



HR LIAISON NETWORK NEWS

February 19, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

Inclement Weather Hours on Timesheets

Due to the hazardous weather and rolling power outages, campus was closed and work for all non-essential employees was canceled starting Monday, February 15th and continued through Thursday, February 18th across all Texas locations. The time off hours for the four days of closure will be added as "inclement weather" for full-time benefit-eligible employees and will automatically appear on their timesheet for biweekly pay period #21-13 (Feb 7–Feb 20).

Students, GANTs and Temporary/Casual employees are not eligible for inclement weather time off therefore the hours will not be added to their timesheets. The inclement weather hours on the timesheet for GANTs will need to be removed and Unpaid Time Off needs to be submitted instead. To remove the hours click on the timesheet, choose Holiday Adjustment as the Time Type and enter a negative number to decrease the system generated "inclement weather" hours.

For the days employees cannot work after February 18th due to unsafe travel conditions, continued issues with power, internet connectivity, infrastructure or anything else a time off request will need to be completed as "4-Unsafe Working or Travel Conditions".

If an employee does not have worked time to enter or update (paid time off, etc.) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

FY21 Biweekly Pay Schedule Update

The [FY21 Biweekly Pay Schedule](#) has been updated; the update is dated 2.05.2021 in the lower right corner. Please make sure you are referencing the current version when reviewing upcoming deadlines with timekeepers, managers and staff and post or distribute copies within your department as needed.

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Registration Open – Virtual HR Liaison Network Spring Meeting (Virtual)

Registration for the HR Liaison Network Spring Meeting (virtual) is now open. Please register for only one session (morning and afternoon sessions will be identical). Additional meeting information including the agenda will be provided in the coming weeks. We look forward to seeing you at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- **Date: February 25, 2021**
- **Location: Zoom Meeting (details provided when you register)**
 - Morning Session: 9:00am-11:30am [Register](#)
 - Afternoon Session: 1:00pm-3:30pm [Register**](#)

Is there a topic you would like for us to present during one of our upcoming network meetings? Send your suggestions including speaker recommendations to hrnetwork@tamu.edu.

****NOTICE OF CHANGE TO AGENDA:** Due to a scheduling conflict, Dr. Gibbs will only be presenting on COVID-19 Updates during the morning session of the HR Liaison Network Spring Meeting. We apologize for the inconvenience and appreciate your understanding.

We recommend one of the following three options:

1. Change your registration from the afternoon session to the morning session.
2. Keep your registration for the afternoon session and only watch Dr. Gibbs' portion of the morning session from 9:10am-9:30am. For this option, email hrnetwork@tamu.edu to receive the Zoom link for the morning session.
3. Attend the afternoon session that will not include Dr. Gibbs' presentation.

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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/liasons

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