



HR LIAISON NETWORK NEWS

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

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PAYROLL REMINDERS

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

August 24:

- #21-26 Pay Calculation Results Report refreshed at 10:00am
- #21-26 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

August 25:

- #21-26 BW Final Pay Calculation Results Report available at 2:00pm

August 27:

- #21-26 Biweekly Pay Day

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

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.

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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)

Zoom: [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.

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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/tJEsdGtrjlrHtdXey8TONAYRZm63cVFUhKR>

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.

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★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.

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★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.

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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.

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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.

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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](#)
 - 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

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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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.

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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.

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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 reconnect.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.

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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.

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★Please share this article with student employees in your department.

Sent on behalf of the Student Employment Office

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.

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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/liasons

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)