HR LIAISON NETWORK NEWS

Requests for Temporary Teaching Modifications for Fall 2021
HROE is again collaborating with the Office of the Dean of Faculties (DoF) and the Graduate and Professional School to assess the availability of faculty and graduate assistants (GATs and GALs) for face-to-face teaching in the fall. Our Employee Relations (ER) department will once again be reviewing these requests and making recommendations by applying the CDC guidelines to the various scenarios/circumstances presented.

Faculty and graduate assistants (GATs and GALs) should receive an email on Wednesday, January 27 notifying them of the process for requesting a temporary teaching modification. HR Liaisons, please remind your faculty and graduate assistants to submit their requests by **February 8, 2021 at noon.**

Also, if you have **staff members** who will teach in Fall 2021, they must also submit the form to receive consideration.

Questions about this process can be directed to dof@tamu.edu for Faculty and ogaps-info@tamu.edu for Graduate Assistants.

Verification of Compliance - Employee COVID-19 Testing Requirement
As a reminder, HR Liaisons (HR Contacts) have been asked to verify employee compliance with the required testing program through the Covid Test Compliance (CTC) website found at covidtestcompliance.tamu.edu. Only designated HR Contacts in Workday are able to access the web application to view their employees' compliance status. The CTC website is a work in progress, so we thank you for your patience as we add enhancements to facilitate a smooth and efficient process.

As you may be aware, Provost Weichold notified your unit's leadership (Deans and/or VPs) that HR liaisons do not need to be involved in the communication and follow up with the non-compliant individuals. Employee Relations will now handle the follow up with non-compliance. Non-compliant individuals are defined as (1) employees who **have not registered** in the REDCap portal, (2) employees who are **unresponsive to requests for corrections** in the REDCap portal, or (3) employees who **refuse to comply** with the testing requirement.

HR Liaisons are still responsible for working through their employee lists to clear compliant employees in the CTC website.

HR Liaison Role & Responsibilities
Detailed instructions for HR Liaisons to work through their employee lists and complete their role in the verification of testing compliance are provided below. *We apologize in advance for the lengthiness of the instructions and appreciate your efforts to carefully review and follow them.*

1. To begin clearing your list of employees, start by sorting or filtering your list of employees by the column titled "**Laboratory Test**". See screenshot below (red arrow).
   a. For those that are marked **Complete**, click the box under the "Select Employee" column (see screenshot below – green arrow) and then click the green "Completed & Communicate" button at the top of the list. You may make multiple selections (on multiple pages) and then click the green button and all employees with a checked box will be sent an email and cleared from your list.
      i. The email text will read: *You are in compliance with the requirements of the Spring COVID-19 Employee Testing Program. Thank you for doing your part to protect the health and safety of the Texas A&M community.*
      ii. Currently, once this action is selected, it cannot be reversed, so please ensure you have carefully selected the employees you wish to send this email and clear from your list. **If you take this action in error, please consult Employee-Relations@tamu.edu.**

2. Next, sort/filter the column titled "**Exempt AWL**". See screenshot below.
   a. Employees who have indicated YES are stating they have an approved AWL form on file that allows them to work 100% remote and will not be physically coming to the campus at any time during the semester to work.
   b. HR Liaison will need to verify there is documentation of the approved AWL agreement in the unit/department for the employee. It does not have to be the official form approved by Human Resources. The abbreviated AWL process is still in place. Consult our AWL website for more info.
   c. Once the AWL has been verified, you can click the check box in the "Select Employee" column and then click the green "Completed & Communicate" button.
   d. The employee will be sent the email text that reads,*You are in compliance with the requirements of the Spring COVID-19 Employee Testing Program. Thank you for doing your part to protect the health and safety of the Texas A&M community.* They will also be cleared from your list.

3. Next, sort/filter the column titled "**Exempt Prior Positive**". See screenshot below.
   a. In the column titled "Exempt Prior Positive", employees who have indicated YES will show **Complete** in the "Laboratory Test" column when the test results uploaded in their health survey have been reviewed and verified by the COVID-19 Operations Center (Coop or Ops Center).
   b. Only then can these employees be cleared by clicking the "Select Employee" checkbox and clicking the green "Completed & Communicate" button. The REDCap data exported to the CTC is refreshed every 15 minutes, so you should check periodically for updates for your employees. NOTE: The Ops Center has been delayed in reviewing and verifying documentation that is uploaded to corroborate the prior positive test. Contact hrnetwork@tamu.edu if you have an employee who has been waiting for more than one week to have their documentation verified (provide employee name and UIN).

4. Next, sort/filter the column titled "Exempt OutofBCS".

      a. In the column titled "Exempt OutofBCS", employees who have indicated YES will be marked **Incomplete** in the "Laboratory Test" and will remain in this status because the COVID-19 Operations Center (Coop or Ops Center) does not have access to employee records to corroborate this exemption.

      b. Once you confirm that your employee meets this exemption because they are **NOT in the Bryan-College Station area and will NOT visit campus during Spring 2021, you should** clear them by clicking the "Select Employee" checkbox and clicking the green "Completed & Communicate" button.

5. Next, sort/filter the column titled "Exempt Nowork".

      a. In the column titled "Exempt Nowork". employees who have indicated YES will be marked **Incomplete** in the "Laboratory Test" and will remain in this status because the COVID-19 Operations Center (Coop or Ops Center) does not have access to employee records to corroborate this exemption.

      b. Once you confirm that your employee meets this exemption because they **DO NOT work for or at Texas A&M University,** you should clear them by clicking the "Select Employee" checkbox and clicking the green "Completed & Communicate" button.

6. ONLY use the red "**Remove From List**" button to remove employees from your list who are not required to participate in this testing program because of one of the following reasons:

      a. Their primary work location is NOT in the B/CS area

      b. They are a Surviving Dependent or Graduate Fellow – Benefits Only

    EXAMPLE: If you have an employee that appears on your list whom you know works in the Dallas area, they are not required to participate in the testing program and therefore are not required to register an exemption.

7. Sort/filter your list of remaining employees by the column titled "**Laboratory Test**". See screenshot below (red arrow).

      a. For those that are marked **Incomplete**, click the VIEW DETAILS link under the column titled "View Details". You will see all the information imported from REDCap regarding the employee's registration, health survey, and testing status. Determine if the employee has completed their registration (look for registration time/date stamp) and health survey (look for health survey time/date stamp). If either of these fields are blank, the employee needs to use their personal link to complete the task (registration or health survey). If both of these fields are populated with a date and time stamp, it is likely that the Ops Center has not completed the employee's testing review.

      b. You can send an email directly from this CTC website to the employee as well as make comments regarding the employee's progress.

      c. To see the emails you have sent to your employees, click the "View Emails" link on the upper left corner of the screen in the gray sidebar. You may also see emails that have been sent to an employee by another HR Liaison who also supports that employee by clicking on "View Details" of that employee. All emails sent to that employee will appear below the Comments box at the bottom of the Employee Information screen. More information regarding the emails will be forthcoming, but for now, you will be able to see any communication sent to an employee using the CTC website.

      d. To see the comments you have written regarding an employee, click the "View Comments link on the upper left corner of the screen in the gray sidebar.

      e. To see a quick rollup of the status of your employees, click the "Summary Report" link on the upper left corner of the screen in the gray sidebar.

8. Once you have cleared all of the employees who are complete or who meet an exemption, please send an email to Employee-Relations@tamu.edu for further follow-up on the employees that are remaining on your list. Include the name(s) of the HR Liaison and email address. Employee Relations will then take over the compliance work including reaching out to non-compliant employees.

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

Past LNN issues are found online:
HR Liaison Network News Archive