



HR LIAISON NETWORK NEWS

February 2, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

COVID-19 Testing for New Employees

New employees hired after the employee testing window closed (Jan. 2 – Jan. 16) **are not required** to get tested for COVID-19 as part of the employee testing program; however, we **highly recommend** that they get tested prior to their first day on campus. This applies to all employee types including faculty, staff, and student employees. As a reminder, timely testing allows for cases to be quickly identified and isolated (even those who are asymptomatic) and facilitates contact tracing to effectively reduce the virus circulating on campus. For information regarding where new hires can get a COVID-19 test, please consult the [Texas A&M COVID-19 testing website](#).

[Top](#)

Updated Dual Employment Forms

The [Dual Employment Comment Template](#) and [Dual Employment Agreement Form](#) have been updated to better reflect Workday terminology and instructions that are more understandable, as well as new required fields. Fields regarding the approximate work schedule and whether the roles are occasional and sporadic have been added to the Dual Employment Agreement Form. Fields regarding the employee's name & UIN, and additional comments to Human Resources, have been added to the Dual Employment Comment Template. In the additional comments field, departments can indicate any necessary information Classification & Compensation should be aware of when reviewing the dual employment and/or when determining whether hours worked in all roles should be combined and calculated towards overtime.

As a reminder, the Dual Employment Comment Template should be used when an employee has more than one job at Texas A&M University. The Dual Employment Agreement Form should be used when an employee works for Texas A&M University and another State of Texas agency.

For questions regarding dual employment for student and staff positions, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu, or hschr@tamu.edu for Health Science Center departments. Resources on Dual Employment may be found at <https://employees.tamu.edu/compensation/job-changes/dual-employment.html>.

[Top](#)



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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