



HR LIAISON NETWORK NEWS

August 2, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

August 2:

- Monthly Pay Day

August 5:

- #21-25 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

August 9:

- #21-25 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-25 Pay Calculation Results Report available at 12:00pm

August 10:

- #21-25 Pay Calculation Results Report refreshed at 10:00am
- #21-25 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

August 11:

- #21-25 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

August 3 Special Zoom for HR Liaisons Supporting Academics – Onboarding New Faculty Hires for Fall

HROE is hosting a special Zoom session for academic HR Liaisons with Texas A&M and Texas A&M Health. The topic is onboarding new faculty for Fall 2021, with special timelines related to the 12 over 9 Benefits Pilot Program. Tips and resources about the process will be provided to help HR Liaisons better understand the new 12 over 9 Benefits Pilot Program and how it works in conjunction with the Waiting Period Reimbursement Program. HR Liaisons with academic departments (*excluding* College of AgriLife and College of Engineering) are encouraged to attend.

Date: August 3, 2021

Time: 3:30-4:30pm Central Time (US and Canada)

Zoom: [Register](#) in advance for this meeting:

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

If you have any questions, email benefits@tamu.edu or hschr@tamu.edu.

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Workday Annual Work Period Guidance for Fall 2021 New Faculty and Graduate Assistants

Per guidance from the [Office of the Provost online](#), Fall 2021 Faculty should have a hire date of August 1, 2021 or August 16, 2021. Recommended Graduate Assistant hire dates are August 1, 2021 or August 16, 2021, however, if the Graduate Assistant will not be working on these dates, the hire date should reflect the actual date work is first performed. We acknowledge that there may be impacts to visas, work authorization dates, and the ability to start work and be in residence on August 1 or August 16. These situations will be dealt with on a case-by-case basis. NOTE: New employees who reside outside the USA may not work remotely. This guidance applies only to new Faculty and Graduate Assistant hires, not existing employees.

Workday Processing Recommended Best Practices:

- Use the August 1 – May 31 Annual Work Period (AWP) in Workday. Use this work period even if the hire date is between August 1 and August 31. Do NOT select the August 16 – May 16 work period as this will cause the new hire to be paid incorrectly.
- After November 1 (rather than September), initiate a Data Change business process in Workday to change the AWP to the appropriate work period (such as the 9-month September 1 – May 31). The later date for making the data change is recommended to assure that the change in AWP doesn't impact benefit enrollments or other Workday actions.
- Do not use an AWP of less than 4.5 months because this will cause the employee to lose benefit eligibility. If the Graduate Assistant is graduating in December, process the termination on or after December 1.

Form I-9 Instructions

- The I-9 process will remain the same and should be done via Guardian with new hires completing Section 1 on or before the hire date and Section 2 completed within 3 business days of the hire date. International students hired as Graduate Assistants must be in the U.S. to complete the Form I-9 and the hire date in Workday is the hire date used to complete the Form I-9. You should not start a hire process in Workday until you can confirm with the student their availability to meet with you to complete Section 2 of the Form I-9.

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★ Please share this article with employees in your department.

Pre-Retirement Counseling Workshops

If you are considering retiring during the next 12 months, you are highly encouraged to attend one of [our group workshops for pre-retirement counseling](#). Although these workshops are not one-on-one sessions, you will have the opportunity to ask questions. As a participant, you will receive information as to what forms you will need to complete to get you started and to better understand your retirement benefits.

Teacher Retirement System (TRS) Workshops

8/12/2021	9:00-11:00am	Register Here
9/15/2021	2:00-4:00pm	Register Here
10/21/2021	9:00-11:00am	Register Here
11/17/2021	2:00-4:00pm	Register Here

Optional Retirement Program (ORP) Workshops

8/18/2021	2:00-4:00pm	Register Here
9/23/2021	9:00-11:00am	Register Here
10/13/2021	2:00-4:00pm	Register Here
11/11/2021	9:00-11:00am	Register Here

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Form I-9 Section 2 Must be Completed by Guardian Users

Effective August 1, all Form I-9 Section 2s **MUST** be completed in-person by the department's Form I-9 processor or a trained Guardian User. The form to [Request a Remote Form I-9 using an Authorized Representative](#) should only be used in extenuating circumstances or situations in which the employee will perform all duties outside of the department's usual work location. For example, the employee resides in Houston, Texas and will perform all duties in a remote location. When completing the form, please ensure to state the business need for the request.

Departments who choose this option are still responsible for ensuring the Form I-9 is completed correctly and within the required timelines. When using this option, the requesters should monitor their To Do list in Guardian to ensure compliance.

There are no restrictions to [Request a Form I-9 Remote Section 1](#). However, please help ensure compliance by monitoring your requests.

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Updated Online Course: Information Security Awareness (3001)

The System-required course, Information Security Awareness (3001), has been updated to include content on the topic of spear phishing. All applicable assignment rules are still in effect and all course reports will remain the same. If you have any questions, please contact Organization Development at orgdev@tamu.edu.

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COVID-19 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 2021 Payroll Processing Calendar 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

Per FAMIS, the last day to create PCTs will be Friday, August 20. The last day to approve PCTs will be Monday, August 23.

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 should be cancelled to release the encumbrance.

Contact Martha Weeks (mweeks@tamu.edu) in FMO should you have any questions or concerns.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

It's official. We're closer to the end of 2021 than the beginning. Join us for the last week of summer programming.

Special offerings this week:

- [Coffee Chat & Connections](#) | 8/4 | 2:00pm – 3:00pm



- [Virtual Travel: Explore Australia](#) | 8/4 | 5:30pm – 6:30pm
- [Rethinking Your Goals](#) | 8/5 | 12:00pm – 1:00pm

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 8/3 & 8/5 | 6:45am – 7:15am
- [Cycle](#) | 8/3 & 8/5 | 10:00am – 10:45am
- [Pilates](#) | 8/4 | 11:45am – 12:30pm
- [MEGAStrength](#) | 8/4 | 4:45pm – 5:30pm

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

Check out our new [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 | 979.862.3854 | 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](#)