August 23, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
New Interim Vice President, HROE
Texas A&M University has named Damon Slaydon interim vice president for the Division of Human Resources and Organizational Effectiveness (HROE) effective August 16. In case you missed the official announcement, check out the Texas A&M Today article that was published last week.

Special Zoom for HR Liaisons on August 25 - Processing Retiring Employees
HROE is hosting another special Zoom session for Texas A&M HR Liaisons about action items when one of your departmental employees is retiring. Tips and resources about the process will be provided to help HR Liaisons better understand the process employees go through as well as tasks that HR Liaisons will complete. This is a repeat of the session that was presented in July.

Date: Wednesday, August 25, 2021
Time: 8:00 a.m. – 9:30 a.m. AM Central Time (US and Canada)
Register in advance for this meeting:
After registering, you will receive a confirmation email containing information about joining the meeting.

If you have specific topics that you want to be sure are covered or need more information, submit your questions to benefits@tamu.edu.

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. Please encourage faculty new hires to attend.

**Friday, September 3, 2021 9:30am-12:00pm**
Register in advance for this meeting:
https://tamu.zoom.us/meeting/register/tJEsdeGtrjIrHtdXey8TONAYRZm63cVFUhKR
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. Please encourage graduate assistant new hires to attend.

**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 2, 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.

★Please share this article with employees in your department.

Reminder: EPSL Available through September 30, 2021

In accordance with the American Rescue Plan Act (ARPA), Texas A&M University System authorized the extension of Emergency Paid Sick Leave to Texas A&M employees through September 30, 2021. Additional information about EPSL under the ARPA can be found on our dedicated website including eligibility criteria and the employee request form. HR Liaisons are asked to work with their employees to ensure EPSL leave entries, including corrections are submitted and approved, not to extend past September 30, 2021. Texas A&M employees may contact Employee Relations at Employee-Relations@tamu.edu with questions. Texas A&M Health employees may contact hschr@tamu.edu.

New TrainTraq Course Assignment - COVID-19 Management and Guidance Plans
As announced in the email message from President Banks on August 5, 2021, all employees including those who on approved AWLs must complete a new TrainTraq course (2114327: COVID-19 Management and Guidance Plans – TAMU) to confirm that they have read, understand and will adhere to the COVID-19 guidelines found at this site. Active employees in workstations A (02 only), E (02 & 08), M (excluding Qatar), G and H will automatically receive a TrainTraq assignment tomorrow, August 24, 2021. The assignment will need to be completed within two weeks from the date it was assigned. New hires through December 1, 2021, will automatically be assigned the course. Questions regarding the course assignment may be sent to orgdev@tamu.edu.

Please share this article with employees in your department.

COVID-19 Guide for Sick/Exposed Campus Members
Please refer to the University’s step-by-step COVID-19 Guide for Sick/Exposed Members to assist you in determining what actions you are required to take if you suspect that you have been exposed to, are symptomatic, or have officially been diagnosed with COVID-19. The guide describes the following six steps in greater depth.

- STEP 1: Stay home when sick or after possible exposure
- STEP 2: Get tested for COVID-19
- STEP 3: Complete the COVID-19 Self-reporting Form
- STEP 4: Notify appropriate campus members
- STEP 5: Self-monitor and get support
- STEP 6: Determine when it is safe to come to campus

If you have not reviewed it recently, we encourage you to do so to ensure that you are familiar with the most up-to-date protocols.

Preventing Duplicate Records in Guardian
We have a high volume of hires during the months of August and September. As a result, during these months we see a significant increase in the number of duplicate records created in Guardian. Duplicate records present issues that impact record retention and the systems’ integrations between Workday and Guardian. Only one record should be available per UIN (employee ID).

Please keep in mind that since Guardian is used by the entire Texas A&M University System, a record might have already been created for the employee you are going to hire. To prevent creating a duplicate record, follow these steps:

1. Search the employee’s record in Guardian.
   a. To search you will use the Start I-9 button, and you will be prompted to enter the employee’s SSN.
   b. Check the box to indicate that the employee does not have or will not reveal the SSN.
   c. Enter the employee’s UIN
2. If you obtain a result, STOP and email UIN-I9@tamu.edu to have the record updated in Guardian so you can access it. Do not create a new record as this will create a duplicate record for the employee.

Updated USCIS Guidance Regarding Receipts Used to Complete Form I-9
USCIS has updated the guidance for employees who present a receipt showing that they applied to replace a List A, B, or C document that was lost stolen or damaged. Previously, within a 90-day period, employees only had the option of showing their employer the replacement document for which the receipt was given. Since this is not always possible due to document delays, changes in status, or other factors, employees may present, within the 90-day period, another acceptable document (or documents) to demonstrate his or her identity and/or employment authorization. This new guidance has also been updated in the Form I-9 and E-Verify Policy and Procedure Manual.

If you previously completed a Form I-9 using an acceptable receipt, and within the 90-day period the employee presents another acceptable document, please contact us at UIN-I9@tamu.edu as we will have to use a specific feature in Guardian to “Park” the previously completed form and create a new one.

How to Document the Receipt Update in Guardian
If an employee presents a different document than the original receipt document, please follow these steps:

1. Email us at UIN-I9@tamu.edu
2. You will complete a new I-9 and have the employee complete Section 1 again.
3. Record the new document(s) in Section 2, and within the Additional Information box, write a note such as:
Employee originally presented a receipt for a lost, stolen, or damaged document. In lieu of presenting the original document for which the receipt was issued, the employee has presented alternate documentation which is acceptable. Per DHS guidance, we have created this new I-9 to record the alternate documents.

4. Approve the I-9 (this will automatically send the information to E-Verify, if applicable)

For employees who present the same document as the receipt, update the document information in Guardian. The actions will be available to you in To Do List.

COVID-19 Return to TAMUS Course
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**
  - **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.

PAYROLL SERVICES

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 #.

Department First Level Contact
Payroll Services has had an increase in faculty, staff & students contacting us directly with payroll or benefit related questions. Employees should first work with their department or college HR Contact if they have questions or issues regarding their pay. If the HR Contact needs additional assistance, they will contact Payroll Services or HROE Benefits on their employee’s behalf. Please make sure all staff know who to contact within the department or college in event of any payroll or benefit related questions.

Underpayment / Overpayment / No Payment Pay Results
Payroll Services continues to receive calls and emails each payday from departments reporting underpayments, overpayments or no payments. The issues are being identified on payday or later. Most issues could have been identified by departments prior to payroll deadlines. It is imperative that all departments generate and review the Pay Calculation Results for a Period report every biweekly and monthly payroll. These reports should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employee’s paycheck. If an error or omission is identified before payroll deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed.
EMPLOYEE WELLNESS

Please share this article with employees in your department.

Flourish Events
It’s the last week of Flourish’s interim fitness 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 recconnect.tamu.edu.
- Register for Piranha classes directly at www.piranhafitnessstudio.com.

Our fall programming kicks off on August 30. We’ll be kicking off the semester by giving away FREE COFFEE to 200 employees with:
- Coffee at Brookshire Brothers | 8/31 – 9/3 | 7:30am – 9:30am

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.

ANNOUNCEMENTS

Please share this article with student employees in your department.

Sent on behalf of the Student Employment Office

Important Update Regarding Alternate Work Location (AWL) for Student Employees
President Banks has extended the temporary delegation of authority for approval of Alternate Work Location (remote work) for student employees. This delegation of authority allows department heads or equivalent unit heads to approve AWLs for student employees through December 31, 2021, or until the COVID-19 federally declared national emergency is rescinded, whichever occurs later. Please read the attached memo for additional details.

Student Employment Office, Fall 2021 Workshop Schedules Available
The Student Employment Office offers free training workshops for both student employees and their supervisors. Attached are flyers for the student employee and supervisor workshops. A complete list of the Fall workshop schedule and information on registration can be found at the Student Employment Office ERS registration page. Click on the event link to view a brief description. To register, please click on the “Login Here” link, enter your Net ID and Password, and click the “Complete Registration” button. Don’t hesitate to take advantage of these free training opportunities for you and your students, and feel free to share the student flyer with your student employees.