, Project Helios and more! Register before 6:00 p.m. on Friday, June 24 at <http://training.tamu.edu/schedule/#HRLiaisonEvents> online. Hurry...seats are limited!

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HR Liaison Continuing Education Credit

Several HR Liaison training classes are available throughout the summer, just in time to complete the FY2016 continuing education credit! Visit the Employment Law section of the Employee & Organizational Development Course Schedule (<http://training.tamu.edu/schedule/>) to register. For more information and opportunities related to the continuing education credit, visit <http://employees.tamu.edu/liaisons/training/> online.

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Termination EPAs Needed to End Benefits Coverage

An Employee Payroll Action (EPA) should be completed if an employee is terminating employment at the end of their appointment and will not be included in the budget for FY2017. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the B/P/P System and therefore does not trigger a COBRA notification or cancelation of benefits. A termination EPA is needed to document the end of employment and cancel

benefit coverage. Please make sure that termination EPAs are processed in a timely manner. [University SAP 33.99.01.M0.04](#), Employee Payroll Action Form Processing Upon Employee Resignation or Termination, addresses timely processing of EPA documents upon termination. Employees working in appointments of less than 12 months are eligible for summer insurance benefits if they 1) satisfy their appointment AND 2) have the reasonable expectation to return in the fall. To remain in compliance with the SAP, process the EPA document within 2 business days of the employee's notification to the department of their intent to not return with the date of notification provided in the EPA comments section. The EPA document will still reflect the termination date as the last day of their active appointment as required by Payroll Services, but benefit determination and timeliness will be calculated from the notification date.

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Please forward the following article to employees in your department.

Annual Enrollment Coming Soon – Health Plan Enhancements and Premiums Announced

Chancellor Sharp recently announced plan design enhancements to the A&M Care Plan(s). Additionally, the FY2017 health plan premiums have been finalized by the System Benefits Office and are available at <http://employees.tamu.edu/benefits/annual-enrollment/>. Through these enhancements, many employees will experience lower the out-of-pocket costs. Please use this information as you plan for your benefit selections during the annual enrollment period which runs from July 1 through July 31.

Plan enhancements for the A&M Care health plans:

- Reduction in the office visit copay for primary care and specialist from \$30/\$45 to \$20/\$30 respectively
- Reduction of annual deductible to \$400
- Reduction in fulltime employee out-of-pocket premium rates in most coverage level tiers (only slight increase at employee + family level)

An announcement will be sent electronically to all benefit-eligible employees when the annual enrollment system is available through iBenefits. The following are some things that you can do now:

1. Review, and update if necessary, your contact information in HRConnect. Having this information updated in advance of annual enrollment will ensure you receive important communications.
2. Mark your calendar and "Save the Date" for the Texas A&M University sponsored annual enrollment meetings which will be held on July 12 and July 13. See [flyer](#) for more information.
3. Review the Health Plan Premiums for FY2017 and Frequently Asked Questions posted on the [annual enrollment website](#).

Additional resources and information will be posted to our website as soon as the information is available. For questions contact Benefit Services at benefits@tamu.edu or (979) 862-1718.

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PATHWAYS PERFORMANCE MANAGEMENT

PATHways Launch of the 2016-2017 Performance Management Program Scheduled June 15

The performance management program for the 2016-2017 performance review period (April 2016 through March 2017) will be available in PATH on June 15, at which time supervisors will be able to create performance plans for their eligible (non-faculty and non-student) employees. On Friday, Human Resources sent a Distribution A and an email to all Texas A&M University employees was sent this morning that introduces the 2016-2017 performance management process and provides information on available training, resources and support. The PATHways website has already been updated to reflect the current performance review period.

Please share with supervisors:

- On Wednesday, June 15, supervisors will receive a PATH system-generated email with the subject line: Your PATH Performance Management Action Items. This email will indicate to them that they can create the performance plan in PATH for each of their employees in order to document their 2016-2017 performance goals.
- Please prompt your supervisors to select the "2016-2017 Annual Performance Program (TAMU)" when they start the performance plan. (This is especially important for supervisors who may still be completing evaluations in the 2015-2016 Annual Performance Program.)
- While the provided "close date" in PATH for the performance plan will be October 15, best practice suggests supervisors create the Performance Plan to document the performance goals as soon as possible to reflect

the year-long expectations.

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Review Position Descriptions in Preparation for 2016-2017 PATHways

The 2016-2017 PATHways process formally begins with a review of the Position Description. This is particularly important since the employee's job duty performance will be evaluated at the end of the review period. Therefore, if an employee's position description has not been reviewed in PATH since April 1, 2016, please encourage the employee's supervisor at this time to access the PATH Performance Management module to initiate the review process. Detailed step-by-step instructions on reviewing and updating position descriptions can be found under the Position Management heading of the PATH Help page: <http://employees.tamu.edu/compensation/path-help/>.

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Upcoming PATHways Training

Please make note of the following classes for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional classes as interest indicates.

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: August 16 from 8:30 to 12:00. Employees can register at <http://training.tamu.edu/Courses/Detail/2166>.
- PATHways to Success: Performance Management for Staff: September 8 from 1:00 to 4:30. Employees can register at <http://training.tamu.edu/Courses/Detail/1988>.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at <http://EODinfo.tamu.edu/PATHways>, review the FAQs at <http://EODinfo.tamu.edu/PATHways/fac/>, or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

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TIP OF THE WEEK

Don't Lose Those Vacation Hours

As the summer season is upon us, now is a good time to evaluate if vacation hours could potentially roll over into sick leave. According to System Policy, an employee's vacation balance at September 1 that is greater than the maximum vacation carry over will be credited to sick leave hours. Employees may review their projected vacation hours balance by logging into LeaveTraQ and clicking the "Show Details" button. More information is available at <http://employees.tamu.edu/benefits/leave/vacation/accrual/>.

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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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