



HR LIAISON NETWORK NEWS

January 21, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

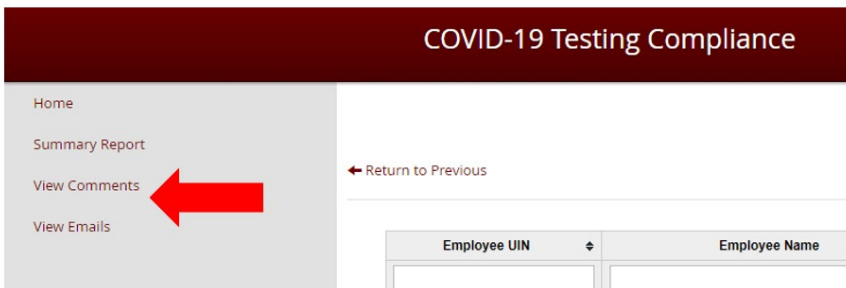
Verification of Compliance - Employee COVID-19 Testing Requirement

HROE has collaborated with the Division of IT to export testing compliance data from the REDcap portal to a custom web application that is only accessible to HR Liaisons (HR Contacts) using CAS Authentication. The web application tool is available at covidtestcompliance.tamu.edu. Through this web application, HR Liaisons are able to verify compliance for employees in the units for whom they are the designated HR Contact in Workday. Please note that the web application development is still in progress and further updates will be communicated as they are released.

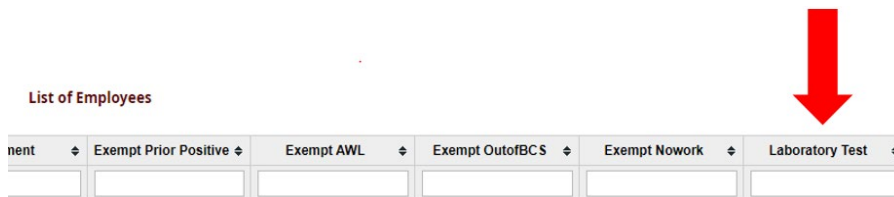
We would like to thank everyone who attended one of our training sessions intended to help HR Liaisons navigate the custom application. Attached is a copy of the PowerPoint presentation from the training session.

A few follow-up items worth noting are listed below:

- The technical issues brought to our attention during the training session have been resolved (test_pcr_date and the spec_swab_dr_1 were not refreshing when moving from employee to employee if there was no value).
- IT has confirmed that HR Liaisons can now view employee emails and comments that have been recorded in the compliance tool (these are available to view in the left grey menu – see screenshot below).



- As a reminder, the COVID-19 Operations Center is only validating two data points:
 - If an employee claimed an **exemption for having a prior positive test**
 - the Laboratory Test column will only ready **complete** AFTER the employee's documentation (what they uploaded in REDcap) is reviewed by the Ops Center.
 - If an employee **completes their COVID test either off campus or through Curative**
 - the Laboratory Test column will only ready **complete** AFTER the employee's documentation (what they uploaded in REDcap) is reviewed by the Ops Center.



- **HR Liaisons will need to review and validate compliance if:**
 - an employee claimed an exemption for anything OTHER than a prior positive, the Ops Center is not reviewing these exemptions (they do not have access to employee records). The HR Liaisons will need to validate these exemptions by consulting their employee's personnel and/or Workday records. This means that the last column in the web application will remain as **incomplete** (unless

the employee decides to get tested anyway). At this time, there is no way to update this column in the system.

Questions:

TAMU employees may contact Employee Relations at Employee-Relations@tamu.edu.

TAMU Health employees may contact hschr@tamu.edu.



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? 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

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