



# HR LIAISON NETWORK NEWS

January 15, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

## Deadline Extended - Employee COVID-19 Testing Requirement

As you are aware, the COVID-19 testing deadline for TAMU employees in the Bryan-College Station area has been extended to Saturday, January 16. The new deadline to report and upload test results is noon on Tuesday, January 19. [Read the full announcement here.](#)

We are still responding to many employee inquiries regarding compliance with the testing requirement. Please direct your employees to our [testing FAQs](#) webpage which provides answers to the majority of the questions that we are receiving. Note that these FAQs were updated (updated questions are date stamped). A few key reminders are summarized below.

1. Employees who utilize the on-campus testing sites will have their results automatically reported in the portal and will be notified of their results via email. No uploads required.
2. Employees who test off campus should upload a copy of their medical documentation showing their test results. It is ok if they do not do so; however, they may be contacted by the COVID-19 Operations Center for additional follow-up information. To avoid the need for follow-up, we highly recommend that employees go ahead and upload their results in their health survey. See screenshot below from bottom of the first page.

Please share a copy of your laboratory report if you tested with an off-campus provider.

You do NOT need to upload any documentation if you took the Texas A&M Test or if you took a Curative test on campus.

This documentation will be used for verification purposes and will not be shared. You may always revisit this page to upload your documentation later.

Please note, depending on your local procedures, you may also be asked to share documentation with your HR representative to verify compliance.

[Upload file](#)



3. New hires or other employees who did not receive a personal email/link may use the following public links to complete the registration process.
  - <https://redcap.link/STP> for Students, including student employees
  - <https://redcap.link/StaffTest> for all other employees including faculty and staff

Note that anyone who received an email from the portal may not be able to register using the public links (they will receive an error message indicating duplicate entries).

## Verification of Compliance - Employee COVID-19 Testing Requirement

HROE is working with IT to export testing compliance data from the REDcap portal to a custom web application that will only be accessible to HR Liaisons (using CAS Authentication). Through this web application, HR Liaisons will be able to verify compliance for employees in their units for whom they are the designated HR Liaison. We will be hosting two identical training sessions next week to help HR Liaisons navigate the custom application. We hope you can join us for one of the sessions.

**When:** Jan 19, 2021 03:00 PM Central Time (US and Canada)

Register in advance for this meeting:

<https://tamu.zoom.us/joining/register/tJMtd-6hrjotG92cbpNE9u5avgAF1MGvuFFd>

After registering, you will receive a confirmation email containing information about joining the meeting.

**When:** Jan 20, 2021 09:00 AM Central Time (US and Canada)

Register in advance for this meeting:

<https://tamu.zoom.us/joining/register/tJMsce-grj8vHdBPfQPaI9MZCupm9mp4MgX3>

After registering, you will receive a confirmation email containing information about joining the meeting.

## Extension of FFCRA through March 31, 2021

A University-wide employee email regarding the extension of leave afforded by the **Families First Coronavirus Response Act** (FFCRA) was distributed on January 13. [Read the full announcement here.](#)

As a result of the extension, employees are now eligible for FFCRA leave benefits through March 31, 2021. We have updated our [FFCRA dedicated webpage](#) including FAQs and request forms to reflect the extended date. Key reminders are summarized below:

- EPSL and/or EFMLA leave are available on a one-time basis. Employees who have exhausted their FFCRA paid leave benefits are not eligible for additional FFCRA leave.
- Eligible employees are limited to a combined total of twelve weeks of leave taken under the EFMLA and FMLA during a fiscal year. If an employee has already taken 12 work weeks of FMLA leave during the applicable 12-month period (fiscal year), they may not take additional leave under the EFMLA.
- EFMLA does not reset at the beginning of the fiscal year (September 1 to August 31). As of September 1, 2020, employees are eligible for up to 12 weeks of **FMLA** until August 31, 2021. However, they are only eligible for any unused **EFMLA** (from previous fiscal year) up to 12 weeks through March 31, 2021.

### Questions:

TAMU employees may contact Employee Relations at [Employee-Relations@tamu.edu](mailto:Employee-Relations@tamu.edu).

TAMU Health employees may contact [hschr@tamu.edu](mailto:hschr@tamu.edu).



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3191 | 979.845.4141 | [Who to Contact in HROE?](#)

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: [employees.tamu.edu/liaisons](http://employees.tamu.edu/liaisons)

Past LNN issues  
are found online:  
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