



# HR LIAISON NETWORK NEWS

August 30, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### September 1:

- Monthly Pay Day
- #22-01 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### September 6:

- #22-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-01 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)  
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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Who to Contact in HROE?

Do you know who to contact in HROE for your questions? [View the email list online](#). HROE uses an email ticketing system to better manage email inquiries as well as improve communication and services with our customers. To further enable timely service, **please address your email to only one department** and enter the **Inquiry Type** in the subject line. Adding multiple emails/departments (via CC) may cause unnecessary delays. This email list link is always included in the weekly LNN, in the footer below.

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### New Supplemental Compensation and Dual Employment Webpage

HROE Classification & Compensation has created a new [Supplemental Compensation and Dual Employment webpage](#) to provide guidance for Staff, Temporary/Casual and Student employee types for Texas A&M University. This new webpage provides updates to [Standard Administrative Procedure 31.01.99.M0.02, Supplemental Compensation and Dual Employment](#) that was revised on June 09, 2021, addresses the responsible HR unit and provides specific earning codes for Allowances and One-Time Payments utilized by Texas A&M University. Visit the [Supplemental Compensation and Dual Employment webpage](#) today!

For questions contact Classification and Compensation at 979.845.4170 or by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu), or for Texas A&M Health departments, contact Kim Johnson at 979.436.9182 or [hschr@tamu.edu](mailto:hschr@tamu.edu).

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### Uploading Documents to Guardian

It is our policy to only scan and retain copies of all List A documents presented by the employee during the Form I-9 process that are required by E-Verify. After electronically signing Section 2 of the Form I-9, the I-9 Processor

must scan and upload the supporting document images to the LawLogix Guardian I-9 system and mark the I-9 as complete. Visit our [Form I-9 - Employment Eligibility Verification webpage](#) for other information.

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★ Please share this article with new hires in your departments as [all new hires in benefits-eligible positions are required to attend a benefits orientation.](#)

### **New Hire Benefits Orientations – Faculty, Staff**

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:](#)

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](mailto:orgdev@tamu.edu).

Email [benefits@tamu.edu](mailto:benefits@tamu.edu) or [hschr@tamu.edu](mailto:hschr@tamu.edu) if you have questions.

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### **Leading Others Nomination Process Opening Soon**

As you may have heard, we are transforming how we develop Texas A&M employees. Texas A&M's new leadership development framework and the Leading Others program are the first to launch.

The nomination process for the next Leading Others Spring 2022 cohort starts in September. Damon Slaydon, Vice President of Human Resources and Organizational Effectiveness, will be sending an email next week with more information on the nomination process and when it opens.

In the meantime, visit [Lead.tamu.edu](http://Lead.tamu.edu) to find out more!

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### **Updated Online Course: Cash Handling – System Version (2111772)**

The online course, Cash Handling – System Version ([2111772](#)) has been updated to reflect recent changes to System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues. This doesn't affect current assignments and no action is required. If you have any questions, please contact Organization Development at [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).

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### **Annual TrainTraq Assignment – Required Emergency Alert System Notification**

On September 1, Texas A&M faculty and staff employees will receive an automated TrainTraq assignment to take "Required Emergency Alert System Notification" (TrainTraq course no. [2111669](#)). HR Liaisons do **not** need to assign this course or to follow up on overdue assignments. This course will not be tracked on the monthly training compliance reports.

This course is assigned annually to notify employees about a state law ([Texas Education Code §51.218](#)) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page “course” (see attached screenshots) that will route them to a page on the [Code Maroon](#) web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail [codemaroon@tamu.edu](mailto:codemaroon@tamu.edu) or call Help Desk Central at (979) 845-8300. For other questions, please contact Organization Development at [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

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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.
  - Spanish version is available. Completing either the English or Spanish version will meet the assignment requirements to complete the course.
- [2114130 : Protocol and Certification for System Member Employees](#)
  - This course is required for all employees and is automatically assigned.
  - The attached spreadsheet will only show completions on or after Nov. 4, 2020.
  - Spanish version is available. Completing either the English or Spanish version will meet the assignment requirements to complete the course.

In addition, per [President Bank’s August 5 message](#), employees are required to complete the following course in TrainTraq:

- [2114327 : COVID-19 Management and Guidance Plans - TAMU](#)
  - This course is required for all employees and is automatically assigned.
  - This course provides critical information for Texas A&M employees regarding requirements for the fall 2021 semester during the COVID-19 Pandemic. It provides information about COVID-19 protocols related to mandatory testing, mandatory reporting, and mandatory quarantine/isolation requirements.

Attached is a report to help monitor completions and incompletions for all three courses. The report also now includes TEES and AgriLife.

If you have questions, please contact HROE Organization Development at [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).

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## PAYROLL SERVICES

*Sent on behalf of Financial Management Operations*

### Payroll Cost Transfers (PCT) Closed

The PCT process is now closed for FY21. Any PCT in process after Monday, August 23 at 5pm will be cancelled by FAMIS. You will need to reenter when the PCT process for FY22 opens. This is expected around September 10. Contact Martha Weeks at [msweeks@tamu.edu](mailto:msweeks@tamu.edu) with any questions.

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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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### 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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## EMPLOYEE WELLNESS



★Please share this article with employees in your department.

### Flourish Events

May your coffee be strong and your first week of the fall semester be short!

Join us for [FREE COFFEE](#) to the first 200 employees to show their ID from Tues. August 31 - Fri. Sept. 3 between 7:30am - 9:30am with our friends at Brookshire Brothers.

### Special offerings this week:

- [Coffee Chat & Connections](#) | 9/1 | 2:00pm – 3:00pm
- [Creative Crafting Circle](#) | 9/3 | 12:00pm – 1:00pm
- [First Friday with Flourish](#) | 9/3 | 6:00pm – 8:00pm

### Take advantage of our fitness classes:

- [Dance Fusion](#) | 8/30 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 8/30 & 9/1 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 7/27 & 7/29 | 6:45am – 7:15am
- [Cycle](#) | 8/31 & 9/2 from 4:45pm – 5:30pm | 9/4 from 10:00am – 10:45am

View our [full fitness class schedule](#).

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](mailto: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](http://employees.tamu.edu/liaisons)

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