



HR LIAISON NETWORK NEWS

August 16, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

August 16:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

August 17:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

August 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am

August 19:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #21-26 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

August 23:

- #21-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-26 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)
[Processing Schedules](#)
[Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

New Hire Benefits Orientations – Faculty, Graduate Assistants, Staff

Please share the following information with new hires in your departments as all new hires in benefits-eligible positions are required to attend a benefits orientation.

The effective date options available to employees for benefits enrollment are dependent on timely onboarding, and employee decision/actions by certain dates, so we encourage employees to register for a session as close as possible to their hire date. Due to the large volume of hires in August and September, additional sessions by employee type have been scheduled.

The following sessions are available for registration by employee type:

FACULTY New Hires

This presentation via Zoom includes employee benefits information with a focus on programs specific to faculty. Two date options are offered and new faculty should register for one of the sessions.

Wednesday, August 18, 2021 9:30am-12:00pm

Register in advance for this meeting:

<https://tamu.zoom.us/meeting/register/tJEpduCgpi0iGN0YWD0Q8616NTY3GP8ViznS>

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

Friday, September 3, 2021 9:30am-12:00pm

Register in advance for this meeting:

<https://tamu.zoom.us/meeting/register/tJEsdeGtrjlrHtdXey8TONAYRZm63cVFUHKR>

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

GRADUATE ASSISTANT New Hires

This presentation via Zoom includes employee benefits information with a focus on coverage options for graduate assistants. Two date options are offered and new graduate assistants should register for one of the sessions.

Friday, Aug 20, 2021 9:30am-11:30am

Register in advance for this meeting:

<https://tamu.zoom.us/meeting/register/tJluce-rqzooE9Jp6ke6Caa71HWerbISLsgE>

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

Wednesday, August 25, 2021 11:00am-1:00pm

Register in advance for this meeting:

https://tamu.zoom.us/meeting/register/tJUuf-mhqj0rH93qishasABY93xJqwZHY_cm

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

STAFF and Any Benefits-Eligible New Hire

This is the regularly scheduled next session of monthly New Hire Benefits Orientation, appropriate for any benefits-eligible employee types. This session is most advantageous to new employees within their first week of employment and no later than their first 30 days.

Thursday, September 3, 2021 8:30am-11:30am

Registration is through TrainTraq on the SSO Menu. [Register online for this session](#)

If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please email orgdev@tamu.edu.

Email benefits@tamu.edu or hschr@tamu.edu if you have questions.

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Keys to a Successful New Employee Onboarding

To ensure a smooth and efficient onboarding process, please share the following with your new employees:

Reminders:

- Onboarding **must be completed using only the tasks** available in the new employee's **Workday inbox**.
- These inbox tasks will include an opportunity to update personal and contact information. Please **do not initiate** these changes **outside of the onboarding process** to avoid errors.
- A "To Do" task provides instructions to **go do** something (in or outside of Workday); once complete, **submit** the To Do task to move forward.
- For assistance, go to the Worker Profile and select Contact in the left-hand menu. Then click the Support Roles tab, scroll down to HR Contact to find who supports the Human Resources needs of your department.

New Employee Onboarding Resources:

- [Onboarding – The Employee Perspective](#): provides a new employee guidance on how to complete the onboarding process in Workday
- [Onboarding Dashboard](#): discusses the Onboarding Dashboard available in Workday
- [Onboarding Processes by Security Role](#): details the steps within the Workday onboarding process by security role for Employee, HR Liaison, HROE and Payroll Services
- [Complete Your W-4 \(Onboarding\)](#): steps for an employee to complete their Federal Tax Election Form W-4 in Workday during the onboarding process

- [Payment Election Enrollment Event \(Onboarding\)](#): process for an employee to manage payment elections (direct deposit) during the onboarding process in Workday

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Time Tracking Check In/Check Out

Workday Services created a new job aid, *Checking In and Checking Out*, which outlines the process for an Employee to enter time in working using this feature. Check In and Check Out is only available to In/Out Time Reporters (record worked time as actual, 8am-12pm, instead of 4 hours). To view or test the feature, a Timekeeper can override the assigned time entry template for an employee using Edit Other IDs. Select *Time Tracking Eligibility* in the Other ID Type field; under Identification #, add the appropriate Time Entry Template.

Time Entry Template names should match one of the following exactly:

- In/Out Time Hourly Staff and Faculty
- In/Out Time Temp/Casual and Student
- Project In/Out Time Hourly Staff and Faculty
- Project In/Out Time Temp/Casual and Student

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International Students – Steps to Work on Campus

Before [international students](#) can work and complete the Form I-9 and E-Verify process, they must follow the steps below. Failure to do this will result in E-Verify Tentative Non-Confirmations. Please make sure that students are aware of these requirements. Please refer them to [ISS](#) for more information.

1. New students must complete the check-in with ISS. This requires registering for classes.
2. New students may begin working 30 days prior to the start of classes once they have checked in with ISS and applied for the SSN.
3. Current students may work between the start and end date of the I-20 issued by Texas A&M University as long as they maintain their legal F-1 status.
4. Before employing students who are Iranian citizens, departments must file the [Supplemental Work Authorization Form for Iranian Students with ISS](#).

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Employee Instructions to Complete Remote Section 1 of Form I-9

If you request a remote Section 1, please share [these instructions](#) with employees to ensure Section 1 is completed correctly. In addition, please remind employees who do not have a SSN, that they **MUST** indicate that they are awaiting issuance by clicking the box underneath the SSN field. International Students may also refer to [these](#) resources for additional information.

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Form I-9 Quick Tip Guide

Please refer to [this guide](#) to review information related to:

- Deadlines and Fines
- Most Common Supporting Documents for Foreign Employees

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COVID-19 Return to TAMUS Courses

In alignment with requirements set forth by Governor Abbott's executive order GA-21 as amended by GA-22, employees are required to complete the following System Office courses in TrainTraq:

- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)
 - This course is required for all employees and is automatically assigned.
 - **Important Note:** This course has been updated to reflect recent changes to the guidance on face coverings. Applicable assignments rules are still in effect and no action is required.
- [2114130 : Protocol and Certification for System Member Employees;](#)
 - This course is required for all employees and is automatically assigned/reassigned accordingly.
 - The attached spreadsheet will only show completions on or after Nov. 4, 2020.

[Spanish versions are also available](#) for these courses. Completing either the English or Spanish version will meet the assignment requirements to complete the courses.

Attached is a report to help monitor completions and incompletions. If you have questions, please contact Organization Development at OrgDev@tamu.edu.

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PAYROLL SERVICES

FY22 Pay Schedules and Payroll Processing Calendars

Fiscal Year 2022 (FY22) Biweekly & Monthly Pay Schedules and the September through December 2021 Payroll Processing Calendars are now available on Payroll Services [website](#). Refer to the Payroll Processing Calendar Key for details of the various calendar items. Additional FY22 monthly calendars will be available soon. Please post or distribute the pay schedules within your department.

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PCT (Payroll Cost Transfer) cutoff for August 2021

Sent on behalf of Financial Management Operations (FMO)

Per FAMIS, the last day to create PCTs will be Friday, August 20th. The last day to approve PCTs will be **Monday, August 23 at 5:00pm**. Any PCT not marked complete by 5 pm Monday evening, August 23 will be deleted by FAMIS soon after this date. The encumbrance created at PCT creation still exists in FAMIS until PCT is cancelled or approved. If you have any incomplete PCTs that have been rejected or are in process and is no longer needed, they should be cancelled to release the encumbrance. Contact Martha Weeks (msweeks@tamu.edu) in FMO should you have any questions or concerns.

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New Report for HR Contacts

A new report is available for the HR Contact Role – **Positions with Inactive Costing Allocations**. This report returns positions which have an inactive TAMUS Cost Center in the current costing allocations. An **active** TAMUS Cost Center is needed for the position to prevent salary or wage payment on the FAMIS default accounts. Users needs to initiate an Assign Costing Allocation business process and select an active TAMUS Cost Center for the position.

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Ensure New Hires Complete Onboarding Tasks

Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as Payroll Services is mailing all paper pay checks. A valid and complete address includes the Apartment # or Unit #.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Flourish is operating on an interim schedule from August 9 – 28.

View our [interim fitness class schedule](#) with classes taught by Rec Sports and Piranha Fitness.

Employees should register for these classes directly with the hosting organization.

- Sign up for Rec classes via the Texas A&M Rec Sports App or online at reconnect.tamu.edu.
- Register for Piranha classes directly at www.piranhafitnessstudio.com/.

Fall semester kicks off on August 30.

Check out our [scheduling software](#) and mobile app.

Visit our [website](#) and follow us on social media ([Facebook](#), [Twitter](#), and [Instagram](#)) to build community, enter giveaways, and more.

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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/liaisons

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