

# Food for Thought

## Identity Theft—Minimize Your Risk

Data security breaches across the country have resulted in consumers asking how they can protect themselves from becoming victims of identity theft. Identity theft results when your personal information is stolen and used by someone else to open new accounts in your name, access your existing accounts or to assume your identity in financial and other transactions. While it is not possible to completely eliminate the risk of becoming a victim, there are things you can do to minimize your risk.



First and foremost, check your credit report at least once a year!! Many people first learn they have been a victim of identity theft when they are turned down for credit because of a poor credit record. When they check their credit report, they discover accounts that they did not open.

Under the Fair and Accurate Credit Transaction Act (FACTA), you can obtain one free copy of your credit report every 12 months from each of the three major credit reporting agencies. To access your free report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 877-322-8228. This is the only official website for obtaining your free report under this law. By staggering your requests one every four months, you will be able to check your report at three different times of the year.

If you have been denied credit in the past 60 days, have been the victim of identity theft, are unemployed and will be looking for work in the next 60 days, or on public assistance you are entitled to additional credit reports. Credit bureaus charge about \$9.50 for a credit report for additional reports.

If you are notified that your personal information has been breached or you suspect your information has been breached, it is recommended

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Editor:  
Pat Onstott

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*A good thing to remember and a better thing to do. Work with the construction gang and not with the wrecking crew.*  
— Unknown



March 17

## Identity Theft (continued from page 1)

that you notify the fraud department of at least one of the credit reporting agencies and request that a fraud alert be placed on your file. They will notify the other credit reporting agencies and have fraud alerts placed on their files. The fraud alert tells creditors who requested your credit report that fraud has been associated with your report. Creditors should attempt to contact you to confirm that you actually applied for the credit that generated the credit report. This should reduce or eliminate any new fraudulent credit accounts from being opened. Be sure to verify with the credit bureaus how long the initial fraud alert will remain on your account and what you need to do to extend it..

The three major credit reporting agencies and their contact information follows:

Experian <a href="http://www.experian.com">www.experian.com</a> 888-397-3742 (credit report request) 888-397-3742 (fraud alert)	TransUnion <a href="http://www.transunion.com">www.transunion.com</a> 800-916-8800 (credit report request) 800-680-7289 (fraud alert)	Equifax <a href="http://www.equifax.com">www.equifax.com</a> 800-685-1111 (credit report request) 800-525-6285 (fraud alert)
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Texas law allows you to 'freeze' your credit files by requesting a 'security freeze.' A security freeze means that your credit file cannot be provided to anyone (other than your current creditors monitoring current accounts) so that an identity thief is less likely to be able to obtain credit in your name. To request a security freeze, you must make the request in writing by certified mail to each credit reporting agency. A \$10 fee applies to place the security freeze at each credit reporting agency and an additional \$10 fee applies to lift it in advance of applying for credit in the future. Victims of identity theft do not have to pay the \$10 fee. For more details, see <http://www.consumersunion.org/pdf/security/securityTX.pdf>.

**GUARD your Social Security Number!!** Don't routinely carry your Social Security card with you. Leave it in a safe, secure place at home and only bring it with you when you need it. Ask these questions when you are asked for your Social Security Number:

Why do you need it?

How will it be used?

How do you protect it from being stolen?

What will happen if I don't give it to you?

The answers to these questions will help you decide whether or not to give it to them or whether or not to do business with them. The decision is yours!

**NEVER** give out personal information over the phone, in person, via e-mail or the internet unless you have initiated the contact, you know who you are dealing with and there is a legitimate need for the information. Financial institutions and businesses will not contact you and ask you to verify account information they already have on file.

Guard your mail and trash. Shred all documents with personal information before you throw it away – preferably with a crosscut shredder. Always place outgoing mail in a secure post office collection box rather than your own mailbox to prevent your mail from being stolen to obtain your account information. Consider getting a locked mail box or using a post office box for incoming mail.

Secure your personal information at home. Use a lock box or locked file cabinet. This is especially important if you have people working for you in your home or you are having service work done.

Ask your employer how your personal information is safeguarded. Who has access to it? How is it disposed of?

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## Identity Theft (continued from page 2)

Only carry the identification, credit and debit cards, and other account information you need. Would you remember all the things in your purse or wallet if it were stolen?

Reduce the amount of information, requests and offers you receive in the mail. To opt out of prescreened credit offers call 888-567-8688 or visit [www.optoutprescreen.com](http://www.optoutprescreen.com). To remove your name from telemarketing calls visit [www.texasnocall.com](http://www.texasnocall.com) and [www.donotcall.gov](http://www.donotcall.gov). And to remove your name from direct marketing lists visit [www.dmaconsumers.org/consumerassistance.html](http://www.dmaconsumers.org/consumerassistance.html)

Use virus protection software and a firewall program on your computer. Never download files or click on links from people you don't know or trust.

For more information on identity theft visit the following sites:

Federal Trade Commission at <http://www.ftc.gov/bcp/edu/microsites/idtheft/>

Texas Attorney General at [www.oag.state.tx.us/consumer/idtheft.shtml](http://www.oag.state.tx.us/consumer/idtheft.shtml)

Identity Theft Resource Center at [www.idtheftcenter.org](http://www.idtheftcenter.org).

Social Security Administration at [www.ssa.gov/pubs/10064.html](http://www.ssa.gov/pubs/10064.html)



—This information was prepared by Dr. Joyce Cavanagh, associate professor and Extension family economics specialist and Nancy Granovsky, professor and Extension family economics specialist, Texas AgriLife Extension Service, revised February 2008.

*The poor man is not he who is without a cent,  
but he who is without a dream. — Harry Kemp*

## The PayFlex Debit Card is Coming Back September 1, 2008!

Effective with the start of the new benefit plan year, employees enrolled in the health care PayFlex spending account will again be able to use a debit card to pay for eligible healthcare expenses. Employees can “swipe” their card to pay for doctor and prescription co-payments, eligible over-the-counter drugs, and vision and dental cost. Employees may still need to provide documentation for some debit card transactions. Use of the card is optional and employees can still fax or mail in claims.

— Jan Kyles

*I long to accomplish a great and noble task, but it is my chief duty to accomplish humble tasks as though they were great and noble. — Helen Keller*



## America Saves Week

America Saves Week, (recognized February 24-March 2 for 2008) is a national initiative designed to address trends in saving for retirement by encouraging people to assess their savings and take action; in other words, to build wealth, not debt. The personal savings rate in the U.S. is near zero; most Americans are not saving adequately for retirement, and many lower-income households do not have adequate emergency savings for unexpected expenditures.

America Saves Week was coordinated by America Saves and the American Savings Education Council (ASEC). The Council brings together public- and private-sector partners to share information on best practices and to collaborate on financial security initiatives. For more information, including planning tools and other education materials and resources, visit [AmericaSavesWeek.org](http://AmericaSavesWeek.org).

This information is also available on the System Benefits Administration website (<http://www.tamus.edu/offices/shro/>).

— Jennifer Humphries

## New Phishing Scam Relating to Tax Refunds

A new variation of an old tax refund scheme is popping up. In an attempt to seem legitimate, the scam e-mail claims to be sent by, and contains the name and supposed signature of, the Director of the IRS Exempt Organizations area of the IRS. Coming from [IRS@taxrefund.com](mailto:IRS@taxrefund.com) <<mailto:IRS@taxrefund.com>>, the e-mail asks recipients to click on a link to access a form for a tax refund. In reality, taxpayers claim their tax refunds through the filing of an annual tax return, not a separate application form.

— Jan Kyles

*The be-all and end-all of life should not be to get rich,  
but to enrich the world.*

— B. C. Forbes

## LeaveTraq Change—Only for AgriLife Extension Employees on the Monthly Payroll

At the beginning of March, you will notice a change to your LeaveTraq account. Once you complete the monthly certificate of service declaration successfully, the 'Declaration' tab will disappear. The 'Declaration' tab will not reappear until the next monthly pay date when it is time to certify service again. In the future, you will only see the 'Declaration' tab when there is a report to submit.

— Anna Dean

## Employee Training and Development

You might be interested in knowing more about the difference between employee training and employee development. *Training* prepares employees to do their *present* job/responsibilities while, *development* prepares them for *future* jobs/responsibilities.

It is widely accepted that new employees must be trained in the duties they are expected to perform. When it comes to learning new skills, even experienced employees may need training to improve their performance. Employee development, however, is future oriented and, therefore, mostly an education vs. training process. The American Society for Training and Development (ASTD) conducted a study in 1990 whereby they identified a set of 'transferable core skill groups that represent essential functional and enable knowledge, skills and attitudes required by the 21st century workplace... *employability skills* are necessary for career success at all levels of employment and for all levels of education'.

In their study, ASTD emphasized 16 skill groups found throughout all job units: (1) *Basic Competency Skill*: reading, writing, computation; (2) *Communication Skills*: speaking, listening; (3) *Adaptability Skills*: problem solving, thinking creatively; (4) *Developmental Skills*: self-esteem, motivation and goal-setting, career planning; (5) *Group Effectiveness Skills*: interpersonal skills, teamwork, negotiation; and (6) *Influencing Skills*: understanding organizational culture, sharing leadership.

Interestingly, the study also observed that as much emphasis is placed on interpersonal skills, like communication and working with others, as there is on the ability to think and learn, two critical requirements for future advancement in an employee's career path.

As you pursue your own career, consider the resources and supports that Texas A&M AgriLife Human Resources can provide to you in these critical areas of your development as an employee. A selection of employee development opportunities, offered through a varied delivery process is available to you. Check online at [www.aghr.tamu.edu](http://www.aghr.tamu.edu) or give us a call if we can assist you in any way toward your own development and training.

— Beverley Rose



## New SSO Log-on Site

The Single Sign On (SSO) log-on site has changed to: <https://sso.tamus.edu>  
Please update your SSO bookmark.

— Anna Dean

***I find the great thing in this world is not so much where we stand  
as in what direction we are moving.*** — Oliver Wendell Holmes

## Prior State Service Affects Vacation Accrual and Longevity Pay

Your Vacation accrual rate and longevity pay amount are based on your length of Texas state service.

State Service Completed	Longevity Payment
0 - 2 yrs.	0
2 - 4 yrs.	\$ 20.
4 - 6 yrs.	\$ 40.
6 - 8 yrs.	\$ 60.
8 - 10 yrs.	\$ 80.
10 - 12 yrs.	\$100.
12 - 14 yrs.	\$120.
14 - 16 yrs.	\$140.
16 - 18 yrs.	\$160.
18 - 20 yrs.	\$180.
20 - 22 yrs.	\$200.
22 - 24 yrs.	\$220.
24 - 26 yrs.	\$240.
26 - 28 yrs.	\$260.
28 - 30 yrs.	\$280.
30 - 32 yrs.	\$300.
32 - 34 yrs.	\$320.
34 - 36 yrs.	\$340.
36 - 38 yrs.	\$360.
38 - 40 yrs.	\$380.
40 - 42 yrs.	\$400.
42 yrs. +	\$420.

Vacation accrual chart is available in another part of this newsletter.

Employment with the Texas A&M University System and any other agency or institution of the State of Texas, including employment as a student worker, counts as creditable state service for leave and longevity purposes. An employee returning to state employment following an official leave of absence for active military service is entitled to have time on active military duty counted as creditable service for leave and longevity purposes. Employment with independent school districts and/or junior or community colleges is not considered state employment for leave or longevity purposes. In most instances, a full calendar month in leave without pay is not counted in the calculation of total state service, although it does not constitute a break in employment.

New and returning employees must provide verification of all prior state employment and creditable active military duty. To do this, they complete and mail a Form AG-419, Statement of Previous State Employment to the HR/Payroll office of each state agency where they worked in the past. (See this form at <http://agservices.tamu.edu/forms/AG-419.pdf>.)

These forms are returned to AgriLife Payroll. Payroll must receive authorized verification of prior state employment before credit can be given. This information is retained in the employee's official payroll file for audit purposes.

To check your months of state service on LeaveTraq, click the 'Show Details' button under your name and title in the upper left corner of your account. This drops down an information box. 'Months of State Service' appears on the right (see illustration).

The screenshot shows the LEAVETRAQ web application. At the top, there are navigation tabs: Select Adloc, Pending Docs, Employee List, Emp Balance, Emp Docs, Emp History, Emp Status, Activate, Transaction Entry, and Reports. Below this, there's a header for the user's account with fields for Name, Title, Percent Effort, Vacation Accrual Rate, Status, Local Time, and Last Login. A 'Hide Details' button is visible next to the user's name. A red arrow points to this button with the text 'Click on "Show Details" button under your name and title.' Below the user information, there are several sections: UIN, Orig. Emp. Date, Curr. Emp. Date, Annual Term Months, Adloc(Dept) Number, Adloc(Dept) Name, Adloc Leave Status, PIN, Sick Accrual Rate, Months of Service, and FMLA Eligible. A red arrow points to the 'Months of State Service' field with the text 'Months of State Service'. At the bottom, there are sections for 'Vacation Accrual Rate will change on:' and 'Maximum Vacation Carry over hours 08/31/2008:'.

*Far away there in the sunshine are my highest aspirations. I may not reach them, but I can look up and see their beauty, believe in them, and try to follow where they lead.* — Louisa May Alcott

## Helpful Websites

**Human Resources** - [aghr.tamu.edu/](http://aghr.tamu.edu/)

**Texas A&M AgriLife Directory** - [agdirectory.tamu.edu/](http://agdirectory.tamu.edu/)

**A&M System Online** - [tamus.edu/systemwide/](http://tamus.edu/systemwide/)

**Benefits** - [aghr.tamu.edu/benefits.htm](http://aghr.tamu.edu/benefits.htm)

**Dictionary** - [dictionary.reference.com/](http://dictionary.reference.com/)

**Employment Posters** - [hrtoolbox.tamu.edu/](http://hrtoolbox.tamu.edu/)

**GreatJobs** - [greatjobs.tamu.edu](http://greatjobs.tamu.edu) (Applicant site)  
[greatjobs.tamu.edu/hr](http://greatjobs.tamu.edu/hr) (Employee site)

**Food For Thought Archives** - [aghr.tamu.edu/food4thought.htm](http://aghr.tamu.edu/food4thought.htm)

**Forms (Alpha List)** - [agservices.tamu.edu/Forms/forms-alfa.htm](http://agservices.tamu.edu/Forms/forms-alfa.htm)

**Holiday Schedules** - [aghr.tamu.edu/holidays.htm](http://aghr.tamu.edu/holidays.htm)

**Maps** - [www.mapquest.com/](http://www.mapquest.com/)

**New Employee Processing** - [aghr.tamu.edu/processing.htm](http://aghr.tamu.edu/processing.htm)

**Postage Rate Calculator** - [postcalc.usps.gov/](http://postcalc.usps.gov/)

**Payroll** - [aghr.tamu.edu/pay.htm](http://aghr.tamu.edu/pay.htm)

**Policies, Procedures & Forms** - [aghr.tamu.edu/policies.htm](http://aghr.tamu.edu/policies.htm)

**Selective Service Registration Verification** - <https://www.sss.gov/RegVer/wfVerification.aspx>

**SSO (HR Connect, TimeTraq, LeaveTraq)** - <https://sso.tamus.edu>

**Zip Code Lookup** - [zip4.usps.com/zip4/welcome.jsp](http://zip4.usps.com/zip4/welcome.jsp)

## Did you know...?



Crayola's dazzling 64-crayon box was introduced in 1958.

Studies support the observation that different colors suggest different moods. Green is positive, black is powerful, red is exciting, blue is serene, and yellow is attention-getting.

Crayola crayons come in 120 colors: 23 reds, 20 greens, 19 blues, 16 purples, 14 oranges, 11 browns, 8 yellows, 2 grays, 2 coppers, 2 black, 1 gold, 1 silver, and 1 white. In early 2001, U.S. President George W. Bush voted for his favorite color—blue bell. Teen pop star Britney Spears chose robin's egg blue.



White light is a mixture of every other color in the spectrum.

According to a color psychology expert, the most popular color for textiles in the U.S. is blue, whereas blue is one of the least-favorite colors for house paint.



From 1941 to 1950, violet was part of the color mixture for "M&M's" Plain Chocolate Candies. Violet was replaced by tan.

The color combination with the strongest visual impact is black on yellow. Next to follow black on white, yellow on black, white on black, dark blue on white, and white on dark blue.

## Time to Check Vacation Carryover Amount

Do you have vacation hours in danger of lapsing to sick leave on August 31?

You can quickly check for this information on your LeaveTraq account: Log on to Single Sign On at <https://sso.tamus.edu>, select 'LeaveTraq' then click on the "Show Details" button under your name and title in the upper left corner to drop down an information box.

The screenshot shows the LeaveTraq web application interface. At the top, there is a navigation bar with the 'LEAVETRAQ' logo and several buttons: 'Help', 'SSO Menu', 'SSO Logout', and 'Employee'. Below this is a secondary navigation bar with tabs for 'Leave Balance', 'Request Leave', 'Documents', 'History', 'Profile', 'Reports', 'Support', and 'Declaration'. The main content area displays user information such as Name, Title, Percent Effort, Vacation Accrual Rate, Status, Local Time, and Last Login. A red arrow points to a 'Hide Details' button. Below this, there is a section for 'Maximum Vacation Carry over hours 08/31/2008', 'Projected Vacation Balance on 08/31/2008', and 'Projected Vacation Lapse to Sick Leave'. A red arrow points to this section, which is highlighted by a red box. At the bottom, there is a 'Leave Balance' section with a 'Select Fiscal Year' dropdown and a 'Found 2 records' message. The browser's address bar shows the URL 'https://sago-apps.tamu.edu/leave2/Employee/LeaveBalance.aspx'.

LeaveTraq displays your "Maximum Vacation Carryover hours on 08/31/2008." The "Projected Vacation Balance on 08/31/2008" is your current balance plus the vacation accruals that you will earn through August. The "Projected Vacation Lapse to Sick Leave" line indicates any vacation hours in danger of lapsing to sick leave on August 31. This figure will change as you submit leave requests for vacation.

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## Vacation Carry Over Amount (continued from p. 8)

The vacation accrual rate and maximum vacation carry-over amount are based on your length of verified state service. A chart is available under Paragraph 2.5 of System Reg. 31.03.01 Vacation at: <a href="http://tamus.edu/offices/policy/policies/pdf/31-03-01.pdf">http://tamus.edu/offices/policy/policies/pdf/31-03-01.pdf</a> .	Total State Service	Hours Accrued Monthly	Maximum Carryover Hours
	Less than 2 years	8	180
	2 – 5 years	9	244
	5 – 10 years	10	268
	10 – 15 years	11	292
	15 – 20 years	13	340
	20 – 25 years	15	388
	25 – 30 years	17	416
	30 – 35 years	19	484

On August 31, no more than the maximum number of vacation hours can carry over into the next fiscal year. Any vacation hours over the maximum automatically convert to sick leave effective August 31. These hours are added to the employee's September 1 sick leave balance. After this conversion is processed around mid-September, 'Lapse' (vacation) and 'Lapse Credit' (sick leave) entries dated 08/31 will appear under the 'History' tab. Once vacation hours are converted to sick leave, the hours can only be used for leave that meets the sick leave definition.

If your LeaveTraq account includes State Compensatory, Administrative or Floating Holiday balances, remember: State Compensatory and Administrative leave expire 12 months after the hours are earned/granted. Floating Holiday hours expire on August 31. You will want to use these leave types before using vacation. These types of leave are not paid at expiration or at separation from employment, while vacation hours carry over into the next fiscal year and are paid at separation.

You may submit questions about your leave directly to your Department Leave Administrator under the 'Support' tab on your LeaveTraq account.

— Anna Dean



## Manage Performance With Ongoing Feedback

— by Christopher D. Lee

Feedback—the exchange of information about the status and quality of work products—can be used to motivate, support, direct, correct and regulate work efforts and outcomes and ensures that managers and employees are in sync and agree on the standards and expectations of the work to be performed. But don't confuse feedback with a performance appraisal. While there may be some small similarities between the two, they fundamentally differ:

### **Feedback**

Provides information

Immediate, ongoing activity

Usually verbal

Perceived as neutral

### **Appraisal**

Provides a judgment or evaluation

Retrospective and event-based; usually occurs at designated intervals and is often linked to pay or other rewards

Written

May cause fear and other emotional reactions

When managers regularly provide feedback about the quality and quantity of their employees' work, they're more likely to fully understand what is needed to continue good performance, correct poor performance or improve on mediocre performance. Feedback also provides you with clues about how you are aiding or hindering your subordinates' work. When you actively solicit feedback from your subordinates and discover obstacles to their success, you'll be able to remove them in a timely fashion. The best way to find solutions to common problems is to collaborate, and this collaboration requires conversation.

Feedback also builds relationships because when major challenges are presented, the environment of dialogue—and hopefully trust—is already established. This makes it easier to discuss and deal with real issues when they occur. Periodic feedback sessions give the manager and employee multiple opportunities to calibrate and recalibrate their joint efforts. Like two paths diverging, the longer it takes between the time the manager and employee speak about a performance improvement. That's why continuous feedback is required for increased productivity and successful partnerships.

While most feedback should be informal, impromptu, on-the-spot and close to the time of the actual performance, planned feedback also is important. When difficult information needs to be shared, managers may delay or avoid giving feedback.

Managers who rely on performance appraisals as their primary management tool are known to save up a year's worth of criticism and give it to the employee in one big dose at the annual performance evaluation, which may be catastrophic for some employees. Employees may leave—or be terminated—upon finding out that they have been unaware of poor performance for 10 months.

While negative feedback is unavoidable, it can be a positive element in helping employees grow and improve—just don't give it all in one sitting. Supervisors can manage negative feedback by giving it in small, manageable doses. And when you give negative feedback during a feedback session vs. at an annual appraisal, the employee has the opportunity and time to digest the information and make corrections.

(continued on page 11—see “Feedback”)

## Feedback (continued from page 10)

### Feedback With Purpose

Employees want feedback delivered with clear improvement plans. When you remove judgment from feedback, they're more likely to receive information in the spirit in which it was intended. That's why coaching supports peak performance. It helps to build and maintain a relationship with the employee that is closer to a partnership instead of one that is adversarial, judgment can be reserved for annual performance reviews, although some would argue that effective supervision and frequent feedback would negate the need to have formal evaluations as a tool to manage performance.

Constructive feedback given in the form of ratings is often counterproductive because ratings in their purest form are simply judgments. Many people react to ratings rather than hearing the important information behind the ratings. Performance interventions must give the employee enough information about improvement points and the right amount of support to change them. Improved performance only occurs through proper coaching, guidance, training and employee support. The requirement for improved performance is open and honest dialogue-performance conversations.

*Christopher D. Lee, Ph.D., SPHR, is an Hr practitioner, lecturer, researcher and author. His new book, Performance Conversations: An Alternative to Appraisal (Fenestra Books, 2006), outlines a structured feedback and supervision system that uses continuous dialogue and adjustments to manage work efforts, outcomes and behaviors. He can be reached at [www.performanceconversations.com](http://www.performanceconversations.com).*

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***If you want to know your past—look into your present conditions. If you want to know your future—look into your present actions.*** —Buddhist Proverb

## A&M System Dental Plan

Did you know...the A&M System Dental plan is administered by Delta Dental? Delta offers two levels of “network” dentist. Network dentist accept Delta’s fee maximums, so there is no balance billing. You pay only your deductible and coinsurance and the dentist files the claim for you.



The network dentist you choose determines your cost.

- First Choice: You receive the most savings when you visit a PPO network dentist.
- Second Choice: The Premier network which is a larger secondary network, offers greater savings over a non-network Delta dentist.
- Freedom of Choice: You may use any dentist, but a non-network dentist can balance bill you the difference between Delta’s allowable amount and their submitted charge.

Network dentist and plan information can be found at: <http://www.deltadentalins.com/tamus/>

— Jan Kyles

## Improvements to GreatJobs Performance Evaluation Module

Thanks to those of you who provided feedback on the performance evaluation module in GreatJobs. We have spent the last several months working with the vendor to make improvements and hope you’ll find the following enhancements helpful during this year’s performance evaluation cycle:

- **All** performance evaluations will be routed for signature online – even when uploading an alternate approved evaluation form. Routing all forms online will help ensure review of position descriptions and entry of goals and objectives as required by System Policy 33.99.03 *Performance Evaluations for Non-faculty Employees*.
- The workflow has been adjusted so that an employee or unit head can return the performance evaluation to the supervisor for editing. The employee will receive a new version of the evaluation for signature after edits have been made. This required the addition of a new status called “send to supervisor for edits.”
- “Additional Evaluator Comments” has been added as an optional field on the “Performance Summary” tab to allow a supervisor to make summary comments.
- Many more questions and answers have been added to the FAQs at <http://aghr.tamu.edu/employmentfaq.htm>
- Information on competency development, employee development, writing performance objectives and using the GreatJobs Performance Evaluation Module have been added to the HR Toolbox at <http://hrtoolbox.tamu.edu/evaluate.htm>
- We have received approval from TAMU for College of Agriculture & Life Sciences employees to use the online competency based evaluation in GreatJobs.

— Jennifer Humphries