



# HR LIAISON NETWORK NEWS

August 8, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### August 12:

- Monthly Pay Calculation Results Report available at 12:00pm

### August 13:

- #21-25 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

### August 16:

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

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### 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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#### Updated Sample Salary Memos and Recommended Memo Distribution

The FY22 salary memos posted last week on the webpage [2021 Merit Process in Workday \(FY22 Compensation Resources\)](#) have been revised to remove the language “pending approval by the Board of Regents.” Rather than include this phrase in the memo to employees, it is recommended that departments use the revised version and distribute staff salary memos **after** the Board has reviewed and approved the FY22 budget on Thursday, August 26, 2021.

#### Questions:

- For questions regarding the merit plan, one-time merit template, positions budgeting application or Workday merit module, email [budget@tamu.edu](mailto:budget@tamu.edu).
- For other questions related to Classification and Compensation actions or the sample salary memos:
  - **Texas A&M University**  
HROE, Classification and Compensation: 979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu)
  - **Texas A&M Health HR**  
Kim Johnson: 979.436.9182 or [hschr@tamu.edu](mailto:hschr@tamu.edu)

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#### Workday Services Training Changes, Week of August 2, 2021

- New Job Aids
  - *Check In and Check Out* – outlines the process for an Employee to enter time in Workday using Check In and Check Out
- Updated Job Aids
  - *Mark Pre-Hires for Deletion* – added prerequisite and up next information
  - *Termination (Voluntary/Involuntary)* – added note for approval by Graduate Studies Partner to Termination and End Additional Job
  - *End Additional Job* – added note for approval by Graduate Studies Partner to Termination and End Additional Job
- Updated Reference Guides
  - *Change Job Reasons* – added examples of when the Change Job Reason may be used
  - *Correct, Cancel and Rescind* – Recruiting Partners can now Cancel the Job Requisition
- New Webinars
  - *Evergreen Process* (deck/video) – explore the evergreen requisition process including linking requisitions to the evergreen and managing and hiring candidates in the evergreen pool
  - *Job Application Process* (deck/video) – review of the job application process from start to finish highlighting this year’s changes and updates to the process
  - *Workday Staffing Part 1: UINs and Pre-hire Records* (deck/video) – best practices for starting a hire, checking UIN Search and Manager, using the Workday Search feature, running the Ineligible for Rehire Report and more; learn to identify duplicate records and pre-hire records linked to a requisition, finding no show and ineligible for hire records, correcting pre-hire records and marking the correct pre-hire for deletion

Updates are also published on the [Workday Weekly Updates webpage](#).

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#### Form I-9 Section 2: Updated Process

As you are aware, effective August 1, Section 2 of the Form I-9 must be completed in person by the department’s Form I-9 processor or a trained Guardian User. This decision was made due to the large number of compliance issues using the Remote Section 2 Authorized Representative process instituted during the pandemic. We

recognize there are circumstances in which the new employee might be unable to be present at the work location on their date of hire, however, this should be the exception rather than the rule. For departments with a business need to complete the Form I-9 Section 2 remotely, we are utilizing our membership in the **CUPA-HR Reciprocal Processing Consortium** to assist with this process. Please see our [Form I-9 – Employment Eligibility Verification](#) page from our [Onboarding Services](#) menu for more information about requesting this service.

**Departments using an approved Remote Section 2 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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### 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](mailto: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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### Payroll Cost Transfer Cutoff for August, 2021

Per FAMIS, the last day to create Payroll Cost Transfers (PCT will be Friday, August 20. The last day to approve PCTs will be Monday, August 20.

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](mailto:mweeks@tamu.edu)) in FMO should you have any questions or concerns.

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*Sent on behalf of Financial Management Operations (FMO)*

### Reminder on Cost Allocation Dates

Cost allocation start and end dates should be the beginning or ending of a pay period to avoid posting of partial payroll to Workday default account. For monthly new hires beginning in August, cost allocation start date should be 8/1/21. End date may be left blank. For biweekly employees, the start date should be the Sunday of the pay period they begin working. [See biweekly pay period dates online](#).

Cost allocation start and end dates are used only to distribute payroll to accounts and do not effect computation of pay.

Please do not overwrite an existing cost allocation. Add a new line for a new allocation with a start date of the day after the end date of the previous allocation.

Contact Martha Weeks at [msweeks@tamu.edu](mailto:msweeks@tamu.edu) with any questions regarding Part 02 or Part 10 allocations

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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](http://reconnect.tamu.edu).
- Register for Piranha classes directly at [www.piranhafitnessstudio.com](http://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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## ANNOUNCEMENTS

*Sent on behalf of the Student Employment Office; please see attachments for complete details.*

### Student Employment Reminders

- End of Semester Highlights
  - **August 7, 2021** is the last day students may be paid from summer work study funds
    - In Workday, the employing department needs to initiate the Change Job > Job Position Title business process to a non-work study job profile with an effective date of August 8, 2021 unless the student provides a 2021-2022 work study certificate
  - Move **graduated students** off student title codes
    - If graduating, students must be moved off student title codes no later than the Monday following the latest commencement ceremony of the term (August 16, 2021); see attachment for exceptions
  - Placement in **temporary/casual positions**
    - Three components must be met; see attachment for requirements
- Beginning of Semester Highlights
  - Utilizing **work study funds**
    - It is the hiring department's responsibility to ensure that the work study certificate is reviewed to determine the type of funds awarded
      - Federal Work Study – students awarded these funds may begin working August 8, 2021
      - State of Texas Work Study – students awarded these funds cannot work prior to September 1, 2021; any work done prior to September 1<sup>st</sup> will be billed back to the department at 100%
  - Proof of **class schedule and setting scheduled hours** per week
    - It is important that the student's class schedule is used when developing the student's work schedule; both documents should be retained in the student's HR file
  - Working during scheduled class time is **prohibited**



- Paying **non-federal share of Federal Work Study** with other federal funds
  - The hiring department's share of a student's federal work study wages is 25%; funds from programs sponsored by federal agencies may be used to pay this share if the programs have the authority to pay student wages
- **Form I-9** and **E-Verify** reminders
  - As a condition of their employment, student employees are required to complete a [Form I-9](#) and electronically submit it to [E-Verify](#); submitting the information to E-Verify requires a Social Security Number
  - Employees must complete and sign Section 1 of the Form I-9 no later than the first day of employment; Section 2 must be completed by the employer, with the employee present, within 3 business days of the hire date
  - Students should review the list of [acceptable documents](#); must be original and unexpired, photocopies will not be accepted
  - If student does not have a SSN at the time the Form I-9 is being completed, they have up to 45 days to obtain one and notify their HR Liaison; failure to provide a SSN may result in their employment termination
  - International student should refer to [this page](#) for more information

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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