

HR LIAISON NETWORK NEWS



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

December 19, 2016

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PAYROLL REMINDERS

December 12:

- Monthly EPAs due at noon

December 19:

- PPRs available online

December 20:

- Monthly PVDs available online

December 21:

- Uploads due at 4pm
- Supplements due at 4pm
- TimeTraq due at 4pm

December 22:

- Biweekly payday

January 3:

- Monthly payday

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HUMAN RESOURCES

Years of Service Pin Distribution

The years of service (YOS) verification process is complete and Human Resources would like to thank our HR Liaisons that assisted with this important task. The YOS pins are now available for HR Liaisons to pick-up in Human Resources (GSC 1201) during normal business hours. Contact Nikki Cavender at ncavender@tamu.edu if you need to make special arrangements. Departments are encouraged to celebrate these dedicated employees in their units. For award presentation ideas, please visit <http://employees.tamu.edu/employee-recognition/yos/>.

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Leave Related to Early Release

As announced on Friday, President Young has authorized an early release for Thursday, December 22 starting at noon. Department Leave Administrators should work with employees of their departments to update leave records as applicable due to the early release.

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 – System Holidays](#).
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time. Department Leave Administrators may process a reverse transaction entry in LeaveTraq for the 4 hours granted to early release or the original leave request may be canceled and a new request routed.

Work and Scheduling During a Holiday or Release Time:

- Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be “essential” for purposes of working during an early release or declared holiday.
- An employee who works during a holiday or early release time:
 - will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
 - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
 - will be given state compensatory time off to be taken off within the next 12 months; and/or
 - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

For more information, please visit <http://employees.tamu.edu/benefits/leave/holidays/special/> on the Human Resources website.

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Reminder about Holiday Pay

An employee must work or be in a paid leave status for any portion of the scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A specific exception for the winter break stipulates that an employee will be paid for the designated December holidays if s/he is in a paid status or working for any portion of the last scheduled workday before the holiday period begins. The employee will be paid for a designated January 1 holiday if s/he returns to work (or is in a paid leave status) for a portion of the next scheduled work day following the holiday. A “portion” of a scheduled work day, for holiday pay eligibility purposes, is defined to be at least 15 minutes. As the Winter break holiday is upon us, now is a great time to remind employees of holiday leave information available at <http://employees.tamu.edu/benefits/leave/holidays/> on the HR website.

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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 January 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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End of Semester Employment Actions Impacting Benefits

The end of the semester usually means a heightened amount of employment changes within the departments which may have an impact on the employee’s benefits. Therefore, Benefit Services would like to remind HR Liaisons of the following employment actions impacting benefits:

Terminations:

An EPA is needed to change an employee’s status from active to terminated which triggers the cancelation of benefits. Please remember to process EPA’s timely to ensure coverage is canceled appropriately. If you have an early-month termination, please continue to work with your designated benefits representative to ensure the insurance premiums can be taken out of the paycheck properly. The terminating employee’s benefits will go through the last day of the month they are in an active status provided all premiums are paid accordingly.

Retirements:

Benefit Services will send a signed *Employee Retirement Acknowledgement Form* to the department HR Liaison for any employee who has been confirmed retirement-eligible and has completed the proper retirement process through our office. This form will be sent approximately two weeks prior to the retirement date or as quickly as possible after the retirement counseling, whichever is later. This should be the trigger for the department to process the EPA to retire the employee. Benefit Services cannot code the benefit coverage until the EPA is processed, so it is critical this is processed timely. An EPA should not be coded as a retirement without the signed acknowledgement form attached to the EPA.

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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.



Say Hello to Workday!

You may have heard – The Texas A&M University System is replacing its legacy mainframe payroll and human resources systems with Workday. Visit [our YouTube channel](#) to see enhancements Workday will bring to your role as an HR, Payroll or Benefits employee. Our third motion story which highlights Workday's employee self-service functions will be available in January. Stay tuned!

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Security Role Mapping

Supervisory Organizations are being assigned along with several roles needed in the Workday environment. The security role mapping process for The Texas A&M University System is expected to continue through April 2017. [Look online here](#) for a list of current security role definitions. HR will continue to update the list as roles are added throughout the mapping process.

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Primary Manger Designations

In order to ensure the university is setup with the correct supervisory organizations in Workday, everyone receiving a paycheck (staff, faculty, student employees) will need to have a **primary manager** designated in Single Sign-On (SSO). The primary manager should reflect the true reporting relationship *without* delegation.

In situations where document approvals are performed by someone other than the primary manager, two manager designations are needed. For the first manager designation, set the Manager Type of "Approval" on the individual that is to handle the approval of leave requests and timesheets. For the second manager designation, set the Manager Type of "Reader" and the primary manager indicator on the individual who will be the Workday Manager.

HR Liaisons with the SSO Department Administrator role have the ability to review reports and update the employee / manager structure in SSO. For more information on the Workday Manger Structure and how to help ensure we have correct information to transition to Workday, please review the resources available at <http://employees.tamu.edu/liaisons/common-processes/workday-transition/> on the HR website.

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PAYROLL SERVICES

New vs. Old Version of Form I-9

Guardian, the electronic Form I-9 system, is currently utilizing the old version of the Form I-9 and will not utilize the new version until [January 19, 2017](#). You are required to continue utilizing the old version when doing a paper Form I-9 until the electronic system is updated January 19th. The paper Form I-9 version must match the electronic version.

The old Form I-9, version 03/08/13, and the new Form I-9, version 11/14/2016 are now available on the Payroll Services website under [I-9 Form and Instructions](#) on the I-9 & E-Verify tab, as well as on the forms tab.

TimeTraq Revised Deadline

Due to Early Release for Main Campus on Thursday, December 22nd, please make sure a Department Approver or their delegate will be available to submit the #17-09 TimeTraq for their Adloc(s) to Payroll Services no later than 4pm on Wednesday, December 21st. If you have any questions concerning the early deadline please contact your processing team or email payrollprocessing@tamu.edu.

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TimeTraq Holiday/Early Release Schedule

As announced December 16, President Young has authorized an early release for Thursday, December 22 starting at noon. TimeTraq will be due Wednesday December 21 at 4:00pm to accommodate for the early release. The TimeTraq Holiday/Early Release Schedule has already been updated to include the four hours of early release by the central administrator based on the standard 8:00 a.m. – 5:00 p.m. work schedule. The early release hours will appear in the employee's timesheets by opening the timesheet and clicking the 'Save' button. The entry of the four hours from the Holiday/Early Release Schedule will not automatically remove any regular work hours already entered by the employee. Employees working outside the standard schedule or essential personnel required to work during the early release may need to have their timesheet reviewed and manually updated accordingly.

Please be aware that Graduate Assistant Non-Teaching positions are not eligible to receive holiday hours. However, TimeTraq views these positions as budgeted employees and therefore assigns the TAMU Standard holiday schedule. Department administrators need to remove the TAMU Standard holiday/early release schedule in each Graduate Assistant's Employee Overview in TimeTraq. Removing the Holiday/Early Release Schedule for these positions will prevent holiday hours from posting to future timesheets when a holiday occurs. Also, if the holiday hours have posted to a Graduate Assistant's timesheet, either the Manager or Department Administrator can remove the holiday hours by viewing the Work Events of the Timesheet Overview. Please contact Payroll Services at payrollprocessing@tamu.edu if you have any questions.

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TIP OF THE WEEK

Enjoy the Holidays!

Remember, the University Holidays run December 23, 2016 – January 1, 2017. Thank you for your hard work, dedication, and commitment to excellence! From everyone in HR, warmest wishes for a safe, restful, and happy holiday! We look forward to a great year in 2017!

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HR LIAISON NETWORK MEETINGS:

- May 16, 2017
- June 26, 2017

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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